



Regular Council Meeting
Town of Sundre Municipal Council Chambers
May 26, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:**
 - 2.1 20250526(1), Bylaw 2025-09
 - 2.2 20250526(2), Bylaw 2025-10
3. **Agenda – Amendments and Adoption**
 - 3.1 May 26, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 May 12, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:** None
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-09 Land Use Redesignation, R-4 to R-2 Pg. 6
 - 6.2 RFD Bylaw 2025-10 Municipal Development Plan Amendment Pg. 9
7. **Old Business:**
 - 7.1 Mountain View County Facility Funding – Verbal Report
8. **New Business:** None
9. **Administration:**
 - 9.1 RFD Departmental Reports, April 2025 Pg. 11
10. **Council Committee Reports:**
 - 10.1 RFD Mayor Warnock’s and Councillor Marr’s Committee Reports Pg. 45
 - 10.2 RFD Key Messages, April 2025 Pg. 52
11. **Council Invitations / Correspondence:** **Pg. 54**
 - 11.1 Alberta Rural Health Week, May 26 – 30, 2025 Pg. 55
 - 11.2 Parkland Regional Library System Audited Financial Reports Pg. 58
 - 11.3 Invitation to Sundre Senior Fair and Schedule Pg. 81
 - 11.4 Invitation to Ponoka Stampede Pg. 83
 - 11.5 Invitation to Camrose Parade Pg. 86
 - 11.6 Invitation to Bowden Daze Rodeo Parade Pg. 87
12. **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 or email: townmail@sundre.com



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
May 12, 2025
4:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 12, 2025, commencing at 4:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Chris Vardas

ABSENT: Councillor Paul Isaac

STAFF: Acting CAO / Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 2

DELEGATION: None

PRESS: 1

CALL TO ORDER: The meeting was called to order at 4:00 p.m., with a moment of reflection on the business of the evening.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 172-12-05-25 MOVED by Councillor Vardas that the agenda be approved as presented.

CARRIED

Councillor Absence: *Councillor Isaac advised the Acting CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 173-12-05-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on April 28, 2025 be approved.

CARRIED

DELEGATION: None

BYLAWS/POLICIES: **Bylaw 2025-10, Municipal Development Plan Amendment**

Res. 174-12-05-25 MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan; and further
CARRIED

Res. 175-12-05-25 MOVED by Councillor Vardas that the Town of Sundre set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-10.
CARRIED

Bylaw 2025-09, Land Use Redesignation, R-4 to R-2

Res.176-12-05-25 MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2); and further
CARRIED

Res. 177-12-05-25 MOVED by Councillor Petersen that the Town of Sundre Council set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-09.
CARRIED

OLD BUSINESS: None

NEW BUSINESS: **Sponsorship Mountain View Seniors' Housing Golf Tournament**

Res 178-12-05-25 MOVED by Councillor Vardas that the Town of Sundre Council sponsor the 2025 Mountain View Seniors' Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, as a GOLD sponsor.

In Favour: Councillor Vardas

Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr

DEFEATED

Res 179-12-05-25 MOVED by Mayor Warnock that the Town of Sundre Council sponsor the 2025 Mountain View Seniors' Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, as a SILVER sponsor.

In Favour: Mayor Warnock, Councillor Vardas, Councillor Petersen, Councillor Anderson, Councillor Dalke

Opposed: Councillor Marr

CARRIED

Appointment to Downtown ARP Ad Hoc Committee

Res. 180-12-05-25 MOVED by Councillor Marr that the Town of Sundre Council appoint Ms. Laura K. Kutz of Kutz Law Office, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Regular Council Minutes – May 12, 2025

Res. 181-12-05-25 MOVED by Councillor Anderson that the Town of Sundre Council appoint Mr. Aaron Melin – Citizen and Project Manager for McElhanney Ltd., to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Res. 182-12-05-25 MOVED by Councillor Petersen that the Town of Sundre Council appoint Mr. Tom Boucher - Citizen, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Res. 183-12-05-25 MOVED by Councillor Dalke that the Town of Sundre Council appoint Mr. Brad Lindeburgh – Citizen, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Res. 184-12-05-25 MOVED by Councillor Marr that the Town of Sundre Council appoint Ms. Corynn Wylie – Citizen and Educator, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Res. 185-12-05-25 MOVED by Councillor Vardas that the Town of Sundre Council appoint Mr. Steve Bouchet – local business operator and land developer, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Res. 186-12-05-25 MOVED by Mayor Warnock that the Town of Sundre Council appoint Mr. Cam Bowman – General Manager Freson's Bros., to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

CARRIED

Facility Rehabilitation

Res 187-12-05-25 MOVED by Councillor Vardas that the Town of Sundre Council approve, contingent on appropriate funding from Mountain View County, proceeding with the scoped projects, with a Town contribution not to exceed \$115, 000 to be drawn from the Municipal Infrastructure Lifecycling Restricted Surplus Account.

CARRIED

Electronic Recording of Key Messages & Messages from the Office of Council

Res 188-12-05-25 MOVED by Councillor Marr that the Town of Sundre Council approve an electronic recording of the key messages and the message from the Office of Council by the Mayor and have the recording posted on the Town's website and social media page.

CARRIED

ADMINISTRATION:

None

COUNCIL COMMITTEE

REPORTS:

None

Initials

COUNCIL KEY MESSAGE: None

**COUNCIL INVITATIONS /
CORRESPONDENCE:**

Invitation to Canada Day Flag Raising

Res. 189-12-05-25

MOVED by Councillor Petersen that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate in the annual Canada Day Flag Raising on July 1st from 10:30 a.m. to 11:30 a.m. at the Sundre & District Museum.

CARRIED

Invitation to Mayor to Attend 2025 Annual Car Show

Res. 190-12-05-25

MOVED by Councillor Vardas that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the “Mayor’s Choice Award” for best in show, at the 6th Annual Sundre Canada Day Car Show on June 29, 2025 at 3:00 p.m.

CARRIED

Invitation to Special Ceremony – Sundre Seniors’ Supportive Living Facility

Res. 191-12-05-25

MOVED by Councillor Petersen that the Town of Sundre Council accepts the invitation to participate in the Sundre Seniors’ Supportive Living Facility’s celebration on June 4, 2025, providing a brief speech and written message to be included in a “time-capsule” to be opened in 2035.

Mayor with regrets. Designated representative, Deputy Mayor Anderson

CARRIED

CLOSED MEETING:

Res. 192-12-05-25

MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 4:55 p.m.

CARRIED

Mayor Warnock excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the board room. There are no Motions of Council expected.

Mayor Warnock called a break at 4:55 p.m.

Mayor Warnock reconvened the Closed Meeting at 5:01 p.m.

The following were in attendance for the Closed Meeting:
Acting Chief Administrative Officer / Director Corporate Services, Chris Albert

Topic of Closed Meeting

12.1 Advice from Officials, FOIPP Act, Section 24

Acting CAO left the closed meeting at 5:08 p.m.

Res. 193-12-05-25

MOVED by Councillor Petersen that Council return to an open meeting at 5:25 p.m.

CARRIED

ADJOURNMENT

Res. 194-12-05-25

MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 5:26 p.m.

CARRIED

These Minutes approved this 26th Day of May 2025.

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert



REQUEST FOR DECISION

COUNCIL DATE	May 26, 2025
SUBJECT	Bylaw 2025-09 Land Use Redesignation, R-4 to R-2
ORIGINATING DEPARTMENT	Community Development - Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Planning and Development has received an application to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot: 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2). The redesignation will allow for a multiplex dwelling of 4 units.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council heard the Development Authority's report during the Public Hearing held on May 26, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

This matter aligns with Council Strategic Plan, Pillar 1, Community Development

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to Bylaw 2025-09.

MOTION:

That the Town of Sundre Council give Second Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan: 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2).

That the Town of Sundre Council give Third Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan: 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2).

Attachments: Bylaw 2025-09
Schedule A

Date Reviewed: May 22, 2025

ACTING CAO: Chris Albert



TOWN OF SUNDRE

BYLAW 2025-09

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

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

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

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

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a parcel legally described as Plan 8410936, Block 3, Lot: 6 (Civic Address of 1107 1 Ave. NE), from Estate Residential District (R-4) to General Residential (R-2) as shown on Schedule 'A'.

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME this 12th day of May, 2025 Motion No. 176-12-05-25;

PUBLIC HEARING HELD this 26th day of May, 2025 Motion No. 177-12-05-25;

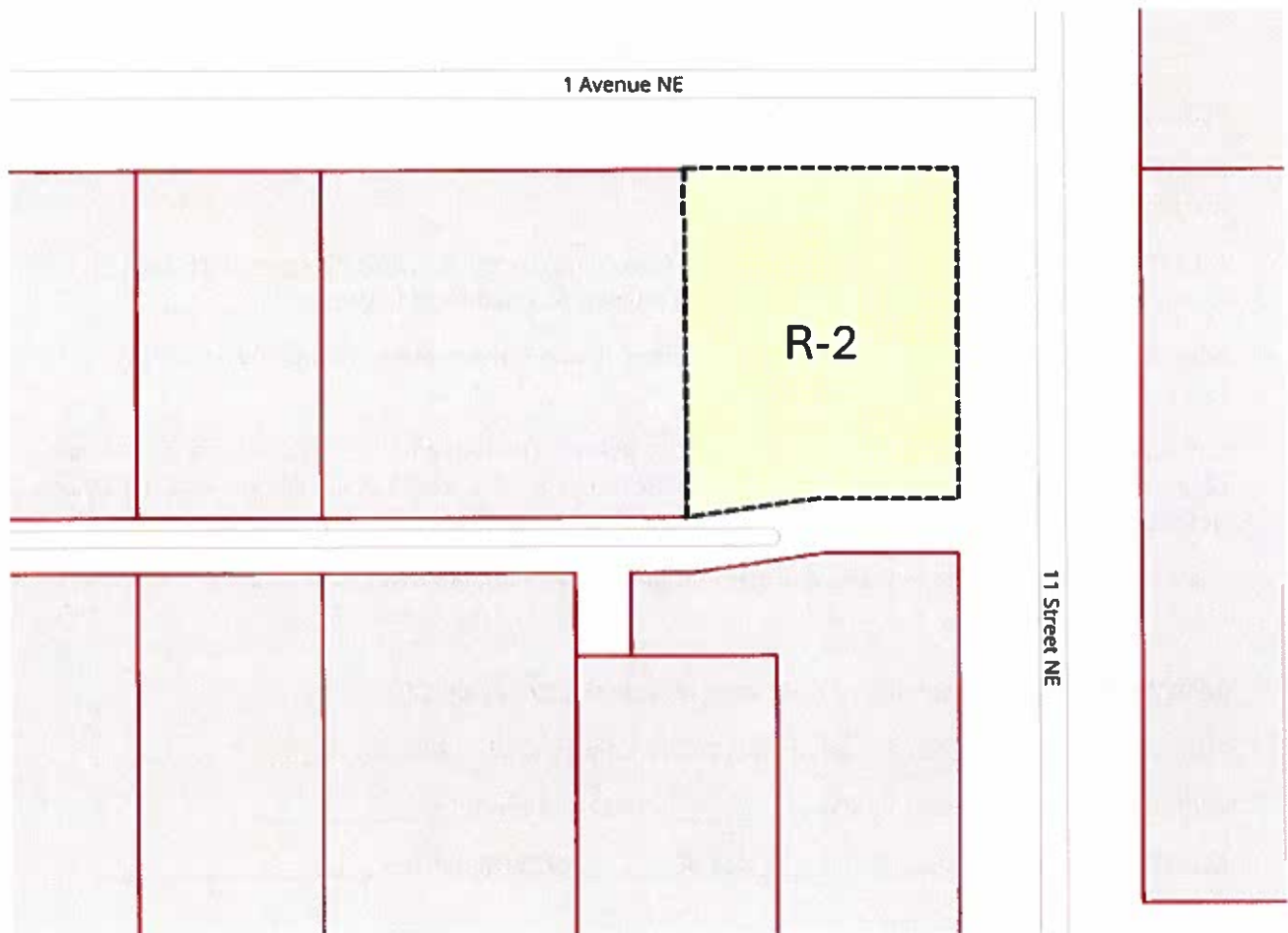
READ A SECOND TIME this ____ day of _____, 2025 Motion No. _____

READ A THIRD AND FINAL TIME this ____ day of _____, 2025 Motion No. _____

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert

Schedule “A”
Bylaw 2025 -09
Land Use Bylaw Amendment



Legend

Subject Lands



General Residential (R-2)





REQUEST FOR DECISION

COUNCIL DATE	May 26, 2025
SUBJECT	Bylaw 2025-10, MDP Textual Amendment
ORIGINATING DEPARTMENT	Community Development - Planning & Development
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Bylaw 2025-10 is an administrative amendment to the commercial section of the Municipal Development Plan to include policy language for transitional areas between higher-intensity commercial and lower-density residential to reduce land use conflicts, enhance walkability, and contribute to vibrant, livable communities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council heard the Development Authority's report during the Public Hearing held on May 26, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

This matter aligns with Council Strategic Plan, Pillar 1, Community Development

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan.

MOTION:

That the Town of Sundre Council give Second Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan.

That the Town of Sundre Council give Third Reading to Bylaw 2025-10, being a bylaw to amend the Municipal Development Plan.

Attachments: Bylaw 2025-10

Date Reviewed: May 22, 2025

ACTING CAO: Chris Albert



TOWN OF SUNDRE

BYLAW 2025-10

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND BYLAW 2024-04 (Municipal Development Plan)

WHEREAS, Section 632 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Municipal Development Plan;

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

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts the following amendments to Bylaw 2024-04, Municipal Development Plan.

Portions of Bylaw 2024-04, Municipal Development Plan to be amended as follows:

Add:

5.3 Commercial

5.3.4 Transitional areas between higher-intensity commercial or institutional uses and lower-intensity residential neighborhoods shall support a compatible mix of land uses such as medium-density housing, small-scale retail, offices, and community services to reduce land use conflicts, enhance walkability, and contribute to vibrant, livable communities.

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME this 12th day of May, 2025 Motion No. 174-12-05-25;

PUBLIC HEARING HELD this 26th day of May, 2025 Motion No. 175-12-05-25;

READ A SECOND TIME this ____ day of _____ 2025 Motion No. _____

READ A THIRD AND FINAL TIME this ____ day of _____, 2025 Motion No. _____

Mayor, Richard Warnock

Acting Chief Administrative Officer, Chris Albert



REQUEST FOR DECISION

COUNCIL DATE May 26, 2025
SUBJECT RFD April 2025 Departmental Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for April 2025 are provided to Council for their review and information:

- a) Chief Administrative Officer
- b) Fire Chief
- c) Community Development (Planning & Development / Community Services)
- d) Community Peace Officer
- e) Operations
- f) Economic Development

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by Acting CAO.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 5 of the Strategic Plan, Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept the April 2025 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the April 2025 Departmental Reports as information.

