



Regular Council Meeting
Council Chambers
September 24, 2018
6:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing**
- 3. Agenda – Amendments and Adoption**
3.1 September 24, 2018 Regular Council Meeting
- 4. Adoption of Previous Minutes**
4.1 September 17, 2018 Regular Council - Page 1
4.2 September 19, 2018 Special Council Meeting - Page 6
- 5. Delegation**
5.1 Canadian Association of Petroleum Producers - Page 8
- 6. Bylaws**
- 7. Old Business**
7.1 RFD Red Deer River Municipal Users Group, Source Water Protection Charter - Page 30
- 8. New Business**
8.1 RFD Municipal Accountability Review - Page 50
8.2 RFD Letter from Mountain View County Re: Funding for Recreation and Culture - Pg 133
8.3 RFD AFRRCS Purchase - Page 135
- 9. Administration**
9.1 Departmental Reports – August 2018 - Page 136
- 10. Notice of Motion**
- 11. Municipal Area Partnership (MAP)**
- 12. Council Committee Reports**
- 13. Inquiries Between Councillors or to Administration**



Regular Council Meeting
Council Chambers
September 24, 2018
6:00 p.m.

14. Council Invitations / Correspondence

15. In Camera – Notice to Public

16. In Camera

16.1 Privileged Information - FOIPP Section 27

16.2 Disclosure Harmful to Intergovernmental Relations – FOIPP Section 21

16.3 Local Public Body Confidences – FOIPP Section 23

16.4 Local Public Body Confidences – FOIPP Section 23

17. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 ext. 114.



Regular Council Meeting
Minutes
September 17, 2018

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, September 17, 2018, 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
Acting Director of Corporate Services, C. Albert
Special Projects Administrator / Development Officer, B. Fountain
Legislative Executive Assistant, C. Robey

Public:

4 Members
Ms. Lea Smaldon, Managing Editor, Mountain View Publishing Inc.
Ms. Elizabeth Manolakos
Mr. Al Bertram

CALL TO ORDER

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

PUBLIC HEARING

2018-06 Agenda:

**Bylaw 2018-11 Land Use Amendment to Address Cannabis
Production Facility and Cannabis Retail Store Uses**

Mayor Leslie called the Public Hearing to order at 6:01 p.m.

Mayor Leslie read in to the Minutes the Purpose of Bylaw 2018-11:

The purpose of Bylaw 2018-11 is to amend the Land Use Bylaw to provide for Cannabis Production Facility and Cannabis Retail Store Uses in anticipation of the Government of Canada

adopting the proposed Cannabis Act. The proposed land use bylaw amendment is proactive to prepare for the legalization of cannabis on October 17, 2018.

Chief Administrative Officer, Linda Nelson read in to the Minutes the Confirmation of Notices:

Notification of the Public Hearing for Bylaw 2018-11 was published in the local newspaper on September 4 and September 11, 2018. On August 7, key stakeholders (Developers, Builders and local business owners) were notified via email and Canada Post the date for the Public Hearing and provided with a copy of Bylaw 2018-11 for review and comment. On August 22, 2018 Administration hosted a Public Participation and Information Session, where the Public Hearing date was provided to those in attendance.

Director of Planning and Economic Development, Mike Marko delivered the Development Officer's Report and provided Council with additional information concerning:

- Greenspaces / playground structure
- Proposed hours of operation for retail store locations
- Setbacks
- Potential locations

Legislative Executive Assistant, Cynthia Robey read in to the Minutes the following Public Communication (letters/emails):

Mr. Elias Manolakos, Sundre Mini Mall - email received September 14, 2018

The following person(s) spoke in Favour of the Bylaw:

Name: Ms. Elizabeth Manolakos

Address: 919 Hunterston Road NW, Clagary, AB T2K 4M5

Name: Mr. Al Bertram

Address: 410 – 4 Avenue SW, Sundre, AB T0M1X0

The following person(s) spoke in Opposition to the Bylaw:

Name: none

Address:

The following additional person(s) spoke who are deemed to be affected by the Bylaw:

Name: none

Address:

Development Officer provided a closing statement.

Council was provided with additional information concerning:

- Federal legislation
- Setbacks
- Proposed hours of operation for retail store locations
- Parkways / Playground structure / Icerink
- Variances

Chief Administrative Officer, Linda Nelson provided an explanation of right of appeal, and notice to land owners.

Res. No. 364-18-09-17 MOVED by Councillor Wolfe to close the Public Hearing relating to Bylaw 2018-11, now closed at 6:43 p.m., and to return to the open meeting of Council.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION

Res. No. 365-18-09-17 MOVED by Councillor Warnock that the Agenda be approved, as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 366-18-09-17 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on September 10, 2018, be approved as presented.

CARRIED

DELEGATION

BYLAWS

Bylaw 2018-11 Land Use Amendment to Address Cannabis Production Facility and Cannabis Retail Store Uses

Point of Order – Councillor Warnock

Res. No. 367-18-09-17 MOVED by Councillor Funke that the Bylaw be amended to remove Clause 14E.

Voted For: Councillors: Funke, Dalke, Preston, Wolfe.

Voted Against: Mayor Leslie, Councillors: Warnock, Isaac.

CARRIED

Res. No. 368-18-09-17 MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2018-11, being a Bylaw to Amend the Land Use Bylaw to provide for Cannabis Production Facility and Cannabis Retail Store Uses, with amendments.

Voted For: Mayor Leslie, Councillors: Funke, Dalke, Preston, Wolfe, Warnock.

Voted Against: Councillor Isaac.

CARRIED

Councillor Preston moved to vote.

Res. No. 369-18-09-17 MOVED by Councillor Funke that the Town of Sundre Council give Third Reading to Bylaw 2018-11, being a Bylaw to Amend the Land Use Bylaw to provide for Cannabis Production Facility and Cannabis Retail Store Uses.

Voted For: Mayor Leslie, Councillors: Funke, Dalke, Preston, Wolfe, Warnock.

Voted Against: Councillor Isaac.

CARRIED

OLD BUSINESS

NEW BUSINESS

ADMINISTRATION

Res. No. 370-18-09-17

RFD Local Improvement Tax

MOVED by Councillor Wolfe that the Town of Sundre Council receive the verbal report from the CAO, as information.

CARRIED

NOTICE OF MOTION

MUNICIPAL AREA PARTNERSHIP

COUNCIL REPORTS

INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION

COUNCIL INVITATIONS / CORRESPONDENCE

IN CAMERA – Notice to Public

Mayor Leslie excused all public members at 7:06 p.m., and advised that they are welcome to wait in the lobby to rejoin the Council Meeting after the In-Camera session concludes.

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

Staff: Ms. Linda Nelson, CAO

Public: No Members

Res. No. 371-18-09-17

MOVED by Councillor Funke that Council go into In-Camera at 7:12 p.m.

CARRIED

IN CAMERA

Topic of In Camera:

Privileged Information – FOIPP Section 27

Res. No. 372-18-09-17

MOVED by Councillor Dalke that Council return to open meeting at 7:25 p.m.

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

ADJOURNMENT

Res. No. 373-18-09-17

MOVED by Councillor Wolfe being that the Agenda matters have been concluded the meeting adjourned at 7:26 p.m.

CARRIED

These Minutes approved this 24th day of September, 2018.

Mayor

Chief Administrative Officer



Special Council Meeting
Minutes
September 19, 2018

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Wednesday, September 19, 2018, commencing at 6:00 p.m.

IN ATTENDANCE

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

ABSENT

Councillor Rob Wolfe

STAFF

Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Acting Director of Corporate Services, C. Albert
Manager Operations, J. Hall
Manager Community Services, S. Nelson
Economic Development Officer, J. Allan
Peace Officer, K. Heerema
Human Resources/Payroll, D. Tetreault
Special Projects Administrator / Development Officer, B. Fountain

PUBLIC

5 members

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

ADOPTION OF AGENDA

Res. No. 374-18-09-19

MOVED by Councillor Isaac that the Agenda of September 19, 2018 Special Council Meeting be adopted, as presented. **CARRIED**

Councillor Rob Wolfe joined the meeting at 6:30 p.m.

PRESENTATION

Res. No. 375-18-09-19

Budget 101

MOVED by Councillor Dalke that the Town of Sundre Council accepts the "Budget 101" presentation for information. **CARRIED**

ADJOURNMENT

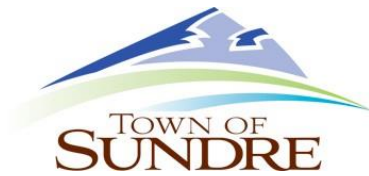
Res. No. 376-18-09-19

MOVED by Councillor Warnock that being the Agenda matters have been concluded the meeting adjourned at 6:43 p.m. **CARRIED**

These minutes approved this 24th day of September, 2018.

Mayor

Chief Administrative Officer



COUNCIL DATE: September 24, 2018

SUBJECT: Delegation: Canadian Association of Petroleum Producers

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

Council to welcome Ms. Kelly McTaggart, Advisor, Community Engagement.

Council to receive a state of the industry update.

An aerial photograph of an oil and gas drilling site. A tall, white derrick with a red top is the central feature, surrounded by various industrial structures and equipment. The site is situated in a dense forest of evergreen trees. In the background, a river or stream flows through the landscape, and distant mountains are visible under a clear sky. The image is partially obscured by a large, stylized white graphic element on the left side.

Continuing Challenges for Canada's Oil and Natural Gas Industry

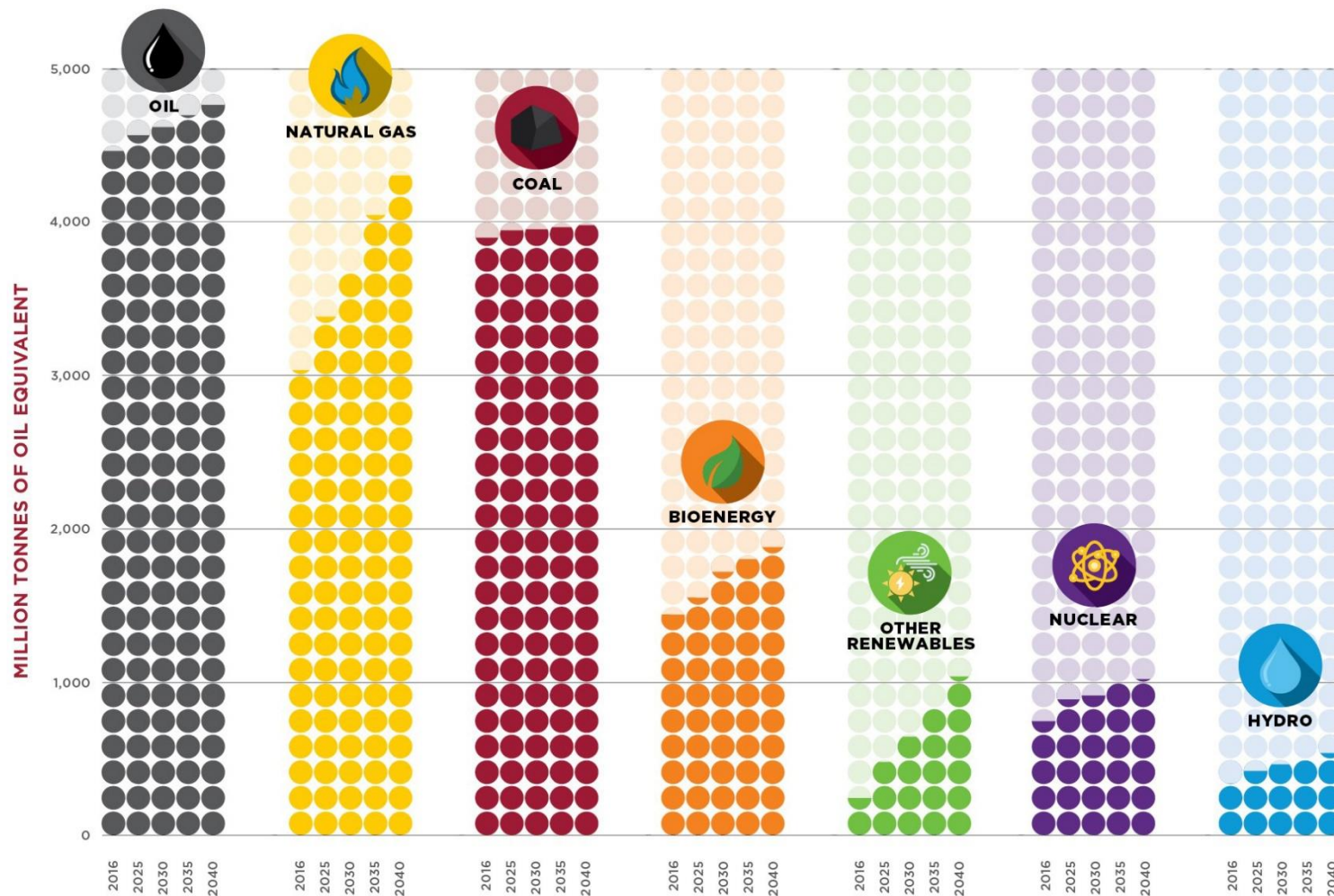
Canadian Association of Petroleum Producers

- Represents large and small producer member companies
- Members explore for, develop and produce natural gas, natural gas liquids, crude oil, and oil sands throughout Canada
- Produce about 80 per cent of Canada's natural gas and crude oil
- Associate members provide a wide range of services that support the upstream crude oil and natural gas industry

A large, stylized red maple leaf graphic that occupies the left and bottom portions of the slide. It has a thick, solid red color and a modern, geometric design.

