



Regular Council Meeting

**Via Teleconferencing**

February 22, 2021

6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:**
3. **3. Agenda – Amendments and Adoption**
  - 3.1 February 22, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
  - 4.1 February 8, 2021 Regular Council Meeting Pg. 1
  - 4.2 February 10, 2021 Special Council Meeting Pg. 4
5. **Delegation: None**
6. **Bylaws/Policies: None**
  - 6.1 RFD Boards and Committees Bylaw Pg. 5
7. **Old Business: None**
8. **New Business**
  - 8.1 RFD Business License Fee Waiver Pg. 26
  - 8.2 RFD Campground and Passive Use of Outdoor Recreation Plan Pg. 27
  - 8.3 RFD Appointment to Wellness Advocacy Committee Pg. 29
9. **Administration**
  - 9.1 RFD Departmental Reports, January 2021 Pg.30
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports** Pg. 62
  - 11.1 Mayor Terry Leslie
  - 11.2 Councillor Warnock
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting**
  - 13.1 Advice from Officials, *FOIPP Act Section 24:*
14. **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](mailto:townmail@sundre.com)*

The regular meeting of Council of the Municipality of Sundre was held via Teleconferencing on Monday, February 8, 2021 commencing at 6:00 p.m.

**IN ATTENDANCE** Mayor Terry Leslie  
Councillor Paul Isaac  
Councillor Richard Warnock  
Councillor Rob Wolfe  
Councillor Charlene Preston  
Councillor Todd Dalke  
Councillor Cheri Funke

**ABSENT:** None

**STAFF** Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Director Ec. Development & Planning, Mike Marko (by phone)  
Executive Legislative Clerk, Anne-Marie Jonke  
Administrative Support, Betty Ann Fountain  
Communications, Chelsea Kruger

**PUBLIC** There were 3 members of the public in attendance.

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

**CARRIED**

#### **AGENDA – AMENDMENTS AND ADOPTION**

*Res. 037-08-02-21* MOVED by Councillor Isaac that the Agenda be approved as presented.

**CARRIED**

#### **ADOPTION OF THE PREVIOUS MINUTES**

*Res. 038-08-02-21* MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on January 25, 2021 be approved as presented.

**CARRIED**

**DELEGATION** None

**BYLAWS & POLICIES** None

**OLD BUSINESS** None

#### **NEW BUSINESS**

##### **Council Chambers Technology Enhancement**

*Res. 039-08-02-21* MOVED by Councillor Dalke that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Technology Enhancement project.

**CARRIED**

### **Council Chambers Upgrade**

*Res. 040-08-02-21* MOVED by Councillor Warnock that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Furniture Enhancement project.

**CARRIED**

### **E-Waste Collection Drive**

*Res. 041-08-02-21* MOVED by Councillor Preston that the Town of Sundre Council supports Administration proceeding with the E-Waste Collection Drive.

**CARRIED**

### **Grants to Organizations**

*Res. 042-08-02-21* MOVED by Councillor Wolfe that the Town of Sundre Council approve the Grants to Organizations Funding for the first intake for 2021 in the amount of \$19,642.

**CARRIED**

### **Sundre Arena Winter Ice**

*Res. 043-08-02-21* MOVED by Councillor Dalke that the Town of Sundre Council supports maintaining the Arena winter ice in light of the upcoming February 8, 2021, Provincial "New plan easing of health-measures" to allow for limited use of the facility until the end of March within the provincial guidelines.

**OPPOSED: Councillor Wolfe**

**CARRIED**

**ADMINISTRATION** None

**MUNICIPAL AREA PARTNERSHIP** None

### **COUNCIL REPORTS**

#### **Council Committee Reports**

*Res. 044-08-02-21* MOVED by Councillor Preston that the Town of Sundre Council accept Councillor Cheri Funke's report for January 2021 as information.

**CARRIED**

### **COUNCIL INVITATIONS/CORRESPONDENCE**

*Res. 045-08-02-21* MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Mayors of South Central Alberta to Premier Kenney as information.

**CARRIED**

*Res. 046-08-02-21* MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the M.D. of Bonnyville No. 87 as information.

**CARRIED**

*Res. 047-08-02-21* MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of High River as information.

**CARRIED**

Mayor Leslie excused all public members at 6:55 p.m. and advised that they are welcome to contact Administration the following day for Motions that may arise when Council returns to open meeting.

*Mayor Leslie called a 5 minute recess at 6:55 p.m.*

The following, including 7 Council members were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director Corporate Services

Mike Marko, Director Planning & Ec. Development (by Phone)

Public: 2 Representatives of Salopek

#### **CLOSED MEETING**

#### **Topic of Closed Meeting**

13.1 Advice from Officials, *FOIPP* Act Section 24;

*Res. 048-08-02-21* MOVED by Councillor Wolfe that Council go into closed meeting at 7:02 p.m.

**CARRIED**

Salopek representatives left the meeting at 8:17 p.m.

*Res. 049-08-02-21* MOVED by Councillor Wolfe that Council return to open meeting at 8:46 p.m.

**CARRIED**

#### **ADJOURNMENT**

*Res. 050-08-02-21* MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:47 p.m.

**CARRIED**

These Minutes approved this 22 day of February 2021

Mayor, Terry Leslie

\_\_\_\_\_  
Chief Administrative Officer, Linda Nelson

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Wednesday, February 10, 2021 commencing at 2:30 p.m.

**IN ATTENDANCE**

Mayor Terry Leslie  
Deputy Mayor Todd Dalke  
Councillor Richard Warnock  
Councillor Rob Wolfe  
Councillor Charlene Preston  
Councillor Cheri Funke

**Absent:** Councillor Paul Isaac

**STAFF IN ATTENDANCE**

Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Director of Planning, Mike Marko

**PUBLIC**

Third-party representatives.

**CALL TO ORDER**

The Mayor called the meeting to order at 2:30 p.m.

**CLOSED MEETING**

*Res. 051-10-02-21* MOVED by Councillor Warnock that Council go into closed meeting at 2:30 p.m.

**CARRIED**

**RETURN TO OPEN MEETING**

*Res. 052-10-02-21* MOVED by Councillor Preston that Council return to open meeting at 4:03 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 053-10-02-21* MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 4:03 p.m.

**CARRIED**

These Minutes approved this 22 day of February 2021

Mayor, Terry Leslie

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Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

**COUNCIL DATE** February 22, 2021  
**SUBJECT** Bylaw 2021-03 Amendment of Committees of Council, Schedule "H"  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 6.1

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### **BACKGROUND/PROPOSAL:**

Bylaw 2021-01 is a Bylaw that Established the Boards and Committees of Council.

The Bylaw states: *"the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates."*

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Schedule "H", the Terms of Reference for the Sundre Community Wellness Advocacy Committee is amended under Section XIII, Composition of Committee, as follows:

**Add** two elected officials of Mountain View County.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

*Goal 1.1 Improve communication and transparency with our stakeholders.*

### **ADMINISTRATION RECOMMENDATIONS:**

That Council provide all three readings of Bylaw 2021-03.

### **MOTION:**

That the Town of Sundre Council give first reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give second reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give third and final reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council rescind Bylaw 2021-01 Establishment of Committees of Council.

Date Reviewed February 17, 2021

CAO:

*Amela Nelson*

## **Schedule "H"**

### **TERMS OF REFERENCE**

#### **SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE**

##### **II. STATEMENT OF PURPOSE**

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local agencies and citizens.

##### **XIII. COMPOSITION OF COMMITTEE**

- Town of Sundre Mayor and 1 Councillor
- **Mountain View County 2 Councillors**
- 2 members at large
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

##### **XIV. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.
- Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.
- Abide by the Town of Sundre Boards and Committees Bylaw

##### **XV. TERM**

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year. Members at large shall be a term of two years and may be renewed at the discretion of Town of Sundre Council.

##### **XVI. FREQUENCY OF MEETINGS**

The committee shall normally meet during regular business hours on a weekday, on such dates and locations as determined at the discretion of the committee.

##### **XVII. CONFLICT OF INTEREST**

Committee members must declare any conflicts of interest and absent themselves from any decisions in which they have a real or perceived conflict.



**TOWN OF SUNDRE**

**BYLAW NO. 2021-01**

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**A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BOARDS AND COMMITTEES OF COUNCIL**

**WHEREAS**, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

**AND WHEREAS**, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

**NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:**

**1. NAME OF BYLAW**

This Bylaw may be cited as "Boards and Committees Bylaw."

**2. PURPOSE OF BYLAW**

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

**3. DEFINITIONS**

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;



- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

#### **4. ESTABLISHMENT**

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

#### **5. POWERS/AUTHORITY OF COMMITTEES**

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.4 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
  - 5.5.1 receipt of requests or suggestions from Council,
  - 5.5.2 requests or enquiries from the public through the CAO, and
  - 5.5.3 initiated by the Committee.
- 5.5 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

#### **6. REPORTING TO COUNCIL**

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

#### **7. PUBLIC PARTICIPATION**

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

#### **8. MEMBERSHIP**

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.
- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.

- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1<sup>st</sup> in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- 8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

## **9. TERM**

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
  - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
  - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

## **10. CHAIRMAN AND VICE-CHAIRMAN**

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

## **11. ADMINISTRATIVE REPRESENTATIVE**

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2. The chief administrative officer shall ensure that
  - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
  - 11.2.2 include the names of the members present at the committee meeting,
  - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
  - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
  - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or his/her designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

## **12. MEETINGS**

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
  - 12.1.1 to the members of the Committee, and
  - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

## **13. TERMS OF REFERENCE**

- 13.1 The Terms of Reference shall set out as a minimum:
  - 13.1.1 A statement of purpose
  - 13.1.2 Composition of Committee
  - 13.1.3 Duties and Power of the Committee
  - 3.1.4 Roles and Responsibilities
  - 13.1.5 Term
  - 13.1.6 Frequency of Meetings

**14. GENERAL**

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

**15. EFFECTIVE DATE**

- 15.1 All Schedules attached are part of and form part of this Bylaw.
- 15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

**16. REPEAL**

- 16.2 Bylaw 2020-03 and amendments thereto are hereby repealed.

Read for a first time on this 11<sup>th</sup> day of January 2021; Motion No. 011-11-01-21

Read for the second time on this 11<sup>th</sup> day of January 2021; Motion No. 012-11-01-21

Given Unanimous Consent to Proceed to a third reading this 11<sup>th</sup> day of January 2021; Motion No. 013-11-01-21

Read for the third time on this 11<sup>th</sup> day of January 2021



Mayor Terry Leslie



Chief Administrative Officer, Linda Nelson

## **Schedule "A"**

### **TERMS OF REFERENCE**

#### **COUNCIL POLICY AND BYLAW REVIEW COMMITTEE**

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##### **I. STATEMENT OF PURPOSE**

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

##### **II. COMPOSITION OF COMMITTEE**

- All Council Members
- Town of Sundre Chief Administrative Officer
- Recording Secretary (Non-Member)

##### **III. DUTIES AND POWERS**

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

##### **IV. ROLES AND RESPONSIBILITIES**

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

##### **V. TERM**

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

##### **VI. FREQUENCY OF MEETINGS**

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting.

**Schedule "B"**  
**TERMS OF REFERENCE**  
**COUNCIL GRANT REVIEW COMMITTEE**

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**I. STATEMENT OF PURPOSE**

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

**VII. COMPOSITION OF COMMITTEE**

- 3 Councillors
- Town of Sundre Chief Administrative Officer and/or designate
- Recording Secretary (Non-Member)

**VIII. DUTIES AND POWERS**

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

**IX. ROLES AND RESPONSIBILITIES**

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council's strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

**X. TERM**

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

**XI. FREQUENCY OF MEETINGS**

The committee shall meet as required to facilitate the timely review and recommendations on applications.