ATTACHMENTS:

April 2025 Departmental Reports

Date Reviewed: May 22, 2025

ACTING CAO: Chris Albert

#/D/M/Y	January 06, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status
001	06-01-25	MOVED by Councillor Anderson that the agenda be approved as presented		
Councillor Attendance by Phone. Councillor Dalke notified CAO in compliance of s.14.6 of Council's Procedural Bylaw				
002	06-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on December 16, 2024 be approved as presented		
003	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council thank Mr. Stevenson for attending Council and accept his presentation as information		
004	06-01-25	MOVED by Councilor Isaac that the Town of Sundre Council accept the year end report from the CAO on the successes achieved by the Community Services Department and congratulate and thank each member of the team for their commitment and dedication to our community		
005	06-01-25	MOVED by Councillor Marr that the Town of Sundre Council accept the year end report from the CAO on the successes achieved by the Planning and Development Department and congratulate and thank each member of the team for their commitment and dedication to our community		
006	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 2 - 8, 2025 as "Sen or Week" in the Town of Sundre and that the Mayor be authorized to sign the declaration on behalf of Council and the citizens of Sundre	Legislative Services	Completed Appendix #3
007	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the partnership between the Town of Sundre and the Hospital Futures Committee, in collaboration with P3 Capital Partners to further the efforts of the Town of Sundre in seeking avenues for the construction of a new hospital/campus of care in the Town of Sundre, and further, that Council approve funding in the amount of \$22,500.00 in support of this initiative, with funds to be drawn from the General Corporate Stabilization Restricted Surplus Account		
008	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to sign the agreement with the Sundre Hospital Futures Committee and P3 Capital Partners		
009	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 4:52 p.m.		
Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected				
Mayor Warnock called a break at 4:52 p.m.				
Mayor Warnock reconvened the closed meeting at 4:57 p.m.				
The Director of Corporate Services left the Closed Meeting at 5:25 p.m.				
010	06-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:07 p.m.		
011	06-01-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:08 p.m.		
#/D/M/Y	January 20, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status
012	20-01-25	MOVED by Councillor Marr that the agenda be approved as amended as follows: 1. Replace Pg. 3 of January 20th Agenda, due to error in Minutes of January 6, 2025		
013	20-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on January 6, 2025 be approved as amended: 1. Revise Motion Number Res. 007-06-01-25 to reflect the correct amount of funding for P3 Partnership from \$25,000.00 to \$22,500.00		

014	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Sundre Fire Department, and congratulate and thank each member of the department for putting your lives on hold to respond at a moment's notice to an emergency, for putting yourself in danger on a continuous basis, for participating in community events and educating the public on fire safety, and for your commitment and dedication to our community		
015	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Peace Officer / Bylaw Officer, and congratulate and thank each member of the team for their commitment and dedication to our community, and for ensuring our community is a safe and secure place where we can live, work, play and raise our families		
016	20-01-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the December 2024 Departmental Reports as information		
017	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw and further;		
018	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, February 24, 2025 at 4:00 p.m. for a Public Hearing to Bylaw 2025-02 Land Use Bylaw Amendment		
019	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council support the application to Alberta Seniors, Community and Social Services for the Town to co-host the Seniors' Week launch on June 2, 2025		
020	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council accept the report from the Director of Corporate Services as information		
021	20-01-25	MOVED by Mayor Warnock that the Town of Sundre Council directs administration to bring the existing Social Media Policy to the Bylaw Policy Review Committee for review for the purpose of clarification to information that has come forward	Legislative Services	Pending. Committee Meeting Date to be set
022	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock's report for December 2024 as information		
023	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for October, November and December 2024 as information		
024	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report for November and December 2024 as information		
025	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the Year 2024 as information		
026	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:05 p.m.		
Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected				
Mayor Warnock called a break at 5:05 p.m.				
Mayor Warnock reconvened the closed meeting at 5:12 p.m.				
CAO left the Closed Meeting at 5:45 p.m.				
027	20-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:28 p.m.		
028	20-01-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:29 p.m.		
	#/D/M/Y	February 10, 2025 Regular Council Meeting		# of Public Attending Council
Res. #	Date	Council Motion	Action	Status
029	10-02-25	MOVED by Councillor Petersen that the agenda be approved as presented		3
Councillor Absence: Councillor Vardas and Councillor Anderson notified the CAO in compliance of s.14.6 of Council's Procedural Bylaw				

030	10-02-25	MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on January 20, 2025 be approved as presented			
031	10-02-25	MOVED by Councillor Dalke that the Town of Sundre Council thank the representatives of West Fraser for the very informative presentation and to continue to work together to maintain our good neighbour relationship			
032	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #2	
033	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library's financial reviewers			
034	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as "Purple Day" in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #3	
035	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the request for a relaxation to the Community Standards Bylaw 2023-09, Part 2 Noise, on certain days to be determined, to enable the Highway 27 construction contractor to work before 7:00 a.m. and after 10:00 p.m. during concrete pours and asphalt work			
036	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council support the grant application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of developing a wildfire management plan / preparedness guide			
037	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council to fund the rental fee of \$367.50 for the use of the Sundre Community Centre for a Celebration of Life for Mr. Marty Butts on March 15, 2025, with funds to be drawn from Council's Discretionary Contributions to Local Organizations			
038	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the thank-you card from the Sundre & District Historical Society as information and appreciation			
039	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock and members of Council to attend the Annual Women in Business Awards Luncheon on March 7, 2025 and requests that administration purchase the required number of tickets for the Councillors who wish to attend Individual Councillor to advise administration of their availability to attend. <u>Opposed: Councillor Isaac</u>	Legislative Services	Pending	
040	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:16 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 5:16 p.m.					
Mayor Warnock reconvened the closed meeting at 5:22 p.m.					
The following were in attendance for the closed meeting session: Acting Chief Administrative Officer Chris Albert and Director of Community Development, Benazir Thoha Valencia					
Director of Community Development left the closed meeting at 5:41 p.m.					
Acting Chief Administrative Officer left the Closed Meeting at 6:05 p.m.					
041	10-02-25	MOVED by Councillor Petersen that Council return to an open meeting at 6:37 p.m.			
042	10-02-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.			
	#/D/M/Y	February 24, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	9
043	24-02-25	MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close Public Hearing No. 20250224 pertaining to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10			
044	24-02-25	MOVED by Councillor Petersen that the agenda be approved amended as follow: ADD 3.3 CAO introduction of new staff member: Finance & Grants Coordinator, Pam Bewick			

Councillor Absence: Councillor Dalke notified CAO that he would be attending the meeting by phone (google meets) in compliance of Council's Procedural Bylaw				
CAO introduced Pam Bewick, Finance and Grants Coordinator to Council				
045	24-02-25	MOVED by Councillor Vardas that the Minutes of the Regular Meeting of Council held on February 10, 2025 be approved as presented		
046	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw 2018-10		
047	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third Reading to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10		
048	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
049	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give Second Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
050	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
051	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
052	24-02-25	MOVED by Councillor Vardas that the Town of Sundre approve Policy A-013-00-POL, Naming Policy as recommended by the Bylaw & Policy Review Committee as presented. <i>Opposed: Councillor Dalke</i>		
053	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
054	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
055	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
056	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
Councillor Isaac left the meeting at 5:19 p.m.				
Councillor Isaac returned to the meeting at 5:21 p.m.				
057	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the amendments to Policy A-008-POL, Flag Policy, as amended, as recommended by the Bylaw & Policy Review Committee		
058	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the amendments to Policy A-007-01-POL, Social Media Policy as recommended by the Bylaw and Policy Review Committee		
059	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		

060	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate delivery of municipal and emergency services		
061	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
Mayor Warnock called a break at 5:43 p.m. in order to re-connect with Councillor Dalke via phone				
Mayor Warnock reconvened the Council Meeting at 5:49 p.m.				
062	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
063	24-02-25	MOVED by Councillor Anderson that the Town of Sundre approve the Grants to Organizations funding for The Sundre Men's Shed in the amount of \$1000. <i>Opposed: Councillor Dalke</i>	Legislative Services	Appendix #'s 4-21
064	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$500		
065	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,000		
066	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place (Sundre Senior's Connection) in the amount of \$1,000		
067	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for GNP The Den S.Y.C. in the amount of \$2,000		
068	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Royal Canadian Legion in the amount of \$5,000		
069	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Aquaplex in the amount of \$1,000 to be used for the cost of EMS and Lifeguards for the Triathlon. <i>Opposed: Councillor Dalke</i>		
070	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$420 for one-weekend rental fee of the Community Centre. <i>Opposed: Councillor Marr</i>		
071	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$0.00. <i>In Favour: Mayor Warnock, Councillor Anderson, Councillor Vardas. Opposed: Councillor Marr, Councillor Dalke, Councillor Petersen, Councillor Isaac. DEFEATED</i>		
072	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$1,000 to be awarded at the discretion of Council. <i>In Favour: Councillor Marr, Councillor Petersen, Councillor Isaac, Councillor Dalke. Opposed: Mayor Warnock, Councillor Vardas, Councillor Anderson. CARRIED</i>		
073	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Historical Society in the amount of \$4,000. <i>Opposed: Councillor Petersen</i>		
074	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncos, Bulls & Wagons in the amount of \$3,000		

075	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$500. <i>Opposed: Councillor Dalke</i>		
076	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir in the amount of \$0.00. <i>Opposed: Councillor Petersen</i>		
077	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Association in the amount of \$5,000		
078	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue in the amount of \$0.00. <i>Opposed: Councillor Dalke</i>		
079	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Festival in the amount of \$1,500		
080	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Slingshot Garage in the amount of \$0.00. <i>Opposed: Councillor Petersen, Councillor Marr, Councillor Dalke</i>		
081	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors SPRUCE in the amount of \$500. <i>Opposed: Councillor Marr</i>		
082	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for sundre Citizens on Patrol in the amount of \$500		
083	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the fee waiver for the Arena in an amount not to exceed \$1,706.25 (GST included), to be funded from Council's Discretionary Contributions to Local Organizations, for the 2025 Grad Class Celebratin, June 23-28, 2025. <i>In Favour: Mayor Warnock, Councillor Vardas, Councillor Anderson, Councillor Isaac, Councillor Dalke. Opposed: Councillor Petersen, Councillor Marr. CARRIED</i>	Legislative Services	Appendix #22
084	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the January 2025 Departmental Reports as information		
085	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for January 2025 as information		
<i>Councillor Vardas requested that the Chair approve the inclusion of a verbal report. Accepted</i>				
086	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr's report for January 2025 as information		
087	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Vardas's verbal report for January 2025 as information		
088	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of January 2025 as information		
089	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the thank you card from the U9 Huskie Howl Black and White Squads with appreciation and as information		
090	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council accept the thank you letter from the Sundre Municipal Library with appreciation and as information		
091	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:54 p.m.		
<i>Councillor Dalke disconnected (Google Meets) from the meeting at 7:54 p.m.</i>				
<i>Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected</i>				
<i>Mayor Warnock called a break at 7:55 p.m.</i>				
<i>Mayor Warnock reconvened the Closed Meeting at 8:00 p.m.</i>				
<i>Chief Administrative Officer left the Closed Meeting at 8:09 p.m.</i>				
092	24-02-25	MOVED by Councillor Isaac that Council return to an open meeting at 8:30 p.m.		
093	24-02-25	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:42 p.m.		

	#/D/M/Y	March 10, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	1
094	10-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: ADD Item 8.2, Verbal Report, Survey by Minister of Jobs for the Childcare Needs Assessment			
095	10-03-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on February 24, 2025 be approved as presented			
096	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the Q4 2024 Sundre Provincial Community Report as information			
097	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Acting CAO's verbal report as information			
Mayor Warnock called a break at 5:22 p.m.					
Mayor Warnock reconvened the meeting at 5:27 p.m.					
098	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Q4 (2024) Quarterly Financial Report as information			
099	10-03-25	MOVED by Councillor Marr that the Town of Sundre Council support Councillor Marr's active role in completing the Childcare Assessment Survey			
100	10-03-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of concern as information			
101	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 5:56 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 5:56 p.m.					
Mayor Warnock reconvened the Closed Meeting at 6:03 p.m.					
102	10-03-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:29 p.m.			
103	10-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.			
	#/D/M/Y	March 24, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	9
104	24-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: REPLACE: Under Item 9.2, Pages 81-99, Emergency Preparedness and Response Program; Safety and Loss Management System (SLMS); and 2022 Integrity Management Program (IMP) with the 2025 Integrity Management Program.			
105	24-03-25	MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on March 10, 2025 be approved as presented			
106	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Legislative Department, Economic Development and Corporate Services, and congratulate and thank each member of the departments for their professionalism, commitment and dedication to our community			
107	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation from the representative of Wild Rose Assessment Services as information			
Mayor Warnock called a break at 5:22 p.m.					
Mayor Warnock reconvened the meeting at 5:29 p.m.					
108	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council direct administration to make provisions for the portable toilet to remain in place at the ball diamonds to the end of September 2025, with the funding for the additional costs to be drawn from the Community Services Stabilization Restrictive Surplus Account, in an amount up to \$1,530.37 (GST included) and the \$85.00 fee for delivery and pick up. Opposed: Councillor Dalke			

109	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation from Greenwood Neighbourhood Place as information with appreciation for the contributions of GNP to our community			
110	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council provide direction on proceeding with the annexation process in partnership with Mountain View County for parcels within NW 10-33-5-W5M, the parcel within NE 10-33-5-W5M and adjacent roads.			
111	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Mayor abd CAO to sign the Quality Management Plan (QMP) and the 2025 Integrity Management Plan (IMP), noting that Council, the CAO and the Operations Manager have reviewed the QMP and the IMP in their entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with these plans			
Mayor Warnock called a break at 6:38 p.m.					
Mayor Warnock reconvened the meeting at 6:43 p.m.					
112	24-03-25	MOVED by Councillor Dalke that the Town of Sundre Council approve the selection of Superior Safety Codes Inc. as the Town of Sundre's Accredited Safety Codes Agency, for a term of three years, ending on March 31, 2028, and that the CAO be authorized to sign the contract on behalf of the Town of Sundre	Legislative Services, P&O	Appendix 23-25	
113	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the February 2025 Departmental Reports as information			
114	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for February 2025 as information			
115	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for February 2025 as information			
116	24-03-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the Key Messages of Council for the month of February 2025 as information			
117	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council go into a closed meeting at 6:52 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 6:53 p.m.					
Mayor Warnock reconvened the Closed Meeting at 6:59 p.m.					
118	24-03-25	MOVED by Councillor Dalke that Council return to an open meeting at 7:15 p.m.			
119	24-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:16 p.m.			
	#/D/M/Y	April 7, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	1
120	07-04-25	MOVED by Councillor Marr that the agenda be approved as amended as follows: ADD Item 11.1 RFD Invitation to Mayor for Volunteer Appreciation Dinner			
121	07-04-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on March 24, 2025 be approved as presented			
122	07-04-25	MOVED by Councillor Vardas that the Town of Sundre Council thank the members of the Cowboy Trail 4-H Club for attending the Council meeting and accept their presentations as information and wish each member much success in their future endeavours			
123	07-04-25	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation as information and further, support the proactive steps by the Alberta Forest Products Association to ensure the resilience and long-term sustainability of Sundre's forestry sector, and that the Mayor sign the letter addressed to the Premier on behalf of Council and the citizens of Sundre. TABLED			