Energy Demand Continues to Rise

Growth in the Global Energy Mix from 2016-2040



Source: IEA 2017 World Energy Outlook, New Policies Scenario

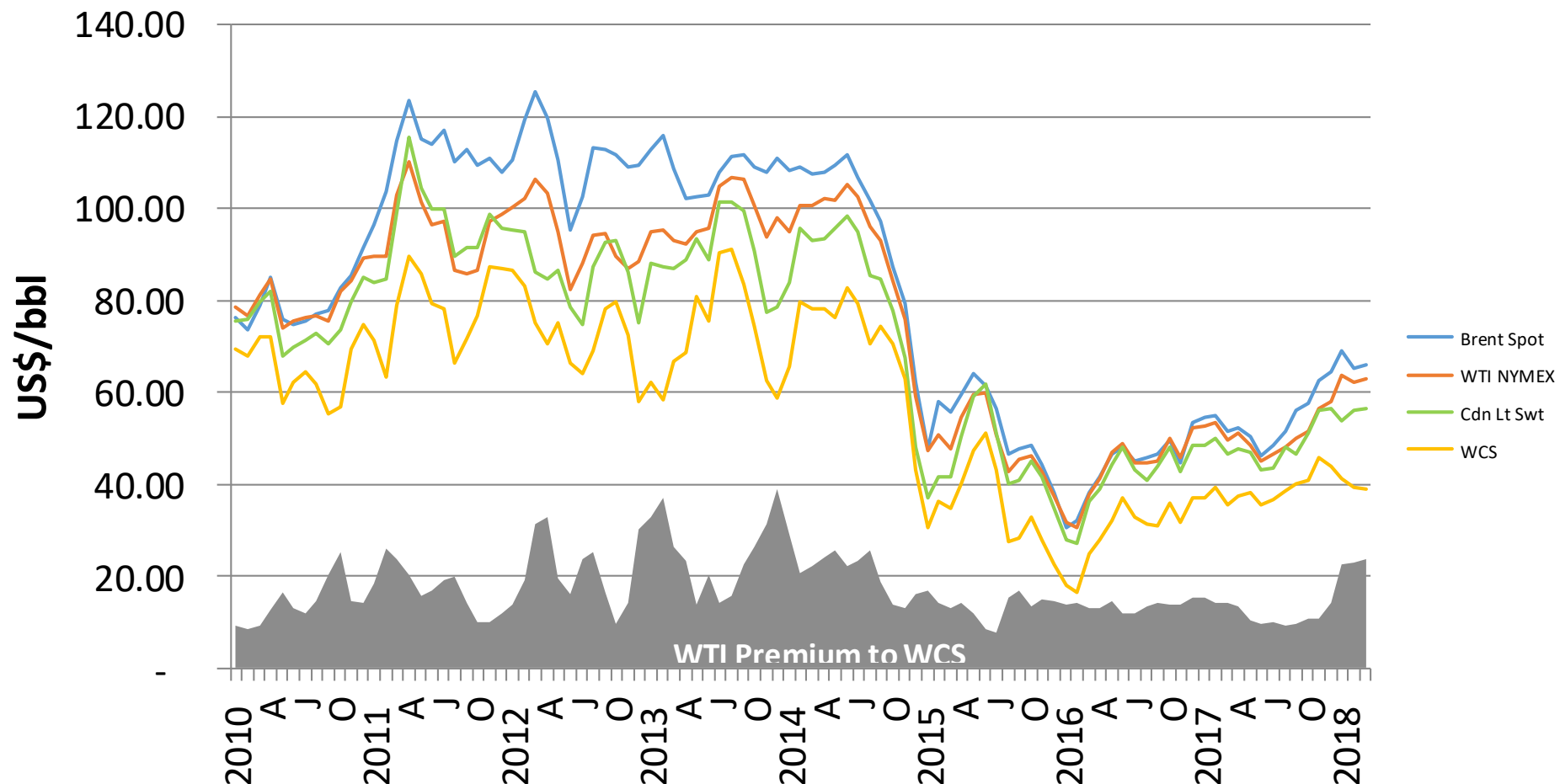
COMPETING FOR GLOBAL CUSTOMERS



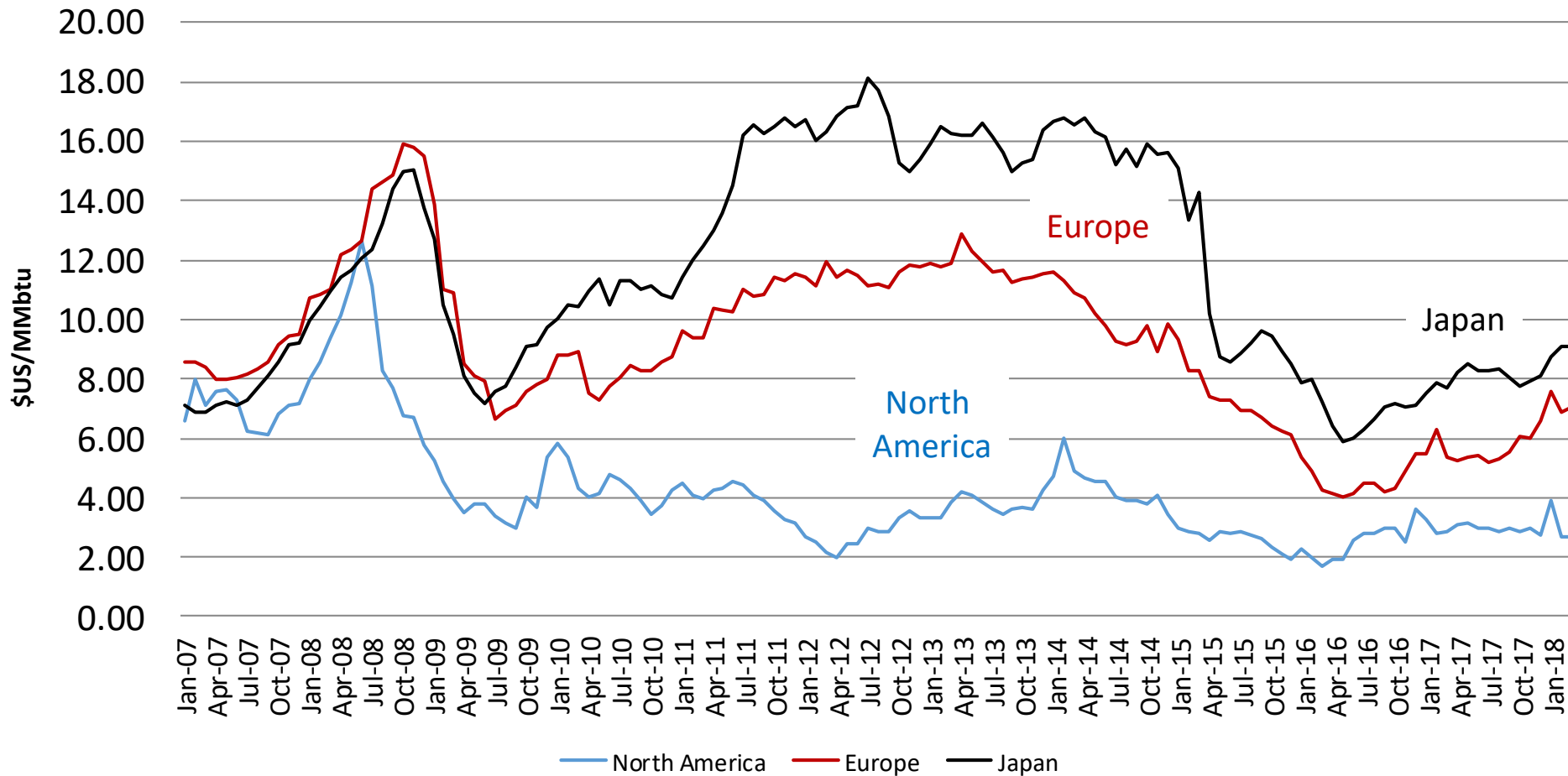


**And Prices Have
Recovered**

Crude Oil Prices



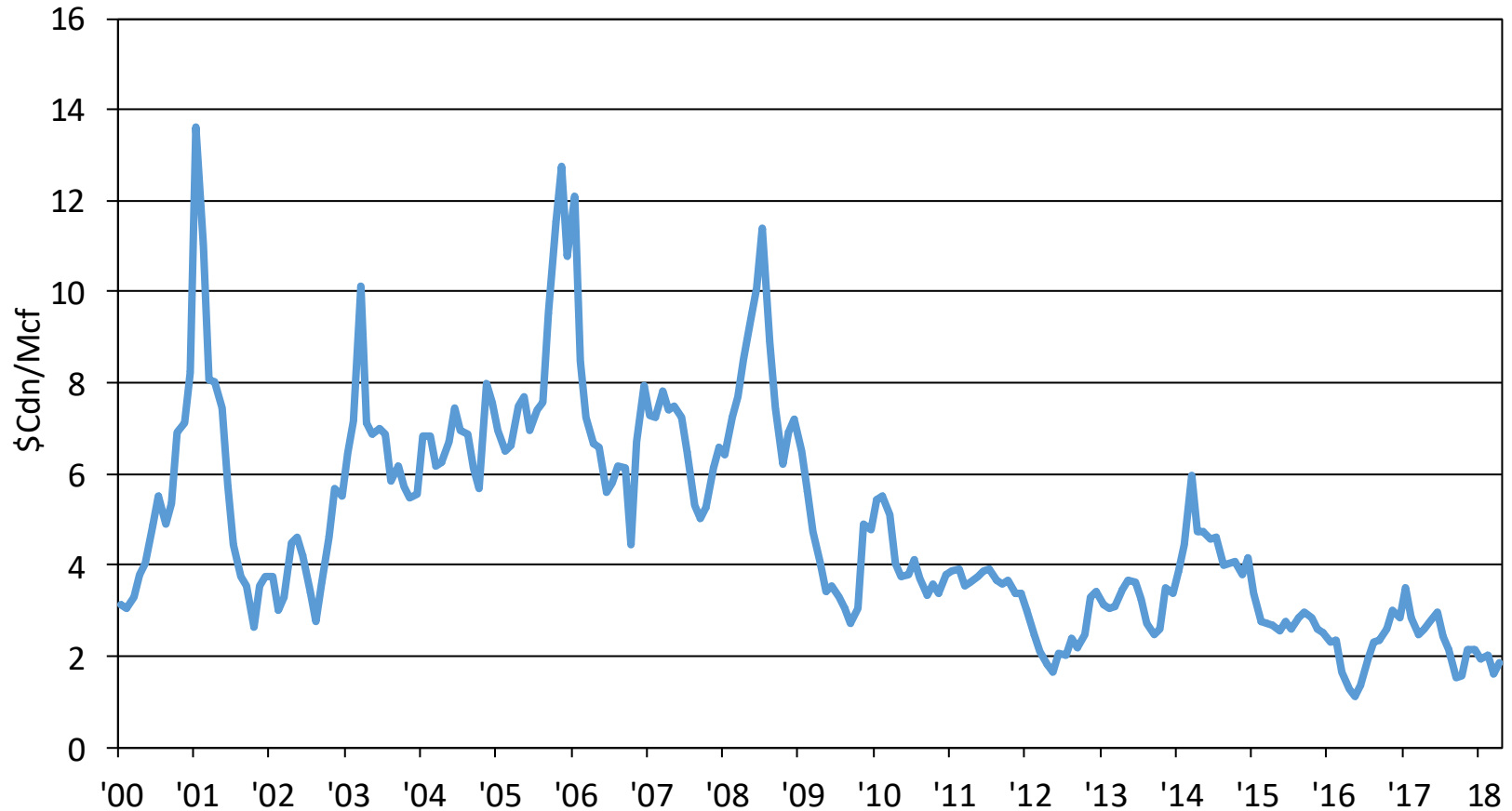
Global Natural Gas Prices



Source: World Bank (nominal US\$)

Canadian Natural Gas Price

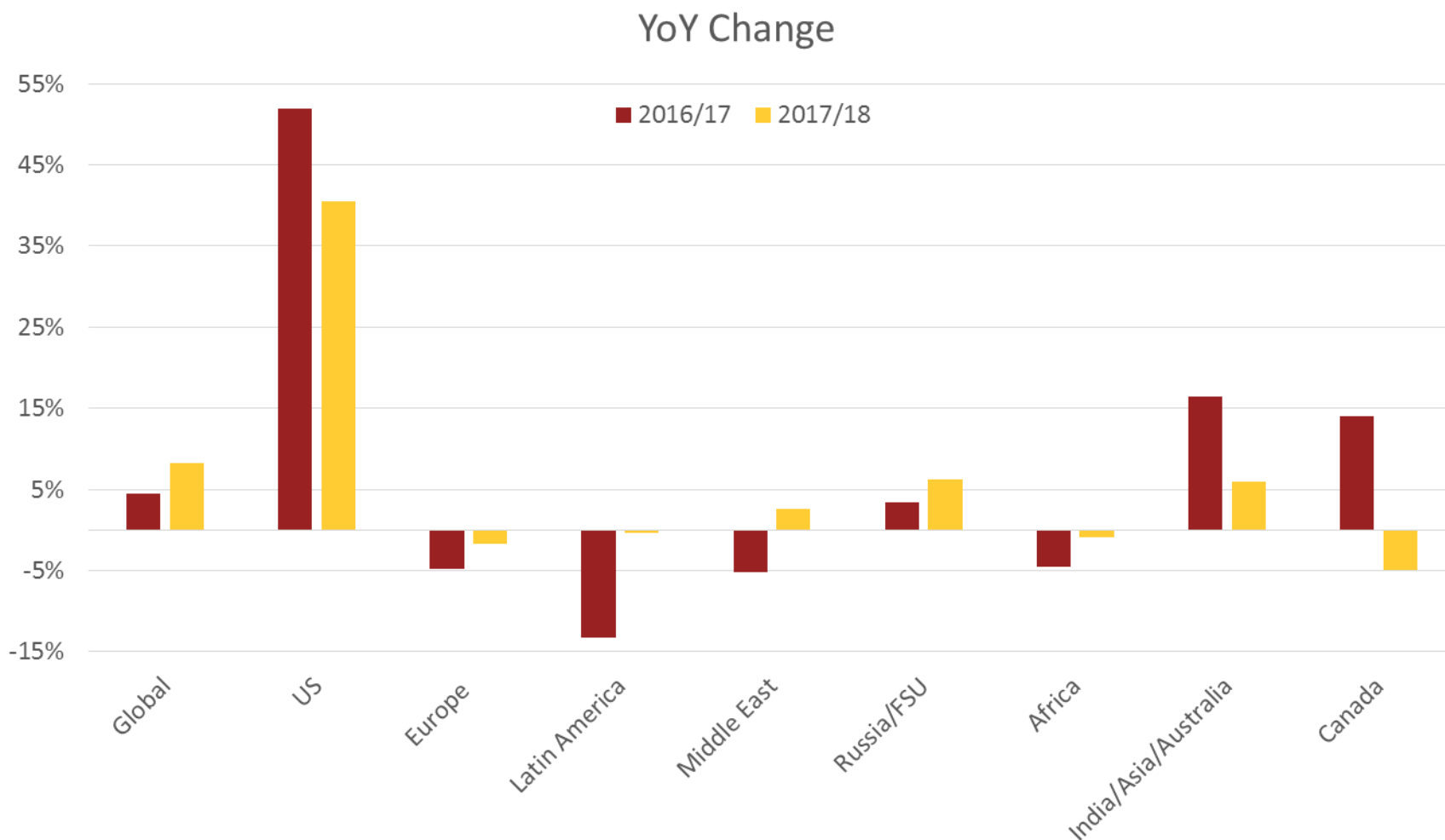
AECO One Month Spot Price – Monthly Average





And Yet, Investment in Canada is Declining

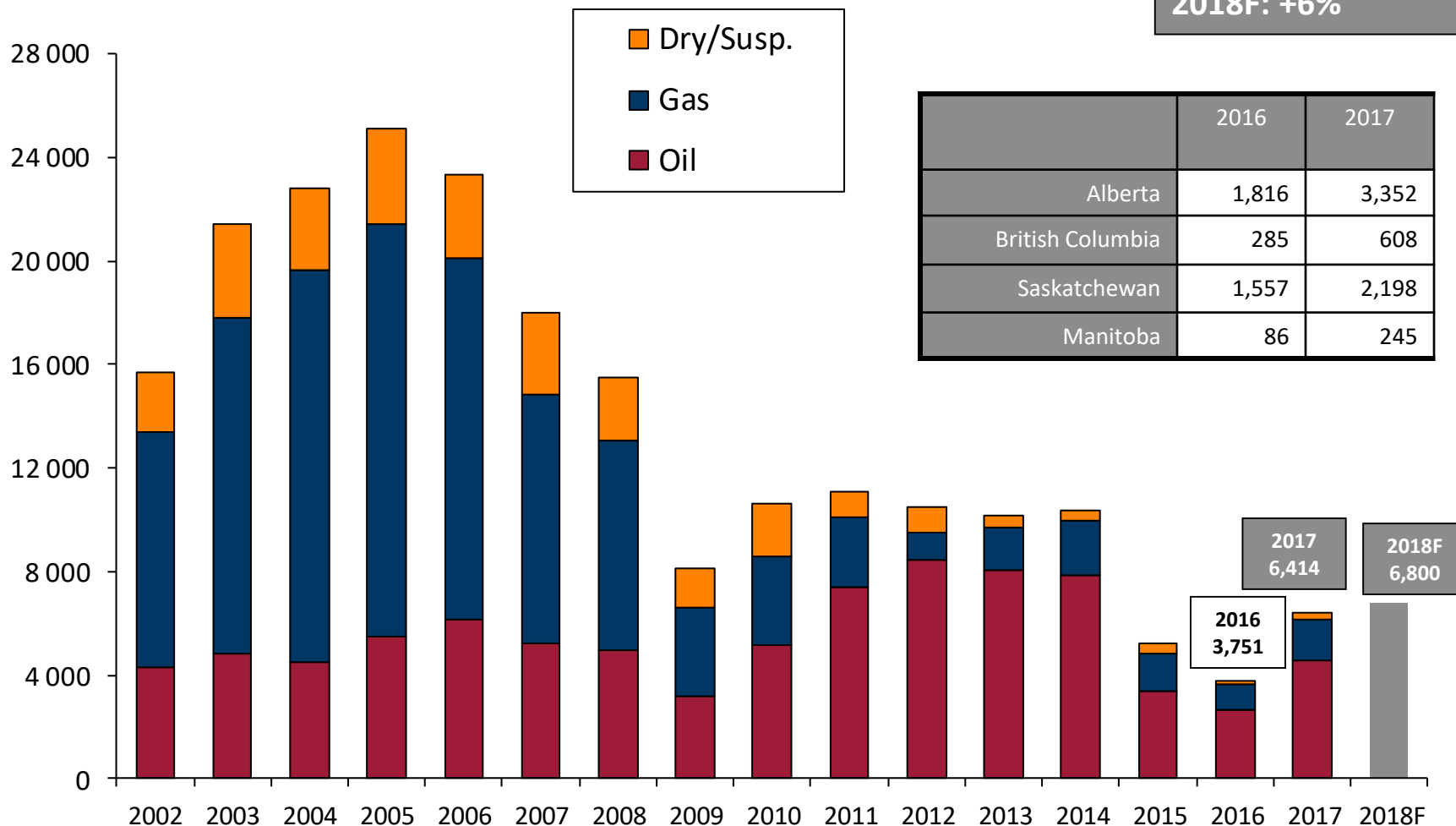
Global Investment Trends – Upstream Sector



Source: Barclays Upstream Spending Survey & CAPP (April 2018)

Total Wells Drilled in Western Canada

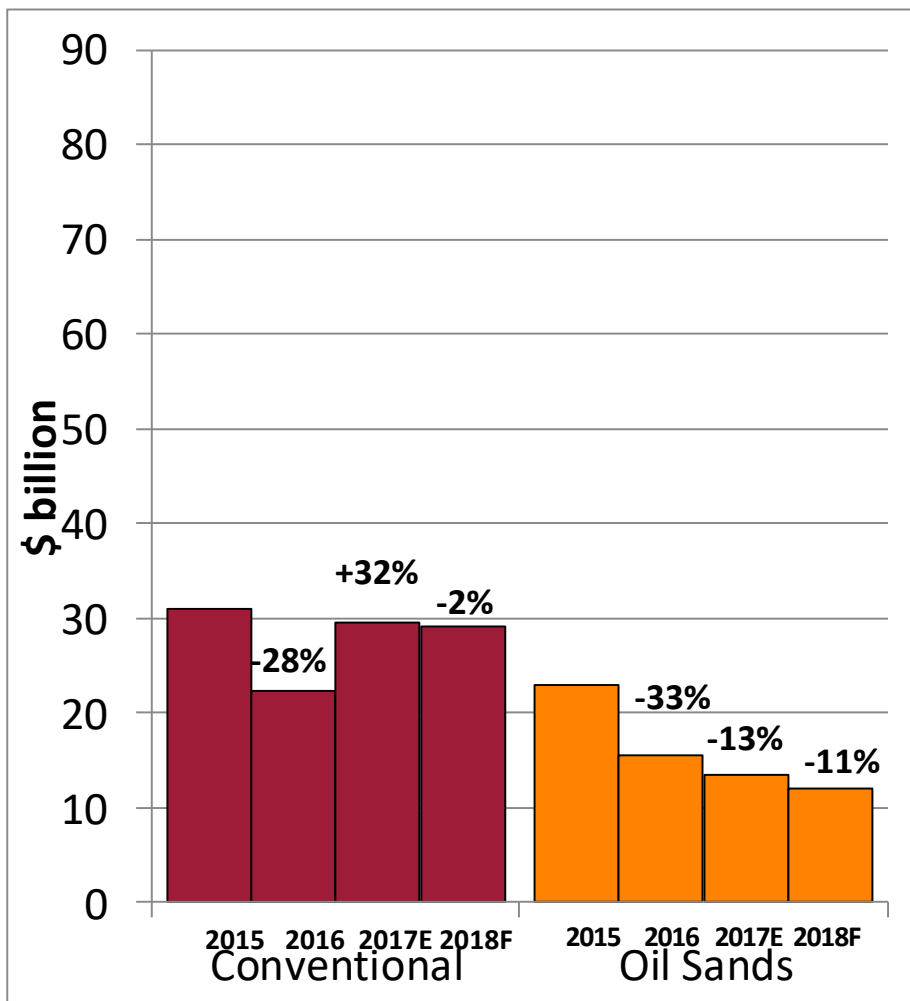
Yr/yr change in drilling:
2016: -28%
2017: +71%
2018F: +6%



