



**(403) 638-3551**

**717 Main Avenue West**  
 E-mail: [townmail@sundre.com](mailto:townmail@sundre.com)  
 Web site: [www.sundre.com](http://www.sundre.com)

Fax <b>403-638-2100</b>	<b>MPC/Council Workshop</b> <b>Monday, March 6, 2017</b> <b>6:00 p.m.</b>
Arena <b>403-638-3177</b>	
AquaPlex <b>403-638-9370</b>	
GNP/FCSS <b>403-638-1011</b>	<b>Council Meeting</b> <b>Monday, March 13, 2017</b> <b>6:00 p.m.</b>
Sundre Library <b>403-638-4000</b>	<b>Council Meeting</b> <b>Monday, March 20, 2017</b> <b>6:00 p.m.</b>

**Public always welcome**

## COMMUNITY SERVICES

Planning Meeting for 2017 Canada Day  
 Community Committee Members Needed  
 When: Wednesday, March 1, 11:00 am  
 Where: Sundre Museum  
 Be part of the planning and find out about events and activities.

Co-ed Adult Recreational Drop-in Volleyball  
 Wednesday nights 7 pm to 9 pm, starting March 29 till May 18  
 Location Sundre Community Gym #3, 96 – 2nd AV NW  
 Cost \$40 for 8 weeks or \$8 per drop-in  
 Email: [facilitybookings@sundre.com](mailto:facilitybookings@sundre.com) or Phone: 403.638.2042

**Greenwood Campground**  
 Contract Host/Caretaker 2017 Season  
**Contract Term: May – September 2017**

The Town of Sundre is currently accepting applications for a  
 Camp host / Caretaker for the Greenwood Campground. Persons can  
 familiarize themselves with the position by visiting the Town website.

**Deadline for applicants is 4:00 pm**  
**Monday, March 13, 2017**  
 Office: 403-638-2042 Fax: 403-638-2100  
 Email: [campground@sundre.com](mailto:campground@sundre.com)

## REQUEST FOR PROPOSALS

The Town of Sundre is seeking proposals from qualified professional  
 vendors for the Safety Code Services in the Building, Electrical,  
 Plumbing, Gas and Private Sewage disciplines to the Town of Sundre.  
 The RFP can be found on the Town of Sundre Website – [www.sundre.com](http://www.sundre.com)  
 under the tender tab or a copy can be picked up at the  
 Town Office.

717 Main Ave. W.  
 Sundre, AB, T0M 1X0

<b>GARBAGE</b>	<b>COMPOST</b>	<b>RECYCLING</b>
<b>THURSDAY</b>	<b>THURSDAY</b>	<b>THURSDAY</b>
<b>MARCH 2</b>	<b>MARCH 9</b>	<b>MARCH 16</b>

Check out our web site [www.sundre.com](http://www.sundre.com) for current information

## SUMMER TEMPORARY EMPLOYMENT OPPORTUNITY

Parks and Green Space Assistant \$15/hr – 2 Positions  
 Operations Assistant \$15/hr – 1 Position

These positions are based on a 40-hour week commencing May 1, 2017  
 (negotiable) for a period of 16 weeks.

Applicants must be a current and returning student to post secondary or high school,  
 must be 16 years or older before commencing employment, have a Social Insurance  
 Number, clean criminal records check and hold a clean valid driver's license.

To see full job ad please visit [www.sundre.com/careers.html](http://www.sundre.com/careers.html)

Interested persons are asked to submit a resume to:

Human Resources  
 Town of Sundre, Box 420, Sundre, AB T0M 1X0  
 Fax: 403-638-2100  
 Email: [hr@sundre.com](mailto:hr@sundre.com)

Résumés will be accepted up to 12 p.m. on Tuesday, March 10, 2017 or until a  
 suitable candidate has been found.

## REQUEST FOR PROPOSALS

The Town of Sundre is seeking proposals from qualified consultants for the preparation  
 of a Parks, Open Space and Trails Plan that will address the needs and priorities related  
 to parks, open space and trails and how they will be addressed and delivered over the  
 next ten years.

The RFP can be found on the Town of Sundre Website – [www.sundre.com](http://www.sundre.com) under the  
 tender tab or a copy can be picked up at the Town Office

717 Main Ave W  
 Sundre, AB  
 T0M 1X0

## TOWN OF SUNDRE CHIEF ADMINISTRATIVE OFFICER (CAO)

Located halfway between Red Deer and Calgary, and a half hour directly west of  
 Highway #2, the Town of Sundre is a tourist destination and an outdoor paradise  
 nestled in the foothills of the Rocky Mountains. With a population of approximately  
 3,000, a dedicated staff of nearly 30, and a combined budget of approximately  
 \$12M, Sundre certainly has a lot to offer. Please visit the Town's website  
 ([www.sundre.com](http://www.sundre.com)) to further explore what adventures and opportunities await.  
 Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is  
 responsible for guiding the day-to-day affairs of the Town as outlined in the  
 Municipal Government Act (MGA), Town by-laws, and policies as set by Council.  
 In addition, the CAO will also:

- ✓ Provide effective advice and support to the Mayor and Council in developing,  
 implementing, and executing policies and strategies.
- ✓ Deliver solid leadership to the senior management team and staff of the Town.
- ✓ Promote opportunities to the public for public participation on civic issues.
- ✓ Ensure that Town staff are committed to providing the highest level of  
 service to the general public and the business community through clear  
 and transparent communication. The successful candidate will possess the  
 following:
- ✓ A post-secondary education, or a combination of relevant training and senior  
 leadership experience.
- ✓ A demonstrated track record of strong leadership and direction with prior  
 senior management experience.
- ✓ The ability to work effectively with elected officials, community volunteers,  
 businesses, Boards and committees, and the general public.
- ✓ A thorough understanding of the financial and budgeting process.
- ✓ Appreciation of the legislative process and knowledge of the Alberta Municipal  
 Government Act.
- ✓ Proven experience in strategic planning, organizational development and  
 achieving results in building team relations.
- ✓ Experience in implementing development plans, capital works and  
 infrastructure improvement programs.

*For further information please visit our website*  
[www.sundre.com](http://www.sundre.com)