124	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council table Motion Number 123-07-04-25 until the Mayor and Chief Administrative Officer have had an opportunity to meet with a representative of Sundre's West Fraser facility, and further, to bring back the Alberta Forest Products Association letter to the Premier, at the April 28 Regular Council Meeting. CARRIED		
125	07-04-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-04 being the 2025 Tax Rate Bylaw		
126	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw		
127	07-04-25	MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for third and final reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw		
128	07-04-25	MOVED by Councillor Vardas that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw, as presented		
129	07-04-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre Municipal Library Year-End Financial Report as information		
130	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council direct administration to bring forward to the next Regular Council meeting a Bylaw establishing the 2025 Municipal Tax Levy and Mountain View Seniors Tax Levy for properties designated as Affordable Housing the Minister of Seniors, Community and Social Services at 100% of the levies established under Bylaw 2025-04. <i>Opposed: Unanimous</i>		
131	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the report from the Director of Corporate Services as Information. <i>Opposed: Councillor Dalke</i>		
132	07-04-25	MOVED by Councillor Marr that the Town of Sundre accept the invitation from Greenwood Neighbourhood Place for Mayor Warnock or designate, to participate and give opening remarks at the Friday, April 25, 2025 at 6:00 p.m., Volunteer Event at the Sundre Legion		
133	07-04-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:47 p.m.		
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motion of Council expected				
Mayor Warnock called a break at 5:47 p.m.				
Mayor Warnock reconvened the Closed Meeting at 6:00 p.m.				
134	07-04-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:05 p.m.		
135	07-04-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:06 p.m.		
	#/D/M/Y	April 12, 2025 Strategic Advisory Committee Meeting		
Res. #	Date	Council Motion	Action	Status
136	12-04-25	MOVED by Councillor Petersen that the agenda be approved as presented		
137	12-04-25	MOVED by Councillor Anderson that Council go into a closed meeting at 9:03 a.m.		
Mayor Warnock called a break at 10:03 a.m.				
Mayor Warnock reconvened the closed meeting at 10:16 a.m.				
Mayor Warnock called a break at 11:10 a.m.				
Mayor Warnock reconvened the closed meeting at 11:18 a.m.				
Mayor Warnock called a break for lunch at 11:57 p.m.				
Mayor Warnock reconvened the closed meeting at 12:41 p.m.				
Mayor Warnock called a break at 2:10 p.m.				
Mayor Warnock reconvened the closed meeting at 2:20 p.m.				
Mayor Warnock called a break at 3:40 p.m.				
Mayor Warnock reconvened the closed meeting at 3:50 p.m.				
Mayor Warnock called for a motion to come out of closed meeting at 4:37 p.m.				
138	12-04-25	MOVED by Councillor Marr that the Town of Sundre Council come out of Closed Meeting at 4:37 p.m.		

139	12-04-25	MOVED by Councillor Anderson to adjourn the meeting at 4:38 p.m.			
	#/D/M/Y	April 13, 2025 Strategic Advisory Committee Meeting			
Res. #	Date	Council Motion	Action	Status	
<i>Mayor Warnock called the April 13 Strategic Advisory Committee Meeting to order at 9:10 a.m.</i>					
<i>Mayor Warnock called for a motion to go into Closed Meeting</i>					
140	12-04-25	MOVED by Councillor Isaac that Council go into Closed Meeting at 9:10 a.m.			
<i>Mayor Warnock called a break for lunch at 12:01 p.m.</i>					
<i>Mayor Warnock reconvened the closed meeting at 12:45 p.m.</i>					
<i>Mayor Warnock called for a motion to come out of closed meeting</i>					
141	12-04-25	MOVED by Councillor Isaac that Council come out of Closed Meeting at 1:40 p.m.			
142	12-04-25	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 1:43 p.m.			
	#/D/M/Y	April 28, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	1
143	28-04-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: 1. ADD under Old Business, 9.1 RFD Letter of Support			
<i>Councillor Absence: Councillor Petersen notified CAO in compliance of s. 14.6 of Council's Procedural Bylaw</i>					
144	28-04-25	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on April 7, 2025, be approved as presented			
145	28-04-25	MOVED by Councillor Dalke that the Minutes of the Strategic Advisory Committee Meeting of April 12-13, 2025, be approved as presented			
146	28-04-25	Moved by Councillor Isaac that the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return for 2024 as information			
<i>CLOSED MEETING: Mayor Warnock advised the public that they are welcome to remain in the Council Chambers until Council returns from the Board Room</i>					
147	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council go into a closed meeting at 4:08 p.m.			
<i>The following were in attendance for the Closed Meeting: 7 Council members, CAO, Director Corporate Services, 2 representatives of KPMG LLP</i>					
<i>Topic of the Closed Meeting: Management Letter Discussion, FOIPPA Act Section 24(1)(b)</i>					
<i>CAO and Director Corporate Services left the closed meeting, returning to the Council Chambers at 4:32 p.m.</i>					
<i>Mayor Warnock, Council and representatives of KPMG returned to the Council Chambers at 4:44 p.m.</i>					
148	28-04-25	MOVED by Councillor Anderson that Council return to an open meeting at 4:45 p.m.			
149	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2024 Auditor's Report and the 2024 Audited Financial Statements and the 2024 Financial Information Return; and furthermore			
150	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the Municipal Government Act			
<i>KPMG Representatives, Colin Mitchell and Samuel Straka, left the meeting at 5:06 p.m.</i>					
151	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-08, being the Council Procedural Bylaw			
152	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council give Second Reading to Bylaw 2025-08, being the Council Procedural Bylaw			
153	28-04-25	MOVED by Councillor Vardas that the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw			
154	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw			
155	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council rescind Bylaw 2023-01; and			

156	28-04-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan, and furthermore		
157	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 9, 2025 at 4:00 p.m. for Public Hearing to Bylaw 2025 07		
158	28-04-25	MOVED By Councillor marr that the Town of Sundre Council that Council supports the signing of the Alberta Forest Products Association's letter to the Premier by Mayor Warnock on behalf of Council and the citizens of Sundre	Leg. Services	Complete Appendix # 26
Mayor Warnock called a break at 5:21 p.m.				
Mayor Warnock reconvened the meeting at 5:27 p.m.				
159	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council supports and is committed to safe workplaces by observing the National Day of Mourning, and by promoting safe work environments for all members of our community		
160	28-04-25	MOVED by Councillor Vardas that the Town of Sundre Council proclaim the week of May 19 - 23, 2025 as "Alberta Disability Services Professionals Appreciation Week" in the Town of Sundre and that the Mayor be authorized to sign the proclamation on behalf of Council and the citizens of Sundre		
161	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council approve funding not to exceed \$100,000.00, which includes the budget overrun for the crushing and rehabilitation of a number of laneways, with funds to be withdrawn from the General Corporate Stabilization Restricted Surplus Account. <i>Opposed: Councillor Anderson</i>		
162	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council support the submission of a resolution for "Rural Participation on the Integration Council for Refocusing Alberta's Health Care System" to the 2025 Alberta Municipalities Conference by June 30, 2025		
163	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the March 2025 Departmental Reports as information		
164	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for March 2025 as information		
165	28-04-25	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of March 2025 as information	Leg. Services	Posted to Website
166	28-04-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from Parkland Regional Library System as information		
167	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the Alberta Declaration for Nursing Week, May 12 - 18, 2025, from the Honourable Adriana Lagrange, as information, with a special thank you to all nurses serving in our community		
168	28-04-25	MOVED by Councillor Isaac that the Town of Sundre Council congratulate Mayor Warnock on achieving the Municipal Elected Leaders Certificate		
Mayor Warnock advised the public that they are welcome to stay in the Council Chambers as Council retreats to the Board Room. There are no Motions of Council expected				
169	28-04-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 5:56 p.m.		
Mayor Warnock called a break at 5:57 p.m.				
Mayor Warnock reconvened the closed meeting at 6:05 p.m.				
170	28-04-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:08 p.m.		
171	28-04-25	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 6:09 p.m.		



Betty Ann Formstone <bettyann.f@sundre.com>

ADVOCATING FOR THE FORESTRY SECTOR IN THE SUNDRE REGION

Betty Ann Formstone <bettyann.f@sundre.com>

Tue, Apr 29, 2025 at 1:52 PM

To: premier@gov.ab.ca

Cc: CentralPeace.Notley@assembly.ab.ca, Drumheller.Stettler@assembly.ab.ca, Calgary.SouthEast@assembly.ab.ca, Rimbey RockyMountainHouse Sundre <Rimbey.RockyMountainhouse.Sundre@assembly.ab.ca>, Richard Warnock <richard.w@sundre.com>, Linda Nelson <linda.n@sundre.com>, fbattjes@albertaforestproducts.ca

Dear Premier Smith,

On behalf of Mayor Warnock, Council and the Citizens of Sundre, we direct your attention to the letter attached supporting the efforts of the Alberta Forest Products Association to ensure a sustainable forestry industry in Alberta.

Respectfully,



BETTY ANN FORMSTONE

T. 403-638 3551 Ext. 114

www.sundre.com

 Advocating for the Forestry Sector in the Sundre Region.pdf
71K



Betty Ann Formstone <bettyann.f@sundre.com>

ADVOCATING FOR THE FORESTRY SECTOR IN THE SUNDRE REGION

Office of the Premier <Premier@gov.ab.ca>

Tue, Apr 29, 2025 at 1:54 PM

To: Betty Ann Formstone <bettyann.f@sundre.com>

Good day:

Thank you for contacting Premier Danielle Smith.

This is to acknowledge that your email has been received.

Thank you for writing.

Regards,
Premier's Correspondence Unit
Communications and Public Engagement
Government of Alberta



9.1a(ii)

CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: May 26, 2025

Council requested periodic updates on the new businesses operating in Town at the Strategic Advisory Committee Meeting, held in October 2023.

New Business or Re-location of Business: January 1 – April 30, 2025

Adam's Army Charitable Foundation – Thrift Store; 101 – 3 ST SW

SunMart Convenience Store; 586 Main Ave W, #2 (formerly Sunshine Vapes; moved one bay east).

Shining Stars Kids Centre; 205 Main Ave W (childcare centre still under renovations/construction).

Fusion Controls; 138 6 St SE (moved into Town from County).

HomeTown Storage; 114 6 St SE (permit issued in March; opening soon).

Under New Management: None

Home Office to Date (Permitted Use in Residential Districts):

Electrical Contractor (Salvador Electric)

Home Occupation to Date (Discretionary Use in Residential Districts): None

SCHEDULE A - 2025 Expenditures to Date**TOTAL COUNCIL BUDGET 2025: \$79,000****TOTAL EXPENDITURES TO DATE (April 30, 2025) \$21,539.03****BALANCE: \$57,460.97****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
8-Jan-25	Edmonton	Meeting with Minister Schulz	Mileage	\$ 385.56
8-Jan-25	Edmonton	Meeting with Minister Schulz	Accommodations	\$ 239.17
8-Jan-25	Edmonton	Meeting with Minister Schulz	Per Diem	\$ 120.00
8-Jan-25	Edmonton	Meeting with Minister Schulz	Travel Per Diem	\$ 120.00
9-Jan-25	Sundre	Mayors Caucus - Teams Meeting	Per Diem	\$ 120.00
14-Jan-25	MVC	MVC Sundre Airport	Per Diem	\$ 100.00
14-Jan-25	MVC	MVC Sundre Airport	Travel Per Diem	\$ 30.00
17-Jan-25	Sundre	RDRWA - Zoom Meeting	Per Diem	\$ 120.00
23-Jan-25	Sundre	MTMC - Minister McIver - Teams Meeting	Per Diem	\$ 80.00
23-Jan-25	Sundre	Sundre Chamber of Commerce Meeting	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Mileage	\$ 158.76
28-Jan-25	Red Deer	Red Deer Polytechnic	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Travel Per Diem	\$ 50.00
29-Jan-25	MVC	MVC - Hospital	Mileage	\$ 75.60
29-Jan-25	MVC	MVC - Hospital	Per Diem	\$ 80.00
29-Jan-25	MVC	MVC - Hospital	Travel Per Diem	\$ 30.00
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 60.00
19-Feb-25	Sundre	SPRUCE Meeting at Legion	Per Diem	\$ 60.00
20-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
26-Feb-25	MVC Office	MVC All Council Meeting	Mileage	\$ 75.60
26-Feb-25	MVC Office	MVC All Council Meeting	Per Diem	\$ 80.00
26-Feb-25	MVC Office	MVC All Council Meeting	Travel Per Diem	\$ 30.00
27-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Mileage	\$ 385.56
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Per Diem	\$ 720.00

Mayor Richard Warnock con't				
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Travel Per Diem	\$ 120.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Registration	\$ 375.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Accommodations	\$ 1,422.78
8-Mar-25	Sundre	MTMC Board Meeting - Zoom	Per Diem	\$ 80.00
12-Mar	Banff	AWWOA Conference	Registration	\$ 525.00
12-Mar-25	Banff	AWWOA Conference	Mileage	\$ 266.11
12-Mar-25	Banff	AWWOA Conference	Accommodations	\$ 449.53
12-Mar-25	Banff	AWWOA Conference	Per Diem	\$ 520.00
12-Mar-25	Banff	AWWOA Conference	Travel Per Diem	\$ 80.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Mileage	\$ 385.56
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Per Diem	\$ 280.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Travel Per Diem	\$ 120.00
20-Mar-25	Innisfail	Mayors/Reeves	Mileage	\$ 114.91
20-Mar-25	Innisfail	Mayors/Reeves	Per Diem	\$ 80.00
20-Mar-25	Innisfail	Mayors/Reeves	Travel Per Diem	\$ 40.00
21-Mar-25	Sundre	RDRWA Board meeting - Zoom	Per Diem	\$ 80.00
27-Mar-25	Sundre	ABMunis EOEP - Public Engagement	Per Diem	\$ 100.00
3-Apr-25	Sundre	EOEP Public Engagement	Per Diem	\$ 100.00
7-Apr-25	Sundre	MTMC Meeting - Zoom	Per Diem	\$ 40.00
10-Apr-25	Sundre	EOEP Public Engagement	Per Diem	\$ 100.00
11-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Travel Per Diem	\$ 50.00
12-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory Committee Meeting	Travel Per Diem	\$ 40.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Red Deer	CAEP Meeting	Milage	\$ 158.76
16-Jan-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
16-Jan-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Milage	\$ 43.85
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Per Diem	\$ 120.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Travel Per Diem	\$ 20.00
20-Mar-25	Red Deer	CAEP Meeting	Milage	\$ 154.35
20-Mar-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00