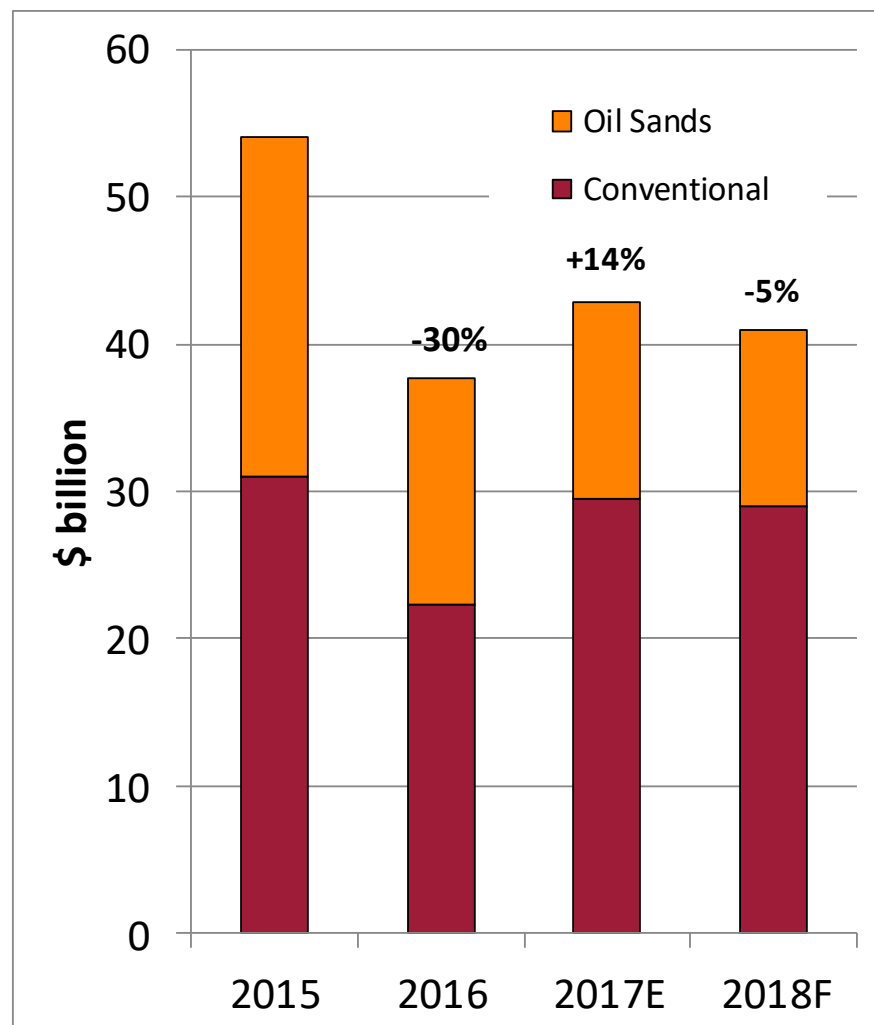
Source – CAPP. Based on Rig Release (March 2018)

Upstream Capital Investment in Canada

% = Year/year change



Combined Capital Investment



Source: CAPP April 2018



Continued Need for New Market Access

Oil Pipelines

- **Current State:**

- Pipeline capacity out of Western Canada is FULL
- Rail is picking up some slack
- Increasing differential for Western Canadian oil (i.e. lower price)
- Production cuts in some cases

- **Remaining Proposed Projects All Face Challenges:**

- Enbridge Line 3
- Keystone XL
- TransMountain Expansion

Natural Gas Markets

- **Current State:**

- Market share in Eastern Canada has stabilized but:
 - New U.S. pipes soon coming up into Ontario
 - New capacity out of Northeast U.S. connecting to Midwest U.S.
- Significant bottlenecks in getting gas to the mainline:
 - High volatility
 - Lower average prices
- As producers develop liquids for value, gas supply will continue to be high

- **Need for LNG greater than ever:**

- Positive signs for projects but, barriers remain

- **Conversion to natural gas fired electricity a positive opportunity**

Competitive Challenges Must Be Overcome

Competitive Challenges

- **Industry can help governments achieve policy objectives but must be at reasonable cost and improve approvals process**
- **Currently:**
 - High degree of policy and regulatory uncertainty
 - Significant delays in regulatory approvals compared to competing jurisdictions
 - Significant cumulative costs of recent policy changes
 - United States headed in the opposite direction

CAPP Advocacy

- **2018 Economic Report Series:**
 - A Global Vision for the Future of Canadian Oil and Natural Gas
 - Canada's Role in the World's Energy Mix
 - Competitive Climate Policy: Supporting Investment and Innovation
- **2018 Crude Oil Forecast**
- Available on www.capp.ca

Join Canada's Energy Citizens! energycitizens.ca



 LEARN MORE

 MEET CITIZENS LIKE YOU

 WHAT YOU CAN DO

 BLOG

 JOIN



We need a more balanced discussion about energy, the economy, and the environment.
Together, let's change the conversation.

Become an Energy Citizen

Show your interest and support for Canada's oil and natural gas resources. Sign up now and stay up-to-date on the latest from the industry.

☒ Yes, I would like to receive emails from Canada's Energy Citizens.

[Read our disclaimer](#) for more information.

SIGN UP

Help change the conversation



Thank you!



REQUEST FOR DECISION

COUNCIL DATE: September 24, 2018

SUBJECT: Red Deer River Municipal Users Group, Source Water Protection

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 7.1

BACKGROUND/PROPOSAL:

During the September 10, 2018 Regular Council Meeting, Council accepted for information the August 30, 2018 correspondence received from the Red Deer River Municipal Users Group (RDRMUG) regarding water source protection.

To encourage and recognize action by municipalities, RDRMUG has approved a program that promotes municipalities across the watershed to sign a "*Charter for Protecting Source Water Quality in the Red Deer River Watershed.*" (see attached).

RDRMUG recommends that the Charter be signed, and encourages municipalities to arrange a media release with local media to publicize their commitment to source water protection through the action(s) endorsed on the signed Charter.

Further, the RDRMUG requests that municipalities provide a copy of the signed Charter by October 1, 2018 prior to their release to media throughout the watershed, the highlights of the commitment to provide various and supportive efforts by municipalities to protect source water, which in turn will vitally support community sustainability.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To take place the Council Meeting.

ADMINISTRATION RECOMMENDATIONS:

COSTS/SOURCE OF FUNDING:

MOTION:

Forthcoming.

ATTACHMENTS:

08.30.18 Red Deer River Municipal Users Group correspondence

Date Reviewed:

September 20, 2018

CAO:

Aminda Nelson

Mayor and Councillors
Town of Sundre
Box 420, Sundre, Ab.
T0M 1X0



Dear Mayor and Councillors:

Re: Source Water Protection

On behalf of communities throughout the Red Deer River watershed, the Red Deer River Municipal Users Group (RDRMUG) commenced a program to promote further understanding by municipalities of the importance of source water protection and the significant responsibilities assigned to municipalities to protect source water. Recently, members of your Council and/or municipal staff attended a source water protection workshop facilitated by the RDRMUG. We are truly appreciative of your interest in source water protection as demonstrated at the workshop by analyzing the threats and prioritizing the tools outlined in the *Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* (available on www.rdrmug.ca).

As a follow-up action from the workshop, one or more of you staff and/or Council were encouraged to present to the CAO and/or Council their analysis of threats to water security and tools (actions) to address the threats. Moreover, the report was to advise what priority action(s) should be considered by Council. To facilitate their report, two handouts were provided, these being: "Municipal Source Water Protection – Action Assessment" and "Evaluation of Actions and Recommendations" (a blank copy of these is attached).

It is recognized that municipalities already have a number of policies and programs related to water use and conservation, yet often indirectly. However, the workshop theme emphasized because source water is so vital to sustain the economic, social and environmental fabric of your community, you are encouraged to undertake one or more new actions to protect your source water and/or the source water of other municipalities and water users.

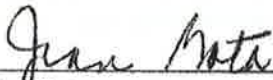
To encourage and recognize action by municipalities, the RDRMUG has approved a program that promotes municipalities across the watershed to sign a "Charter for Protecting Source Water Quality in the Red Deer River Watershed." A copy of the Charter is attached hereto. The "Charter" is formatted in a way to state the specific tool(s) to be undertaken to address one or more key threats to your source water and/or the source water of other municipalities. In signing the Charter, your community will have prioritized a threat or threats and identified the action or actions your community commits to undertake and complete by August 31, 2020.

Once you have signed the Charter, we encourage you to arrange a media release with your local media to publicize your commitment to source water protection through the action(s) you have endorsed on the Charter. This will also inform the general public of the importance of protecting source water within the Red Deer River watershed and serve and to promote residents and businesses to make source water protection a priority in their day to day lives. Ultimately to the benefit of all water users within the watershed.

We also request that you provide a copy of your signed Charter by October 1, 2018 to the RDRMUG. A RDRMUG release to media throughout the watershed will highlight all the various and supportive efforts committed to be undertaken by municipalities to protect source water, and thus vitally support community sustainability far into the future.

Please contact Keith Ryder, the Executive Director of the RDRMUG at execdir@rdrmug.ca if you require clarification, additional information and assistance in proceeding with what the municipal representatives on the RDRMUG see as an exciting opportunity, individually and collectively, to recognize and act on the importance of source water.

Thank you for your cooperation and participation.



Councillor Jean Bota, Red Deer County
RDRMUG Rural Co-Chair



Mayor Terry Leslie, Town of Sundre
RDRMUG Urban Co-Chair

Keith Ryder
Executive Director
Red Deer River Municipal Users Group
execdir@rdrmug.ca

www.rdrmg.ca

CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

Whereas, the United Nations General Assembly: "Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights." (28 July 2010, Resolution 64/292)

And Whereas, the Government of Canada has stated: "Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected." (Canada Water Act, R.S.C., 1985, c. C-11)

And Whereas, the Province of Alberta has stated: "Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy - our quality of life depends on it. The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy." (Water for Life: Alberta's strategy for sustainability 2003.

And Whereas, the Red Deer River Municipal Users Group (RDRMUG) recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, I, _____,
(representative name) (representative title)

On behalf of _____,
(municipality)

Our Municipality will diligently commit to commence and complete implementing the tools named below prior to August 31, 2020.

1. _____

2. _____

3. _____

Signed _____ Date _____

PROTECTING SOURCE WATER
A PROGRAM of the RED DEER RIVER MUNICIPAL USERS GROUP

Red Deer River
MUNICIPAL USERS GROUP

RED DEER RIVER MUNICIPAL USERS GROUP (RDRMUG)

Presentation to the City of Red Deer
2018 Agency Day

Red Deer River Municipal Users Group (RDRMUG)

WHO WE ARE

- In 2006 a group of Municipalities formed an association of rural and urban municipalities to share concerns relating to water issues within the Red Deer River Basin. RDRMUG was instrumental in:
 - Having the Province of Alberta review and change the supply of water to Cross Iron Mills Mall
 - Having a review of the Special Areas application for water diversion from the Red Deer River
 - Identify the Red Deer River as a full basin within the South Saskatchewan River Basin
- RDRMUG works closely with the Red Deer River Watershed Alliance (RDRWA) and recognizes the RDRWA as the “Official Voice” of water related issues to the Province of Alberta

RDRMUG

WHO WE ARE (Continued)

- RDRMUG works closely with all water related agencies including Alberta Environment and Parks and Alberta Water Smart
- The Group's Membership is composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River either directly or through regional water systems
- Municipalities are represented through their elected officials with support of some administration and technical staff.
- Currently the RDRMUG has 35 members representing a population base of almost 300,000 people within the Red Deer River Watershed
- Self funded through member municipalities contribution of .25 per capita

RDRMUG

Why the Key Interest in Water?

The Red Deer River is described as unique, in that it is the only river within the South Saskatchewan River Basin that still has “License Allocations” available.

- The demand on water from the Red Deer River continues to grow – municipalities are one of many sectors requiring water and competing for future water needs
- Cost to supply and maintain potable water continues to increase; poor water quality requires costlier treatment
- Sustainable communities are dependent on the availability of safe, secure potable water

RDRMUG

Purposes

- Provide a comprehensive information base that provides consistent and current information to members pertaining to water issues
www.rdrmug.ca
- Provide a forum for municipalities to discuss water supply, water use and water quality
- Serve as an advocate of municipal interests in the supply, use, delivery and quality of water
- Provide stimulating and educational guest speakers and presentations at regular bi-monthly meetings
- RDRMUG mandate focuses strictly on the municipal perspective of water related issues.

RDRMUG

MUNICIPAL ROLES

Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA) have six key roles in water management (source protection)

- wetland, riparian land and aquatic habitat protection
- management of point and non-point source pollution
- land use planning
- management of land use impacts,
- drinking water, wastewater and stormwater management, and
- the promotion of land and water stewardship.

RDRMUG

MUNICIPAL ROLES (Continued)

- RDRMUG fully supports these key roles and actively provides support to municipalities to participate in and meet these roles

RDRMUG

CURRENT KEY ACTIVITIES (Continued)

- Quantity of Water – continue to pursue approval by the Province of allowing an application for a “Crown Reservation License” which would allow a portion of the unallocated water within the Red Deer River to be set aside for future municipal needs
- Quality of Water – An action plan initiated in 2015 continues to be a pillar of RDRMUG endeavors
- 2017 and 2018 saw the completion of a **Source Water Quality Primer** and Toolkit for **Protecting Source Water Quality in the Red Deer River Watershed**
- Comprehensive Toolkit Workshops were held in Olds, Hanna and Lacombe

Highlights and purposes of the Toolkit and Workshops include:

RDRMUG

CURRENT ACTIVITIES (Continued)

Source Water Quality Protection Plan

- To broaden and improve the understanding of the importance of the quality of source water and to emphasize that municipalities have already acted in many ways to protect the quality of source water
- To identify as many threats and risks as possible to quality of source water within the Red Deer Watershed (many identified by members and Workshop attendees)
- Outline specific municipal roles and responsibilities in source water quality protection
- Introduce tools that municipalities may use to protect source water quality

RDRMUG

SOURCE WATER DEFINITION

**THIS IS NOT
SOURCE WATER**



RDRMUG

SOURCE WATER DEFINITION

Source water is any (untreated) water in rivers, streams, lakes, reservoirs and aquifers used for the supply of raw water for drinking water systems and for use by industries, irrigators and other water users.

RDRMUG

CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

- This Charter has been distributed to ALL municipalities within the Red Deer River Watershed
- It provides municipalities with the opportunity to “officially” recognize the importance of protecting all Central Alberta water resources for the future well-being of their communities, businesses and residents. Along with...
- Maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed
- RDRMUG ensuing goal(s) is to ensure through education, promotion and example, the protection of source water quality by all municipalities through the continuation of present policies and the development of relevant future actions

RDRMUG

RED DEER RIVER QUICK FACTS

- Part of the South Saskatchewan River Basin
Old Man, Bow, South Saskatchewan and Red Deer Rivers
- Red Deer River is the largest in area of the 4 Basins
- Smallest in flow volume and the only system that is allowed to issue new allocation licenses
- The total allocation figures show that 56% of the Red Deer River allowable allocations have been made or committed
- Municipal usage is approximately 12%

RDRMUG

RED DEER RIVER QUICK FACTS

Allocation Comparisons

| | |
|--|-------------------------|
| • City of Red Deer | 21,294 dam ³ |
| • Other municipal | 14,061 dam ³ |
| • Nova Chemicals | 24,659 dam ³ |
| • Buffalo Lake Stabilization | 22,573 dam ³ |
| • Alberta Power (Sheerness) | 21,956 dam ³ |
| • Proposed Special Areas Project (max) | 33,200 dam ³ |

RDRMUG

DICKSON DAM

- Completed in 1983, holds 203,000 dam³
- Supplement winter low flow
- Provide more reliable water supply for down stream users
- Minimum flow is regulated to 16m³ per second
- Provides a small level of flood mitigation, erosion protection, recreation and power generation

RDRMUG

RED DEER RIVER MUNICIPAL USERS GROUP

A Group with a vested interest and passion for bringing the municipal perspective to the well being of the Red Deer River and ensuring that future water needs are met to provide for the population and economic growth of our communities

Thank You

Questions



REQUEST FOR DECISION

COUNCIL DATE: September 24, 2018

SUBJECT: Municipal Accountability Program Review

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

In July 2018, representatives from Alberta Municipal Affairs conducted a Municipal Accountability Review. The review consisted of a meeting with Administration, attendance at a Council meeting, and an extensive review of our municipal processes/documents/bylaws and statutory procedures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To take place at Council meeting.

See attached Report

MOTION:

That the Town of Sundre Council receive the attached report and the verbal report as information.

| |
|---|
| Date Reviewed: <u>September 20, 2018</u> CAO: <u>Linda Nelson</u> |
|---|



Municipal Affairs



Deputy Minister

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10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
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AR94841

September 11, 2018

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

Dear Ms. Nelson:

Linda

Your participation and cooperation during the municipal accountability review conducted in July 2018 for the Town of Sundre is appreciated. On behalf of the Minister, I have accepted the Town of Sundre Municipal Accountability Review Report, as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

As ministry staff discussed with you during their visit, it is expected the Municipal Accountability Review Report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature, and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town citizens.