**XII. CONFLICT OF INTEREST**

Committee members must declare any conflicts of interest and absent themselves from any funding decisions in which they have a real or perceived conflict.

## **Schedule "C"**

### **TERMS FOR REFERENCE**

#### **COUNCIL VISION FOR SUNDRE COMMITTEE**

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##### **I. STATEMENT OF PURPOSE**

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

##### **II. COMPOSITION OF COMMITTEE**

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

##### **III. DUTIES AND POWERS**

- The Committee will ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
  - a. Receipt of requests or suggestions from Council
  - b. Requests or enquiries from the public through the CAO, and
  - c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

##### **IV. ROLES AND RESPONSIBILITIES**

###### The Committee shall:

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

###### The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

***Schedule C Terms of Reference Vision for Sundre Committee continued***

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The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

**V. TERM**

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

**VI. FREQUENCY OF MEETINGS**

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.



## **Schedule "D"**

### **TERMS OF REFERENCE**

#### **SUNDRE TOURISM ASSOCIATION COMMITTEE (AD-HOC)**

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##### **I. STATEMENT OF PURPOSE**

The Sundre Tourism Association Committee is an Ad-Hock Committee of Council that that will focus on the creation of a Tourism Association.

##### **II. COMPOSITION OF COMMITTEE**

- 1 Council member (cannot be chair or vice-chair);
- 4 representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in tourism industry and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre staff acting as Recording Secretary (non-voting).

##### **III. DUTIES AND POWERS**

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Tourism Committee has no delegation decision making power from Council.

The establishment of a Tourism Committee provides a forum for the development and creation of a Town of Sundre Tourism Association.

The committee will disband upon creation and implementation of the Sundre Tourism Association.

##### **IV. ROLES AND RESPONSIBILITIES**

###### The Committee shall:

- Appoint a Chair and Vice-Chair;
- Participate in all steps required to form an association including:
  - Draft the Association Bylaws;
  - Submit Forms; and associated documents to support applications to form a Tourism Association.
  - Take on the role of the Executive until the first AGM.

###### The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

###### The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

***Schedule D Terms of Reference Sundre Tourism Association Committee (Ad-Hoc) continued***

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**V. TERM**

The Committee shall disband on the date the Association is officially formed.

**VI. FREQUENCY OF MEETINGS**

The committee shall meet at least once monthly or as required by the committee.

## Schedule "E"

### TERMS OF REFERENCE

#### EMERGENCY MANAGEMENT ADVISORY COMMITTEE

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##### I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

##### II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Non-Voting)

##### III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

##### IV. ROLES AND RESPONSIBILITIES

###### The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

###### The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

##### V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:

- (i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
- (ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
- (iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

**VI. DUTIES AND POWERS**

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

**VII. DECLARATION OF A STATE OF LOCAL EMERGENCY**

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;
- b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

***Schedule E Terms of Reference Emergency Management Advisory Committee continued***

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- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

**VIII. Termination of State of Local Emergency**

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
- b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

**IX. Councillor Training**

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

**X. FREQUENCY OF MEETINGS**

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

**Schedule "F"**  
**TERMS OF REFERENCE**  
**EVENTS & FESTIVALS COMMITTEE**

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**I. STATEMENT OF PURPOSE**

The Events and Festival Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, attract members of the community and visitors by implementing and promoting events and festivals in the Town of Sundre to increase engagement and participation in public and community events.

The committee shall participate in the development of a long-range plan to identify future special events and festivals and the locations thereof.

**II. COMPOSITION OF COMMITTEE**

The events Committee shall be made up of a core group of five (5) individuals:

- 1 Council member;
- Representatives from service providers/agencies or organization who have expertise and experience in the provision of event and festival services;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

**III. DUTIES AND POWERS**

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Events and Festival Committee has no delegation decision making power from Council.

The establishment of an Events and Festivals Committee provides an important forum for identifying opportunities and advising Council to ensure the events and festivals delivered are inclusive and accessible.

As with all Town of Sundre Advisory Committees, the Events and Festival Committee has a Town and surrounding area focus on issues and opportunities that are relevant across the entire municipality.

The Committee where necessary may form sub or working groups and may bring advisors to facilitate/support the work of the Committee with approval from the Chief Administrative Officer.

**IV. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Events/Festivals communication strategies;
- Act as ambassadors at Events and Festivals;
- Act as a resource as needed and requested by the Town
- Promote events and festivals as needed and requested by the Town;
- Assist with the development of a recruit program for event volunteers.
- Identify gaps in events and festivals and create solutions for those gaps.

***Schedule F Terms of Reference Events & Festival Committee continued***

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**The CAO shall:**

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

**The Council shall:**

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

**V. FREQUENCY OF MEETINGS**

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Events and Festival Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.

**Schedule "G"**  
**TERMS OF REFERENCE**  
**FUNDRAISING COMMITTEE**

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**I. STATEMENT OF PURPOSE**

The Fundraising Committee of Council builds on a Vision for Sundre to raise funds in order to implement actions and activities that will support the Town through economic growth and attract visitors. The committee's focus is to raise funds to support special project for the Town of Sundre.

**II. COMPOSITION OF COMMITTEE**

The Fundraising Committee shall be made up of a core group of five (5) individuals:

- 1 Council member;
- Representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in the provision of downtown businesses and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

**III. DUTIES AND POWERS**

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Committee has no delegation decision making power from Council.

The mandate of the Fundraising Committee is to participate the planning, coordination and implementation of all fundraising activities in support of the projects and activities for the benefit of the community as a whole.

**IV. OBJECTIVES:**

In particular, the Committee will, on request or with the permission of the Town, perform the following tasks:

1. Advise the Town Administration on any fundraising matter;
2. Develop a fundraising strategy;
3. Implement, monitor and evaluate the fundraising strategy once it is adopted;
4. Identify and maintain a list of existing and potential sponsors and funders;
5. Assume the lead for certain fundraising activities, such as membership recruitment;
6. Assist committee members in managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing.

**V. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Fundraising Committee communication strategies;
- Act as a resource as needed and requested by the Town;



***Schedule G Terms of Reference Fundraising Committee continued***

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The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

**VI. FREQUENCY OF MEETINGS**

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Fundraising Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.

**Schedule "H"**  
**TERMS OF REFERENCE**

**SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE**

**II. STATEMENT OF PURPOSE**

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local agencies and citizens.

**XIII. COMPOSITION OF COMMITTEE**

- Town of Sundre Mayor and 1 Councillor
- 2 members at large
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

**XIV. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.
- Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.
- Abide by the Town of Sundre Boards and Committees Bylaw

**XV. TERM**

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year. Members at large shall be a term of two years and may be renewed at the discretion of Town of Sundre Council.

**XVI. FREQUENCY OF MEETINGS**

The committee shall normally meet during regular business hours on a weekday, on such dates and locations as determined at the discretion of the committee.

**XVII. CONFLICT OF INTEREST**

Committee members must declare any conflicts of interest and absent themselves from any decisions in which they have a real or perceived conflict.



## REQUEST FOR DECISION

**COUNCIL DATE:** February 22, 2021

**SUBJECT:** Business License Fee Waiver for Industries Affected by the Enhanced Provincial COVID Guidelines

**ORIGINATING DEPARTMENT:** Economic Development

**AGENDA ITEM:** 8.1

### **BACKGROUND/SUMMARY:**

In December 2020, the Provincial Government placed restrictions on businesses in the following industries:

- Restaurants, pubs, and bars.
- Personal services such as: hair salons, nail salons, and fitness studios.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Administration proposes to waive business license fees for those in-town and home-based businesses in the above noted industries that were affected by the December 2020 Provincial restrictions.

Based on an examination of previous years' business licenses, there are an estimated 30 businesses located in town that will benefit from the waiver of these fees.

### **ALIGNMENT WITH STRATEGIC PLAN**

This aligns with health guidelines and Council's strategic priorities of Community Well-being and Financial Sustainability.

### **COSTS/SOURCE OF FUNDING:**

The loss of revenue from the business license fee waivers will total approximately \$3,000. This loss of revenue will be compensated for by efficiencies and budget adjustments within the Economic Development department budget.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the waiver of 2021 Business License fees in the amount of \$3,000 for businesses affected by the December 20, 2020 Covid-19 related restrictions.

### **MOTION:**

That the Town of Sundre Council approve the waiver of 2021 Business License fees in the amount of \$3,000 for businesses affected by the December 20, 2020 Covid-19 related restrictions.

Date Reviewed: <u>February 17, 2021</u> CAO: <u>Linda Nebo</u>
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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>February 22, 2021</b>
<b>SUBJECT</b>	<b>RFD Campground and Passive Use Outdoor Recreation Plan</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Administration</b>
<b>AGENDA ITEM</b>	<b>8.2</b>

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### **BACKGROUND/PROPOSAL:**

Administration issued a Request for Proposal for the development of a Campground and Passive Use Outdoor Recreation Plan. There were nine (9) submissions received by the closing deadline.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See Report to Council attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

1.1 Improve communication and transparency with our stakeholders – process will be transparent and engaging through public consultation once the consultant is hired.

4.0 Financial Stability – grant secured, and retention of consultant will have no impact on Town's budget.

### **ADMINISTRATION RECOMMENDATIONS:**

Recommendation to be provided at Council meeting.

### **MOTION:**

Forthcoming.

Date Reviewed: February 17, 2021

CAO: Amide Nebu

**BACKGROUND:**

Administration issued a Request for Proposal for the development of a Campground and Passive Use Outdoor Recreation Plan. There were nine (9) submissions received by the closing deadline. The lands, +/-15.149 ha (37.44 ac) located on the east end of the town (south of Highway 27) were recently purchased by the Town for year-round recreation and tourism purposes. The purpose of the project is to commence the design and consultation process for the preparation of a Master Plan for a multi-phased year-round camping and passive outdoor recreation space to support local businesses and year-round tourism. The Master Plan will also provide spaces for the community to participate in semi-passive outdoor recreation, such as but not limited to bocce ball, pickleball, walking trails, cross country skiing, snowshoeing and other compatible activities. The purpose of the Campground and Outdoor Passive Use Recreation Plan is to propose improvements and phased development costs for the currently undeveloped site that supports year-round passive recreation and tourism opportunities and guides future phased expansion. The Plan will be guided by the Town's Design and Development Standards for all parks, open spaces and trail planning and designed to ensure conformity of quality for future development. This long-term plan will serve as a framework to ensure sound planning, quality development, practical maintenance operations, community stewardship and sustainability of the community.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Nine (9) submissions were received by the RFP closing deadline of January 18<sup>th</sup>, 2021 from a range of qualified firms specializing in planning design, landscape architecture, civil engineering, and recreational marketing. The following evaluation criteria was used to evaluate the submissions.

Fee Schedule 30%  
Proponents Eligibility 30%  
Project Understanding 20%  
Project Team 10%  
Interview 10%  
Proposal Rating 100%

In order to ensure a comprehensive and actionable product, the understanding of our request together with qualifications and experience were weighted higher than overall price.