Councillor Connie Anderson con't				
20-Mar-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
9-Apr-25	Sundre	CAEP Meeting	Per Diem	\$ 40.00
11-Apr-25	Red Deer	Strategic Advisory Committee	Milage	\$ 79.38
11-Apr-25	Red Deer	Strategic Advisory Committee	Travel Per Diem	\$ 20.00
12-Apr-25	Red Deer	Strategic Advisory Committee	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Strategic Advisory Committee	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Strategic Advisory Committee	Milage	\$ 79.38
13-Apr-25	Red Deer	Strategic Advisory Committee	Travel Per Diem	\$ 20.00
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Milage	\$ 74.84
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Per Diem	\$ 100.00
17-Apr-25	Sylvan Lake	CAEP Board Meeting	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Milage	\$ 110.38
29-Apr-25	Innisfail	Chinook's Edge Meeting	Per Diem	\$ 80.00
20-Apr-25	Innisfail	Chinook's Edge Meeting	Travel Per Diem	\$ 40.00

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Sundre	Library Board Meeting	Per Diem	\$ 80.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee Emerging Trends	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 60.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Mileage	\$ 181.44
20-Feb-25	Sundre	Sundre & District Historical	Per Diem	\$ 80.00
26-Feb-25	Sundre	Sundre Municipal Library	Per Diem	\$ 80.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Per Diem	\$ 100.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Travel Per Diem	\$ 30.00
3-Apr-25	Stony Nakoda	Tourim Town Hall	Mileage	\$ 123.98
3-Apr-25	Stony Nakoda	Tourim Town Hall	Per Diem	\$ 160.00
3-Apr-25	Stony Nakoda	Tourim Town Hall	Travel Per Diem	\$ 40.00
11-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 20.00
12-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 20.00
17-Apr-25	Sundre	Library Board Meeting	Per Diem	\$ 100.00
17-Apr-25	Sundre	Museum Board Meeting	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Chinook's Edge Meeting	Per Diem	\$ 80.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
26-Feb-25	MVC	MVC All Council Meeting	Per Diem	\$ 80.00

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 40.00
Feb 5-6	Calgary	Brownlee	Mileage	\$ 240.00
11-Apr-25	Red Deer	Council Strategic Advisory	Mileage	\$ 79.38
11-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 30.00
12-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 280.00
13-Apr-25	Red Deer	Council Strategic Advisory	Mileage	\$ 79.38
13-Apr-25	Red Deer	Council Strategic Advisory	Per Diem	\$ 240.00
13-Apr-25	Red Deer	Council Strategic Advisory	Travel Per Diem	\$ 30.00
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Mileage	\$ 110.38
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Meeting with Chinook's Edge	Travel Per Diem	\$ 40.00

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Per Diem	\$ 120.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Travel Per Diem	\$ 20.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Mileage	\$ 43.85
Jan. 22-24	Calgary	ITA Gathering 2025	Registration	\$150.00
Jan. 22-24	Calgary	ITA Gathering 2025	Accommodations	\$329.56
Jan. 22-24	Calgary	ITA Gathering 2025	Per Diem	\$ 360.00
Jan. 22-24	Calgary	ITA Gathering 2025	Travel Per Diem	\$ 40.00
22-Jan-25	Calgary	ITA Gathering 2025	Mileage	\$ 181.44
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Registration	\$ 891.45
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Accommodations	\$ 1,151.90
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Mileage	\$ 382.54
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Per Diem	\$ 560.00
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Travel Per Diem	\$ 100.00
15-Apr-25	Sundre	Hospital Futures Meeting	Per Diem	\$ 80.00
29-Apr-25	Innisfail	Mtg with Chinook School Board	Mileage	\$ 110.37
29-Apr-25	Innisfail	Mtg with Chinook School Board	Travel Per Diem	\$ 40.00
29-Apr-25	Innisfail	Mtg with Chinook School Board	Per Diem	\$ 80.00

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCIL DATE	May 26, 2025
FOR MONTH(S) OF	April 2025
911 DISPATCHES:	
	Emergency Response Numbers, 135 – 2025 Year to Date April 2025 - 033
Response Types:	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken – 4 ➤ False Alarm – Telephone – 2 ➤ False Alarm – Internal or Local Alarm – 1 ➤ Medical First Response – 16 ➤ Medical First Response Stood Down – 5 ➤ Motor Vehicle Collision – 1 ➤ Mutual Aid Request - 1 ➤ Rubbish or Grass Fire - 3
Results:	➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p><u>April 2025 consisted of the following:</u></p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting <ul style="list-style-type: none"> ○ Truck Checks ○ Hall Duties ➤ 1 1/2" Pre-Connect Evolution ➤ Ladder Deployment ➤ Gear Donning ➤ Full SCBA ➤ Vehicle Extraction (VX) with glass and door removal ➤ Vehicle Extraction (VX) with stabilization of semi ➤ CP Railway Presentation – Awareness and Information ➤ Wildlife Safety Presentation ➤ Recruit/Cadet Training <ul style="list-style-type: none"> ○ Ladders ○ Hose Deployment ○ Exam Prep ○ Exam and Practical <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ None To Report for Reporting Period
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ NFPA 1001 completion Q2 ➤ NFPA 1021 – Completion April 2025 ➤ Nozzle Forward May 2025 ➤ Big Rig Rescue (requesting 6 spots) – June 2025 ➤ Farm Rescue – (requesting 6 spots) June 2025

Fire Hall:	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Eaves troughing has temporary repairs, Obtaining quote for permanent repair by Q2 ➤ Parking Blocks to be Installed ➤ Used Table and Chairs purchased for Emergency Operations Centre and Training Room
<u>SFD Units - Equipment</u>	
<u>Units:</u>	<ul style="list-style-type: none"> ➤ Unit #560, preconstruction ongoing with Mountainview County. Delivery 4th Qtr – 2025. ➤ Unit #550 – pump installed as backup up Wildland Unit. ➤ New Unit #540 Ordered – expected date of Delivery 3rd Qtr -2025 ➤ Unit #541 in primary service. ➤ Unit #510 – delivered April 2025. In service upon completion of Radio Programming and Decals.
<u>Safety Codes:</u>	
<u>Inspections -Occupancies</u>	<ul style="list-style-type: none"> ➤ Mount Imagination Childcare Center – Basement Windows Assessment, TBD ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<u>Status:</u>	<ul style="list-style-type: none"> ➤ 5 Additional SFD Members to take training in 2024-2025 ➤ 2 Members to be accredited Designation of Powers for the Town of Sundre

Attachments: Incident Location Breakdown
Town of Sundre and Mountain View County Incident Hours
Cadet Class



Sundre Fire Department Incident Location Breakdown



April 2025

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month Total	Year to Date Total
Outside Fires - Investigation (Flare Stack)					0	1
Controlled Burn - Arrived on scene					0	3
Controlled Burn - No Response					0	1
Fire - Electrical					0	1
Fire - Machinery/Equipment					0	
Fire - Motor Vehicle					0	2
Fire - Structure					0	2
Fire - Investigation (Explosion)					0	
Investigation of Smoke					0	1
Alarm -No Fire - Unknown Odours					0	
Alarm -No Fire - Steam or Smoke mistaken	4				4	10
Alarm -No Fire - detector activated					0	4
Alarm No Fire - accidental miscellaneous					0	1
False Alarm – Confirmed telephone	2				2	6
False Alarms-internal or local alarm system	1				1	1
False Alarms-verbal report to fire station					0	1
Gas Leak Odor - Natural Gas -Investigated					0	1
Medical First Response	8	7	1		16	64
Medical - Stood Down	3	2			5	18
Medical Assist (lift)					0	
Medical Assists					0	
Motor Vehicle Collision		1			1	6
Mutual Aid Request			1		1	2
Public Hazard - Electrical					0	
Public Hazard - Gasoline or Fuel					0	
Public Service - Citizens trapped in Elevator					0	
Public Service - Miscellaneous					0	
Rescue - Miscellaneous					0	1
Rubbish or grass Fire (no dollar loss)		3			3	9
Rupture – Water Pipes					0	
Total	18	13	2	0	33	135

Sundre Fire Department

Town of Sundre, Mountain View County and Clearwater County Incident Hours



April 2025

INCIDENTS	Incident Time In Hours	2025 Town Of Sundre Year to Date					2025 Mountain View County Year to Date					2025 Clearwater County Year to Date				
		Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours			
Alarm -No Fire - detector activated	1.0	1	1	3	3.0		0		0.0		0		0.0			
Alarm -No Fire - detector activated	1.5	1	1.5	2	3.0	1	1.5	3	4.5				0.0			
Alarm -No Fire - Steam or Smoke mistaken	1.0	11	11	30	30.0	1	1	3	3.0				0.0			
Controlled Burn - No Response - Stood Down	1.0				0.0	1	1	4	4.0				0.0			
Controlled Burn - Arrived on Scene	1.0				0.0	2	2	13	13.0				0.0			
Controlled Burn - Arrived on Scene	1.5				0.0	1	1.5	6	9.0				0.0			
False Alarm – Confirmed telephone	1.0	6	6	11	11.0		0		0.0				0.0			
False Alarm – Verbal Report to Fire Station	1.0	1	1	3	3.0		0		0.0				0.0			
False Alarm – Internal or local alarm system	1.0	1	1	2	2.0		0		0.0				0.0			
Fire - Machinery/Equipment	1.0	1	1	6	6.0		0		0.0				0.0			
Fire - Motor Vehicle	1.5	1	1.5	5	7.5	1	1.5	4	6.0				0.0			
Fire - Structure	4.0	1	4	11	44.0				0.0				0.0			
Fire - Structure	5.0	1	5	9	45.0				0.0				0.0			
Gas Leak/Natural Gas - Investigation	1.0	1	1	5	5.0				0.0				0.0			
Investigation of Smoke	1.0	1	1	7	7.0				0.0				0.0			
Medical First Response	1.0	37	37	101	101.0	11	11	23	23.0	1	1	2	2.0			
Medical First Response	1.5	6	9	21	31.5	2	3	6	9.0	1	1.5	5	7.5			
Medical First Response	2.0	1	2	2	4.0	1	2	2	4.0				0.0			
Medical First Response	2.5					2	5	4	10.0	1	2.5	2	5.0			
Medical Stood Down	1.0	8	8	14	14.0	3	3	5	5.0	2	2	6	6.0			
Medical First Response - Stood Down	1.0	3	3	10	10.0	1	1	3	3.0				0.0			
Motor Vehicle Collisions	1.5	1	1.5	7	10.5	3	4.5	15	22.5				0.0			
Motor Vehicle Collisions	2.0		0		0.0	1	2	3	6.0	2	4	5	10.0			
Mutual Aid Request	1.0		0		0.0		0		0.0	1	1	6	6.0			
Outside Fires - Investigation	1.0		0		0.0	1	1	4	4.0				0.0			
Rescue - Miscellaneous	2.0				0.0	1	2	7	14.0				0.0			
Rubbish or grass Fire (no dollar loss)	1.0		0		0.0	4	4	15	15.0				0.0			
Rubbish or grass Fire (no dollar loss)	1.5		0			2	3	14	21.0	1	1.5	2	3.0			
Rubbish or grass Fire (no dollar loss)	2.5		0			1	2.5	9	22.5							
Rubbish or grass Fire (no dollar loss)	3.0		0			1	3	3	9.0							
Rubbish or grass Fire (no dollar loss)	4.0		0			1	4	6	24.0							
Total	-N/A-	83.0	95.5	249.0	337.5	42.0	59.5	152.0	231.5	9.0	13.5	28.0	39.5			

Entire largest-ever Sundre Fire Department cadet class passes



[Simon Ducatel](#)

about 20 hours ago



All of the students in the Sundre Fire Department's largest-ever cadet class successfully completed the nine-week course after passing both theoretical and practical exams earlier in April. Photo courtesy of Sundre Fire Department

[Listen to this article](#)

00:04:08

SUNDRE – All of the 15 students who enrolled in the Sundre Fire Department's largest-ever cadet class passed the nine-week course.

The program not only provides participants with insights into potential careers paths in a variety of firefighting services but also grants them with three high school credits.

Among the 2025 cadet class was Hunter Coulis, a Grade 10 student and the only female who took part this year.

"I have a friend that became a firefighter when she turned 18, and she said it was really amazing, so I wanted to just check it out," Coulis told the *Albertan* during a phone interview.

Coulis, who had already previously harboured a long-standing interest in firefighting, expressed no regrets and had nothing but praise for the program, which she said gave her the opportunity to learn valuable skills while along the way building some new bridges.

"It was a very good course," she said. "I learned a lot and made some good friends ... it's a great team, and everyone there was super nice."

She also seemed to find appealing the possibility following a path that can have a positive impact by helping others.

"You become like a lifesaver, pretty much. I thought that was really cool."

Although the credits were a bonus, that wasn't the main motivating factor for Coulis, who said she intends to continue attending the weekly training sessions and is even considering a future in firefighting or the military.

"I'm still going to go for the training on Wednesdays because I really enjoyed it," she said, adding she's already given some thought to what she plans to do after graduating from high school.

"I was thinking of either getting into firefighting when I'm older or maybe the military or something like that," she said.

Any other students who might have given some thought to trying out the program should not hesitate, she said.

"I'd definitely recommend it," she said. "I think you could have a lot of fun and learn a lot and find maybe a career path that you like."

Alex Clews, deputy chief, said the whole class – which for the first time also included some Grade 9 students – passed their exams.

"We had some extra space, so we opened it up to the Grade 9s, and they gave us more than we thought. But that's okay!" said Clews, adding there has previously been anywhere from eight to 10 students.

"It was a good turnout," he said. "They were all very involved and enthusiastic."

While only those in Grades 10-12 earned credits, this year might be considered a warm-up run for those in Grade 9 since they can redo the course and take the test again next year to obtain their credits, he said.

"It's a 50-question multiple choice exam followed by three practical scenarios or skill sets," he said.

"We have a passing requirement of 70, and everybody was above 70," he said, adding, "everybody did really good at the practical."

Despite a few hurdles in figuring out how to accommodate the large class, the instructors – who are all members of the fire department with a NFPA 1041 rating qualifying them to teach – did an amazing job, he said.

"Our instructors love teaching the juniors on how we do our firefighting and how everything in the fire service works, and building that future fire generation," he said.