The ministry is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. The ministry is available to help you address the non-compliant matters identified in the report, and welcomes any feedback on our review process.

.../2

- 2 -

If you have any questions or wish to receive a digital copy of the report to use as a template for your response plan, please contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Pickering', with a long horizontal flourish extending to the right.

Brad Pickering
Deputy Minister

Attachment: Town of Sundre Municipal Accountability Review Report

cc: Honourable Shaye Anderson, Minister of Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Services and
Legislation



Town of Sundre

Municipal Accountability Review Report

July 9, 2018



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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- aid municipalities in achieving legislative compliance;
- support municipalities in being accountable and well-managed; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon request from council and requires approval by the Minister, municipalities with populations of 5,000 or less are automatically scheduled for a visit once every four years. The Town of Sundre was randomly selected for a municipal accountability review in 2018.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

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The results of the Town of Sundre's review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.



Section 2: Executive Summary

2.1 Site Visit

On July 9, 2018, Municipal Affairs staff met with town administration to complete the on-site portion of the Municipal Accountability Program review and to observe a council meeting for procedures that are required in the MGA.

The Town of Sundre is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- councillor orientation and training;
- meetings and meeting procedures;
- public participation policy;
- establishing borrowing bylaws;
- planning and development;
- tax recovery processes;
- mandatory bylaws; and
- financial administration.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- council meeting minutes ([page 26](#));
- discretionary bylaw – 2018 Fee Rates bylaw ([page 35](#));
- contents of tax notice ([page 51](#)); and
- proof of elector eligibility ([page 71](#)).

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2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.



Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

LEGISLATIVE REQUIREMENTS: MGA 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: Town council passed resolution 294-18-07-09 at the July 9, 2018 regular council meeting to name 717 Main Avenue West in Sundre, Alberta as the town's municipal office.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Orientation Training

LEGISLATIVE REQUIREMENTS: MGA 201.1

1. Has orientation training been offered to the elected officials?
2. Were the following topics covered:
 - role of municipalities in Alberta;
 - municipal organization and functions;
 - key municipal plans, policies and projects;
 - roles and responsibilities of council, councillors, the CAO, and staff;
 - code of conduct;
 - budgeting and financial administration; and
 - public participation?

COMMENTS/OBSERVATIONS: All elected officials were offered and participated in orientation training after the 2017 municipal election. A comprehensive orientation plan and materials were provided, which met the requirements of the legislation. Furthermore, the town has embedded a mandatory requirement for elected officials to take orientation training within the town's code of conduct bylaw (bylaw 15.17).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: The current CAO has been in place for over one year and has received her annual evaluation from council. An evaluation team has been struck and is developing a new process for the CAO evaluation. To assist with this endeavor, resources are provided below.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: The Canadian Association of Municipal Administrators (CAMA) recently introduced a three-step CAO Performance Evaluation Toolkit. The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available for free to member and non-member municipalities.

Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: CAO Evaluation (Municipal Affairs)

4. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

COMMENTS/OBSERVATIONS: The documents reviewed were signed in accordance with the requirements of Section 213 of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Repair of Roads, Public Places, and Public Works (For discussion only)

LEGISLATIVE REQUIREMENTS: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

COMMENTS/OBSERVATIONS: The municipality is fully aware of the depth of this provision. Efforts to ensure compliance include the municipality's capital budget, master servicing study, and numerous policies to ensure service delivery and infrastructure safety and maintenance are upheld.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.2 Meetings

1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: MGA 197 (1)

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Council and council committee meetings are held in public.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Closed Meetings

LEGISLATIVE REQUIREMENTS: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: Council minutes reviewed between October 2017 and July 2018 met the legislative requirements. Council did not have a closed session at the meeting observed on July 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: MGA 152, 192

1. Is an Organizational Meeting held annually?
2. Is a Chief Elected Officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their organizational meeting on October 23, 2017 and all legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Special Meetings

LEGISLATIVE REQUIREMENTS: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by 2/3 of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: The special meeting of council on March 28, 2018 met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: MGA 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: On July 9, 2018, the mayor attended the council meeting through electronic communications and all legislative requirements were met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

COMMENTS/OBSERVATIONS: No recent changes to regularly scheduled meetings have occurred.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.3 Meeting Procedures

1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the July 9, 2018, meeting of council, motions were made for all actions requested of administration and council acted only by resolution or bylaw.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Quorum

LEGISLATIVE REQUIREMENTS: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under Sections 180 and 181?

COMMENTS/OBSERVATIONS: Town council consists of seven elected officials. The minutes that were reviewed and the council meeting that was observed met the quorum requirements as set out in the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?
4. Is the request for a recorded vote documented in the minutes accordingly?

COMMENTS/OBSERVATIONS: Each councillor participated in voting in the July 9, 2018 meeting. There were no abstentions and no requests for recorded votes during that meeting. The voting documented in the council meeting minutes and demonstrated in the council meeting meets the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: MGA 172

1. When a pecuniary interest is disclosed, is the disclosure and the process recorded in the minutes?

COMMENTS/OBSERVATIONS: There were no items of pecuniary interest at the July 9, 2018 meeting of council. The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#)



5. Provision of Information

LEGISLATIVE REQUIREMENTS: MGA 153.1

1. When information regarding the operation or administration of the municipality is requested by a councillor, does the CAO provide information to all of council as soon as practical?

COMMENTS/OBSERVATIONS: The CAO is aware of the MGA requirements. Council was provided with an agenda package in advance of the July 9, 2018 council meeting. The town departments also provided written reports to council.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: MGA 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the MGA when a public hearing is held?
7. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: The minutes reviewed between October 2017 and June 2018 contained minimal comments and summaries of discussions by those in attendance at the council meeting. Specifically, this occurs in meeting minutes where council moves into 'committee of the whole' and when there were 'inquiries between councillors or to administration'. All other legislative requirements were met. A resource is provided below to assist the municipality.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The minutes are to be documented in accordance with the requirements of section 208(1)(a) of the MGA, without note or comment.

RESOURCES: Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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3.4 Mandatory Bylaws

1. Code of Conduct

LEGISLATIVE REQUIREMENTS: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there disqualification provisions in the bylaw?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Was the bylaw established by July 2018?
8. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022.)

COMMENTS/OBSERVATIONS: The town passed a code of conduct bylaw (Bylaw 15.17) in October 2017 and all legislative requirements are met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

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RESOURCES: Not applicable.

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2. Establishment of the Chief Administrative Officer Position

LEGISLATIVE REQUIREMENTS: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

COMMENTS/OBSERVATIONS: The CAO was appointed in March 2017 (council resolution 114/17) and the town passed a new CAO bylaw (2018-08) on May 7, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: MGA 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Long term borrowing Bylaw 09.17 was reviewed and set out the source, amount, term, interest and how the loan would be repaid, in accordance with the legislation. The bylaw was advertised as required in section 606 of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (Section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if necessary)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per Section 357?

COMMENTS/OBSERVATIONS: The town passes a property tax bylaw annually. The town passed the 2018 property tax bylaw (bylaw 2018-07) on April 16, 2018 and the bylaw has met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are three members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are two members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
 - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: On April 16, 2018 council passed Bylaw 2018-06 establishing a regional assessment review board to exercise the functions of a local assessment review board and a composite assessment review board. Through this bylaw a designated officer is also appointed as the clerk of the board. All other legislative requirements have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: MGA 555-556

1. Is there a municipal bylaw enforcement officer appointed?
2. Is there a bylaw to support this?
3. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
4. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
5. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: The town has recently passed Bylaw 2018-12 establishing the powers and duties for the bylaw enforcement officer. All other legislative requirements have been met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the *MGA*. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the *MGA*.

1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: The town passed bylaw 14.17 on October 10, 2017. The bylaw addresses meetings of council, conduct of meetings, agenda and order of business, deputy mayor, public hearings and parliamentary procedure.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Rates and Fees Bylaw

LEGISLATIVE REQUIREMENTS: MGA 7

1. Does the municipality have a Rates and Fees Bylaw?

COMMENTS/OBSERVATIONS: The 2018 Fee Rates Bylaw 18.17 passed on November 27, 2017 sets a schedule of fees and rates for the Town of Sundre. Bylaw 18.17 states: “the rates specified attached to this bylaw may be modified from time to time, as council desires, by resolution of council”. This is in contravention of Section 191(2) of the MGA which states that the amendment or repeal of a bylaw must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless the MGA or any other enactment provides otherwise. Schedules to Bylaw 18.17 form part of the bylaw and can only be changed through the passing of a bylaw that amends or replaces the original bylaw schedules.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 18.17 needs to be amended to be compliant with Section 191(2) of the MGA by deleting the clause stating council can amend the bylaw by a resolution. Any amendment(s) to the bylaw schedules must be enacted by passing a bylaw that amends or repeals and/or replaces Bylaw 18.17 or the relevant schedule.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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3.6 Bylaw Procedures

1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past minutes and attendance at the July 9, 2018 council meeting indicates that the legislative requirements are being met.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: **MGA 63-69, and 191**

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to the first reading?
4. Have there been amendments to a bylaw that initially required advertising?
5. Was the amending bylaw advertised?
6. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: The town passed a revision bylaw (Bylaw 2018-05) on April 16, 2018 to rescind outdated bylaws. The bylaw met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.7 Mandatory Policies

1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Was the public participation policy passed by July 2018?
3. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: The public participation policy was adopted by council at the July 9, 2018 council meeting (resolution 286-18-07-09) and it met the legislative requirements. It is noted that the town consulted with the public extensively during the development of this policy.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.8 Finance

1. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under Section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?

COMMENTS/OBSERVATIONS: The town approves a two-year operating budget. The 2017/18 operating budget was adopted on December 5, 2016 by council and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. Capital Budget

LEGISLATIVE REQUIREMENTS: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: The 2018 capital budget was adopted on February 12, 2018 by council and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required

RESOURCES: Not applicable.



3. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued?

COMMENTS/OBSERVATIONS: The financial records and receipts reviewed met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Municipal Accounts

LEGISLATIVE REQUIREMENTS: MGA 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: Alberta Treasury Branches provides banking services to the municipality. Signing authority is approved during the organizational meeting and the financial institution was approved at the September 3, 2013 council meeting (resolution 311-13).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Fidelity Bond

LEGISLATIVE REQUIREMENTS: MGA 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

COMMENTS/OBSERVATIONS: Based on information provided, proper insurance policies were in place. The town holds a policy with AMSC Insurance Services which met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: MGA 276, 280, 281

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under Section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: The auditor is approved by council on a three-year contract (resolution 291/17). The annual financial statements were submitted to Municipal Affairs after the May 1 deadline and were not made available to the public until the May 28, 2018 regular council meeting. The town requested permission from the Minister in order to extend the timeline to satisfy this requirement and was granted an extension of time through Ministerial Order NO. MSL:042/18.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Salary and Benefits

LEGISLATIVE REQUIREMENTS: MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality?

COMMENTS/OBSERVATIONS: Information on the salaries of councillors and the CAO are contained within the annual financial statements. Moving forward, all designated officers' salaries, including assessment review board and subdivision and development appeal board clerks and the assessor, must be disclosed in the financial statements as required in the Supplementary Accounting Principles and Standards Regulation 313/2000.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Management Letter

LEGISLATIVE REQUIREMENTS: MGA 281

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The town received confidential recommendations from the auditor.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



9. Three Year Operating Plan and Five Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: MGA 283.1

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years. Also, each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. The first financial plans will need to be prepared by the end of 2019 and cover the 2020 to 2022 financial, or 2020 to 2024 capital period.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement and has already begun the development of policies to meet the timeline requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Plans must be in place by April 21, 2020 deadline.

RESOURCES: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#)



3.9 Assessment and Taxation

1. Assessment Roll

LEGISLATIVE REQUIREMENTS: MGA 284.2(1), 307

1. Is an assessor appointed?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: The assessment roll is available at the town office and no fee is required. Council passed resolution 77/15 at their March 23, 2015 meeting to appoint the town assessor for a period of five years.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Tax Roll

LEGISLATIVE REQUIREMENTS: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (Section 347 or 364)?

COMMENTS/OBSERVATIONS: An annual tax roll has been completed for 2018 and it met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Prepare Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 333

1. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
2. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: Tax notices are prepared annually and sent to the taxpayers.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 334, 460

1. Does the municipality provide for a combined property assessment and tax notice?
2. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The town uses a combined tax and assessment notice. It is noted that the following items are not contained on the 2018 tax notice:

- the date the tax notice is sent to the taxpayer; and
- information on how to request a receipt for taxes paid.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Moving forward the municipality must ensure that all required information is printed on the combined property assessment and tax notice.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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5. Certify Date of Mailing

LEGISLATIVE REQUIREMENTS: MGA 335, 336

1. Has a designated officer certified the date the tax notices were sent?
2. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: Certification of tax notices sent was published in the July 10, 2018 edition of the Sundre Roundup advising that 2018 tax notices had been sent May 10, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Tax Arrears List

LEGISLATIVE REQUIREMENTS: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The town tax arrears list has been prepared and was submitted to the Registrar on March 16, 2018, which is before the required March 31 deadline. The tax arrears list is posted in the town office. A tax arrears list was not required under Section 436.03 of the MGA, as the town has passed a bylaw making the mobile home park owners responsible for property taxes.

MEETS LEGISLATIVE REQUIREMENTS: Yes

* RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Tax Sale

LEGISLATIVE REQUIREMENTS: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

COMMENTS/OBSERVATIONS There has been no recent tax sales.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.10 Planning

1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: MGA 623, 625 - 626

1. Is there a bylaw establishing the subdivision authority for the municipality?
2. Does the structure of the subdivision authority comply with Section 623(2) which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: The Town of Sundre Land Use Bylaw 705.1997 establishes the subdivision authority as Council and the CAO.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Development Authority

LEGISLATIVE REQUIREMENTS: MGA 624, 625 - 626

1. Is there a bylaw establishing the development authority for the municipality?
2. Does the structure of the development authority comply with Section 624(2) which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: The Town of Sundre Land Use Bylaw 705.1997 establishes the development authority as the CAO and the development officer(s).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to the appeal board?
 - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB, and is that person a designated officer?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 2018-02, passed on February 5, 2018, establishes the SDAB and the position of the SDAB clerk as a designated officer. The bylaw excludes members in accordance with the MGA. The town has not had an appeal hearing in a number of years. There is no formal agreement in place or bylaw establishing an intermunicipal SDAB.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: MGA 653, 653.1, 679, Subdivision and Development Regulation 43/2002 and Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. Have all the mandatory requirements in Section 653 and 653.1 of the MGA been met?
4. If there have been appeals, did the SDAB clerk give five days' notice of the hearing to the appropriate stakeholders?

COMMENTS/OBSERVATIONS: Subdivision application 2018-SD-001 was reviewed and met the legislative requirements. The town has not received any subdivision appeals in the last four years.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Development Applications

LEGISLATIVE REQUIREMENTS: MGA 683.1, 686, 687

1. Did the development authority review the application within 20 days to determine if it was complete?
2. If deemed complete, did the applicant get a notification that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal by the SDAB?
5. Does the SDAB give at least five days notice in writing of the hearing:
 - to the appellant;
 - to the development authority; and
 - to the owners as required under the land use bylaw?
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development application 2018D-05 was reviewed and met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: MGA 622, 630.2 and ALSA 20

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: There is no ALSA regional plan in effect for the Town of Sundre.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Growth Management Board

LEGISLATIVE REQUIREMENTS: MGA 708.23,

1. Is the municipality a member of a growth management board?
2. Has the growth management board established by bylaw an appeal mechanism or dispute resolution mechanism, or both, for the purposes of resolving disputes arising from actions taken or decisions made by the growth management board?

COMMENTS/OBSERVATIONS: The Town of Sundre is not part of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions that development permits may be subject to;
 - how long development permits remain in effect;
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - the general purpose of the bylaw and public hearing;
 - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
 - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: The current Land Use Bylaw 705.1997, has been amended and consolidated up to and including March 19, 2018. The land use bylaw includes all required content. The Town of Sundre is in the process of passing a new land use bylaw and gave first reading to bylaw 2018-10, Town of Sundre Land Use Bylaw on July 9, 2018.

MEETS LEGISLATIVE REQUIREMENTS: Yes

July 9, 2018

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RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan?
 - Does the population of the municipality exceed 3,500?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' zoning as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems; and
 - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 08.13 was passed September 16, 2013 and adopts a municipal development plan for the Town of Sundre. The plan has not been amended; therefore, there has been no requirement to advertise or have a public hearing. The MDP addresses all legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 631, 636, 692, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
 - future land use;
 - future development;
 - transportation;
 - coordination of intermunicipal programs (physical, social and economic development);
 - environmental matters;
 - dispute resolution processes;
 - plan repeal/amendment procedures; and
 - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: Bylaw 07.09 was passed on July 5, 2009 and establishes an IDP with Mountain View County. As the legislated requirements for an IDP have changed, the municipality will have until April 1, 2020 to update their current IDP to meet the new requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



11. Intermunicipal Collaborative Frameworks (ICF)

LEGISLATIVE REQUIREMENTS: MGA 708.33, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The town is aware of the upcoming legislative requirements. The town is working with Mountain View County and currently has a protocol agreement in place to assist with their ongoing work.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: Municipalities are required to adopt intermunicipal collaboration frameworks that specify what and how services are funded and delivered by April 1, 2020.