**ALIGNMENT WITH STRATEGIC PLAN**

1.1 Improve communication and transparency with our stakeholders.

4.0 Financial Stability

**ADMINISTRATION RECOMMENDATIONS:**

Recommendation to be provided at Council Meeting.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>February 22, 2021</b>
<b>SUBJECT</b>	<b>Council Appointment</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.3</b>

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### **BACKGROUND/PROPOSAL:**

Earlier this year, the Town of Sundre Council approved the creation of The Sundre Community Wellness Advocacy Committee.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The approved Terms of Reference for the committee did not include representation from Mountain View County. Since that time we have received confirmation from Mountain View County that they are interested in participating on this committee.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 3. Community Well-being  
3.3 Continue to work with and value community groups.

### **MOTION:**

That the Town of Sundre Council appoint Mountain View County Councillors Angela Aalbers and Peggy Johnson to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2021.

Date Reviewed: February 17, 2021

CAO: Amida Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>February 22, 2021</b>
<b>SUBJECT</b>	<b>Departmental Reports – January</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

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### **BACKGROUND/PROPOSAL:**

The following Departmental Reports for January 2021 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Betty Ann Fountain, Planning & Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Kevin Heerema, Emergency Management/Peace Officer
- Jon Allen, Economic Development Officer
- Alex Clews, Acting Fire Chief
- Sari Werezak, GNP
- Karen Tubb, Sundre Municipal Library

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached Departmental Reports as information.

### **MOTION:**

That the Town of Sundre Council accept the Departmental Reports for January 2021 as information.

### **ATTACHMENTS:**

Department Reports

Date Reviewed: February 17, 2021

CAO:

*Linda Nelson*



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Chief Administrative Officer / Legislative Services</b>
<b>SUBMITTED BY</b>	<b>Linda Nelson &amp; Anne-Marie Jonke</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

<b>TOPIC #1</b>	<b>Council Expense Reports</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "1" to the CAO Monthly Report.
<b>TOPIC #2</b>	<b>Council Resolution Motion Log</b>
<b>ISSUES:</b>	None
<b>RESOLUTIONS/SUCCESES:</b>	Provided are Council Motions from the following: Regular Council Meeting January 11, January 25
<b>TOPIC #3</b>	<b>Correspondence</b>
<b>ISSUES:</b>	None
<b>RESOLUTIONS/SUCCESES:</b>	Copies of January 2021 Correspondence

<b>Attachment #1</b>	Council To-Date Expense Reports
<b>Attachment #2</b>	Resolution/Motion Log 2021
<b>Attachment #3</b>	January 2021 Action Items: Appendix # 1 to Appendix # 4



**SCHEDULE A****Mayor Terry Leslie**

\$ 7,500.00

Date	Description	Expense	Cost	Balance
2021-01-27	Jan 15-19; RDRMUG meetings	Per Diem	\$ 265.00	\$ 7,235.00
			\$ 265.00	\$ 7,235.00
			<b>Spent</b>	<b>Remaining</b>

**Councillor Todd Dalke**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
				\$ 3,000.00
			\$ -	\$ 3,000.00
			<b>Spent</b>	<b>Remaining</b>

**Councillor Cheri Funke**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
01-Feb-21	January expenses: Water Future Mtgs	Per Diem	\$ 202.50	\$ 2,797.50
				#REF!
			\$ 202.50	\$ 2,797.50
			<b>Spent</b>	<b>Remaining</b>

**Councillor Paul Isaac**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
				\$ 3,000.00
			\$ -	\$ 3,000.00
			<b>Spent</b>	<b>Remaining</b>

**Councillor Charlene Preston**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-12	Recycling Council AB - Back to Basics	Registration	\$ 99.00	\$ 2,901.00
			\$ 99.00	\$ 2,901.00
			<b>Spent</b>	<b>Remaining</b>

**Councillor Richard Warnock**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-27	EOEP Courses Feb 11, 18 & 25	Registration	\$ 200.00	\$ 2,800.00
			\$ 200.00	\$ 2,800.00
			<b>Spent</b>	<b>Remaining</b>

**Councillor Robert Wolfe**

\$ 3,000.00

Date	Description	Expense	Cost	Balance
				\$ 3,000.00
			\$ -	\$ 3,000.00
			<b>Spent</b>	<b>Remaining</b>

#/D/M/Y	January 11, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
001-11-01-21	MOVED by Councillor Warnock that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-08, being an amendment to part Four, Land Use District Regulations, Central Commercial District (C-1) of Land Use Bylaw 2018-10, to provide a "site specific exception" to accommodate the construction of a 4-storey mixed use building on a parcel legally described as: Plan 1911694, Block 1, Lot 1; Civic Address: 116 - 3 ST SW, that the Public Hearing be closed.		
002-11-01-21	MOVED by Councillor Wolfe that the Agenda be approved as presented		
003-11-01-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on December 7, 2020 be approved as presented.		
004-11-01-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance.		
005-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give second reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		
006-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		
007-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
008-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		

009-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
010-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-11, being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
011-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give first reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre community Wellness Advocacy Committee		
012-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reding to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Advocacy Committee		
013-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		
014-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		
015-11-01-21	MOVED by Councillor Warnock that the Town of Sundre appoint Councillor Preston to the Sundre Futures Hospital Advisory Committee for a one-year term ending October 2021	Leg. Services send letter	Completed Appendix 1

016-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Mayor Leslie and Councillor Warnock to the Sundre Wellness Advocacy Committee for a one-year terms ending October 2021	Leg. Services send letter	Completed Appendix 2
017-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council appoint Mrs. Carolyn Sykes to the Vision for Sundre Committee for a term of two years	Leg. Services send letter	Completed Appendix 3
018-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the request for funding in the amount of \$6,000 to the Sundre & District Curling Club, as recommended by the Grant Review Committee; with funds drawn from the 2020 Operating Budget - Transfers to Local Organizations	Leg. Services send letter	Completed Appendix 4
019-11-01-21	MOVED by Councillor Warock that the Town of Sundre Council accept the letter sent to Mountain View Senior's Housing as information		
020-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the December newsletter from the Honourable Josephine Pon, Minister of Seniors and Housing as information		
	<i>Mayor Leslie called a 10 minute recess at 6:42 p.m.</i>		
021-11-01-21	MOVED by Councillor Wolfe that Council go into closed meeting at 6:50 p.m.		
022-11-01-21	MOVED by Councillor Warnock that Council return to open meeting at 7:34 p.m.		
023-11-01-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.		
<b>#/D/M/Y</b>	<b>January 25, 2021 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>

024-25-01-21	MOVED by Councillor Wolfe that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-09, being an amendment to Land Use Bylaw Map in Land Use Bylaw 2018-10, by changing the land use designation for a parcel legally described as Plan 5314FP, Block 1, Lots 12-13 from Flood Plain Industrial District (I-2) to Highway Commercial District (C-2), that the Public Hearing be closed.		
025-25-01-21	MOVED by Councillor Funke that the Agenda be approved as presented		
026-25-01-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 11, 2021 be amende as follows: 1. Res. 004-11-01-21 to read: Moved by Councillor Wolfe that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance		
027-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give Second Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		
028-25-01-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		
029-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposal from Behr Integrated Services to participate in the selection process for the Town of Sundre Fire Chief postion in the amount of Two Thousand Eight Hundred and Fifty Dollars (\$2,850.00) utilizing funds from the current operating budget		
030-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for December / Year End 2020 as information		

031-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Cheri Funke's and Councillor Richard Warnock's reports for November-December 2020 and January 2021 as information		
032-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the following letters to Sundre & District Curling Club; Mrs. Carolyn Sykes; Sundre Hospital Futures; Sundre Wellness Advocacy Committee as information		
033-25-01-21	MOVED by Councillor Prestion that the Town of Sundre Council accept the Parkland Regional Library Board Meeting Minutes of November 12, 2020 as information		
	<i>Mayor Leslie called a 5 minute recess at 6:52 p.m.</i>		
034-25-01-21	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
035-25-01-21	MOVED by Councillor Dalke that Council return to open meeting at 8:26 p.m.		
036-25-01-21	MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 8:26 p.m.		



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

January 13, 2021

Alberta Health Services  
Sundre Wellness Advocacy Committee  
Bag 3  
701 – 1 Street NE  
Sundre, AB T0M 1X0  
Attn: Mr. Gerald Ingeveld

**RE: Sundre Wellness Advocacy Committee**

Dear Mr. Ingeveld,

The Town of Sundre Council, at the Regular Meeting of Council, held on January 11, 2021 under Motion No. 016-11-01-21 appointed the following members of Council to the Sundre Wellness Advocacy Committee for a Term of one (1) year ending in October 2021:

Mayor Terry Leslie, and  
Councillor Richard Warnock

Please feel free to forward any pertinent information to Mayor Leslie and Councillor Warnock directly. Contact information is as follows:

Mayor Terry Leslie, Phone: (403) 559-7352 or Email: [terry.l@sundre.com](mailto:terry.l@sundre.com)  
Councillor Richard Warnock, Phone: (403) 813-9488 or Email: [richard.w@sundre.com](mailto:richard.w@sundre.com)

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
Town of Sundre

/file





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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

January 13, 2021

Alberta Health Services  
Sundre Hospital Futures  
Bag 3  
701 – 1 Street NE  
Sundre, AB T0M 1X0  
Attn: Mr. Gerald Ingeveld

**RE: Sundre Hospital Futures Advisory Committee**

Dear Mr. Ingeveld,

The Town of Sundre Council, at the Regular Meeting of Council, held on January 11, 2021 under Motion No. 015-11-01-21 appointed the following member of Council to the Hospital Futures Advisory Committee for a Term of one (1) year ending in October 2021:

Councillor Charlene Preston

Please feel free to forward any pertinent information to Councillor Preston directly. Contact information is as follows:

Councillor Charlene Preston, Phone (403) 857-9752 or Email: [charlene.p@sundre.com](mailto:charlene.p@sundre.com)

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

A handwritten signature in cursive script, appearing to read "Linda Nelson".

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
Town of Sundre

/file



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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

January 13, 2021

Mrs. Carolyn Sykes  
PO Box 381  
Sundre, AB T0M 1X0

Email: csykes64@hotmail.com

Dear Carolyn,

**RE: Appointment to the Vision for Sundre Committee**

On January 11, 2021 at the Regular Meeting of Council the following Motion was approved:

*Res. 017-11-01-21*

*MOVED by Councillor Preston that the Town of Sundre Council appoint Mrs. Carolyn Sykes to the Vision for Sundre Committee for a term of two (2) years ending at the October Organizational Meeting in 2022.*

If you have any questions, please contact me at 403.638.3551 or email [linda.n@sundre.com](mailto:linda.n@sundre.com).

Warmest regards,

A handwritten signature in cursive script that reads "Linda Nelson".

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file



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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

January 13, 2021

Sundre & District Curling Club  
PO Box 993  
Sundre AB T0M 1X0  
Attention: Mr. Svend Nielsen

**Re: Town of Sundre Grants to Organizations Program**

The Town of Sundre Council, at the Regular Meeting of Council, held on January 11, 2021 under Motion No. 018-11-01-21 approved funding to be used towards the curling club roof repairs in the amount of \$6,000.00.

The funds will be made available by cheque or deposited by electronic funds transfer (EFT) within 2 weeks of receiving this letter.

If for any reason this project is not completed, you will be required to return the funds.

If you require any further information, please feel free to contact me at your convenience.