"Hopefully it gives them an insight on if becoming a volunteer firefighter or a career in the fire service in general – whether it be wild land or structural firefighting or even airport firefighting – is an avenue that they would like to pursue."

Any cadets who are close to turning 18 are welcome to continue participating in weekly practices.

"They can keep coming, and we'll get into our more advanced training and specialized training," he said, adding they won't be able to respond to calls until they come of age.

"It's kind of a foot in the door so as soon as they turn 18, they're ready to go."

RELATED: [Sundre Fire Department welcomes largest-ever cadet class](#)



About the Author: Simon Ducatel

Simon Ducatel joined Mountain View Publishing in 2015 after working for the Vulcan Advocate since 2007, and graduated among the top of his class from the Southern Alberta Institute of Technology's journalism program in 2006.

[Read more](#)

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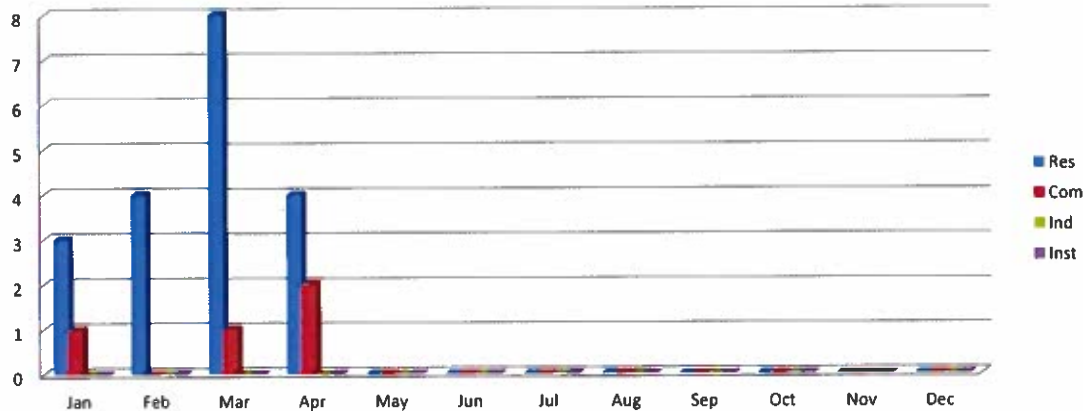
DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	May 26, 2025
FOR MONTH OF:	April 2025
TOPIC / PROJECT #1	Development Permits
Total 6 Development Permits	<p>Development Permits were issued for:</p> <ul style="list-style-type: none"> - Change of Use- Convenience Store - Industrial Building Addition - Grandstand (Rodeo Grounds) - Single Detached Dwelling with Detached Garage - Home Office- Residential Renovations - Shed
TOPIC / PROJECT #2	Building Permits
Total 5 Building Permits	<p>Building Permits were issued for:</p> <ul style="list-style-type: none"> - Interior renovations to commercial building - New grandstand at the rodeo grounds - Single detached dwelling and detached garage - Demolition of a detached garage - Demolition of fire damage on a home
TOPIC / PROJECT #3	Safety Code Permits
Total 14 Safety Code Permits	<p>Safety Code Permits were issued for residential upgrades/renovations and new residential developments</p> <p>Electrical Permits: 4 Gas Permits: 5 Plumbing: 5</p>
TOPIC / PROJECT #4	Compliance Stamps/Letters (from Real Property Reports)
Total 1 Compliances completed.	<p>Real Property Reports are submitted to the Town with a request for a Stamp/Letter of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.</p>
TOPIC / PROJECT #5	Downtown Area Redevelopment Plan
	<ul style="list-style-type: none"> - Ad for expressions of interest for committee members posted on Town's website and social media. - Selection of committee members - Next Step: commence ad-hoc meetings
TOPIC / PROJECT #6	Flood Risk Area Development
	<p>Commenced with the background research to update the Land Use Bylaw on the Flood Risk Area Development section.</p> <ul style="list-style-type: none"> - Update the Land Use Bylaw map to reflect changes to the flood overlay.
TOPIC / PROJECT #7	Mountain Springs ASP
	<ul style="list-style-type: none"> - Draft ASP has been circulated to internal and external stakeholders for review and comments. - First Reading passed by Council on April 28th

ATTACHMENT: April 2025 Building Permit Statistics
April Commercial, Industrial & Institutional Report

**MONTHLY BUILDING REPORT
FOR THE MONTH OF APRIL 2025**

	April 2025			2025 Year To Date			APRIL 2024 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	1	1	\$ 330,000	1	2	\$ 730,000	0	0	\$ -
Bi-Level				0	0	\$ -	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				3	5	\$ 1,240,000	0	0	\$ 0
Multi-Family	0	0	\$ -	0	0	\$ -	36	2	\$ 3,200,000
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings	1	1	\$ 70,000	0	4	\$ 138,500		0	\$ -
Renovation/Addition	0	2	\$ 27,500	0	8	\$ 240,000	0	3	\$ 41,200
				0	0	\$ -			
Sub-Total	1	4	\$ 427,500	4	19	\$ 2,346,500	36	5	\$ 3,241,200
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		1	\$ 350,000		1	\$ 350,000		0	\$ -
		1	\$ 200,000		3	\$ 220,500		1	\$ 800,000
		2	\$ 550,000		4	\$ 570,500		0	\$ 800,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ 0
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 30,000		0	\$ 0
		0	\$ -		1	\$ 30,000		0	\$ -
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	1	6	\$ 977,500	4	24	\$ 2,947,000	36	6	\$ 4,041,200





9.1c(ii)

MEMO

TO: Linda Nelson, CAO
FROM: Chelsea Kruger, Development Assistant
RE: April 2025 Commercial, Industrial, Institutional Projects

<u>Development / Building Permit No.</u>	<u>District</u>		<u>Project</u>	<u>Value</u>
B 0019 25	C-1	205 Main AV W	Interior Renovations to Mixed use daycare	\$200,000
B 0020	PS	410 2 AV NW	New VIP Grandstand	\$350, 000
2025-D11	C-2	Bay 2, 586 Main AV W	Change of Use- Convenience Store	N/A
2025-D12	I-2	130 5 ST SE	Addition (attached garage)	\$60, 000

Legend:

C-1 Central Commercial
C-2 Highway Commercial
C-3 Neighbourhood Commercial
I-1 Light Industrial
I-2 Flood Plain Industrial
PS Public Service

Value: n/a = no building permit required



COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES

DEPARTMENT	Community Development- Community Service
SUBMITTED BY	Jeff Elder / Callie Klettll
DATE	May 26 2025
FOR MONTH OF	April 2025

TOPIC #1	Community Centre
	<p>Regular User Groups keeping gym busy –</p> <ul style="list-style-type: none"> • Walking Club • Pickleball • Volleyball group on Mondays • Softball pitching clinics • SMB Practices • Soccer program <p>Other bookings –</p> <ul style="list-style-type: none"> • Birthdays • Federal Election Candidates meet and greet • Basketball weekend bookings • Bouncy Castle Birthday Setup <p>Meetings</p> <ul style="list-style-type: none"> • Met with Minor Soccer and Minor Baseball reps to discuss upcoming season
TOPIC #2	Arena
	<p>-Spring maintenance and cleaning</p> <p>-Star Tec preparing for Compressor overhaul</p>
TOPIC # 3:	Projects
	<p>- Flower / shrub bed rejuvenation</p> <p>- Tree pruning and spring cleanup in the beds</p> <p>- Leaf removal in Greenwood Campground</p> <p>- Tiled the bathroom floors in Greenwood Campground</p>
TOPIC #4	Parks
	<p>-Ball Diamonds prepared for the upcoming Minor Ball Season</p> <p>-Soccer Field Prepared for upcoming Minor Soccer Season</p>




9.1d

DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	2025/05/26
FOR MONTH OF:	April 2025

TOPIC #1	Calls for Service – April
STATUS OF PROJECT Completed:	<p>Abandoned Vehicle – 1</p> <p>Assist Fire – 13</p> <p>Assist Other Agency – 2</p> <p>Assist RCMP – 13</p> <p>Assist Resident – 16</p> <p>Assist Town Dept – 9</p> <p>Bike Patrol – 2</p> <p>Bylaw Violation: Cat Bylaw – 2</p> <p>Bylaw Violation: Dog Bylaw – 9</p> <p>Bylaw Violation: Noise Bylaw – 1</p> <p>Bylaw Violation: Traffic Bylaw – 14</p> <p>Bylaw Violation: Unsightly Bylaw – 3</p> <p>Community Cleanup – 1</p> <p>Community Engagement – 4</p> <p>Damage to Property – 4</p> <p>Directed Patrol – 7</p> <p>Flight from Peace Officer – 1</p> <p>Foot Patrol – 4</p> <p>Found Animal – 2</p> <p>Found Encampment – 1</p> <p>General Patrol – 9</p> <p>General Patrol Off Hours – 13</p> <p>Illegal Dumping – 1</p> <p>Injured Animal – 4</p> <p>Neighbour Dispute – 1</p> <p>Provincial Violation: Environmental Protection Act – 1</p> <p>Provincial Violation: Traffic Safety Act – 27</p> <p>Provincial Violation: Trespass to Premises Act – 2</p> <p>School Zone Patrol – 10</p> <p>Towed Vehicle – 4</p> <p>Traffic Complaint – 9</p> <p>Traffic Control – 17</p> <p>Traffic Enforcement – 9</p> <p>Traffic Enforcement Off Hours – 3</p> <p>Traffic Safety Initiative – 5</p> <p>Wanted Party – 1</p>
Action Steps / Successes	Municipal Enforcement responded to 227 calls for service in the month of April 2025

Attachment #1	Town of Sundre Peace Officer stopped a vehicle travelling 102km/hr in a 30km/hr construction zone with workers present
	 A dashcam video frame showing a road scene. In the foreground, a black Stalker dual display speedometer is mounted on the dashboard. The left display shows '102' in red, and the right display shows '5' in green. Below the speedometer, the word 'STALKER' is visible. The background shows a road with a white truck and a dark car ahead. A large red and white sign is visible on the right side of the road. The sky is blue with white clouds.



DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	May 26, 2025
FOR MONTH OF:	April 2025

TOPIC / PROJECT #1	Water Distribution
STATUS OF PROJECT In progress: Completed: Yes	The department is investigating a significant leak of treated water.
Action Steps / Successes	The team is preparing correlators and are actively searching this potential leak in the SW district
TOPIC / PROJECT #2	Shop yard and building cleanup
STATUS OF PROJECT In progress: Completed: Yes	The operations team scheduled 2 days to reorganize the shop yard, disposing of debris and items that have collected over the years
Action Steps / Successes	The cold room section of the shop is fully cleaned out in preparation to repair leaking window panels and provide a working area for the water department and storage of equipment.
TOPIC / PROJECT #3	Gas Dept. IMP (integrity management plan)
STATUS OF PROJECT In progress: Yes Completed:	The gas department has confirmed that a test of pipe coating (nondestructive/no excavation required) for the high pressure feeder main from Trans Canada. This is an AER (Alberta Energy Regulator) requirement for our license #3535
Action Steps / Successes	
TOPIC / PROJECT #4	Wastewater Dept Flushing
STATUS OF PROJECT In progress: Completed: Yes	Contracted services for large system mains completed annual flushing in conjunction with town staff and the new flush unit.
Action Steps / Successes	The NE was completed by the contractor from 5 th Ave to 8 th Ave. Staff completed the area west of the rodeo grounds
TOPIC / PROJECT #5	Roads Depart. Spring Tasks
STATUS OF PROJECT In progress: Completed: Yes	All hub streets, Centre St, 4 th Ave SW, 2 nd Ave NW, have been swept. Potholes are being repaired as required. Preparing lanes in the downtown area to receive asphalt millings.
Action Steps / Scheduled Events / Successes	Street sweeping will continue throughout the summer for residential areas. The millings will be packed to create a low dust, hard surface for high traffic lanes. Spray patching/training will commence at the end of May
TOPIC / PROJECT #6	Emergency Management
STATUS OF PROJECT In progress: Completed: Yes	Several initiatives such as ESS(Emergency Social Services) team building and media communications are underway
Action Steps / Scheduled Events / Successes	The Acting DEM met with GNP in regards to assistance with ESS deployment if required. Assistance in a call for volunteers program is also underway. The communications team are releasing information on hazard season preparedness that will coincide with the month of May "Emergency Management Month" supported by AEMA



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	May 26, 2025
FOR MONTH OF:	April 2025

TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Under the Alberta Advantage Immigration Program, <ol style="list-style-type: none"> a. Hosted three Rural Entrepreneur Stream meetings with prospective international investors or consultants. b. Weekly correspondence with many others. 2) The Downtown Area C-1 vacancy rate has remained at the historic low of 2.0%. 3) Attended several meetings pertaining to tariffs and economic resiliency: <ol style="list-style-type: none"> a. Alberta Chambers of Commerce. b. Lethbridge Economic Development's economic resiliency chair. c. Central Alberta Economic Resiliency Task Force. The CAERT ("carat") group is being led by Sundre with three primary objectives focused on economic resiliency in the face of economic turmoil (i.e. tariffs): <ol style="list-style-type: none"> i. Objective 1: Determine businesses' exposure to risk. ii. Objective 2: Work with partners to develop new website to help businesses source Canadian manufactured goods (supply chain import-replacement). iii. Objective 3: Advocate for increased market access (i.e. provincial trade barrier reduction; Schengen Area in Europe). 4) Attended Economic Developers Alberta conference. 5) Agreement signed and submitted for \$52,875 provincial Small Communities Opportunity Program (SCOP) grant to conduct commercial gap analysis in support of business investment attraction. Project will be conducted and completed in 2027, when Hwy 27 construction is completed.
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Met with the Calgary Film Office and Calgary Film Commissioner (now CEO of Edmonton Screen Office) to discuss industry collaboration and promote the MVRFO area as the closest film

	<p>region to Calgary that qualifies for the generous rural Alberta film & TV tax credits.</p> <ol style="list-style-type: none"> Continued planning for implementation of Strategic Objectives. Received film inquiry from production company, with the operating title "Eyes in the Woods". Met with Alberta Film Commission about possible project.
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
Action Steps / Successes	<ol style="list-style-type: none"> Continued online promotion of Sundre through social media. Compiled survey data collected from Outdoor Adventure & Travel Show.
TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> Collaborating with Planning department regarding Downtown Area Redevelopment Plan (ARP).
TOPIC #5	Events and Festivals
STATUS OF PROJECT Ongoing	Collaborating with Events Coordinator
Action Steps / Successes	<ol style="list-style-type: none"> preliminary planning for Harvest BBQ Festival. Assisting with planning for Tri-It Triathlon. Rodeo parade preparations. Assisted with planning for Shady Grove Bluegrass Festival



REQUEST FOR DECISION

COUNCIL DATE	May 26, 2025
SUBJECT	RFD Council Committee Reports March & April 2025
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Mayor Warnock and Councillor Marr have provided reports for Council's review and information for the months of March and April, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 5 of the Strategic Plan, Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock's report for April 2025 and Councillor Marr's reports for March and April 2025, as presented.

