



(403) 638-3551

717 Main Avenue West
E-mail: townmail@sundre.com
Web site: www.sundre.com

Fax 403-638-2100	Council Meeting MONDAY, February 13, 2017 6:00 p.m.
Arena 403-638-3177	Council Workshop TUESDAY, February 21 6:00 p.m.
AquaPlex 403-638-9370	Council Meeting Monday, February 27, 2017 6:00 p.m.
GNP/FCSS 403-638-1011	
Sundre Library 403-638-4000	

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.

Greenwood Campground

Contract Host/Caretaker 2017 Season
Contract Term: May – September 2017

The Town of Sundre is currently accepting applications for a Camphost / 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 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
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TOWN OF SUNDRE, AB 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, or contact:

James Davies
 Managing Director
 DCG Executive Search Services Ltd.
 (780) 758-9796
james@daviescg.com
www.daviescg.com



GARBAGE THURSDAY FEBRUARY 9	COMPOST THURSDAY FEBRUARY 16	RECYCLING THURSDAY FEBRUARY 23
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Check out our web site www.sundre.com for current information