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Corporate Services</b>
<b>SUBMITTED BY</b>	<b>Chris Albert</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

<b>TOPIC #1</b>	<b>2020 Year-End and Audit</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	2020 year-end and preliminary audit work has begun. Provided various procedural and control documentation, as well as discussions with auditors, so they can set up the audit plan, thresholds, and sampling criteria. Will continue to review and finalize financial information during February and anticipating auditors to resume work in mid-March.
<b>TOPIC #2</b>	<b>Compensation review</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Salary survey process was completed with consultants. Provided various information regarding current job descriptions, salary grids, and comparators. Reviewed final report with consultants. Portions of report to be discussed with Council in February 2021.
<b>TOPIC # 3:</b>	<b>Asset Management</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	The Asset Management Cohort project is proceeding in conjunction with our partners, the Town of Didsbury and the Town of Blackfalds. Three members of Corporate Services engaged in multiple Asset Management Virtual Workshops, gathering understanding of the cohort process, the goals of asset management and possible process suggestions. This is a multi-year project and throughout 2021 participation of all departments and Council will be solicited.



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Planning and Development</b>
<b>SUBMITTED BY</b>	<b>Betty Ann Fountain, Development Officer</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

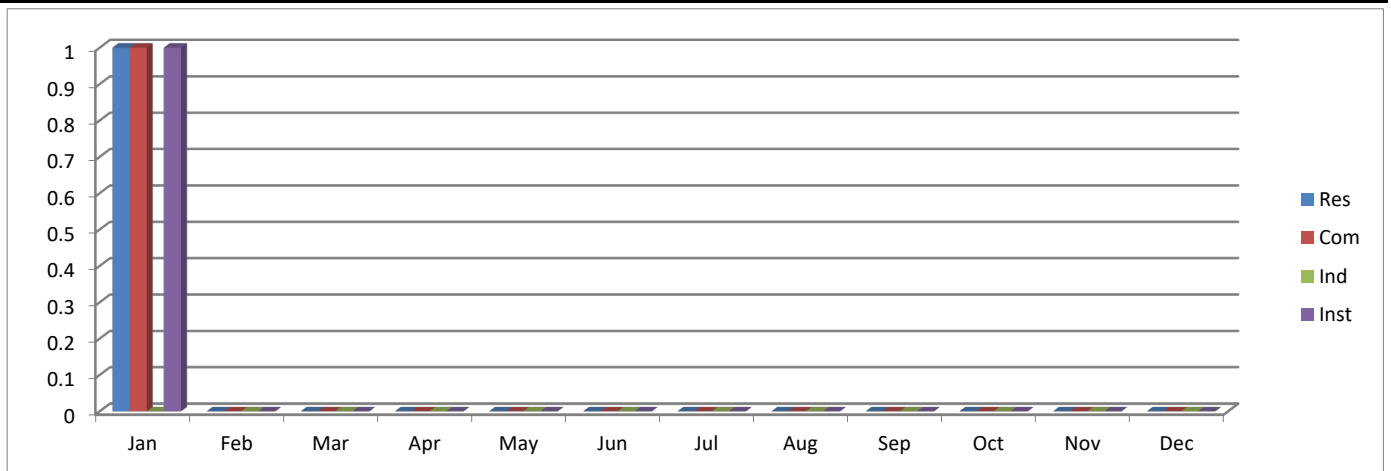
<b>TOPIC #1</b>	<b>Development and Building Permits</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• Development Permits – 3</li> <li>• Building Permits – 3</li> <li>• Electrical Permits – 4</li> <li>• Gas Permits – 0</li> <li>• Plumbing Permits – 1</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>• Permitted Development Permits included: <ul style="list-style-type: none"> <li>• Change of Use for eastside parcel;</li> <li>• Change of Use for Eating &amp; Drinking Establishment-Major (Main Ave. W.)</li> <li>• Signage for Eating &amp; Drinking Establishment-Minor (3 ST SW)</li> </ul> </li> <li>• Building Permits issued for Museum renovation, Cannabis Retail renovation, and demolition (removal) of manufactured home.</li> <li>• Electrical - 4, Gas - 0, Plumbing – 1 Permits issued for a variety of residential and commercial projects.</li> </ul>
<b>TOPIC #2</b>	<b>Real Property Reports (RPRs)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• RPRs - 2</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>• RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.</li> </ul>
<b>TOPIC #3:</b>	<b>Subdivision</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• 0 subdivision applications were received and processed:</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>• Although no subdivision applications were received in January 2021, Administration is tracking the Developer's progress to meet conditions of 2019 subdivision approvals.</li> </ul>
<b>TOPIC #4:</b>	<b>Re-designations (amendments to the Land Use Bylaw Map)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• 1 re-designation approved by Council in January 2021</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>• 1 Public Hearing was scheduled for Bylaw 2020-09 (no public concerns)</li> </ul>
	Council gave second and third reading to Bylaw 2020-09, proposing the redesignation of a parcel legally described as Plan 5314FP, Block 1, Lots 12-13 from Flood Plain Industrial District (I-2) to Highway Commercial District (C-2) in support of the applicant's plans for future re-development of the site.

<b>TOPIC #5:</b>	<b>Land Use Bylaw</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>1-Public Hearing was scheduled for Bylaw 2020-08</li> </ul>
<b>RESOLUTIONS/SUCCESSIONS:</b>	<ul style="list-style-type: none"> <li>Council gave second and third reading to Bylaw 2020-08, proposing a site specific exception for a parcel legally described as Plan 1911694, Block 1, Lot 1, permitting the construction of a residential structure to a maximum of 14.5 meters in height.</li> <li>Preparation of a Downtown and Highway Corridor Enhancement Strategy ongoing (1<sup>st</sup> step to implement a new Downtown Overlay District to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in 2021).</li> </ul>
<b>TOPIC #6:</b>	<b>Intermunicipal</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Final draft of IDP prepared for public input</li> </ul>
<b>RESOLUTIONS/SUCCESSIONS:</b>	<ul style="list-style-type: none"> <li>IDP Joint Open House February 25, 2021, 5:30 – 7:30 p.m. via Zoom with a joint power point presentation at 6:00 p.m.</li> <li>Administrations from Mountain View County and the Town of Sundre were successful in the development of a final draft of an Intermunicipal Development Plan. Candid discussion relating to the future growth of both municipalities built a good foundation for our relationship as municipal partners.</li> </ul>
<b>TOPIC # 8:</b>	<b>Administrative</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Filing Project – ongoing;</li> <li>Succession Planning – staff recruitment continues;</li> <li>Development staff registered for 3<sup>rd</sup> term of continuing education program offered by the University of Alberta (Applied Land Use Planning Certificate).</li> </ul>
<b>RESOLUTIONS/SUCCESSIONS:</b>	<ul style="list-style-type: none"> <li>Improved departmental efficiencies, knowledge and team building;</li> <li>Improves overall departmental performance, transparency and stakeholder engagement;</li> <li>Succession planning underway to building capacity within the department;</li> </ul>

<b>Attachments</b>	January 2021 Building Permit Statistics CAO's Project Report
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# MONTHLY BUILDING REPORT FOR THE MONTH OF JANUARY 2021

	January, 2021			2021 Year To Date			2020 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
<b>RESIDENTIAL</b>									
Two-Storey Bungalows			\$ -	0	0	\$ -			
Bi-Level						\$ -			
						\$ -			
Duplex/Semi Det.			\$ -	0	0	\$ -			
Multi-Family						\$ -			
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		0	\$ -			
Renovation/Addition		1	\$ 3,500		1	\$ 3,500		0	\$ -
					0				
<b>Sub-Total</b>	0	1	\$ 3,500	0	1	\$ 3,500	0	0	\$ -
<b>COMMERCIAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		1	\$ 120,000		1	\$ 120,000		1	\$ 85,000
<b>Sub.Tot</b>		1	\$ 120,000		1	\$ 120,000		1	\$ 85,000
<b>INDUSTRIAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
<b>Sub.Tot</b>		0	\$ -		0	\$ -		0	\$ -
<b>INSTITUTIONAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition					0	\$ -		0	\$ -
		1	\$ 18,575		1	\$ 18,575		1	\$ 345,000
<b>Sub.Tot</b>		1	\$ 18,575		1	\$ 18,575		1	\$ 345,000
<b>TOTAL</b>									
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	3	\$ 142,075	0	3	\$ 142,075	0	2	\$ 430,000





## MEMO

TO: Linda Nelson, CAO  
FROM: Betty Ann Fountain, Development Officer  
RE: January 2021 Commercial, Industrial, Institutional Projects

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### COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	305 Main AV. W.	Interior Reno (ERBN Cannabis Retail)	\$120,000

### INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

### INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	211 – 1 AV. SW	Interior Renovations (Museum storage)	\$18,575

#### 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





## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Operations</b>
<b>SUBMITTED BY</b>	<b>Jim Hall</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

<b>TOPIC #1</b>	<b>Snow Removal</b>
<b>Progress</b>	The snow events of December 2020 and January 2021, accumulated more than 12-16 inches of snow, causing challenging driving conditions for residents.
<b>Action</b>	The Roads Department utilized all available equipment in our fleet to clear the emergency routes and residential streets. We completed clearing all streets and back alleys in January.
<b>TOPIC #2</b>	<b>Lift Station East Side</b>
<b>Progress</b>	The East side lift station operators have had 2-3 freeze ups caused by the design of the pump controllers and the vapors generated by the waste stream.
<b>Next Steps</b>	Staff have contracted steam trucks to thaw the pumps. Plans to look at heat trace will commence in the spring.
<b>TOPIC # 3:</b>	<b>Gas Audit 2021</b>
<b>Progress</b>	The Gas Department staff are working on the documentation and records to present to the Federation of Alberta Natural Gas Coop (Fed Gas) auditor.
<b>Next Steps</b>	Due to Covid-19, the Gas Department is also preparing for a physical audit of our staff and the gas system in March 2021.
<b>TOPIC # 4:</b>	<b>Measurement Canada</b>
<b>Progress</b>	The annual report of customer gas metering is required for each year. This report includes amount, type, and volume that each meter delivers, and reflects large customer supplies. The Town of Sundre has reported that all meters are current and properly certified for 2020.
<b>Next Steps</b>	The annual report was submitted at the end of January prior to the due date. The Gas Department completes 200-250-meter change-outs per year.
<b>TOPIC # 5:</b>	<b>Sidewalk Assistance from Community Services</b>
<b>Progress</b>	The Roads Department noted some icy spots on various sidewalk sections throughout town after sweeping.
<b>Next Steps</b>	Operations requested assistance from Community Services, with use of the UTV unit and a small sander, to add traction on sidewalks for pedestrians. This assistance will commence for the 21/22 season.

<b>TOPIC # 6:</b>	<b>Annual Report WTP</b>
<b>Progress</b>	All data from year 2020 to be verified and annual report written and submitted to A.E. & P. by February 28, 2021.
<b>Next Steps</b>	The Water Treatment Plant has been operating superbly in 2020. There has been an increase in raw water pH which did contribute to higher pH in the wastewater treatment. The cause of this is currently unknown.