MOTIONS:

That the Town of Sundre Council accept Mayor Warnock's report for April 2025 as information.

That the Town of Sundre Council accept Councillor Marr's reports for March and April as information.

ATTACHMENTS:

- 10.1a Mayor Warnock's report
- 10.1b & c Councillor Marr's reports

Date Reviewed: May <u>22</u> , 2025	ACTING CAO: <u>Chris Allent</u>
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**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF MAYOR RICHARD WARNOCK**

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

For the Month of April 2025

Bylaw Policy Review Committee

Date of Meeting:

No meeting scheduled in April

Emergency Management Advisory Committee

Date of Meeting:

No meeting scheduled in April

Intermunicipal Collaboration Committee

Date of Meeting:

No meeting scheduled in April

Mountain View Senior's Housing

Date of Meeting: Apr 24

April 24th the Board of Directors held a full day strategic planning session with senior staff members to confirm the Vision, Mission and Goals of MVSH. This was excellent because it not only gave municipal elected officials view but real good input from the staff.

Mountain View Regional Waste Management Committee

Date of Meeting: Apr 28

MVRWMC – held their AGM, followed by a Board meeting. This covered the 2024 physical year and the operations of the Didsbury land fill 2025 requirements.

Intermunicipal Planning Commission

Date of Meeting:

No meeting scheduled in April

Mid Sized Towns Mayor's Caucus

Date of Meeting: Apr 07

Members of the MTMC held a meeting to welcome new members and set the agendas for the spring and summer Executive Committee work shop.

April 22 – MTMC Executive Committee meeting to discuss agenda items for the In Person meeting being held in Sundre on May 15th. – And the working committee being set up with three municipalities to obtain a true picture of the infrastructure deficit facing towns.

Red Deer River Watershed Alliance

Date of Meeting:

No meeting scheduled in April

Sundre Petroleum Operators Group

Date of Meeting:

No meeting scheduled in April

Sundre Wellness Advocacy Committee

Date of Meeting: Apr 28

Regular wellness meeting held with agenda items: MVC health resolution and support to present to Sundre Council to support with an AB Munis resolution in fall 2025.

Other: April 2025

Date of Meeting:

Apr 02 – Virtual Town Hall Meeting – AB Munis is excited to announce a virtual meet and greet event with our new CEO Dana Mackie. The purpose of the session is to provide Dana context on municipal priorities that will inform his approach to leading the organization.

Apr 03 – AB Munis EOEP training in Public Engagement for Council Members.

Apr 07 – Town of Sundre Regular Council Meeting – Agenda & Minutes – www.sundre.com

Apr 08 – Attended the Mountain View County – Sundre Airport Concept Plan Meeting to complete the plan to be presented to the public in two open houses – Virtual and In Person.

Apr 09 - Attended the Sundre Ministerial meeting to prepare for the Sundre Mayor's Breakfast that is being held on April 24.

Apr 10 – Attended the Alberta Health – Refocusing presentation and input session at the Sundre Elks Hall. The zoning maps were presented as well as a full presentation on the design of the four pillars

Apr 11/12/13 – Sundre Council Spring Workshop – A full review of operation and capital budget and the operational requirements to complete this council term. This workshop sets the stage for the Council review of 2025 requirements that set the tax rate bylaw in May.

Apr 22 – Attended the Greenwood Neighbourhood Place's meeting with Minister Nixon that discussed the difficulty in the application process as well as qualification required for GOA grants.

Apr 23 – Attended the Zoom meeting held by Alberta Environment, Minister Shulz, regarding drought and issues with the Medicine and Blind Man Rivers. With discussion on the Water flows in the Red Deer River measured in Sundre.

Apr 24 – Ministerial Mayor's Breakfast held at the Sundre Golf Course at 7am – The speaker was Doctor Sayeh Zielke – A leading Cardiologist from Lethbridge AB, If you ever get the chance to listen to her fantastic story, please do so

Apr 24 – Attended and presented at the Sundre Hospital Futures volunteer and sponsor appreciation dinner held at the Sundre Golf Course. Our dedicated hospital staff, volunteers and sponsors were recognized for their great contributions to our community.

Apr 25 – Sundre Hospital Steering committee met to review where we are in our plan and the work that will be required to continue our ask for a new Sundre Hospital Campus of Care. ADM Sewell Attended and presented an overview of the Rural Hospital Enhancement Program that has Sundre's hospital as one in the first round of this new initiative.

Apr 25 – Attended and Presented with Minister Nixon and MVC Reeve Aalbers at the GNP Volunteer meeting held at the Sundre legion. Also, such a great group of real time volunteers in our Sundre and area community.

Apr 26 – Sundre Art Society celebrated their 50th anniversary here in Sundre and as Mayor I gave a thank you speech and assisted in the cake cutting ceremony.

Apr 28 – Town of Sundre Regular council meeting – Agenda and Minutes – www.sundre.com

Apr 29 – Attended with all of Council the Chinook Edge School Division required meeting with the Town of Sundre. This was very informative and shows the co operation that is being done between Chinook's Edge and Sundre.

Apr 30 – Held a Sundre seniors – Coffee with the Mayor – at the Sundre Seniors and I enjoy the input and questions that these monthly meetings bring to the table from a senior's point of view.



**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR MARR**

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

For the Month of MARCH

Bylaw Policy Review Committee

Date of Meeting: TBD

No meeting scheduled in March

Emergency Management Advisory Committee

Date of Meeting: TBD

No meeting scheduled in March

GNP / FCSS

Date of Meeting: March 19, 2025

Submitted a report to the board. Minutes from this meeting indicated: upcoming Casino volunteer request, in person auction plans ongoing, GNP budget approved, 25th GNP anniversary celebration to include a community bench and tree along with cake and speeches to be held in June.

SDHS & Museum (Alternative)

Date of Meeting: No meeting

Attended meeting as Alternate Councillor, as Councillor Petersen was unable to attend.

Sundre Aquatic Society (Alternative)

Date of Meeting: No meeting

Attended meeting as Alternate Councillor, as Councillor Isaac was unable to attend.

WELLNESS

Date of Meeting: March 11, 2025

Continued discussions on supporting advocacy for rural mental health in our community, discussion on AGknow, discussions on MVC resolution for Rural Health Action Plan.

Other / Highlights

Date of Meeting:

March 5, 2025 – Childcare Needs Assessment 12:00pm – 1:30pm
 March 6, 2025 – RVS family movie
 March 7, 2025 – World Day of Prayer
 March 8, 2025 – International Women's Day
 March 10, 2025 – Regular Council Meeting 4pm – 6pm
 March 24, 2025 – Regular Council Meeting 4pm – 6pm
 March 26, 2026 – Wear Purple to support community members that live with Epilepsy

**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR MARR**



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

For the Month of **APRIL**

Bylaw Policy Review Committee

Date of Meeting: TBD

No meeting scheduled in April

Emergency Management Advisory Committee

Date of Meeting: TBD

No meeting scheduled in April

GNP / FCSS

Date of Meeting: April 16, 2025

Highlights of Minutes: The board set a meeting with MLA Nixon to discuss Provincial Grants and the challenges non-profits face when applying. Some changes to the board and the new hire of the Executive Director to come. The Board received a presentation from the Town's Acting Director of Emergency Management – seeking insight and assistance from GNP in running an ESS (Emergency Social Services) via the RRCP (Registration and Reception Centre Planning). GNP will partner with the Chamber to offer a "Welcome Package" - a new section on the chamber app will provide new residents discounts at local stores.

SDHS & Museum (Alternative)

Date of Meeting: No meeting

Attended as Alternate Councillor, as Councillor Petersen was unable to attend.

Sundre Aquatic Society (Alternative)

Date of Meeting: No meeting.

Attended as Alternate Councillor, as Councillor Isaac was unable to attend.

WELLNESS

Date of Meeting: April 11, 2025

Discussion on the province's changes to AHS – the issues facing seniors in acute and continuing care, housing, etc.

Other / Highlights

Date of Meeting:

April 2, 2025 – Towns South and AB Muni zoom meeting 3:30-4:30pm
 April 7, 2025 – Regular Council Meeting 4pm – 6pm
 April 10, 2025 – AB Health In-Person information session at Legion 1pm – 3pm
 April 12 – 13, 2025 – Strategic Advisory Committee - Spring Workshop – Red Deer
 April 16, 2025 – New Yellowhead federal district candidate meet and greet, hosted by Chamber 5:30-7:30
 April 24, 2025 – AB Muni webinar on Bill 50
 April 26, 2026 – Mental Health 1st Aid for volunteers working with youth via Sundre & District Youth Justice Committee (SYJ) and obtained training certificate
 April 28, 2025 – Regular Council Meeting 4pm – 6pm

April 29, 2025 – Chinooks Edge School Division – Dinner invitation and meet and greet 5pm – 7pm
*Discussed bus routes and the new road on 2nd Ave., snow clearing routes, joint-use agreements, YIP funding, CASI, and careers with the Town of Sundre.
April 30, 2025 – Meeting with Mayor Warnock 11am – 12:30pm
*Started planning a Sundre hosted Elected Women in communities under 10K event – June 9th



REQUEST FOR DECISION

COUNCIL DATE	May 26, 2025
SUBJECT	RFD Council Key Messages April 2025
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.2

BACKGROUND/PROPOSAL:

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills and posted on the Town's website.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Key Monthly Messages will be incorporated into the Town of Sundre Regular Council Meeting Agenda at the end of each month to ensure we reach as many residents as possible.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the month of April, 2025 as information.

ATTACHMENTS:

10.2a Key Messages from the Office of Council for April 2025.

Date Reviewed: May 22, 2025

ACTING CAO: Chris Allert

FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH of APRIL, 2025

April 7, 2025

Members of the Cowboy Trail 4H Club appeared before Council to practise their public speaking skills. Council was pleased to support our neighbors and was thoroughly impressed with the professionalism and skills displayed by the two young ladies presenting.

Council received the 2024 Library Financial Statements for information and are always impressed with the excellent reports from the Library.

The 2025 Tax Rate Bylaw was approved with a reduction in the Mill Rate. The operating budget only saw an increase of 0.26%.

April 28, 2025

The auditors presented audit findings for 2024, and Council was pleased to hear that the Town of Sundre has once again received a "clean financial audit" from representatives of a unbiased third party. It is important to recognize that the auditors report to Council, not to administration, and that Council has opportunity to ask the auditors questions during a closed meeting where staff are not present.

Council received the Sundre Fire Department's report for March which indicated another busy month, with response numbers continuing to escalate. Council received the information with thanks and recognition for all they do for our community, and the surrounding community.

The concrete and asphalt that has been stored at the lagoon site has been crushed, and this material will be utilized to rehabilitate a number of back lanes in residential and commercial areas, as well as on the back lane adjacent to the ball diamonds up to the pickleball courts. This will help with dust control and create a better surface for residents to use for access during the Alberta Transportation highway construction project.

Dear Residents,

On behalf of Council, I am pleased to share that we have passed the 2025 Tax Rate Bylaw. This important step ensures we can responsibly fund the services, infrastructure, and programs that our community depends on every day.

With the importance of keeping taxes as affordable as possible, and to help everyone to manage the Provincial Alberta Education increase, Council considered the value of our assessments and decided to reduce the Sundre municipal mill rate from 7.6529 to 7.2347. This is only possible by Council working with Administration to provide the services with a controlled minimum operations budget increase of 0.26%.

We understand that taxes represent a significant investment by our residents and businesses, and Council remains committed to fiscal responsibility, transparency, and long-term sustainability. This year's tax rate has been carefully considered to balance the need for essential services—such as road maintenance, emergency services, recreation, waste management and community support services, to ensure the level of service remains consistent.

As always, Council and Administration are here to answer any questions you may have and to provide information on how your tax dollars are working to improve our community.

Respectfully
Mayor Warnock



REQUEST FOR DECISION

COUNCIL DATE	May 26, 2025
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

Correspondence received by, and/or sent by Legislative Services.

ADMINISTRATION RECOMMENDATIONS:

By separate Motion, that Council accept the attached correspondence as information and at Council's discretion, accept or decline the attached invitations.

MOTION:

That the Town of Sundre Council acknowledge Alberta Rural Health Week, May 26 - 30, 2025, with a special thank you to all health professionals who serve in our community.

That the Town of Sundre Council accept the Parkland Regional Library System 2024 Financial Statement and Report to the Audit Committee as information.

That the Town of Sundre Council accept the invitation for the Mayor or Designated Councillor to attend the Opening of the Sundre Senior Fair on Tuesday, June 3, 2025.

That the Town of Sundre Council accept the invitation to Mayor Warnock to attend the Ponoka Stampede on Friday, June 27 as information, and direct administration to send the RSVP on behalf of the Mayor.

That the Town of Sundre Council accept or decline with regret, the invitation to participate in the 25th Annual Kinkin' Country Parade, Thursday, July 31, 2025.

That the Town of Sundre Council accept or decline with regret, the invitation to participate in the Town of Bowden Daze Rodeo Parade on Saturday, July 12, 2025.