RESOURCES: Information on ICF requirements, contents and dates can be located online at: [Intermunicipal Collaboration Frameworks](#)

12. Listing and Publishing Policies Related to Planning Decisions

LEGISLATIVE REQUIREMENTS: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The town is aware of the legislative requirements to publish all policies related to planning decisions by January 1, 2019. The town website currently publishes policies and plans related to statutory plans.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.11 Local Authorities Election Act (LAEA)

1. Joint Elections

LEGISLATIVE REQUIREMENTS: *Local Authorities Election Act (LAEA) 2-3*

1. Is there an agreement to hold an election in conjunction with another local authority?
2. Does the agreement include:
 - which elected authority is responsible for the conduct of the election; and
 - the appointment of a returning officer for each local authority?

COMMENTS/OBSERVATIONS: The town does not conduct joint elections with another local authority.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Oath/Statement

LEGISLATIVE REQUIREMENTS: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the Returning Officer, and all deputy returning officers take the oath/statement as per the Local Authorities Election Forms Regulation for the most recent election?

COMMENTS/OBSERVATIONS: Prior to the October 2017 general election each election officer took the appropriate oath.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Nomination Forms

LEGISLATIVE REQUIREMENTS: LAEA 27, 28.1, 34, 97

1. Is there a bylaw requiring a deposit upon the submission of a nomination form?
2. Were the nomination papers signed by at least five residents of the municipality?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under Section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed for general elections and by-elections?

COMMENTS/OBSERVATIONS: All legislative requirements have been met for the most recent election.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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4. Proof of Elector Eligibility

LEGISLATIVE REQUIREMENTS: LAEA 53, 53.1

1. Is there a bylaw to require additional pieces of identification to prove elector eligibility?
2. If so, was the bylaw advertised?
3. Did the notice of the bylaw include:
 - a statement of the general purpose of the bylaw and the proposed requirements for the number and types of identification that must be produced to verify elector name, current address and, if applicable, age;
 - the address where a copy of the proposed bylaw may be inspected; and
 - an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw, as provided for in the MGA?

COMMENTS/OBSERVATIONS: The town passed Bylaw 11.17 on June 26, 2017 to provide for municipal elections. While the bylaw meets the above noted requirements it was not passed six months prior to the general election held in October of 2017; therefore, it did not meet the time requirement set out in Section 53(3) of the LAEA.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ ACTION ITEMS: Moving forward the municipality must comply with the timelines set out in the LAEA to ensure that the timelines are met.

RESOURCES: Municipal Affairs has developed resources to assist municipalities with municipal elections which can be found at: http://www.municipalaffairs.alberta.ca/mc_elections

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.



5. Vote by Special Ballot

LEGISLATIVE REQUIREMENTS: LAEA 77.1, 77.2, 77.3

1. If the municipality provided for special ballots, was the Minister notified?

COMMENTS/OBSERVATIONS: The town does not provide for special ballots.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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6. Ballot Account

LEGISLATIVE REQUIREMENTS: 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

COMMENTS/OBSERVATIONS: A copy of the 2017 general election ballot account has been retained.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



7. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: LAEA 101

1. Were the election materials disposed of in accordance with Section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

COMMENTS/OBSERVATIONS: The town disposed of the 2017 general election materials in accordance with Section 101 of the LAEA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

8. Campaign Disclosure Statements

LEGISLATIVE REQUIREMENTS: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns; and
 - a financial statement setting out the total amount of revenue and expenses?
2. Are all documents filed under this section available to the public during regular business hours?

COMMENTS/OBSERVATIONS: No campaign contributions were collected by town candidates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.12 Grants

1. Grant Application

LEGISLATIVE REQUIREMENTS: Municipal Affairs Grants Regulation 123/2000

1. Are grants that are provided to the municipality used:
 - only for the purpose for which the grant was made; or
 - for any variation of that purpose approved by the Minister?

COMMENTS/OBSERVATIONS: The 2017 Municipal Sustainability Initiative (MSI) capital and operating statements of funding expenditures (SFEs) have been received by Municipal Affairs. The Gas Tax Fund (GTF) SFEs have also been received.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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3.13 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
3. Has a director of the emergency management agency been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: The Town of Sundre has an emergency advisory committee in place as required by the legislation. An emergency management agency has also been established. A Director of Emergency Management has been appointed and the town is part of a regional emergency management plan, created and maintained by the Mountain View Emergency Management Agency. The town has identified that they will be working on a community emergency plan specifically to address the distinct risks for their jurisdiction.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3.14 Libraries

1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 3-5*

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed the members of the board?
4. In the case of an intermunicipal library board, have the councils establishing the board appointed the members?
5. Does the membership appointment term exceed three years?
6. Does any member's number of terms exceed three terms? If so, did two-thirds of council approve?
7. Are there alternate members?

COMMENTS/OBSERVATIONS: The Sundre Public Library Board bylaw 781 establishes the local library board and board appointments are made at the annual organization meeting for the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

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2. System Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any member's total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The town is part of the Parkland Regional Library System. A community member is appointed annually.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



Section 4: Conclusion

Your participation and cooperation during the 2018 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Sundre reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. As this is the inaugural year of the Municipal Accountability Program, we welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

July 9, 2018

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REQUEST FOR DECISION

COUNCIL DATE: September 24, 2018

SUBJECT: Letter from Mountain View County Re: Sundre ICF Master Agreement and Recreation and Culture Funding Sub Agreement

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

The Town of Sundre and Mountain View County have been meeting to finalize the Intermunicipal Collaboration Framework Agreement and the Recreation and Culture Funding Sub Agreement over the past number of months.

At the September 10, 2018 Regular Council Meeting, Town Council approved both Agreements. Mayor Leslie sent a letter to Mountain View County requesting the increased funding to be retroactive to January 1, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached letter from Mountain View County.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the correspondence from Mountain View County as information.

COSTS/SOURCE OF FUNDING:

MOTION:

That the Town of Sundre Council accept the letter from Mountain View County concerning the Sundre ICF Master Agreement and Recreation and Culture Funding Sub-Agreement, as information.

ATTACHMENTS:

09.17.18 Mountain View County correspondence

Date Reviewed: September 20, 2018 CAO: Linda Nelson



September 17, 2018

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

Dear Ms. Nelson:

Re: Sundre ICF Master Agreement and Recreation and Culture Funding Sub-Agreement

At the September 12, 2018 Council meeting the following motions were passed by County Council:

- "RC18-490 That Council approve the Sundre and Mountain View County Intermunicipal Collaboration Framework (ICF) Master Agreement as presented."
- "RC18-491 That Council approve the Sundre and Mountain View County Recreation and Culture Funding Sub-Agreement as presented."
- "RC18-492 That Council amend the Sundre and Mountain View County Recreation and Culture Funding Sub-Agreement Schedule B to be effective January 1, 2018."

By amending Schedule B of the Recreation and Culture Funding Sub-Agreement Mountain View County is committed to funding the full year for recreation and culture funding for 2018. The first two quarterly payments were processed as in the past. The balance of the funds for 2018 will be forthcoming in the near future.

As previously discussed please contact Gail Evers, Executive Assistant (403) 335-3311 Ext 120 gevers@mvcountry.com to arrange an event date for a formal signing of these agreements.

Mountain View County looks forward to a long and meaningful relationship with the Town of Sundre.

Sincerely,

Jeff Holmes
Chief Administrative Officer

JH/ge

T 403.335.3311 1.877.264.9754 F 403.335.9207
1408 - Twp Rd 320 Postal Bag 100 Didsbury, AB, Canada TOM 0W0
www.mountainviewcounty.com



REQUEST FOR DECISION

COUNCIL DATE: September 24, 2018

SUBJECT: AFRRCS Purchase

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.3

BACKGROUND/PROPOSAL:

The RFP for the AFRRCS Equipment Purchase has been reviewed and awarded. Each Fire Department in the regional partnership will be responsible to purchase the radios for their individual departments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To take place at Council meeting.

MOTION:

Forthcoming

| |
|---|
| Date Reviewed: <u>September 20, 2018</u> CAO: <u>Linda Nebe</u> |
|---|



REQUEST FOR DECISION

COUNCIL DATE: September 24, 2018

SUBJECT: Departmental Reports – August 2018

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

Departmental Reports for August 2018.

****Please note**** Legislative Services did not receive a report from EM/Peace Officer, and Corporate Services.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached reports for information.

MOTION:

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



DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications
SUBMITTED BY: Jonathan Allan
DATE: September 18, 2018
FOR MONTH OF: August 2018

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

ISSUES/UPDATE:

- August C1 downtown vacancy: 7.9% (unchanged)
- Greater Downtown vacancy: 10.4% (increase over July).
- Continued working with and meeting with area municipalities and advertising consultants funded through MAP toward development of new investment attraction brochures.
- Responded to at least one potential new retailer inquiry.

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

- Continued work on Destination branding development for tourism campaign.
- Worked with Sundre Museum to prepare for tourism presentation by me to Central Alberta Regional Museum Network.
- Hired and hosted blog article writer and her family in Town to generate publicity.

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

- Low amount of Communications this month with CCI Wireless as the company was preparing their business model in preparation for the high level study.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

- Worked on gazebo development project and set up renderings for public voting.
- Coordinated with Operations to complete trails mapping, which is being targeted for completion by the end of September.
- Continued work on draft proposal/report for Campus Alberta Central about feasibility of providing post-secondary courses in Sundre.

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

ISSUES/UPDATE:

- No DAR Committee meeting this month.
- Continued correspondence with MVC and Chamber regarding new signage at VIC.
- Toured Communities in Bloom judges around Sundre with DARC member Cindy Orr, who has been instrumental in organizing the Town's participation.
- Attended Incident Command System training (re: emergency management).

TOPIC # 6: Communications

ISSUES/UPDATE:

- Coordinated and corresponded with web development firm pertaining to development of new website.



DEPARTMENTAL REPORT

DEPARTMENT: Fire

SUBMITTED BY: Marty / Patty

DATE: September 17, 2018

FOR MONTH OF: August

Brief Outlines Please

TOPIC # 1:

- **Total calls for August was 41 – an increase of 29% over August 2017**
- **Looking ahead to a host of community activities for Fall – Fire Prevention Open House, Fireman's Ball, Pumpkin Carving and Halloween.**
- **Boat Launch – talks with Town employees on location and walk about with contractor regarding the project. Drone photos will be taken for future project discussions.**



DEPARTMENTAL REPORT

DEPARTMENT: Community Services
SUBMITTED BY: Barbara Rock
DATE: September 19, 2018
FOR MONTH OF: August 2018

Brief Outlines Please

TOPIC # 1:

Community Centre - Vandalism to roof

ISSUES:

- Kevin Heerema advised that the RCMP have arrested 2 youth.
- Gymnastics has completed their assessment of damage to equipment, waiting for a copy to take to RCMP.

RESOLUTIONS/SUCSESSES:

Working with Kevin on possible solutions to deter access to roof.

TOPIC # 2:

Community Centre – Roof Top Unit's

ISSUES:

- In mid July the HVAC inspection was completed and the following RTU were condemned 1, 4, 5, 7 & 8. Repairs are required to the units to provide heat to the building.
- Repairs to the RTU are of an urgent nature and quote to repair \$8,997.95 plus GST.

RESOLUTIONS/SUCSESSES:

Request for Decision: August 20, 2018 Council meeting requesting funds from Community Centre Reserves to complete the repairs. Repairs were completed on September 6, all RTU's are working now.

TOPIC # 3:

Building Security - RMS Plus

ISSUES:

- August 28, met with RMS, Kevin, Sue, Barb, James, Kristy. Discussion regarding what the Town has been invoiced for and what has actually been installed. Moving forward it was decided a Technician would come and check out facilities and map out what was installed. Kevin would then take the maps and confirm installation.

RESOLUTIONS/SUCSESSES:

Kevin Heerema has more experience and knowledge of how security systems work, so he has taken over the lead on the security. As of September 12 everything has been verified and invoice has been approved for payment.

TOPIC # 4:

Playground equipment – install swing at Royal Purple Park

ISSUES:

- The swing for ages 5 to 12 years old, was put in the park in the 70's. A new swing set was purchased in 2016, landscape borders were purchased in 2017, installation was completed by staff this August. The old swing set has been removed and the area has been top-dressed and seeded.

RESOLUTIONS/SUCSESSES:

Updated playground equipment and swing installed beside the toddler swing, making the park more user friendly.

TOPIC # 5:

Communities in Bloom – Provincial Competition Evaluation Day, August 3

ISSUES:

- Weather – hot, dry, and very smoky.
- Vacation – staff off for summer vacation and August long weekend. Some staff came in on scheduled days off to assist with the evaluation.

RESOLUTIONS/SUCSESSES:

Cindy Orr is a volunteer member of the DARC Committee and she the key force behind the CiB participation. She works with the community to promote the program and categories the Town is evaluated for: Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape, Floral Displays. Cindy created the 2017 and 2018 Community Profile Book. On Saturday, September 29, we will be traveling to Strathcona County Community Centre to attend the Alberta Provincial Awards; will keep everyone informed of how the awards go.

TOPIC # 6:

Facility Rentals

Community Centre:

August: Flying Bob Circus Camp, Girls Basketball Camp, Pickle Ball, and Gym private rental for basketball activity.

Upcoming in September:

Community Recreation Registration/RVS Welcome Back BBQ, Wedding event, and regular user groups – Parent Link, Mountain View Taekwondo, Gymnastics, Pickle Ball

Conference Room monthly meetings: Sundre Fish & Game, Wild Horses of Alberta (WHOA), Library Board, Coordinated Community Response (CCR)

Arena:

August: Emergency Shelter for Ride to Conquer Cancer

Upcoming in September: Indoor Movie September 7 in conjunction with the 100th Anniversary of the School Fair, September 14 SPOG Neighbour's Day

ISSUES:

- We have had requests for adult recreation activities in the evenings during the week but we are booked with regular user groups such as Taekwondo and Gymnastics, which is wonderful the facility is being used. We are working with the requests and hopefully can accommodate a Friday, Saturday, or Sunday time.
- Organizations/Individuals are realizing how booked the Community Centre is and are booking more in advance.

RESOLUTIONS/SUCCESSSES:

With the Community Services Office location at the Community Centre we are able to provide a higher customer service, build upon and improve our relationships with our tenants and user groups.

LIST & PROVIDE ATTACHMENTS:

**(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/
CORRESPONDENCE)**

Attachment # 1: CiB 2018 Community Profile Book



Sundre, Alberta

Revision 2 – 20180730

Population Category: 2001 - 6000

CIB Participation History

| Year | Participation Level | Bloom Rating | Special Mention |
|------|---------------------|--------------|------------------------------|
| 2017 | Novice | n/a | n/a |
| 2008 | National | 5 | Environmental Sustainability |
| 2007 | National | 5 | Recycling Program |
| 2006 | National | | |
| 2005 | National | | |
| 2004 | National - Friends | | |
| 2003 | National | | |
| 2002 | National | | |
| 2001 | National | | |
| 2000 | Provincial | 4 | Environmental Awareness |
| 1999 | Provincial | 4 | Recycling Program |
| 1998 | Provincial | | |

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Introduction to Sundre

ESTABLISHED

Village of Sundre – December 31, 1949

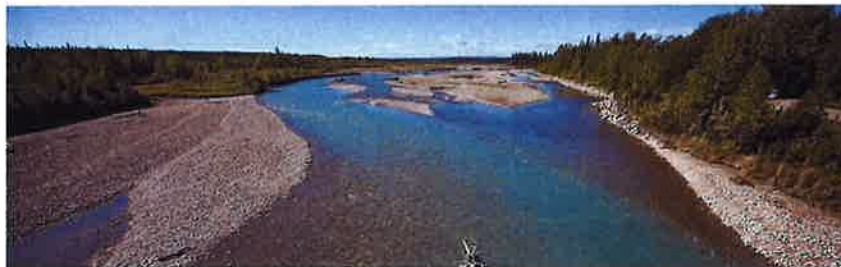
Town of Sundre – January 1, 1956

Welcome to the Town of Sundre! Nestled in the foothills of the Rocky Mountains, Sundre has a compelling history and a promising future. Though our roots are firmly planted in farming & ranching, Sundre's personality today also includes an interesting mix of "hard-working, blue-collar town" and "holiday-vibe tourism destination". On the industry side, much of our local business revolves around servicing the oil & gas sector, while Sundre Forest Products remains the single largest employer for the community.

Sundre is also an important tourism destination. With its proximity to the mountains and all the adventure and nature-based tourism opportunities that come with that, its first-class golf courses, and its beautiful setting on the Red Deer River, Sundre attracts both short and long-term visitors. While some use the town as a base for exploring the great West Country for a weekend or a week, others have made Sundre their summer home-away-from-home. Though our year-round population is about 2700 residents - that number swells by thousands with more than 1000 RV lots located in and around Sundre.

As a place to put down your own roots, Sundre offers:

- a fabulous location with easy access to larger centres such as Red Deer and Calgary
- a beautifully-treed riverside setting, and easy access to a Rocky Mountain playground
- trails, parks and a good variety of recreation facilities and options
- solid health services and education system, K - 12
- a safe community in which to raise your family
- a welcoming attitude that quickly adopts and embraces newcomers



Participation in Communities in Bloom (CiB) was taken to Sundre Town Council by DARC. Established in 2012, the Downtown Area Revitalization Committee (DARC) is a committee of Council and volunteer group that exists to provide guidance to Town Administration regarding decisions affecting the economy and quality of Sundre's Downtown Area. The committee also approves SEDIF, SIP, and CLIP grant applications for the Town of Sundre.

DARC sought to invite all interested groups to participate in the program. Please note, the intent of the program is to showcase our community and foster community involvement from residents, businesses, and organizations - and to not put burden on Town of Sundre staff & resources. Much work in our community is already incredible and we simply have to showcase it through documentation and participation of community organizations, residents, and businesses.