## DEPARTMENTAL REPORT

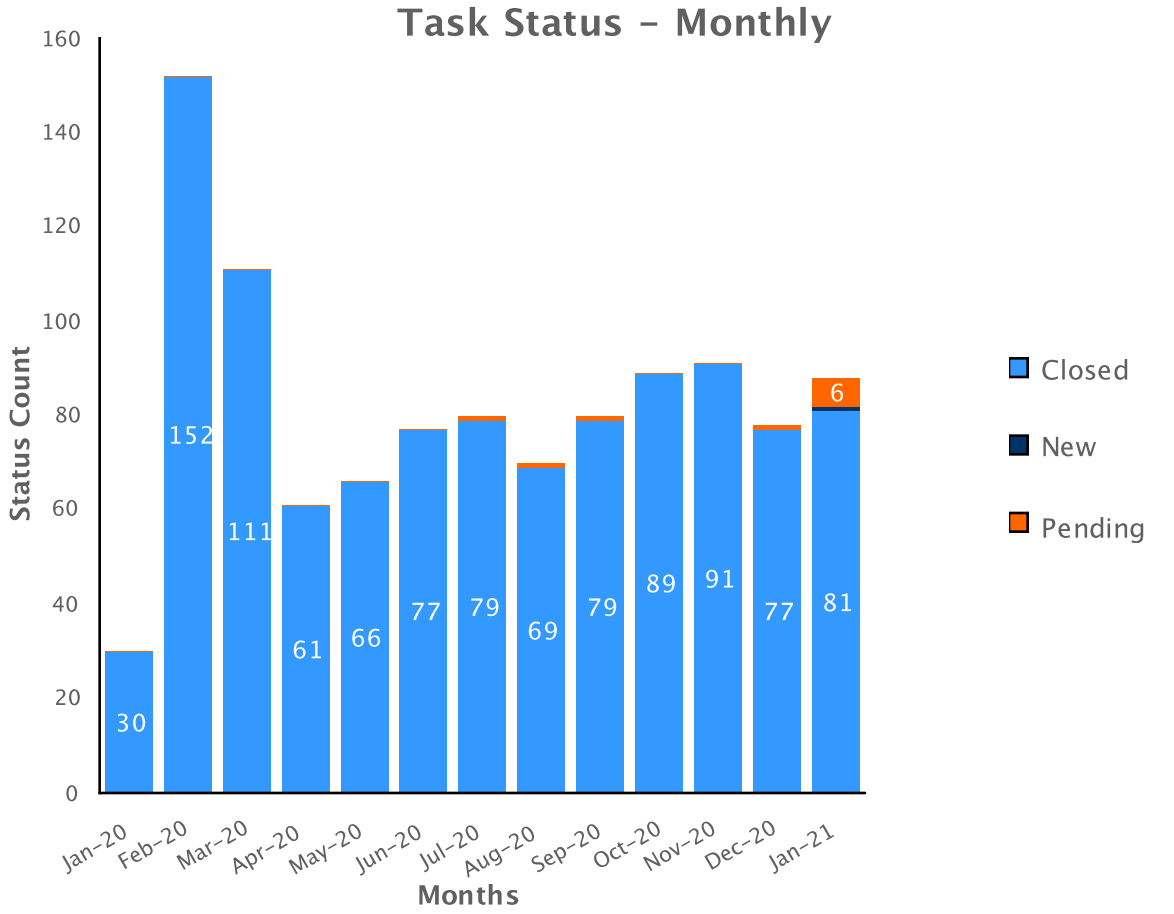
DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	February 22, 2021
FOR MONTH OF	January 2021

TOPIC #1	Arena
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>• Stantec performed a mid-season check. No issues to report.</li> <li>• Staff painted a second coat in the lobby bathrooms.</li> <li>• New staff were able to practice flooding the ice.</li> </ul>
TOPIC #2	Community Services
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>• Prepared daily check sheets for the CS Dept. vehicles for the 2021 year.</li> <li>• Completed the staff work schedule for the rest of the year January to December 31<sup>st</sup>. 2021</li> <li>• Christmas lights were removed.</li> <li>• The hanging baskets were taken to the greenhouse for planting.</li> <li>• Prepared Community Service Department year-end review.</li> <li>• Attended a meeting with GNP, to fill out a questionnaire for ESS (Emergency Social Services)</li> <li>• Advertised for 2021 campground host.</li> <li>• Centratch performed annual fire alarm inspections for all the Town's facilities.</li> <li>• Coordinated with Corporate Services to prepare application for the Student Initiative Program Grant.</li> <li>• 12 more SOPs (Standard Operating Procedures) were completed.</li> <li>• Under the Maintenance Care program there were 865 scheduled tasks and 208 work requests completed. Please see attached graph charts.</li> </ul>

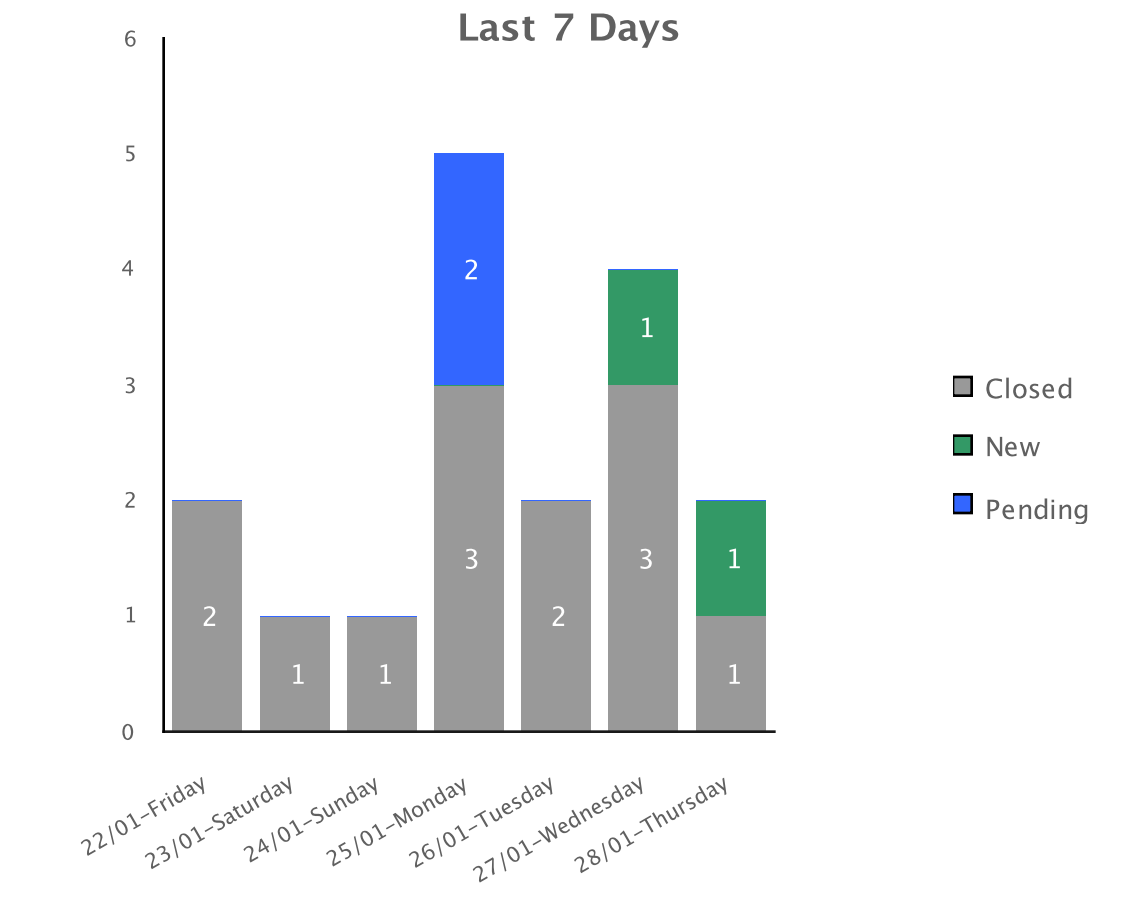
<b>TOPIC # 3:</b>	<b>Parks</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Letters of notification were sent to property owners to remind them that it is their responsibility to trim/prune vegetation on their properties that encroach onto sidewalks, boulevards, and lanes.</li> <li>• Staff pruned vegetation during mild weather.</li> <li>• Staff monitors the outdoor rink to ensure that it is useable and safe for the public.</li> <li>• Certified playground specialist preparing schedules for detailed playground inspections.</li> <li>• Staff coordinated with Operations Department to assist with snow removal as required.</li> <li>• Community Services staff continue to improve CS Shop to ensure it is safe and functional.</li> <li>• Staff continue to participate in online safety courses.</li> </ul>
<b>TOPIC # 4:</b>	<b>Staff Appreciation</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	<p>Community Service Staff are to be commended for their ability to cope with the shifting COVID-19 guidelines that affected our facilities over the last year. Staff have remained motivated, committed, and positive in performing their duties, going above and beyond to accomplish maintenance tasks that have improved our facilities. Administration would like to thank each Staff member for the extra effort shown during these unprecedented times. Great Job Team!!</p>

<b>Attachment #1</b>	<b>2020 Task Status Graph Charts</b>
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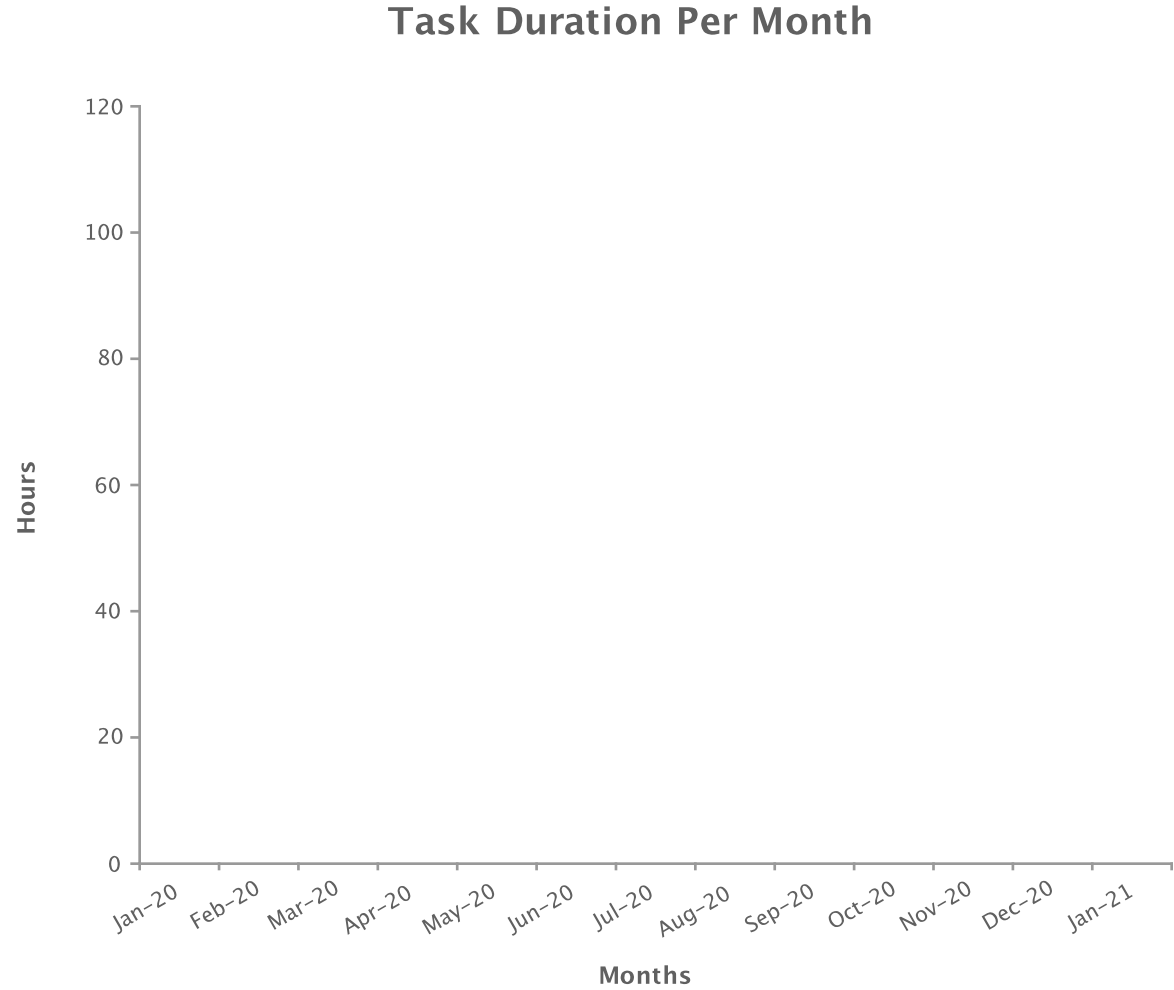
Task Status Count