ATTACHMENTS:

- 11.1 Alberta Rural Health Week Poster;
- 11.2 PRLS Financial Reports
- 11.3 Invitation to Sundre Senior Fair and Schedule
- 11.4 Mayor's Ponoka Stampede Invitation
- 11.5 Invitation to Camrose Parade
- 11.6 Invitation to Bowden Daze Rodeo Parade

Date Reviewed: May 27, 2025

ACTING CAO

Chris Abbott

ALBERTA RURAL HEALTH WEEK

MAY 26 – 30, 2025



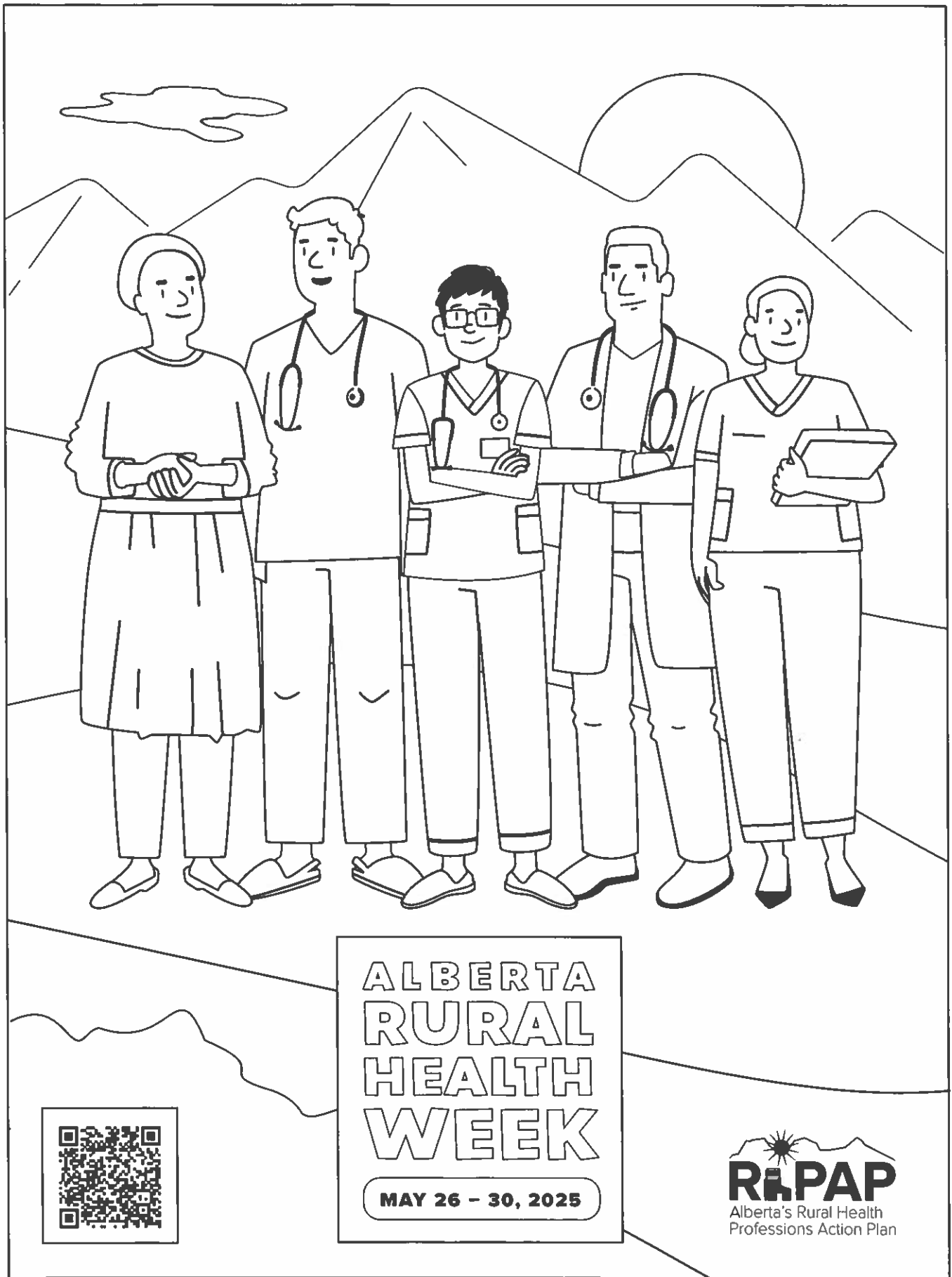
RhPAP.ca



The Rural Health Professions Action Plan (RhPAP) is pleased to announce the recipients of the 2025 Rhapsody Awards, which honour individuals who have demonstrated exceptional dedication to rural healthcare in Alberta. These awards celebrate the vital contributions of healthcare professionals and community members working to strengthen care in rural communities across the province.

Rhapsody Healthcare Heroes Award: Chantal Crawford

Chantal Crawford, is this year's 2025 Rhapsody Healthcare Hero Award recipient. Crawford is a registered nurse and site manager of the Myron Thompson Health Centre in Sundre, Alberta. She "walks the talk" when it comes to further education and continues to be certified for Advanced Cardiovascular Life Support, Trauma Nursing, Pediatric Advanced Life Support, and more. She often trains her own staff and was instrumental in opening a simulated training centre where health professionals can practise skills. She has been heavily involved in securing much needed equipment for the community by working closely with Sundre Hospital Futures and the Sundre Hospital Ladies Auxiliary.



ALBERTA RURAL HEALTH WEEK

MAY 26 - 30, 2025



11.2

PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
December 31, 2024

PARKLAND REGIONAL LIBRARY SYSTEM
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December 31, 2024

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard
2025-03-28 09:08:46 MDT

Ron Sheppard - Executive Director



Independent Auditor's Report

To the Members of The Parkland Library Board:

Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, remeasurement gains and losses, changes in net financial assets and cash flows, and changes in accumulated operating surplus for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

March 28, 2025


MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 674,459	\$ 907,293
Accounts receivable	\$ 23,333	27,494
Investments (note 5)	\$ 798,013	785,417
TOTAL FINANCIAL ASSETS	\$ 1,495,805	1,700,204
LIABILITIES		
Accounts payable and accruals (note 6)	\$ 141,769	\$ 244,514
Book allotment	\$ 17,182	22,170
Deferred revenue (note 7)	\$ 130,940	152,703
TOTAL LIABILITIES	\$ 289,891	419,387
NET FINANCIAL ASSETS	\$ 1,205,924	1,280,817
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 24,930	\$ 8,770
Prepaid expenses	175,192	171,906
Tangible capital assets (schedule 1)	4,295,198	4,395,010
TOTAL NON-FINANCIAL ASSETS	4,495,320	4,575,686
COMMITMENTS (note 8)	5,701,244	5,856,503
ACCUMULATED SURPLUS		
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	5,720,276	5,891,450
Accumulated remeasurement loss on investments	(19,032)	(34,947)
	5,701,244	5,856,503

Approved by the Library Board:


2025-03-27 16:55:24 MDT
Chairman


2025-03-31 09:50:50 MDT
Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
REVENUE			
Investment income	\$ 50,000	\$ 76,101	\$ 93,925
Member fees	2,123,362	2,123,362	2,001,335
Miscellaneous and donations	-	10,135	8,957
Outside sales - Books and supplies	-	155,043	117,125
Provincial funding (note 10)	1,654,817	1,676,580	1,678,455
	<u>3,828,179</u>	<u>4,041,221</u>	<u>3,899,797</u>
EXPENSES			
Administration	\$ 14,200	\$ 14,885	\$ 14,314
Amortization	-	165,019	163,163
Audit	21,000	24,701	21,700
Communications, marketing and promotions	20,000	24,770	19,396
Continuing education	20,000	17,128	13,870
Dues, fees, and memberships	13,000	12,011	12,295
OROS grant expense	84,756	106,518	108,394
Freight and postage reimbursement	3,500	2,557	2,916
Insurance	25,000	24,998	24,451
Investment fees	4,700	4,308	4,110
Library materials	457,957	449,070	448,637
Library service grant	452,928	452,928	452,928
Miscellaneous - distributions	-	7,500	7,500
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	154,339	116,770
Planned member technology purchases	69,391	185,146	325,326
Professional fees	-	14,463	15,420
Repairs and maintenance - building	60,000	65,566	52,325
Salaries and benefits	2,154,819	2,082,135	2,029,750
Supplies for library materials and inhouse stationary	48,000	44,196	44,633
Technology software, internet, maint. agreement, misc. supplies	240,128	243,187	224,567
Travel	8,000	1,242	4,792
Trustee	26,000	23,530	24,901
Utilities	34,000	27,757	27,774
Vehicle	56,000	45,460	56,499
Workshops, training for libraries	14,000	15,019	7,587
	<u>3,828,179</u>	<u>4,209,232</u>	<u>4,224,818</u>
Deficiency of revenue over expenses, before other expenses	-	(168,011)	(325,021)
OTHER EXPENSES			
Gain (loss) on disposal of investments	-	(2,367)	838
Gain (loss) on disposal of tangible capital assets	-	(796)	21,251
Deficiency of revenue over expenses	-	(171,174)	(302,932)
Accumulated operating surplus, beginning of year	5,891,450	5,891,450	6,194,382
Accumulated operating surplus, end of year (Note 9)	5,891,450	5,720,276	5,891,450

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
Deficiency of revenue over expenses	\$ -	(171,174)	(302,932)
Acquisition of tangible capital assets	-	(66,003)	(112,162)
Amortization of tangible capital assets	-	165,019	163,163
Proceeds on disposal of tangible capital assets	-	-	60,000
Loss (gain) on disposal of tangible capital assets	-	796	(21,251)
Change in prepaid expenses	-	(3,286)	(47,452)
Change in inventory for consumption	-	(16,160)	7,862
Change in accumulated remeasurement loss on long-term investments	-	15,915	18,524
Decrease in net financial assets	-	(74,893)	(236,248)
Net financial assets, beginning of year	<u>1,280,817</u>	<u>1,280,817</u>	<u>1,517,065</u>
Net financial assets, end of year	<u>1,280,817</u>	<u>1,205,924</u>	<u>1,280,817</u>

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 2,292,700	\$ 2,129,019
Cash receipts from grants	1,654,817	1,654,817
Investment income received	76,101	93,925
Cash paid for materials and services	(1,726,373)	(1,607,526)
Cash paid for salaries and benefits	(1,987,091)	(1,918,985)
Cash paid for library service grant	(452,928)	(452,928)
Bank and investment fees paid	(5,008)	(4,970)
	<u>(147,782)</u>	<u>(106,648)</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(66,003)	(112,152)
Proceeds on disposal of tangible capital assets	-	60,000
	<u>(66,003)</u>	<u>(52,152)</u>
INVESTING ACTIVITY		
Purchase of investments	(92,049)	(96,934)
Proceeds on sale of investments	73,000	74,000
	<u>(19,049)</u>	<u>(22,934)</u>
Net increase (decrease) in cash	(232,834)	(181,744)
Cash and cash equivalents, beginning of year	907,293	1,089,037
Cash and cash equivalents, end of year	<u>674,459</u>	<u>907,293</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024
SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2024	2023
Original Cost:								
Balance, beginning of year	181,266	3,946,960	610,000	359,984	49,684	58,967	5,206,861	5,191,801
Acquisition of tangible capital assets	-	-	-	66,003	-	-	66,003	112,162
Disposals of tangible capital assets	-	-	-	(78,950)	(490)	-	(79,440)	(97,102)
Balance, end of year	181,266	3,946,960	610,000	347,037	49,194	58,967	5,193,424	5,206,861
Accumulated Amortization:								
Balance, beginning of year	99,887	315,757	-	327,850	33,665	34,692	811,851	707,041
Annual amortization	24,414	78,939	-	53,647	3,164	4,855	165,019	163,162
Disposals	-	-	-	(78,355)	(289)	-	(78,644)	(58,352)
Balance, end of year	124,301	394,696	-	303,142	36,540	39,547	898,226	811,851
Net Book Value	56,965	3,552,264	610,000	43,895	12,654	19,420	4,295,198	4,395,010

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2024	2023
Balance, beginning of year	216,746	1,279,694	4,395,010	\$ 5,891,450	\$ 6,194,382
Excess of revenue over expenses	(171,174)	-	-	(171,174)	(302,932)
Reserves used for (transferred from) operations	100,866	(100,866)	-	-	-
Purchases of tangible capital assets	-	(66,003)	66,003	-	-
Disposal of tangible capital assets	796	-	(796)	-	-
Annual amortization expense	165,019	-	(165,019)	-	-
Balance, end of year	312,253	1,112,825	4,295,198	5,720,276	5,891,450

The accompanying notes are an integral part of these financial statements.

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Accumulated remeasurement loss on investments, beginning of the year	(34,947)	(51,471)
Increase in market value	15,915	16,524
Accumulated remeasurement loss on investments, end of year	<u>(19,032)</u>	<u>(34,947)</u>

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Change in account policy

Revenue

Effective January 1, 2024, the Library adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated. Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions", as described in Note 3. There was no material impact on the financial statements from the retroactive application of the new accounting recommendations.

3. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies (continued from previous page)

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies (continued from previous page)

Financial instruments

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

4. Cash and cash equivalents

Cash accounts bear interest at bank prime rate of 5.45% (2023 - 7.20%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2023 - prime less 1.90%) on \$ 719,251 (2023 - \$913,747).

5. Investments

Bonds (original cost of \$813,825, 2023 - \$796,502)

	2024	2023
	<u>788,013</u>	<u>765,417</u>

Bonds bear interest at rates ranging from 1.10% to 3.80% and have maturity dates ranging from June 2025 to December 2034. Included in investments is \$3,220 (2023 - \$3,861) of accrued interest.

6. Accounts payable and accruals

Trade accounts payable and accruals
Employee benefit obligations
Goods and Services Tax payable

	2024	2023
\$	<u>48,742</u>	<u>148,727</u>
	<u>76,980</u>	<u>81,946</u>
	<u>16,027</u>	<u>13,841</u>
	<u>141,759</u>	<u>244,514</u>

Included in trade accounts payable and accruals is a balance of \$3,719 (2023 - \$4,617) on ATB Financial Mastercards with a total credit limit of \$15,000 (2023 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$65,500 (2023 - \$60,500) that accumulate but do not vest, as well as vacation and lieu time of \$11,490 (2023 - \$21,446) that employees have earned and deferred to future years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

7. Deferred revenue

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2024	2023
Opening balance	\$ 152,703	\$ 176,341
Add: amounts deferred	156,647	156,647
Less: amounts recorded as revenue	(178,410)	(180,285)
Ending balance	130,940	152,703

8. Commitments

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2025 annual cost of \$95,177.78 which increases at 2% per year over the term.

9. Accumulated operating surplus

	2024	2023
Unrestricted reserve	312,253	216,746
Internally restricted		
Operating reserves		
Technology	312,117	474,773
Building	235,500	225,000
Contingent liability	69,518	38,851
	617,135	738,624
Capital reserves		
Amortization	278,531	323,911
Vehicle	179,454	179,454
Equipment/furnishings replacement	37,705	37,705
	495,690	541,070
Total reserves	1,112,825	1,279,694
Equity in tangible capital assets	4,295,198	4,395,010
	5,720,276	5,891,450

10. Provincial funding

	2024	2023
Government of Alberta - Municipal Affairs		
Operating grant	\$ 1,045,242	\$ 1,045,242
Library Service grant	452,928	452,928
OROS grant	178,410	180,285
	1,676,580	1,678,455

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 304,451 people and 444 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.65% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2024 were \$146,356 (2023 - \$123,922). Total current service contributions by employees of the Library to the LAPP in 2024 were \$124,666 (2023 - \$110,539).

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15,057 billion (2022 - \$12,671 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2024.

12. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2024, the Province of Alberta contributed \$1,681,580 (2023 - \$1,678,455) of revenue to the Library, equalling approximately 42% (2023 - 43%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one member library (2023 - one member library and one grantor) in connection with trade receivables represents 10% (2023 - 42%) of total accounts receivable at December 31, 2024. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

14. Comparative figures

Comparative figures have not been reclassified to conform with current year presentation.

15. Approval of financial statements

These financial statements were approved by the Library board on March 27, 2025.