Municipal Information Form

Population: 2729 (2016 Census)

Municipal Budget: \$11,159,000

CiB Committee Budget: \$1,000

Dedicated Budget for CiB: NO

Budget integrated into Municipal Budget: YES

Parks Budget as a % of Municipal Budget: approx. 3% (approx. \$348,000 per year includes Greenwood Campground)

Total Area: 11.11 km²

Parks & Green Spaces Area as a % of Total Area: approx. 10%

Structure of your CiB Committee: Volunteer Committee

Parks Budget as a % of Municipal Budget: 2.67% (\$307,290)

Municipal Plan:

Describe the strategy and level of involvement of the community in its participation for the Communities in Bloom judge's evaluation visit.

The Sundre in Bloom Volunteer Committee has planned the entire evaluation visit. They have worked closely with Economic Development, Community Services, Administration, and Operations to review the Community Profile Book, incorporate historical evaluation information, address clean up tasks throughout the municipality, and to plan the evaluation day.

Website:

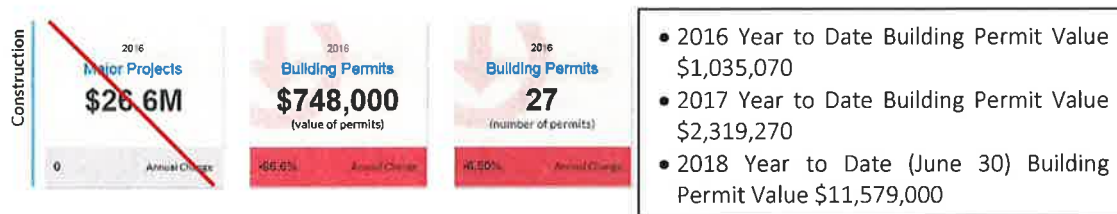
- Municipal: www.sundre.com
- Tourism: www.exploresundre.com
- Sundre in Bloom: www.sundreinbloom.weebly.com

Community Contact

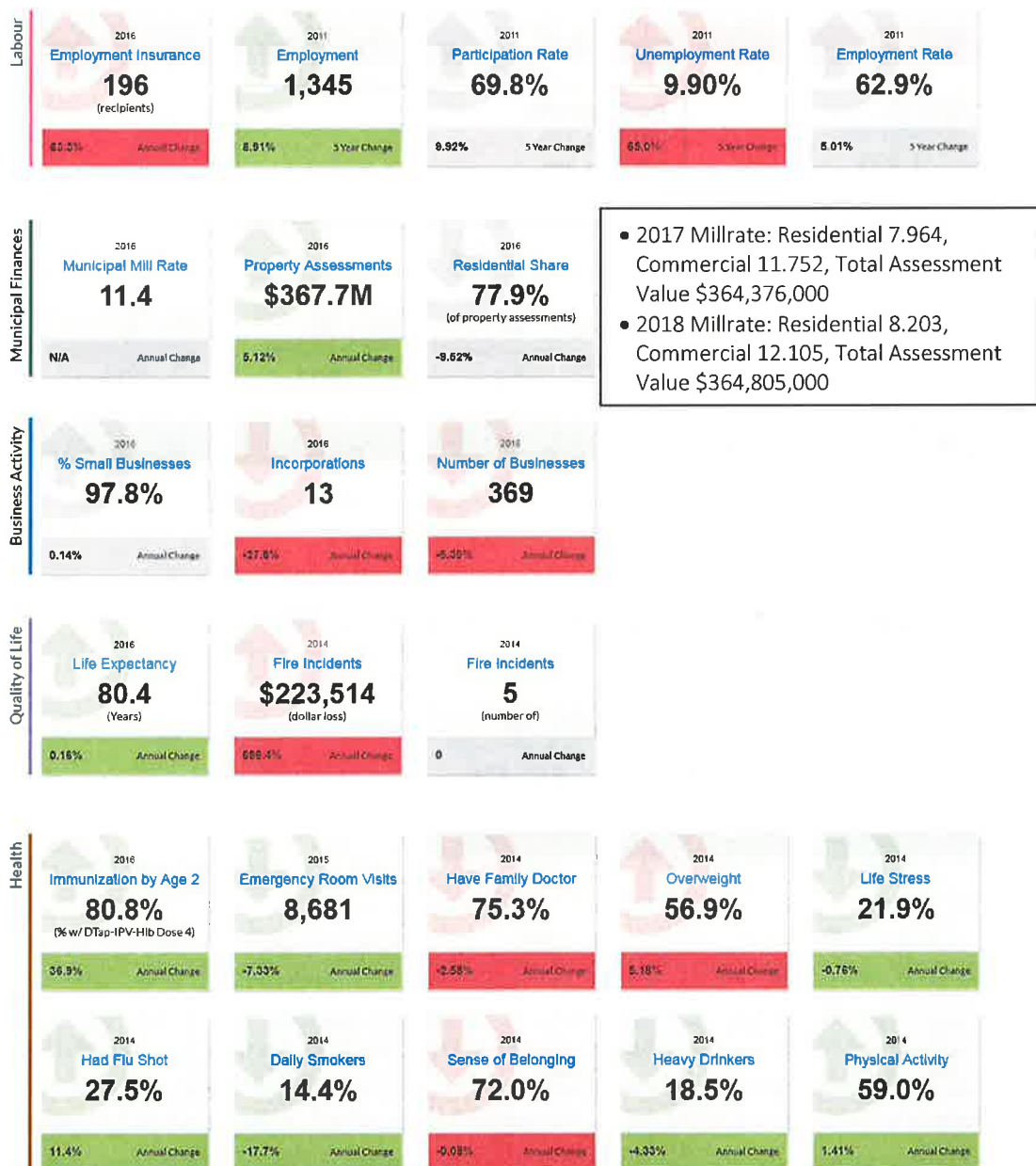
- Town of Sundre: Jon Allan, jon.a@sundre.com
- Community Volunteer: Cindy Orr, cynthia.a.orr@gmail.com

Regional Dashboard Reporting (Alberta Government)





Note: 2016 Major Projects removed as development values are no longer tracked; building permit statistics are now used.





Judges' Suggestions from Prior Year

Please discuss your reaction to the judges' suggestions. Please list suggestions from last year's evaluation and their disposition. It is not required to implement all of them, but we'd like to know if not, why not. For example, inadequate funding, not appropriate, planned for the future, etc. This section is not required for first time participants.

| Suggestion | Implemented | Notes |
|---|-------------|---|
| Lawn Mowing & Watering Best Practices | YES | Our 2018 season has been more rainy than last year. The SiB committee has a graphic prepared to share with the public on our website and social media. |
| Municipal Rain Water Storage | NO | |
| Public Education for Recycling Centre | YES | The Town of Sundre frequently posts information on their website, social media, in utility bills, and in the paper. Signage is also posted at site. |
| Trail Connectivity | YES | This was completed through the Open Spaces plan. GPS mapping is currently underway for new maps and signage. Existing trail connections (but unmapped) will be added. |
| Drought Tolerant Plantings at Entrances | NO | |
| First Impression Businesses & Landscaping | YES | Businesses have been contacted/reminded. They also have CLIP grants available for assistance. |
| Management Strategies for Herbicides | NO | |
| Hospital Turf & Tree Succession | NO | (Tree succession has been started by volunteers & gorilla gardeners.) |
| Development & Building Permits to include Trees | - | (There is an existing bylaw in place.) |
| Retain Museum Heritage Beds | YES | Volunteer gardeners of the Museum have worked very hard at remediating beds and planters for 2018. |
| Deer Resistant Planting | YES | SiB Committee has a graphic to share with the public (scheduled Summer 2018). |
| Youth Adopt/Maintain a Planter | NO | (The SiB Committee has discussed an adopt a tree or adopt a planter idea for future.) |

Tidiness

Judges will be looking at:

- Overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community.

- Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti and vandalism programs.

Municipal

- Tidiness, order, cleanliness and first impressions
- Community anti-litter awareness programs
- Effective bylaws, programs and policies and enforcement; litter control, graffiti prevention and eradication, graffiti removal kits to residents
- Cleanliness of public green infrastructure: parks, streetscapes (sidewalks, planters, etc.)
- Condition of urban signage and furniture such as benches, litter and recycling containers

Business & Institutions

- Tidiness, order and cleanliness and first impressions
- Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots
- Condition of urban furniture: benches, litter and recycling containers

Residential

- Tidiness, order and cleanliness
- Condition of buildings, grounds and yards

Community Involvement

- Public participation in community, neighbourhood or individual street tidiness, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)
- Support – financial and/or in-kind or participation by the Municipality, Businesses and Institutions for community clean-up programs

MUNICIPAL:

- Memorial Bench Policy (E-011-00): Town of Sundre Council adopted the Memorial Bench Policy and Procedure on November 7, 2016. Community Services is installed the first Memorial Bench at the “Look out Point” on Snake Hill. Project completed June 2017.
 - Two new memorial benches have been installed in 2018 on Snake Hill and at Bearberry Creek.
- New street furniture has been added at Centre Street & Main Avenue (a realization of Corridor Enhancement Project/DARC) (2015).
- Hiring of May Queen Students and Grade 8 Sailing Trip students to help with waterway clean ups in the spring.
- Community Services’ KICK IT TO THE CURB: where residents can place unwanted items on the curb with a free sign or poster flyer.
- The Town of Sundre ran an anti-littering social media campaign in spring 2018.



COMMUNITY INVOLVEMENT:

- Downtown Area Revitalization Committee has hosted a 'Spring Clean Sundre' event for 3 years. The clean up morning encourages residents to participate in a community clean up. A pick-up truck load of litter is picked from green spaces, trails, and waterways each year. In past years, the group hired May Queen students to help. www.springcleansundre.weebly.com. The group has also tried to initiate an anti-littering campaign.

Environmental Action

Judges will be looking at your efforts environmental action:

- Environmental action includes the efforts and achievement of the community with respect to: policies, by-laws, programs and best practices, waste reduction and diversion rate to landfill, composting sites, landfill sites, hazardous waste collections, water conservation, naturalization, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.

Municipal

- Sustainable development strategy: policies, programs, guidelines, long-term planning / vision; effective bylaws / policies and their enforcement; and public education programs and activities
- Waste management programs: waste reduction to landfill and results (3-R: recycling, re-use, reduce), composting (backyard and municipal)), and including activities such as composting sites yard waste collections, shredding of Christmas trees, handling of hazardous waste including e-waste collection
- Water conservation and use-reduction programs: efficient appliance incentives or promotion, efficient irrigation and use of non-potable water, water restriction policies, rainwater management
- Energy conservation programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar), and initiatives such as, shielding for night skies issues, efficient street lighting and energy audits.
- Environmental initiatives, innovations and actions such as:
 - Protection of sensitive habitats
 - Development and expansion of sustainable mobility and active transportation network such as bike lanes and multi-used pathways.
 - Phytotechnology practices such as green roofs, green walls, green lanes, living fences, buffer zones; re-use of sites; engineered wetlands, bio-swales and permeable surfaces
 - Brownfield redevelopment, remediation, land reclamation.
 - Air quality programs such as anti-idling, reduction of greenhouse gas emission.

Business & Institutions

- Participation in the environmental effort: such as waste management (recycle, reuse, reduce), water conservation, energy conservation, brownfield management, eco-park
- Corporate environmental innovation / stewardship, initiatives, activities (Ex. Environmental clean-up activities)
- Participation in the 3-R (recycle, reuse, reduce) initiatives and composting
- Adoption of water conservation practices & policies including rainwater collection

Residential

- Participation in the 3-R (recycle, reuse, reduce) initiatives and composting
- Adoption of water conservation practices & policies including rainwater collection

Community Involvement

- Public participation in public forums and policy development on environmental issues
- Public participation in community, neighbourhood or individual street environmental activities and programs (including, promotion, organization and evidence of taking ownership), etc.)
- Support – financial and/or in-kind or participation by the Municipality, Businesses and Institutions in public environmental activities and programs



MUNICIPAL:

- Recycle Blue Bin program: A new curbside pick-up blue bin recycling program was introduced to residents at no additional cost in June 2016 and was extremely successful! The majority of residents have taken part (>90%) and minimal concerns have been received. As of October 2015, Can Pak Environmental Inc. has been contracted to provide garbage and compost pick-up services for the Town.
 - Sundre was the first community in Alberta to offer curbside recycling. On June 3, 1991 the first bins were delivered to residents. Organized by the now disbanded "Sundre & District Recycling Society".
 - In 2002, black and green carts were distributed to residents and a recycling depot was established centrally within the community
- Residential Waste Disposal: 3 carts (BLACK/Garbage, GREEN/Compost, BLUE/Recycling) are provided to Town of Sundre residents and picked up by Can Pak on a weekly rotation schedule.
- Community Waste Disposal: a variety of bins are located on power poles, street corners, and on walking paths. Types include simple mesh baskets, bear proof bins, and galvanized bins.
- Town of Sundre RECYCLING CENTRE: was moved and beautified in 2016. There continue to be problems with dumping. Security cameras were installed. The site is available for Town and Mountain View County residents. Can Pak manages disposal; Town of Sundre manages the site.
 - Plans are in place to develop an opportunity for business recycling.
- Mountain View Waste Commission's TRANSFER STATION: open Fridays and Saturdays. The waste from the Sundre Transfer Station is transported to the Landfill. A recycling depot is located at the Transfer Station and accepts all recycling materials and household hazardous waste from within the County boundary (noxious weeds, electronics, hazardous materials, oil, etc. – all free of charge).
- Toilet Replacement Program POLICY 413: the purpose is to encourage residents to replace their 13-20 litre flush toilets with higher efficiency toilets.
- Water Conservation Bylaw #844: Residential new construction is required to have dual flush toilets or less than 6 L/flush, watersense showerheads and faucets, hot water pipe runs > 8 m must include recirculation systems, Energy certified washers and dishwashers, xeriscaping, one rain barrel per home, 8" topsoil from growth, and downspouts be directed away from structure to trees and shrubs. New business construction must have low flow faucets, toilets, and urinals; no once-through cooling equipment systems are permitted. (2007).
- Solid Waste Removal & Disposal Bylaw #831: to establish rules and regulations for the Collection and Disposal of Refuse from the households, places of business, and institutions within the Town. (2006)
- Sundre Municipal Sustainability Plan (2009): Sundre is dedicated to sustaining its resources and services for our current and future residents. The Municipal Sustainability Plan is a long range plan focused on what we can do as a community to ensure we have a bright future ahead.



- Water Leak Surveys: The Water and Wastewater Department conducted surveys to determine if there were leaks in our wastewater and water systems. Significant leaks and cost savings were found – which furthermore reduced the load on our wastewater system (2017).
- Gas Leak Surveys: The Gas Department conducted contracted gas leak and corrosion surveys. (2017)
- Alternative Energy Systems Bylaw #8.10: regulation to control the impacts of the installation and use of alternative energy systems within the Town of Sundre. (2010)
- LED lighting upgrade for the Sundre Arena. (Nov 2016)
- Heating upgrade for the Sundre Arena. (July 2016)
- Expansion of Sewer Lagoon: planning has begun to upgrade and expand the capacity of the wastewater system with new regulated effluent limit design and increased capacity. There are new regulations from the Federal and Provincial governments for effluent limit reductions with a fully engineered study of the current system. The Quality Effluent Based Limits Study requires municipalities to complete testing and report current levels of certain chemicals and follow with a design to meet the requirements based on this report. In addition, for future developments it is imperative to design increased capacity within the scope of the upgrade as data is indicating that the system is nearing capacity. (sched. 2020)
- The Town's water utility infrastructure is comprised of over 18.9 kilometers of water mains, two deep source wells, two reservoirs and a water treatment plant (construction completed in 2011). The water treatment plant provides safe drinking water for domestic, commercial, industrial and emergency use. The quality and quantity of Sundre's water exceeds fire-fighting demands, applicable health standards and operates under an Alberta Environment Approval. The water treatment plant is owned and operated by the Town of Sundre.
- In 2017, the Town Shop opened its gates for residential compost such as tree branches, grass clippings, and leaves. Residents can pile their clean compost where a mulcher is used to chop the material. The mulcher is shared with the Mountain View County.
- Town Operations Staff have come up with unique solutions for handling winter sand:
 - Winter sand is piled and reused to fill back alley holes. Using a custom, in-house designed attachment for the bobcat, sand is redistributed to potholes in back alleys. The attachment also levels the grade!



COMMUNITY INVOLVEMENT:

- Sustainable Sundre (through the Town of Sundre): The committee was responsible for the formation of the Town of Sundre's Municipal Sustainability Plan (MSP), which was adopted by council in April 2009. A volunteer committee, disbanded. (2011?)
- Parkland Airshed Management Zone (PAMZ): Following a request last August from the South McDougal Flats Area Protection Society, the PAMZ was able to allocate a mobile trailer equipped with an array of sophisticated scientific tools that will offer a glimpse into the local air's condition.
- FORTIS has recently retrofitted HPS heads with LED street lights at no cost to the community. (August 2017)



FORTIS
ALBERTA

Heritage Conservation

Judges will be looking at your efforts in heritage conservation:

- Heritage Conservation includes efforts to preserve natural heritage within the community with focus on the integration of landscape and streetscapes in built heritage: preservation of natural heritage pertaining to monuments, memorials, artifacts, museums and history, archives, traditions, customs, festivals and celebrations in relation to parks and green spaces in the community. The participation of groups such as Historical Societies and Conservation Groups are considered.

