



(403) 638-3551

717 Main Avenue West

E-mail: townmail@sundre.com

Web site: www.sundre.com

Fax
403-638-2100

Arena
403-638-3177

AquaPlex
403-638-9370

GNP/FCSS
403-638-1011

Sundre Library
403-638-4000

Council Workshop

**TUESDAY, February 21
6:00 p.m.**

Council Meeting

**Monday, February 27, 2017
6:00 p.m.**

MPC/Council Workshop

**Monday, March 6, 2017
6:00 p.m.**

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 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

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
under the tender tab or a copy can be picked up at the
Town Office.

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

**RECYCLING
THURSDAY
FEBRUARY 23**

**GARBAGE
THURSDAY
MARCH 2**

**COMPOST
THURSDAY
MARCH 9**

Check out our web site 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

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

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 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) 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