MNP

The Parkland Library Board

2024 Audit Findings
Report to the Audit Committee
December 31, 2024

Lindsey Bauman, CPA
T: 403.786.2410
E: lindsey.bauman@mnp.ca

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Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of The Parkland Library Board (the "Library") as at December 31, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Library as at and for the year ended December 31, 2024. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have completed our audit of the financial statements of the Library which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Board of Directors / Executive Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report








We expect to have the above procedures completed and to release our Independent Auditor's Report on March 27, 2025.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Library. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

Significant Audit, Accounting and Reporting Matters

Area	Comments
	Changes from Audit Service Plan There were no deviations from the Audit Service Plan previously presented to you. Please refer to Appendix B for the significant areas and our audit responses.
	Final Materiality Final materiality used for our audit was \$200,000 for December 31, 2024, and \$140,000 for December 31, 2023.
	Identified or Suspected Fraud Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud. While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	Identified or Suspected Non-Compliance with Laws and Regulations Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	Matters Arising in Connection with Related Parties No significant matters arose during the course of our audit in connection with related parties of the Library.
	Matters Arising From Discussions with Management We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Library. There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.
	Budgeting It is important to ensure that the budget is appropriate for the entity's purposes. Consider whether it would be relevant to budget for items like amortization or capital items. With these items missing the budget is inconsistent with financial reporting. Amortization is common to be budgeted for as a proxy for future capital expenditures.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p>Management override of internal controls</p> <p>Overall risk of material misstatement due to fraud regarding management's override of internal controls.</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we have performed the following procedures:</p> <ol style="list-style-type: none"> 1. Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements using Mindbridge AI software. No issues were noted. 2. Reviewed accounting estimates for biases. There were no circumstances producing biases which represented a risk of material misstatement due to fraud found during testing. 3. Evaluated the rationale behind significant transactions not in the normal course of business. No circumstances were noted during testing which would point to management engaging in fraudulent financial reporting or concealing misappropriation of assets.
<p>Deferred revenue and restricted contributions / Grant revenue</p> <p>Risk that deferred revenue has been overstated and/or understated.</p>	<p>Reviewed contracts for grant revenue to ensure appropriate amounts recorded as deferred versus revenue. Substantive testing completed on deferred revenue.</p>
<p>Expenses / expense claims</p> <p>Risk that expenses are overstated in the current year to align with budget or due to personal expenses being recorded. These risks are common for similar organizations.</p>	<p>Testing around expense claims was completed, consistent with the previous years. Further testing around accounts payables was completed to ensure that they appropriately exist. No issues were noted.</p>

Other Areas

Area	Comments
Auditor Independence	We confirm to the Audit Committee that we are independent of the Library. Our letter to the Audit Committee discussing our independence is included as part of the additional materials attached to this report.

Area	Comments
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls

INVITATION TO OPEN SUNDRE SENIORS FAIR – JUNE 3, 2025

----- Forwarded message -----

From: Sundre SPRUCE. <sundrespruce20@gmail.com>

Date: Fri, May 9, 2025, 7:08 a.m.

Subject: Mayoral Invite Sundre SPRUCE

To: <chris.a@sundre.com>

Sundre Senior Spruce Society would like to invite Richard Warnock or representative to the Sundre Senior Fair on June 3 to participate in the opening which starts at 9:20. A message from the town in support of the Initiatives Sundre SPRUCE is moving forward with, such as Social Prescribing and Intergenerational Activities, would be a great beginning to the day.

Thank you for your help in this matter.

Moving Forward Together

Jane Atkins

9:00 AM - Muffin/Fruit Breakfast

9:20 AM - Opening Remarks

10:00 AM - 211 Resource Line

10:20 AM - Tai Chi / Qigong

10:40 AM - Emergency Preparedness (CR)

11:15 AM - TBA

11:40 AM - Seniors Benefits

12:00 PM - Free Lunch (must be registered)

12:40 PM - TBA

1:00 PM - Social Prescribing or Intergenerational (CR)

1:30 PM - Wellness Break

1:45 PM - Ageism (CR)



Office of the Mayor

May 6, 2025

Mayor Richard Warnock
717 Main Avenue West

Box 420
Sundre AB T0M 1X0

Dear Mayor Warnock:

We welcome you as our guest in Ponoka on **Friday, June 27**, for a special day of events celebrating the 89th annual Ponoka Stampede. We hope that you are able to join us in experiencing true Ponoka hospitality.

The schedule of events for the day is as follows:

- **8:30 – 10:00 a.m.** Breakfast hosted by Ponoka Town Council
- **10:00 a.m.** Ponoka Stampede Parade – this year's theme is "*Salute to the Ponoka Stampede Bullfighters*".
- **12:00 noon** Mayor's Lunch at the Stagecoach Saloon, located on the Ponoka Stampede Grounds
- **1:00 – 4:00 p.m.** An afternoon at the rodeo!

We have made some changes this year to the location for the breakfast as well as parking. Attached is a site map, which shows the access route for parking and the location of the event tent.

Town Council has arranged for a decorated trailer/float for the Mayors and Reeves to participate in the parade, and of course Ponoka Town Council will act as your hosts on the float. Parade rules stipulate that candy may not be thrown from a vehicle, however, may be passed out by persons walking the parade route.

Please complete and indicate on the attached response form if you will be bringing a guest. We ask that your response form be submitted by email to legislativeservices@ponoka.ca no later than June 16. If you have any questions or need further information, please contact us at **(403) 783-0130**.

We truly hope you will join us for this memorable day in Ponoka.

Sincerely,


Kevin Ferguson
Mayor

Enclosures: Site Map
RSVP Form

Follow Town of Ponoka online at:
www.ponoka.ca or @TownofPonoka



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745



**2025 PONOKA STAMPEDE RSVP
FRIDAY, JUNE 27, 2025**

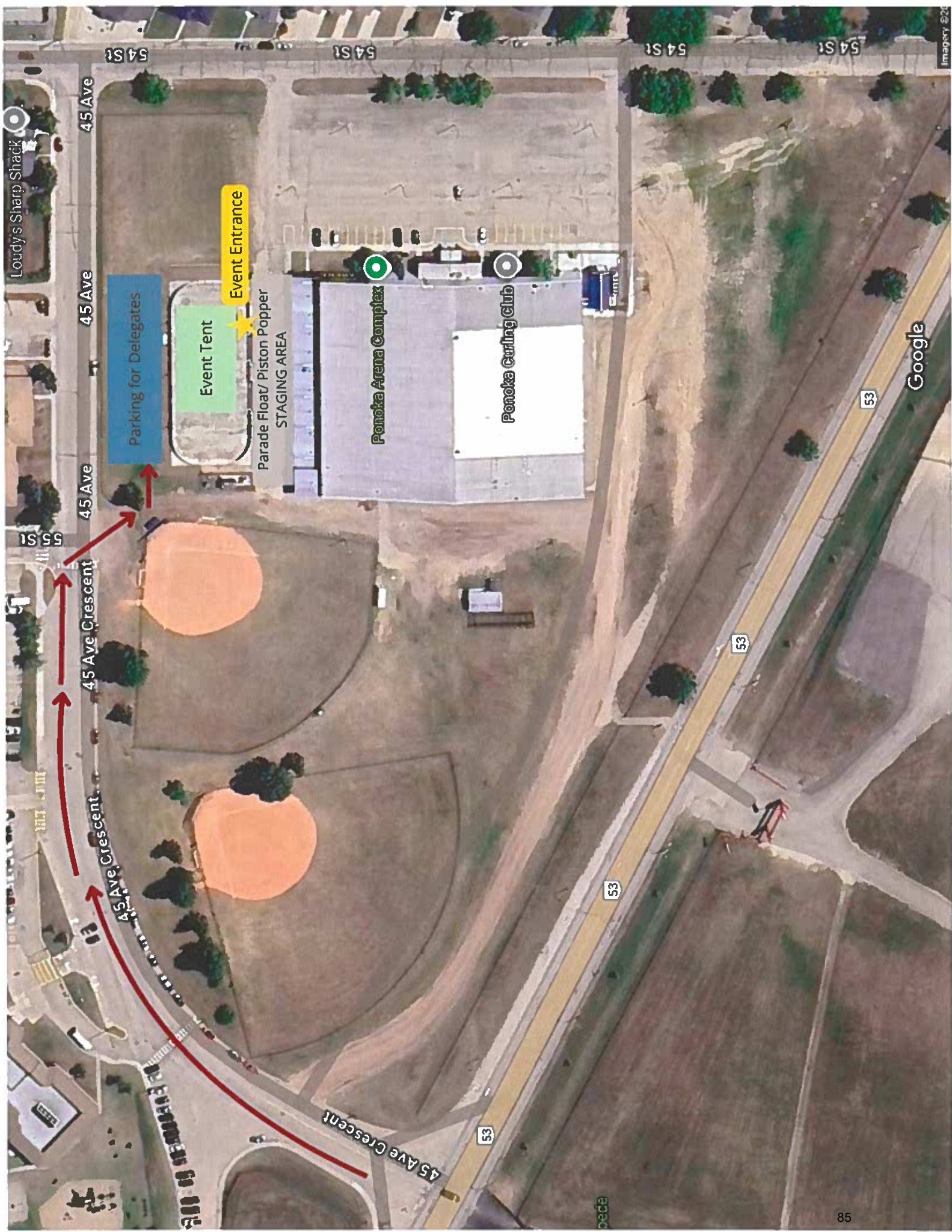
Name:	<input type="text"/>	
Contact Information:	<input type="text"/>	
Breakfast? (8:30 – 10 am)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Riding on Mayors/ Reeves Float?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mayor's Luncheon:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
# Attending: <input type="text"/>	<input type="text"/>	
Name(s):	<input type="text"/>	
Rodeo Tickets: June 27 afternoon performance	# of Tickets: <input type="text"/>	

Please note that parade rules stipulate that items such as candy, balloons and toys may be given out to spectators only by walkers who accompany the float/parade vehicle and hand out treats from a safe distance by using bags or pails. At no time is anything allowed to be thrown from a vehicle or float.

Please return on or before June 16, 2025 to:

Email: legislativeservices@ponoka.ca

If you require additional information, please call (403) 783-0130



Loudy's Sharp Shack

54 St

54 St

54 St

54 St

45 Ave

45 Ave

45 Ave

55 St

45 Ave Crescent

45 Ave Crescent

45 Ave Crescent

45 Ave Crescent

45 Ave Crescent

Penoka Arena Complex

Penoka Curling Club

53

53

53

53

Google

Imagery ©20

COUNCIL INVITATION

----- Forwarded message -----

From: **Ashley F** <VICinfo@camrosechamber.ca>

Date: Fri, May 9, 2025 at 12:17 PM

Subject: You're Invited to Celebrate 25 Years of the Kickin' Country Parade!

To:

Camrose & District Chamber of Commerce

5402 48 Ave, Camrose, AB T4V 0J6

Phone: 780-672-4217 | Email: info@camrosechamber.ca

Website: www.camrosechamber.ca

May 9, 2025

You're Invited to Celebrate 25 Years of the Kickin' Country Parade!

Dear Community Leaders and Neighbours,

We are thrilled to invite your community to take part in a very special milestone—the **25th Annual Kickin' Country Parade**, hosted by the Camrose & District Chamber of Commerce!

This year's parade takes place on **Thursday, July 31st**, from **10:30 a.m. to approximately noon**, right in the heart of **downtown Camrose**.

This isn't just any parade—it's a vibrant kickoff to one of Alberta's busiest and most exciting weekends. The parade takes place surrounding the **legendary Big Valley Jamboree**, which draws thousands of visitors from across **Western Canada**. With a **captive audience of over 15,000 spectators**, and **more than 150 floats and presenters participating annually**, this is an incredible opportunity to **showcase your region, organization, or business** to a broad and enthusiastic crowd.

We invite you to join in the celebration, help us mark **25 years of parade tradition**, and take advantage of the unique platform this event offers to shine a spotlight on what makes your community special.

Register your float or group today and find all the event details at:



<https://www.camrosechamber.ca/etn/kickin-county-parade-registration/>

For any questions or assistance, please don't hesitate to contact us:



780-672-4217



info@camrosechamber.ca

Let's come together to make the **25th Kickin' Country Parade** the biggest and best one yet. We can't wait to welcome you to Camrose this summer!

Sincerely, **Aaron Morris** Executive Director Camrose & District Chamber of Commerce

Ashley Filipe

Tourism and Operation Support

Camrose & District Chamber of Commerce

5402 48 Avenue

Camrose, Alberta T4 V 0J7

P: 780.672.4217

E: vicinfo@camrosechamber.ca



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0
403 224 3395
www.bowden.ca

May 13, 2025.

Mayor Richard Warnock
Town of Sundre
Box 420
Sundre, Alberta
T0M 1X0

Bowden Daze Rodeo Parade 2025

Dear Mayor Warnock,

On behalf of Mayor Robb Stuart and the Town Council, we invite you to take part in the Town of Bowden Daze Rodeo Parade on Saturday, July 12, 2025.

You are also encouraged to visit the Bowden Agricultural Society Annual Rodeo held at the rodeo grounds south of the Town throughout Friday until Sunday of that weekend.

This year, our parade theme is "Salute to Volunteers". While participants are encouraged to incorporate the theme into their entry, we welcome any theme or colourful addition to the parade.

As in previous years, the staging area will be at the Bowden Grandview School, on 21st Avenue.

Please arrive from 9:30am onwards for a parade start time of 11:00am.

You are welcome to join us at the pancake breakfast at the Igloo Arena from 8:30am.

To assist with our planning, please complete the attached registration form and return it to the Town Administration Office by mail or in person or alternatively by email to: info@bowden.ca.

We look forward to having you join us.

Warm regards,

Bowden Daze Parade Committee



Bowden Daze Rodeo Parade Registration Form

Please complete and return the completed registration form no later than Wednesday July 9, 2025.

All fields must be completed:

Contact Name:		Phone (cell):	
Organization Name:		Email:	
		Resident Y/N:	
Declaration:	I / We assume all liability relating to or arising from our involvement in the Bowden Daze Rodeo Parade. I / We have read and agreed to the Parade Rules & Regulations.	Signature:	

Category:	Business <input type="checkbox"/>	Type of Entry:	Car / Truck <input type="checkbox"/>
	Community Group <input type="checkbox"/>		Walking <input type="checkbox"/>
	Dignitary <input type="checkbox"/>		Horses <input type="checkbox"/>
	Individual <input type="checkbox"/>		Float <input type="checkbox"/>
			Music <input type="checkbox"/>
			Cycle / Motorcycle <input type="checkbox"/>
			Other <input type="checkbox"/>

Please complete the attached registration form and return it to the Town Administration Office by mail / in person / or by email to: info@bowden.ca.

Please refer to the rules and regulations on the reverse of this form.