Municipal

- Heritage policies, by-laws and their enforcement and effective programs with focus on the relationships of the landscape to the built heritage
- Natural and cultural heritage management plan and preservation initiatives: including cultural landscapes, use of native plants, heritage gardens, heritage trees, cemeteries, museums, heritage sites
- Management and promotion of heritage (through communications, information and support programs, economic development / tourism) including natural and cultural heritage initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs
- Activities and programs (year-round) for education and use of natural heritage sites for and by the public
- New programs and initiatives to promote local heritage

Business & Institutions

- Conservation, restoration and reuse of heritage buildings and landscapes
- Promotion of local heritage, including heritage gardens, native plants, and heritage trees

Residential

- Conservation / restoration and reuse of sites, buildings and heritage landscapes
- Conservation of cultural and heritage elements pertaining to their own private lands and structures

Community Involvement

- Public participation in community, neighbourhood or individual in cultural and natural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs
- Support – financial and/or in-kind or participation by the Municipality, Businesses and Institutions (including Historical Societies) in community initiated, natural and cultural heritage activities and programs including cultural festivals & celebrations throughout the year and preservation of traditions and customs

MUNICIPAL:

- The Town of Sundre is a great supporter of the Sundre Museum and frequently promotes the facility/organization through the Explore Sundre campaign.
- The Town of Sundre is a great supporter of the Sundre Rodeo & Race Association and frequently promotes the facility/organization through the Explore Sundre campaign Culture & Recreation Grant
- Recreation & Culture Grant: The Town of Sundre and Mountain View County (MVC) offer annual funding opportunities to groups and organizations that operate facilities that provide sport, recreation, art and cultural benefits to the citizens of Sundre and surrounding area.
- Sundre Event Development Initiative Fund (SEDIF) - Receive up to \$2,500 per application: The SEDIF grant is intended to be used as an economic diversifier targeting the events and tourism sectors. The grant can be issued on a yearly basis to events that are found to show great potential and/or provide a substantial contribution to Sundre's local real economy. Event planners interested in hosting an event that is open to the public and that specifically acts as a draw for visitors from more than 40 kilometres away should apply for a grant of up to \$2,500, which can be used for anything relating to the promotion and execution of the event itself. Event planners should ensure all bylaws are respected and permits attained before the grant funds are issued.



BUSINESS & INSTITUTIONS

- The Sundre & District Historical Society manages and maintains the Sundre Museum & Chester Mjolsness World of Wildlife
<https://www.sundremuseum.com/>
 - The society was formed in 1968 for "preservation of historical data and artifacts of our community".
 - They manage large grounds, outbuildings, and exhibits. The Society relies heavily on volunteers for nearly all of its work.
 - They host community cultural and heritage programs throughout the year for all ages.
- The Sundre Rodeo & Race Association (a volunteer organization) is a great proponent of local heritage. They manage and maintain the Sundre Rodeo Grounds. www.sundreprorodeo.com
 - They host two large events per year (Sundre Pro Rodeo, Sundre Bulls & Wagons).
- Historical Buildings in Sundre currently owned by businesses include:
 - Zim's Mini-Mart → Sundre Creamery
 - Swamp Donkeys → Home of NT Hagen, town founder
 - Swamp Donkey's has a number of photos within their establishment showcasing the building's history.
 - Big Dee's Paintless Dent Repair → original Elks Hall
 - and the Sundre Hotel.
- The Sundre & District Allied Arts Society is a volunteer organization that manages and maintains the Sundre Arts Centre. They routinely host performing arts events and from time to time, cultural and heritage events. www.sundreartscentre.com
- The Sundre Municipal Library routinely hosts a number of cultural and heritage events for all ages. The organization is supported by a significant volunteer base. www.sundre.prl.ab.ca
- Greenwood Neighbourhood Place routinely hosts a number of cultural and heritage events for all ages. www.mygnp.org



HOMESTEADER
SUNDRE PIONEER MUSEUM

Major building from the history of all-around Sundre. Home of the original Homesteader. One of the largest and most well-known of the early pioneer buildings. Home of the original Homesteader. One of the largest and most well-known of the early pioneer buildings.



Urban Forestry

Judges will be looking at your efforts in urban forestry:

- Urban Forestry includes the efforts of the municipality, businesses, institutions and citizens with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, tree inventory, Integrated Pest Management (IPM), heritage, memorial and commemorative trees.

Municipal

- Overall impact, benefit and first impression of the urban forest
- Policies, regulations and tree by-laws, tree protection and planting on public and private lands
- Urban forestry planning and design, including integration with overall landscape plan
- Measures to preserve, protect, manage and expand overall tree inventory, including woodlots
- Plan of action: procurement, species diversity (including native trees), selection of hardy species, recommended tree list
- Integrated Pest Management (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases
- Public information program on good planting techniques and maintenance programs
- Maintenance best practices and proven results
- Qualified personnel and/or crew training

Business & Institutions

- Design and diversity including native and hardy species of trees in landscapes and for planting on properties
- Maintenance programs and best practices: watering, pruning, IPM

Residential

- Design and diversity including native and hardy species of trees in landscapes and for planting on residential properties
- Maintenance best practices

Community Involvement

- Public participation in tree planting and conservation programs such as Green Streets Canada, Arbour Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.).
- Support – financial and/or in-kind or participation or promotion by the Municipality, Businesses and Institutions for community tree planting and conservation programs on public lands.

MUNICIPAL:

- Land Use Bylaw 705, Part Three, Section 9 – Landscaping & Trees: the purpose is to provide regulations for the landscaping of all lands where new buildings are being constructed, new subdivisions are being created, and the general beautification of the Town of Sundre.
- Heritage Tree Bylaw

BUSINESS & INSTITUTIONS

- The Sundre Fire Department is a proponent of the national FIRESMART program and encourages best practices from this program.
 - The Sundre Fire Department is an incredible organization of volunteer firefighters.
 - The Sundre Fire Department proudly displays public art – a metal firefighter!
- Everblue Nursery has donated trees to the Sundre Veterans' Homecoming Park – as well as playgrounds within the community.



COMMUNITY INVOLVEMENT:

- The Sundre Bike N' Ski Club is a volunteer club that occasionally assists the Town with deadfall tree maintenance.
 - The Club also sets the tracks for cross country skiing in the winter.
- The Sundre in Bloom committee has started a pilot project for a Tree Inventory (2018). They have started with boulevard trees on a single block and are using Histree software.



Histree
Nokia Data Systems Inc.
Free

Landscape

Judges will be looking at landscaped areas:

- Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.

Municipal

- Landscape Plan: integrated and implemented throughout the municipality
- Turf management programs, Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, increased naturalization, adapted maintenance programs
- First impressions of the community including gateway / entrance treatments
- Landscape maintenance policies, standards, best practices and programs
- Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties, traffic mitigation, bank stabilisation
- Urban and civic design standards for streetscape and public places: flags, banners, public art, fountains, site furnishings, signage, seasonal design and décor, walkways and paving materials
- Landscape maintained to appropriate standards and specifications
- Demonstrated year-round opportunities and programs for education and use of parks and green spaces (parks and recreation programs, city festivals and events)
- Qualified personnel (including seasonal staff) and/or training

Business & Institutions

- Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture
- Contribution to urban and civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design
- Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement) of all landscape elements

Residential

- Streetscape appeal of landscapes (year-round, seasonal, themed)
- Maintenance of properties: lawn care and shrub maintenance
- Selection of plant material (native, local, innovative, including edible gardening)

Community Involvement

- Public participation in community programs such as: community gardens, "yard of the week", volunteer park maintenance, holiday illumination & decoration (promotion, organization etc.).
- Recognition (by municipality and/or by volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom Program including tidiness, environmental action, urban forestry, landscape, floral and natural & Cultural Heritage activities.
- Support – financial and/or in-kind or participation by the Municipality, Businesses and Institutions for community landscape programs and activities

MUNICIPAL:



- Bylaw 819 which is the current Unsightly and Snow Removal Bylaw – Weeds, Grasses, & Plants
- Flag Policy (A-008-00)

- Republic of Vietnam flag (Freedom Flag): the flag was donated to the town by previous resident Nam Tran in 1985. The Republic of Vietnam flag was the official banner of Vietnam from the 1940s until South Vietnam fell in April 1975. In 1987 the Town of Sundre received a complaint from the Vietnam embassy in Ottawa, saying the town was in violation of international protocol by flying the flag. Sundre's was the first to receive official government sanction (by the Town of Sundre council) to fly on public property anywhere. In support of the Sundre flag, the Vietnamese community from Calgary and elsewhere takes part in the Sundre Rodeo Parade.



<https://www.sundreoundup.ca/article/sundres-vietnamese-flag-subject-of-documentary-film-20120925>

- Banners are hung from light standards throughout the spring, summer, and fall seasons.

- The Town of Sundre owns and operates Greenwood campground, nestled in the trees right alongside the Red Deer River and the Sundre Museum. Facilities in the 31-site campground include: 2 full-service sites, 17 power-only sites, and 12 un-serviced sites, all with picnic tables, fire pits, and firewood at \$9.75/wheelbarrow. There is a washhouse with toilets and hot showers, tap water available throughout, a sanidump-station, playground, cookhouse with stove, and a day- use area.
 - A number of (old) trees were removed for the installation of the Red Deer River Spurs. New evergreen trees were planted following the completion of the project. The trees were donated by Mark Crouch Backhoe Service.
- Red Deer River Spur Installation: The 10- to 75-metre long rock structures deflect the flow of water off the shore and were part of a \$2.4-million project to help prevent erosion and flooding in Sundre (2012).
- Skateboard Park Landscaping Project 2017: The Town's Operations and Community Services Department worked on a joint project to enhance the infrastructure and landscaping along 2nd Ave NW to include the Skateboard Park. The landscaping at the Skateboard Park was completed on conclusion of this project. Facility users and residents can enjoy the addition of shade trees, shrubs, tables, benches and flowers and water fountain as they participate in their favourite recreation activities. Maintenance and repairs to the deteriorating concrete surface caused by the environment were repaired in conjunction with this project.
 
- Parks, Open Spaces & Trails Master Plan: A new, detailed Master Plan for the Town's Parks, Open Spaces & Trails Policy was adopted by Council in April 2018.
 - The scope of work included a review of the current trail routing and identifying any existing issues, constraints or gaps. The project explored ideas for trail enhancements including new connections, potential re-alignments as well as opportunities for bicycle, scooter, handicap, senior and general pedestrian mobility, the creation of outdoor amenities within the trail corridor and areas for off-leash dog parks.
- Development Standards: The Town is currently creating a set of Development Standards to ensure correct rules and regulations are being used for the planning and design of new developments, which will provide critical information to developers. Development Standards will include how roads, curbs and gutters are to be constructed and type of materials to be used. This will ensure that all infrastructure is constructed correctly and that developers are being held to the same standard.
 - Development Standards are regulated by the current Land Use Bylaw 705. A new Land Use Bylaw 2018-10 is proposed, and will go before Council at a Public Hearing in September 2018 after consultation sessions with key stakeholders and the public
- East Side Area Redevelopment Plan (ARP): An Area Redevelopment Plan will be created for the lands on the East side of the Red Deer River within the Town boundary. The area is proposed to be a mix of light industrial, commercial and residential with parks and trails throughout the area. An ARP would lay out how the area would develop to its full potential and address issues of storm water, water and wastewater, transportation access, land uses and green spaces.
- 6 Avenue Greenway Corridor: The Town of Sundre is excited that the Landscape project north of the new Mountain View Seniors Centre was started and completed in 2017.
 

- Centre Street North Redevelopment: The Town of Sundre has undertaken the complete redevelopment of Centre Street North between 6A Ave NE and 12 Ave NE in 2017 and 2018, to include new underground services, road surface, boulevard, pathway and landscaping. In addition to a new landscaped central boulevard and increased landscaping to assist with storm water management, the \$2.2 million redevelopment of Centre Street North will introduce wider lanes, a new regional pathway and the replacement of aging water and wastewater infrastructure. The new infrastructure along with new sidewalks and road surfacing will help prepare for the growth anticipated in the north district of Sundre over the next couple of years.



This is a first of its kind project for Sundre, which will not only allow for increased traffic flow, but also improve mobility concerns for residents. The beautification of the area with the landscaped boulevard is expected to improve property values and the quality of life of local residents. This project is being completed in phases: Phase 1 was completed in fall 2017; and Phase 2 is currently being worked on in summer 2018. The final work will be completed with future development at the north end of Sundre.



- Main Avenue Pilot Project: proposed redesign of Highway 27 through the Town with traffic calming mini-roundabouts. The pilot project was completed in early winter 2017. If successful, the final project will include permanent landscaping, floral displays, and wider sidewalks.



- The Town of Sundre also installed a new solar powered pedestrian beacon on Main Avenue & 4th Street NW (a busy intersection for pedestrians).

- Bearberry Creek Fish Habitat Compensation: This project was required under Federal requirements to offset lost habitat with the installation of the Red Deer river erosion spurs. Phase 1 was completed August 26, 2016. Phase 2 consisted of planting riparian vegetation along both banks upstream of the Bearberry Creek dam and reducing the bank straightness. This was completed in fall 2017.



- The Town of Sundre maintains approximately 25 kilometres of walking/biking/cross country skiing trails. Seventeen of these kilometres are located on Snake Hill, a natural landmark which is preserved for the continued enjoyment of residents and visitors. The trail ratings on the

hill range from easy to challenging. Benches are provided for those who wish to rest awhile as they take in the panoramic views of the surrounding countryside.

- Way-finding Directional Signage Development: Way-finding signage refers to the branded signage that is placed throughout communities. This signage is intended to help visitors and residents alike find their way to specific destinations or neighbourhoods, while also reinforcing Sundre's brand and identity. Up to 11 signs have been installed during Phase 1 in 2016. Although graphic designers were used to develop the proposed look of the signs, the Way-finding plan is being developed in-house, saving tens of thousands in consultation fees. Phases 2 and 3, and future phases as the community grows, will be installed in the next couple of years. The striking new Visitor Information Centre sign structure is considered a way-finding sign for the purpose of this project.



- WEED SPRAYING: completed in 2018. Records available upon request.
- Public Art Policy: Draft document prepared by DARC and sent to Administration for review. (2017)
- Grants provided by the Town of Sundre's Economic Development Department:

- Storefront Improvement Grant - Receive up to \$5,000 per application: Council approved \$15,000 to be spent on Storefront Improvements of local businesses within the Town of Sundre. The grant, which was first utilized in 2014, is issued by the economic development office to help improve the aesthetic environment of Sundre's downtown core. That said, any business (with exceptions and restrictions) may apply and receive funding. Grants are issued following the successful submission of an application, based on the advice of Sundre's DAR Committee. Up to \$5000 is available per business, including the opportunity for a free architectural design consultation.



- Commercial Landscape Improvement Grant: The Commercial Landscape Improvement Grant is developed for the businesses located within Sundre's downtown core with a goal of improving the look and feel of downtown Sundre. This program is managed and administered by the Economic Development Department under the guidance of the Downtown Area Revitalization Committee.



- Throughout 2014-2017, Community Services involved local resident and business volunteers to help upgrade new playgrounds. New playground equipment has been installed throughout nearly the entire community.



- Light standards are decorated with Christmas light displays on Centre Street and Main Avenue throughout the holiday. The Oil Derrick is also decorated in lights.
- During the Winter of 2017-18, the Town of Sundre installed a new outdoor rink – complete with LED lights and proper surface preparation for flooding! It was very popular last winter.
- The Town of Sundre is excited to be working on a Gazebo installation project in 2018! This will be located in Greenwood Campground and will be a multi-purpose structure. Designers/Architects will be submitting their best ideas for the public to vote on in the late summer.



BUSINESSES & INSTITUTIONS

- Businesses and non-profit organizations are very supportive of curbside landscaping with great features of annual and perennial displays, benches, and local visual arts initiatives.
- Alberta Health Services/Sundre Hospital Grounds: the organization maintains a large, park like grounds for the public to enjoy and offers space for the Palliative Care Garden and the Sundre Community Garden.
- Local Churches within the community go to great lengths to beautify their landscapes. Many have incredible lawns, mature trees, and lovely flower displays.
- Corporate Sponsors play a significant role in supporting non-profit and volunteer groups in the area: the Palliative Care Garden, Community Garden, Rodeo Grounds, and Sundre Museum are all excellent examples of grateful recipients.
- Each spring, West Fraser holds a “Free Mulch Day” where residents can load up mulch for free! It is a very popular day for the community.
- River Valley School volunteer parents and administration fundraised for years to upgrade the playground equipment found on the grounds.
- The Sundre Aquaplex installed new bike racks with a unique splash of public art! (2018 – see picture at right)
- Businesses are very supportive of Christmas lights and decorate storefronts with lights during the holiday season.
- Greenwood Neighbourhood Place hosts a yearly Food Hamper program called Sundre Santas. The program hosts a charity checkstop, partners with local 4H groups for food drives, and provides food and gift hampers for more than 300 people in the community.

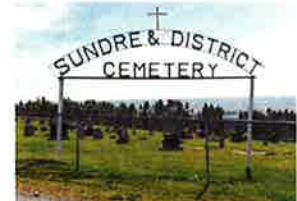


COMMUNITY

- Sundre Community Gardens: managed and maintained by a volunteer committee under Greenwood Neighbourhood Place, the space was constructed in 2015 through the New Horizons for Seniors Grant on the Sundre Hospital Grounds. The site features 28 plots.
www.mygnp.org/communitygarden
 - The site includes participation from hospital patients, school students, local daycares, seniors, and families. In previous years, donated beds were boxed up for locals in need.
 - Business sponsors include: Sundre Home Hardware Building Centre, Millard Trucking, and Sundre Garden & Greenhouse Centre.
 - Volunteer Committee Members installed new annual and perennial beds and planted new trees (2018).
- Sundre Palliative Care Gardens: managed by volunteers of the Palliative Care Association, the site is a labour of love featuring donations of plants and benches and more in memory of loved ones. It is a true gem.
 - During the winter, they organize a fundraising campaign "Tree of Hope" where all are welcome to purchase a light for the tree in memory or in support of a loved one. The tree at the Community Garden is lit.
- Sundre Garden Club: a volunteer organization that hosts monthly workshops, meetings, group trips, and is a staunch supporter of all things green in the community. The organization resides under the Sundre & District Agricultural Society. 2018 is their 20th anniversary!
- Sundre Library: recently constructed a Canada 150 Summer Patio using community donations for patrons to enjoy. They also have a Seed Library and often have flower bouquet sales (proceeds to the Library) www.sundre.prl.ab.ca
- Sundre Chamber of Commerce: is currently planning an education boardwalk from the Visitor Information Centre featuring native landscapes, forestry, and interpretive signs describing local flora and fauna.
www.sundrechamber.ca
- Sundre In Bloom program features monthly community blitzes, residential/organization 'features', and a storefront album. It is organized entirely by volunteers and sanctioned through the DAR Committee.
 - The Community Blitzes recognize landscapes, flower displays, turf, most improved, storefronts, and more!
 - www.sundreinbloom.weebly.com



- Sundre & District Historical Society (the Sundre Museum) has impressive grounds that they maintain – with a number of historical outbuildings, community sponsored metal art fence panels, and flower beds.
- Sundre & District Cemetery maintains a large area of land just outside of Sundre that overlooks the valley.
- Sundre & District Skatepark Society was formed in 2011 to fundraise for a new Skatepark in Sundre. The group was able to realize this goal in 2012 with the creation of a new park.
<http://sundreskatepark.yolasite.com/>
- Sundre Fire Department has lit a Christmas Tree on top of their building for many years! It is a welcome site in the winter.
- Residents love to go 'all-out' with their Christmas Light displays. It is an enormous treat in the winter to tour the town.



Floral Displays

Judges will be looking at efforts in floral displays:

- Floral Displays evaluates efforts of the municipality, businesses, institutions and citizens to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses) in the context of originality, distribution, location, diversity and balance, colour, and harmony. This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

Municipal

- Integration into overall landscape plan and distribution through community. Concept and design including sustainable design
- Diversity of displays: flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics
- Diversity of plants: annuals, perennials, bulbs, grasses, woody plants, natural flora
- Quality, maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.
- Qualified personnel (including seasonal staff) and/or training

Business & Institutions

- Concept and design (including arrangement, diversity, colour of display and plants) on grounds
- Quality of planting and maintenance: watering, weeding, edging, dead heading, etc.
- Contribution to, and integration with, overall community floral program

Residential

- Concept and design (including arrangement, diversity, colour of display and plants) on residential properties
- Quality of planting and maintenance

Community Involvement

- Public participation in community projects, volunteer initiatives, outreach programs in floral displays (including promotion, organization, etc.),
- Support – financial and/or in-kind or participation by the Municipality, Businesses and Institutions in community floral displays activities

MUNICIPAL

- The Town of Sundre maintains a number of annual and perennial displays throughout the community.
- Hanging baskets were not purchased in 2016 due to cutbacks but were purchased again in 2017.
 - In 2018, new hanging baskets with reservoirs were purchased. New hanging brackets have also been added and are made by a local welder.
- Since 1999, Grade 4 classes of River Valley School have assisted the Town with planting annuals each spring in baskets and beds. This is a very popular program.



RESIDENTIAL

- Plenty of incredible local gardens to share. See www.sundreinbloom.weebly.com for some of the features this season so far.



COMMUNITY

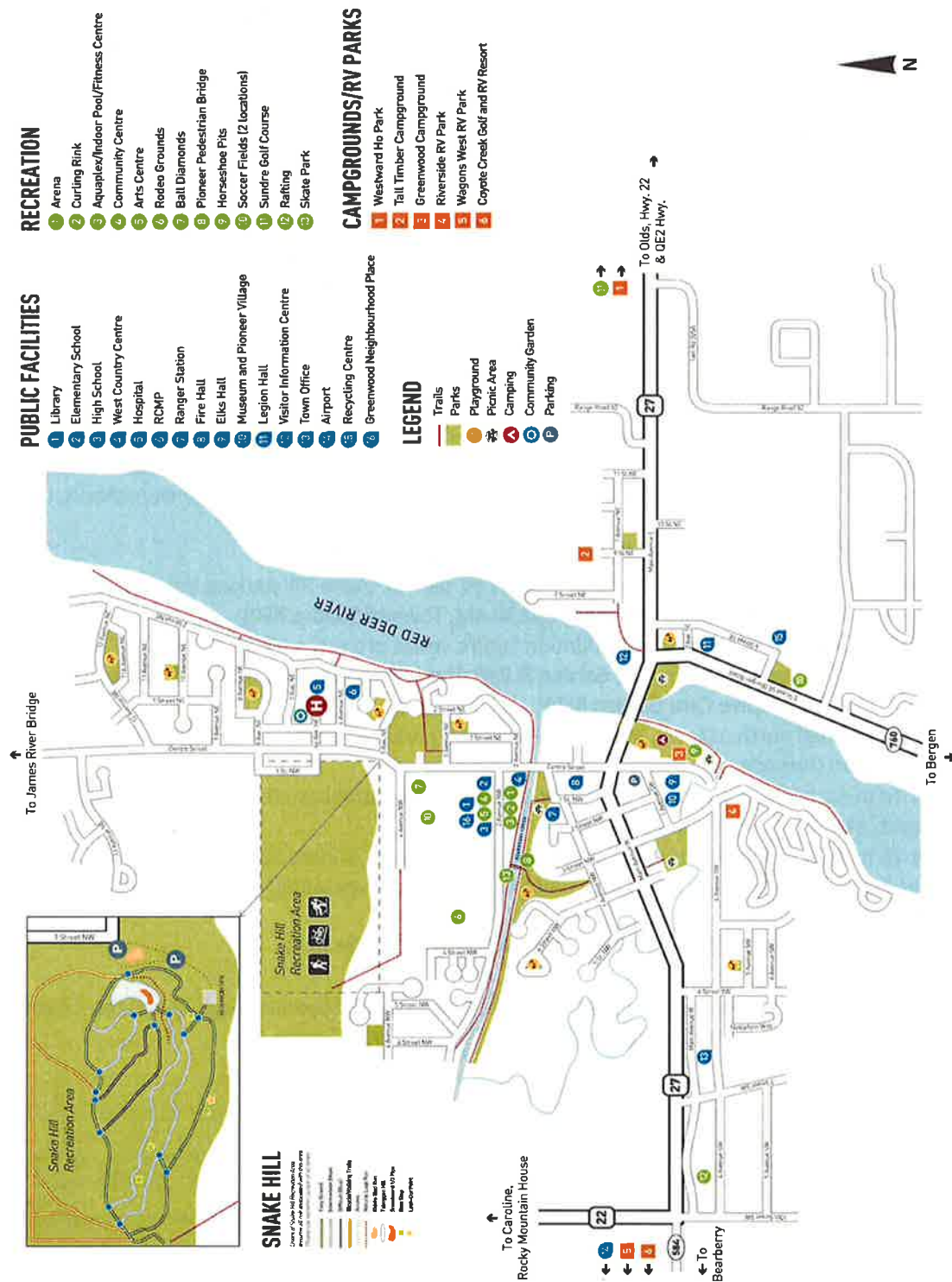
- The Sundre & District Agricultural Society's FALL FAIR encourages participation from all age groups and in a multitude of categories. This event is held every September and is managed entirely by volunteers.
 - **2018 is their 100th Anniversary!**



<http://sundreagsocietyfallfair.weebly.com/>

- The Community (residences & businesses) has been very receptive to Sundre In Bloom's Community Blitz nights. Residents and businesses proudly display their recognition. Some residents have even included the mention in real estate listings!

Map



Itinerary

| Time | Location | Task | Group Details |
|--------------------|-----------------------------------|--|---|
| 8:30 AM | Sundre Community Centre | Meet & Greet Coffee, muffins, & a meet and greet! | Town Council & Administration, Communities in Bloom working group, DAR Committee |
| 9:00 AM – 12:00 PM | Tour of Sundre -see note below | EVALUATION | |
| 12:00 PM – 1:30 PM | Sundre Museum | LUNCH & Tour of Museum Grounds | Town Council & Administration, Communities in Bloom working group, DAR Committee Lunch of cold meats, buns, salad, and fruit tray. Ordered through IGA |
| 1:30 PM – 3:30 PM | Tour of Sundre -see note below | EVALUATION | |

EVALUATION NOTES: (Barb Rock provided history of previous evaluation days for reference)

- Drive west down 2nd to showcase Arena, West Country Centre, Curling Club, Aquaplex, Rodeo Grounds, Bearberry weir, walking trails, parks, skate park, Snake Hill, Arts Centre, schools, Library, GNP.
 - **VISIT Sundre Aquaplex (9:10 AM, Sundre Aquaplex REP)**
- Drive north up Centre Street, show greenspaces, park at Snake Hill parking lot, walk to bench.
 - **VISIT Water Treatment Facility (10:30 AM, Town of Sundre REP)**
- Drive/continue on Centre Street, mention centre street project, park at Hospital.
 - **VISIT Sundre Community Garden & Palliative Care Garden (11:30 AM, Community Garden REP, Palliative Care Garden REP)**
- Drive through north of town, show trail entrances, parks, gardens of interest, Sewage lagoons.

LUNCH & Museum Grounds Tour

- Drive to east side of Town, show recycling station, trail entrances, Veterans park, VIC Centre, parks, gardens/businesses of interest.
- Drive to west side of Town, show Town Office, Town shop, Sundre Seniors' Supportive Living Facility, 10th Street Project recently completed, 6th Ave Landscaping Project, gardens/businesses of interest.
 - **VISIT Town of Sundre SHOP (2:00 PM, Town of Sundre REP).**
- Drive to Sundre Cemetery
- Drive 1st Ave NW, show greenspaces, park, hanging baskets, Foothills Lodge, Fire Department, continue to Greenwood Campground. Return to Community Centre.

Contacts

| Primary Contact | | | |
|------------------------------|--------------|--|---|
| Name | Mobile No. | E-mail | Organizations Represented |
| Cindy Orr | 403 638 8475 | cynthia.a.orr@gmail.com | Downtown Area Revitalization Committee, Sundre Community Garden Committee, Sundre Arts Centre president |
| Volunteer Planning Committee | | | |
| Name | Mobile No. | E-mail | Organizations Represented |
| Bev Hallett | 587 444 4026 | bev.hallett@gmail.com | Downtown Area Revitalization Committee, Sundre Community Garden Committee, Sundre Palliative Care Society |
| Terry Nelson | 403 638 4056 | nelsonbt@telus.net | Sundre Community Garden Committee, Sundre Garden Club president |
| Barb Rock | | Barb.r@sundre.com | Town of Sundre, Sundre Rodeo & Race Association |
| Jon Allan | | Jon.a@sundre.com | Town of Sundre |
| Jaime Marr | | sundremuseum@telus.net | Sundre Museum |

- 2018 Town of Sundre Bylaw & Policy updates were provided by Betty-Ann Fountain (Town of Sundre employee).

Acknowledgements

The Sundre In Bloom working group gratefully thanks Fortis Alberta for their donation of the registration fee (\$325) and seed money (\$500) to the 2017 Program.



PHOTO CREDIT: Many photos within this document are credited to the Sundre Round Up.

<https://www.sundreroundup.ca/>



2017 CIB Visit Photos





DEPARTMENTAL REPORT

DEPARTMENT: Operations
SUBMITTED BY: Jim Hall
DATE: September 19, 2018
FOR MONTH OF: August 2018

TOPIC # 1: Wastewater Lagoon

ISSUES:

Requirements for the QEBLS have caused increased testing and maintenance at the lagoon.

RESOLUTIONS/SUCSESSES:

Operators have initiated the first stage testing requirements for the study. Some improved maintenance has been completed. Data stats for federal limits are in good standing.

TOPIC # 2: Centre Street North Capital Project Final Phase

Centre Street is now completed and awaiting final inspection. It is noted that some of the asphalt is not to spec for surface level. These have been conveyed to our inspector.

RESOLUTIONS/SUCSESSES:

The roads staff have changed signage and will have line and curb painting installation in September.

TOPIC # 3: Main Ave capital project

ISSUES:

The tender for Main has been awarded to UG Excavating and work should begin the 10 of September. Geotechnical has confirmed a deep 4-meter depth of pipe is required for below frost level. This will be a challenge for the contractor with ground water.

RESOLUTIONS/SUCSESSES:

The roads staff removed asphalt and potholes on Main Ave in early August to reduce concern forms for the poor surfaces.

TOPIC # 4: Candre Gas Sytem

ISSUES:

There has been difficulty with the land owner and the ROW for the proposed main.

RESOLUTIONS/SUCSESSES:

The development department and gas been worked closely with the owner. The gas department has completed 50% of the trenching. The entire system will be installed with meter service prior to requirements from Candre.

TOPIC # 5: Hydrant Painting

ISSUES:

The hydrants in Town are in poor paint condition. Residents have requested to have these painted.

RESOLUTIONS/SUCSESSES:

The water department has begun painting the hydrants with a specified colour of municipal yellow.

TOPIC # 6: Lift station replacement Capital project

ISSUES:

The Garnum park pump is scheduled for replacement in 2018. The current pump clogs easily and is difficult to maintain. Potential back ups in residential basements could occur.

RESOLUTIONS/SUCCESES:

Operations has ordered the pump and has found a possible reduction in total cost of the system allowing for local business to complete the power wiring system.



DEPARTMENTAL REPORT

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

Brief Outlines Please

TOPIC # 1: Development and Building Permits (August)

ISSUES:

Permits Received:

- Development Permits – 4
- Building Permits – 2
- Electrical Permits – 0
- Gas Permits – 2
- Plumbing Permits – 1

RESOLUTIONS/SUCCESES:

Development Permits were for:

- Mobile Home (1)
- Removal of Trees (1)
- Home Occupation – Minor (2)

Building Permits were for removal (demolition) and installation of mobile home for a total construction value of \$89,000.

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

TOPIC # 2: Land Use Bylaw Amendments and Update

ISSUES:

- Land Use Bylaw 2018-10 (comprehensive amendment to replace the existing Land Use Bylaw)
- Land Use Bylaw Amendment 2018-11 (legalization of cannabis and cannabis production facilities and cannabis retail stores)

RESOLUTIONS/SUCSESSESS:

- Public Information meeting held on August 22, 2018 to present and discuss proposed Bylaw 2010 and Bylaw 2011. Nine (9) members of the public, together with members of Administration and Council attended.
- Amendments to Land Use Bylaw 2018-10 prepared and a tracking sheet of the amendments created for Administration and Council in preparation for the September 10 Council Public Hearing and 2nd and 3rd reading of the bylaw.
- Final Draft of Cannabis Bylaw (Bylaw 2018-11) prepared for the September 17, 2018 Council Public Hearing and 2nd and 3rd reading.
- Ads were prepared to advertise the September Council Public Hearings for Bylaw 2010 and Bylaw 2011 in the Sundre Roundup.

TOPIC # 3: Real Property Reports

ISSUES:

One (1) real property report with request for Stamp of Compliance was reviewed and processed.

RESOLUTIONS/SUCCESES:

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

LIST & PROVIDE ATTACHMENTS:

(project documents/reports/graphs/correspondence)

1. 2018 August Monthly Building Report.

MONTHLY BUILDING REPORT
FOR THE MONTH OF AUGUST 2018

| | Aug-18 | | | 2018 Year To Date | | | 2017 Year to Date | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value |
| RESIDENTIAL | | | | | | | | | |
| Two-Storey Bungalows | | | | 0 | 0 | \$ - | 0 | 0 | \$ - |
| Bi-Level | | | | 1 | 1 | \$ 200,000 | 1 | 1 | \$ 366,000 |
| Recreation Properties | 0 | 0 | \$ - | 0 | 0 | \$ - | 0 | 0 | \$ - |
| Duplex/Semi Det. | | | | 2 | 2 | \$ 450,000 | 7 | 3 | \$ 1,290,000 |
| Multi-Family | | | | 0 | 0 | \$ - | 0 | 0 | \$ - |
| Mobile Homes | 1 | 1 | 85,000 | 1 | 1 | \$ 85,000 | 0 | 0 | \$ - |
| Accessory Buildings | | 0 | \$ - | 0 | 4 | \$ 115,000 | | 3 | \$ 34,000 |
| Renovation/Addition | 0 | 1 | \$ 4,000 | 0 | 8 | \$ 102,000 | 1 | 15 | \$ 183,500 |
| Sub-Total | 1 | 2 | \$ 89,000 | 4 | 15 | \$ 877,000 | 9 | 22 | \$ 1,873,500 |
| COMMERCIAL | | | | | | | | | |
| Building Starts | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| Renovation/Addition | | 1 | \$ 300,000 | | 2 | \$ 450,000 | | 0 | \$ - |
| | | 1 | \$ 300,000 | | 3 | \$ 450,000 | | 0 | \$ - |
| INDUSTRIAL | | | | | | | | | |
| Building Starts | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| Renovation/Addition | | | | | 2 | \$ 10,650,000 | | 0 | \$ - |
| | | | | | 0 | \$ - | | 0 | \$ - |
| | | | | | 2 | \$ 10,650,000 | | 0 | \$ - |
| INSTITUTIONAL | | | | | | | | | |
| Building Starts | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| Renovation/Addition | | | | | 0 | \$ - | | 0 | \$ - |
| | | | | | 1 | \$ 2,000 | | 1 | \$ 311,700 |
| | | 0 | \$ - | | 1 | \$ 2,000 | | 1 | \$ 311,700 |
| TOTAL | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value |
| | 1 | 3 | \$ 389,000 | 4 | 21 | \$ 11,979,000 | 9 | 23 | \$ 2,185,200 |