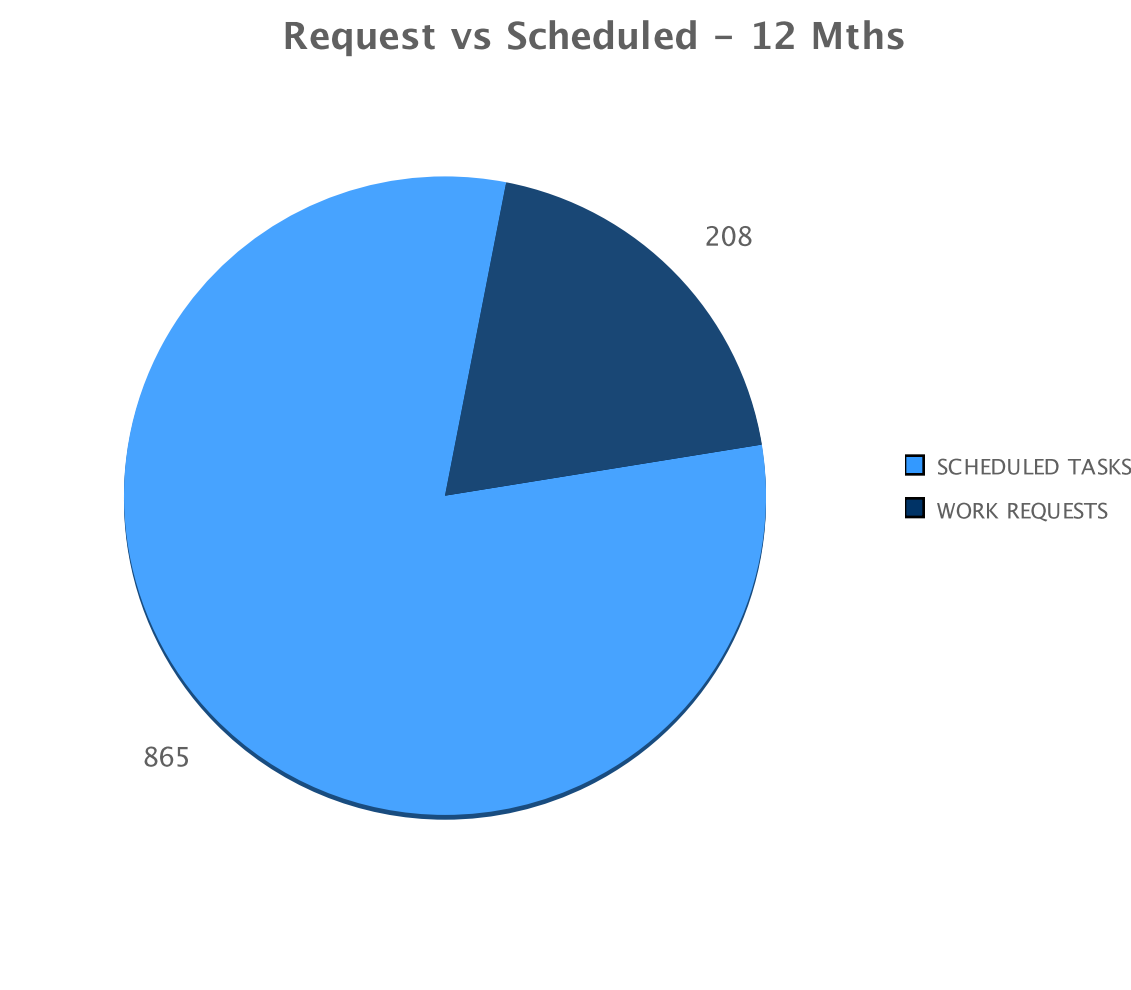
Last 7 Days Task Count



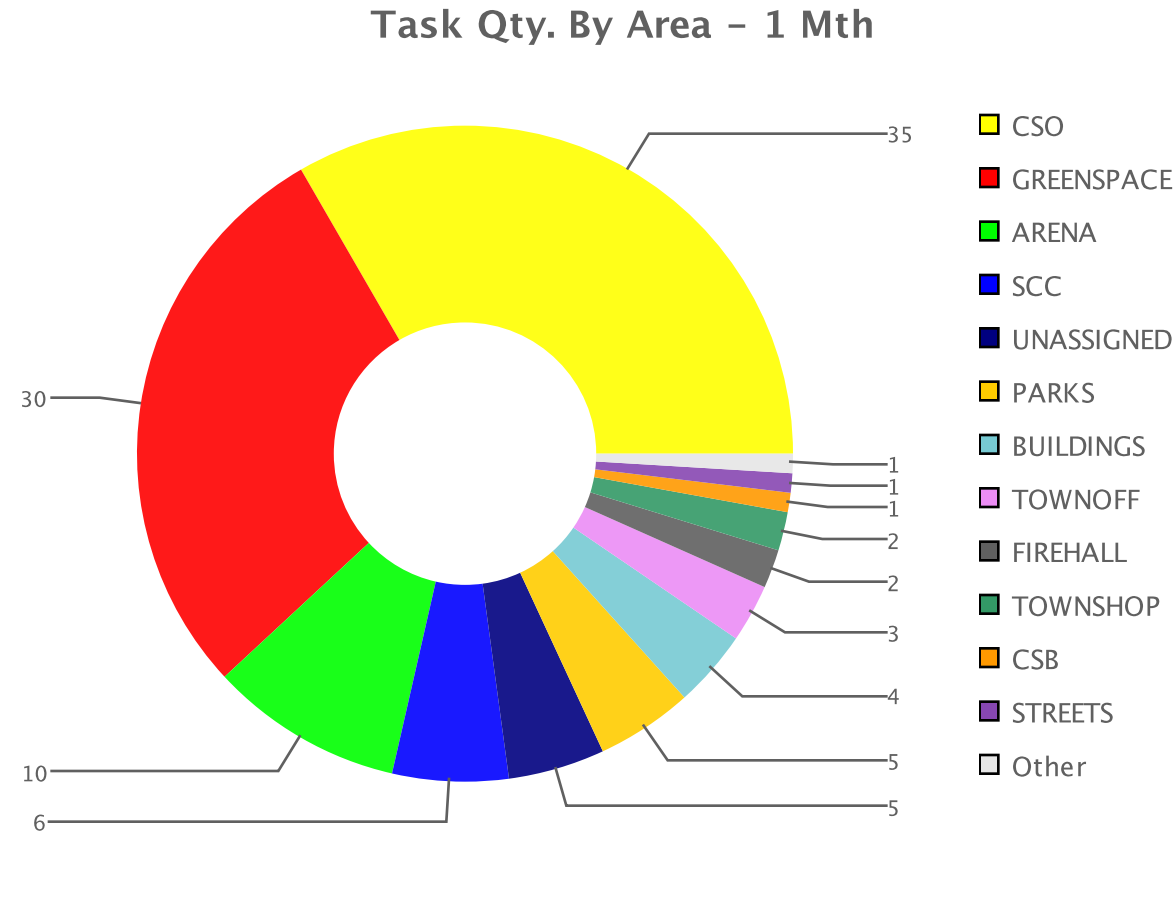
Task Duration



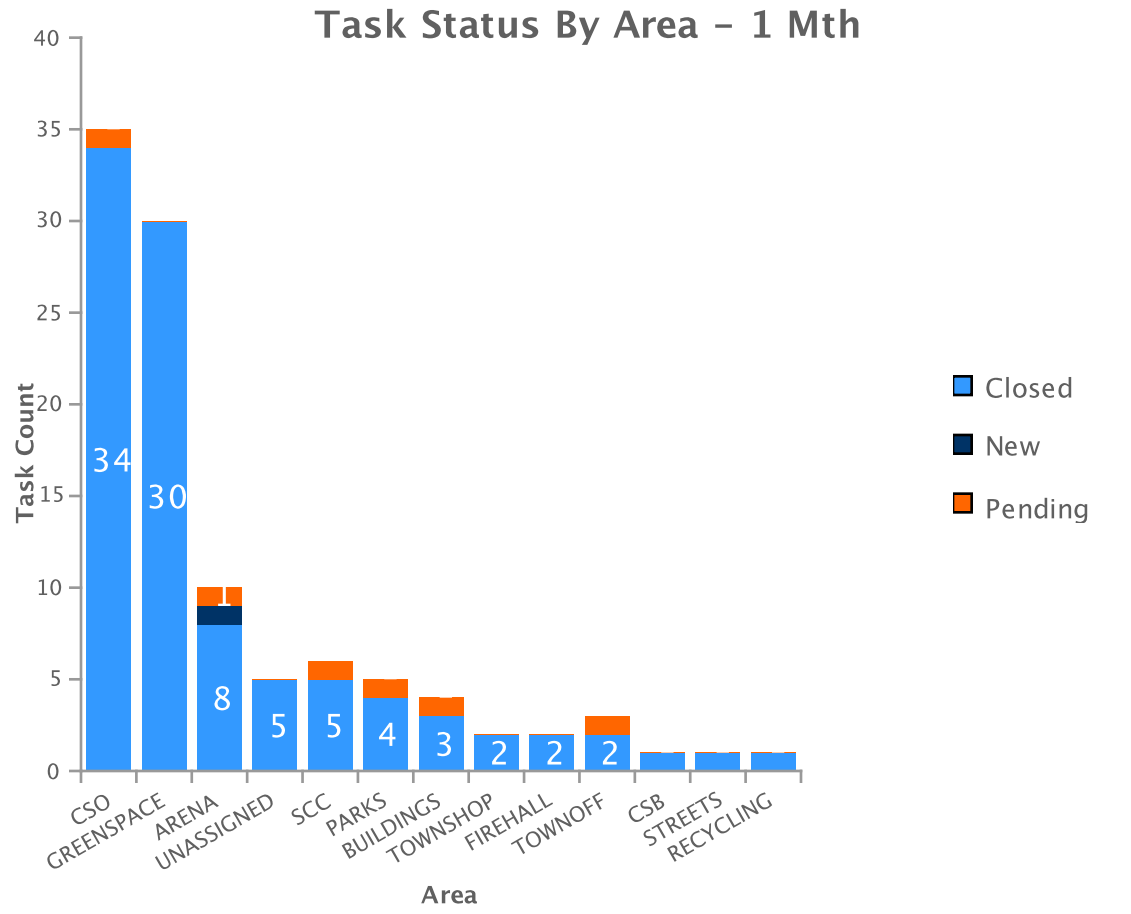
Work Orders - PMs



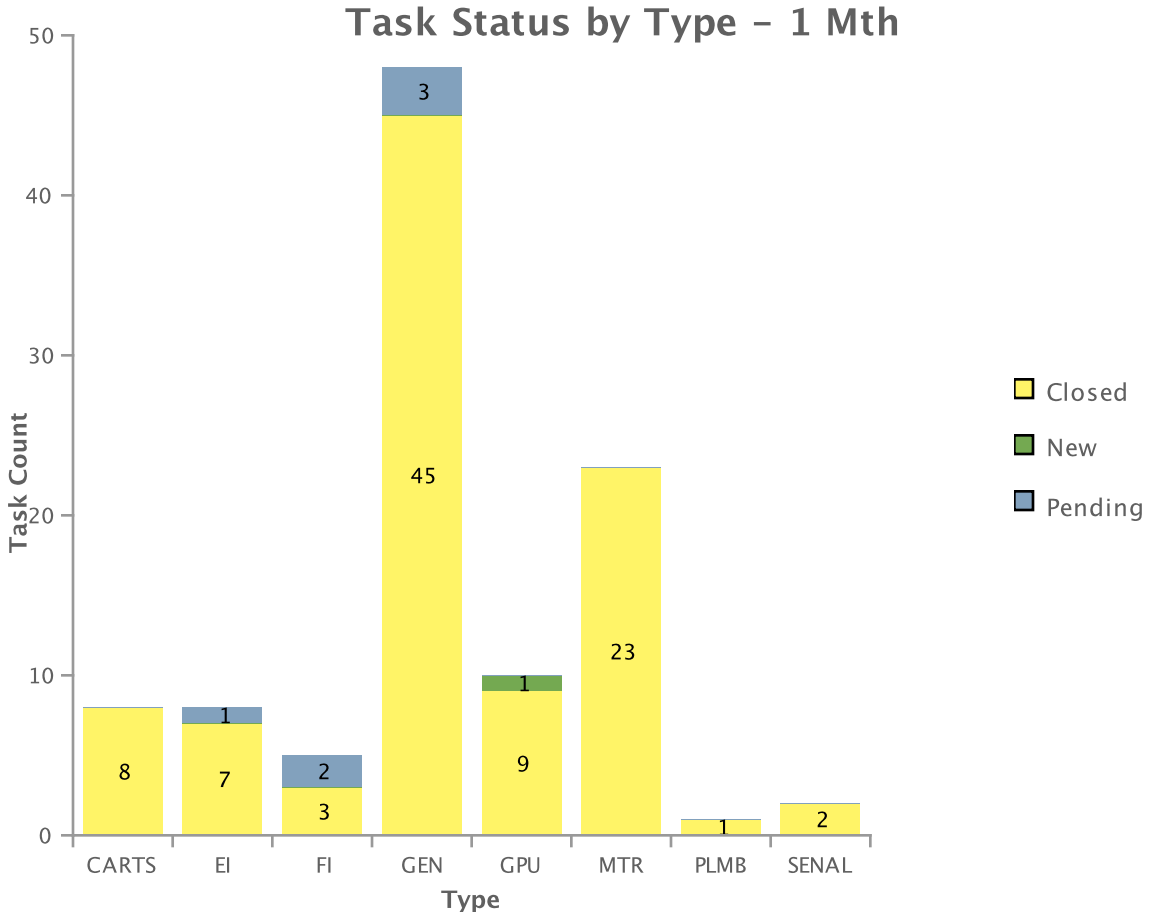
Task Count By Area



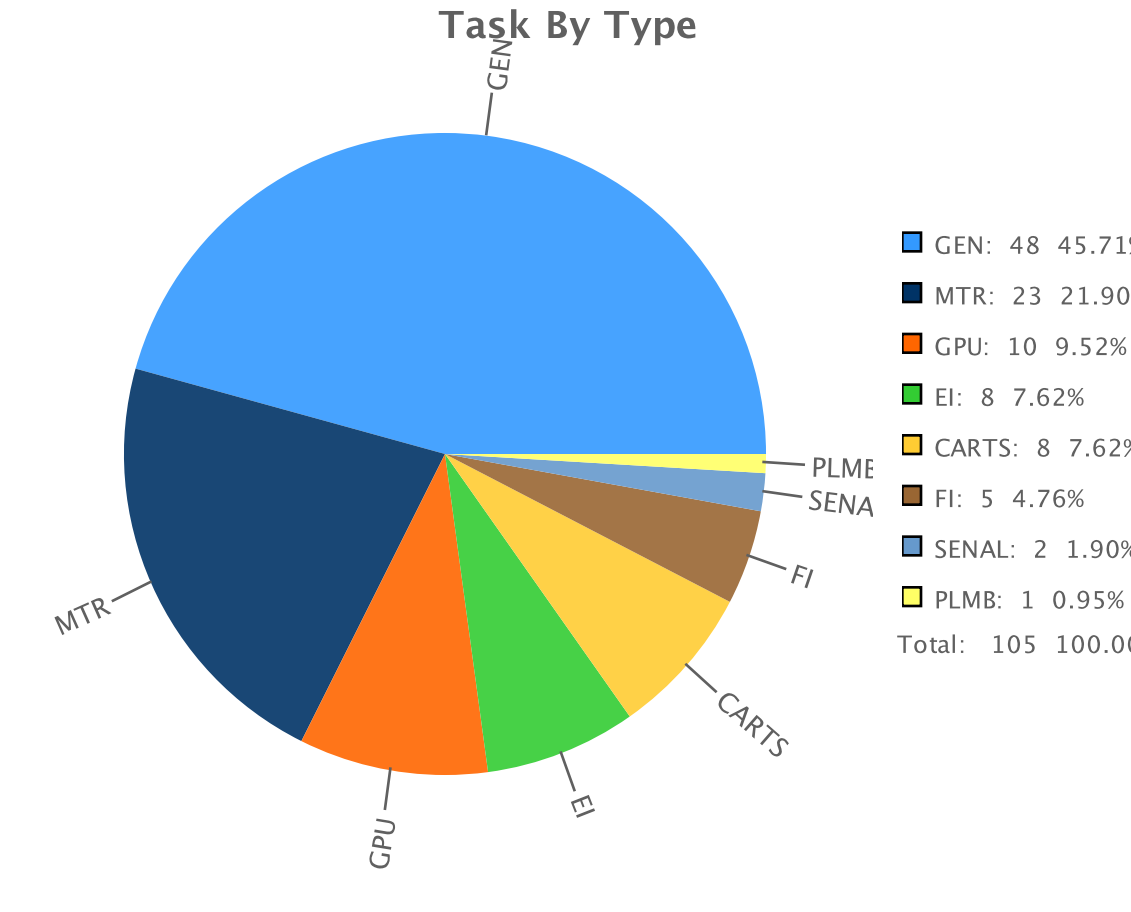
Task Count By Area



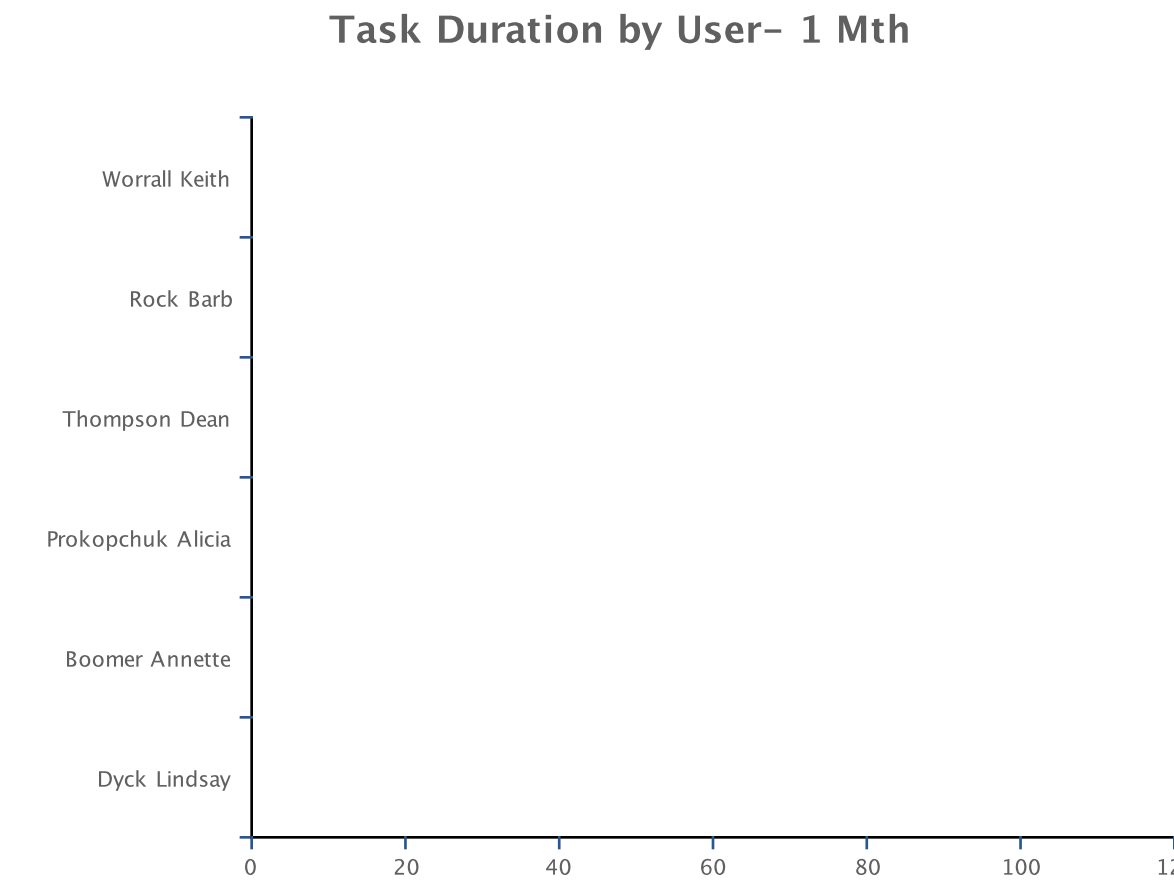
Task Count By Area



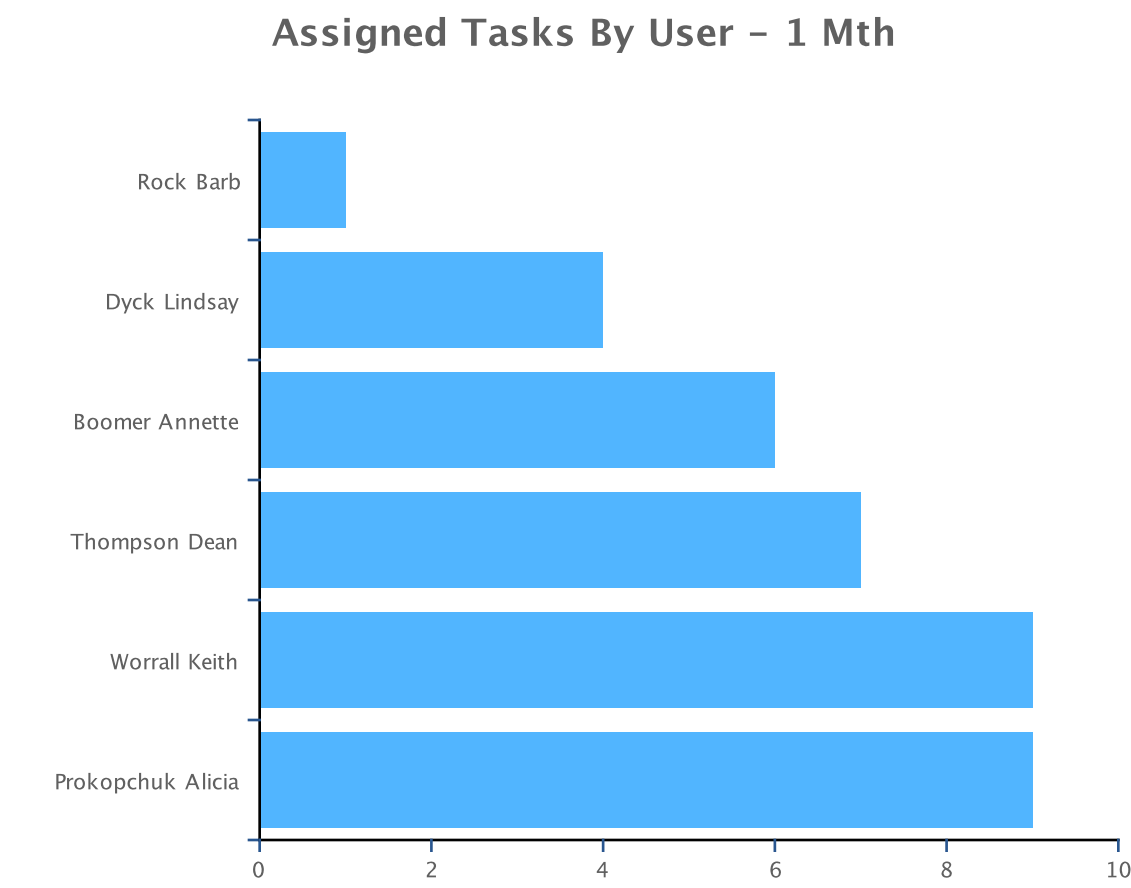
Task Count By Type



Task Durations Per User



Assigned Tasks Per User





## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Municipal Enforcement</b>
<b>SUBMITTED BY</b>	<b>Kevin Heerema</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

<b>TOPIC #1</b>	Year End Reporting Completed
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Year-end reports completed and submitted to the Solicitor General as required.

## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Economic Development and Communications</b>
<b>SUBMITTED BY</b>	<b>Jonathan Allan</b>
<b>DATE</b>	<b>February 22, 2021</b>
<b>FOR MONTH OF</b>	<b>January 2021</b>

<b>TOPIC # 1:</b>	<b>Tourism Development</b>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Ad campaign management ongoing,</li> <li>• Winterfest planning activities resumed with Sundre Museum,</li> <li>• Registered for virtual Outdoor Adventure Show,</li> <li>• Home and Garden Show rescheduled to spring.</li> </ul>
<b>TOPIC # 2:</b>	<b>Broadband Fibre Optic Development</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• Anticipating a near-future response from the Federal CRTC or DISED about the grant applications.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Spoke with CRTC about grant applications submitted last year; advised that further decisions are forthcoming for Alberta.</li> </ul>
<b>TOPIC # 3:</b>	<b>Other Projects</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Council Chambers upgrades ongoing.</li> <li>• Attended meetings with working group of the new Master Regional Recreation and Culture Plan.</li> <li>• Continued promoting Con Ed courses for RDC and CAC.</li> </ul>
<b>TOPIC # 4:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Virtual meeting with Campus Alberta Central and local representatives about ongoing post-secondary education in Sundre.</li> </ul>
<b>TOPIC # 5:</b>	<b>Communications</b>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Updated website(s) as necessary and mobile apps</li> <li>• Issued monthly newsletter.</li> </ul>

## DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Alex Clews, Acting Fire Chief
DATE	February 22 , 2021
FOR MONTH OF	January 2021

TOPIC #1	<b>SOG Adoption</b>
<b>ISSUES:</b>	Out of date SOG'S
<b>RESOLUTIONS/SUCCESES:</b>	SFD Officers adopted new SOG'S regarding Fire Fighters conduct, leave of absence and Administrative.
TOPIC #2	<b>New Medical Bags on trucks</b>
<b>ISSUES:</b>	MFR grant money used to purchase Medical Aid supply's
<b>RESOLUTIONS/SUCCESES:</b>	All new gear put onto the trucks
TOPIC # 3:	<b>Members on Leave returning to active duty</b>
<b>ISSUES:</b>	Members on leave returning
<b>RESOLUTIONS/SUCCESES:</b>	Three Members on leave returning to active duty status
TOPIC # 5:	<b>Monthly Statistics</b>
<b>ISSUES:</b>	Sundre Fire Department responded to a number of fire/emergency calls.
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• EMS assists- 15</li> <li>• Structure Fires- 8</li> <li>• Outside fires- 3</li> <li>• Alarms- 4</li> <li>• Motor Vehicle Collision- 2</li> <li>• Gas Leak- 1</li> <li>• Vehicle Fire- 1</li> <li>• Total calls- 34</li> </ul>



## DEPARTMENTAL REPORT

DEPARTMENT	Greenwood Neighbourhood Place/Sundre FCSS
SUBMITTED BY	Sari Werezak
DATE	Feb. 17/21
FOR MONTH OF	JANUARY 2021

TOPIC #1	<b>Tools for School</b>
<b>Issue:</b>	<ol style="list-style-type: none"> <li>1. This program has been underutilized, despite efforts made in the past to work with Family school wellness workers. The expectation was that they would promote Tools for Schools assistance to families in financial need. Meanwhile, there are financial donations sitting in Tools for Schools account, and at River Valley school, a closet stocked with supplies, including indoor running shoes (that came from the V &amp; S Dept. store closure).</li> <li>2. August is when most people start thinking about school supplies, but it is not a good time to promote at the schools because they are closed. By Sept., it is too late. Many want to get a jump on their school shopping in August, and for those struggling, this is an added stress. No one wants to send their child to school without any supplies.</li> </ol>
<b>RESOLUTIONS/SUCCESES:</b>	<ol style="list-style-type: none"> <li>1. To spend the Tools for School designated funds, instead of deferring them, we reached out to the math teacher at the high school regarding the needs for graphing calculators for students who cannot afford one. (in Grade 10, it's a math requirement, Costs \$160+) Some students borrow the teacher's or acquire them second hand. There is also a need for chrome books for those who do not have technology at home. ***STARTING A <i>LENDING LIBRARY</i> FOR THE ABOVE ITEMS, TOOLS FOR SCHOOL WILL ACQUIRE 6 CALCULATORS AND 6 CHROMEBOOKS WITH PROTECTIVE COVERS FOR THE SCHOOL TO ADMINISTER FOR THE START OF THE NEW SEMESTER (FEB.2021)</li> <li>2. RVS Supply lists for each grade are available by May/June. GNP has come up with a program that will target directly to families early. Undoubtedly, this has been a communications issue and will be more successful with better timing and better advertising.</li> </ol>
TOPIC #2	<b>Community Volunteer Income Tax program</b>
<b>Issue:</b>	<p>From a volunteer tax program perspective, there is an overriding requirement to maintain the privacy and integrity of personal data. The use of the current unmanaged out of date laptop and or personal devices, in the current manner, is a strategy that we needed to address and is indefensible in the event of a security breach. Surprisingly, the guidance from Revenue Canada that all data must be stored on USB device (even if encrypted) is a disappointingly simplistic and dangerous approach as most of our users would have no idea if a USB drive were encrypted or how to do so, let alone tell one from the other.</p>

<b>RESOLUTIONS/SUCCESES:</b>	With help from our I.T., we cannot only avoid consequences to the organization, GNP now has the capability to operate this service in a very secure fashion ensuring data remains protected. The client's information never exists on a local device, further, it does not rely on the diligence of individuals to maintain the integrity of the system.

<b>Attachment #1</b>	GREENWOOD NEIGHBOURHOOD PLACE/SUNDRE FCSS 2020 IMPACT SUMMARY
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## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Sundre Municipal Library</b>
<b>SUBMITTED BY</b>	<b>Karen Tubb</b>
<b>DATE</b>	<b>16 February, 2021</b>
<b>FOR MONTH OF</b>	<b>February</b>

<b>TOPIC #1</b>	<b>Supporting families during restrictions</b>
<b>ISSUES:</b>	As they cope with the current restrictions, families are looking for things to do to promote child development and engage the whole family.
<b>RESOLUTIONS/SUCCESES:</b>	<p>We are providing:</p> <ul style="list-style-type: none"> <li>• monthly Take and Make Activity kits that include craft projects and STEM activities (STEM=science, technology, engineering, and math). These kits contain the instructions and all the materials needed to complete the activities and are provided at no charge to families. In February we had 67 families register for kits. (see attached photo of assembled kits ready for pick up)</li> <li>• recorded story times are available via a Facebook link.</li> <li>• a biweekly Zoom Lego Club.</li> <li>• “Express Bags” – curated bags containing a selection good read-aloud picture books available for families to request for pick-up.</li> </ul>
<b>TOPIC #2</b>	<b>Promoting Early Reading</b>
<b>ISSUES:</b>	An important part of Sundre Library’s Plan of Service is to Nurture Young Learners through Early Literacy. In ‘normal times’ we offered in-library programming for children age 0 to 5 and their caregivers, but how to accomplish this goal during a pandemic?
<b>RESOLUTIONS/SUCCESES:</b>	Along with our weekly online story time, we have begun a partnership with the local public health unit to provide a “Books for Babies” package at the 4-month immunization appointment. These packages will include a board book, and information on the importance of reading to children, the library and any programs we are able to offer.

<b>TOPIC # 3:</b>	<b>Support for Seniors</b>
<b>ISSUES:</b>	So many seniors feeling the effects of isolation.
<b>RESOLUTIONS/SUCCESES:</b>	With a generous donation of locally made artisan soaps, we created Valentine packages, decorated with Hershey Kiss roses. Through our 'Spread the Love' initiative, people in the community gifted these to seniors of their choice or sponsored them to be sent to the Sundre Seniors Supportive Living Facility for distribution.

<b>Attachment #1</b>	February Take and Make Kits
<b>Attachment #2</b>	An example of our Valentine Packages







*Pink Shimmer*

*-unscented-*

100 grams cut weight



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>February 22, 2021</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.</b>

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### **BACKGROUND/PROPOSAL:**

Mayor Terry Leslie and Councillor Richard Warnock have provided reports for Council's review and information for January 2021.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

*Goal 1.1 Improve communication and transparency with our stakeholders.*

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept Mayor Terry Leslie's and Councillor Warnock's reports as presented.

### **MOTION:**

That the Town of Sundre Council accept Mayor Terry Leslie's and Councillor Warnock's report for January 2021 as information.

Attachments: 11.1 Mayor Terry Leslie's report  
11.2 Councillor Warnock's report

Date Reviewed: February 17, 2021

CAO: Amela Nebr

## **Mayor's Report to Council – January 20 – February 17, 2021**

### **Thursday January 21, 2021 – Red Deer River Municipal Users Group Executive Meeting – 10:30 – 12:00 and Regular Meeting 1:00 – 4:00 by ZOOM –**

To address recent concerns about the Provincial Government changing the 1976 Coal Policy, and the potential impacts to municipalities along the Red Deer River, Alberta Environment and Parks Deputy Minister, Bev Yee, was a guest speaker, along with other Alberta Environment and Parks staff. She was able to answer questions from the members, and took further questions after the meeting, to be answered later, in writing. I have forwarded to all Council members the link to that presentation, an open letter from Alberta Environment and Parks Minister, Jason Nixon, as well as a letter written to all members by Co-Chairs John Ireland and myself. As the 1976 Coal Policy has been reinstated, please talk with me if you have any further concerns about this issue.

**Friday January 22, 2021 – Meeting with Alberta Environment and Parks Minister Jason Nixon 3:00 – 4:00 PM at his constituency office –** CAO Linda Nelson and I met with Minister Nixon to discuss waste water treatment options and solutions for future growth, and clarification on environmental questions.

**Wednesday February 3, 2021 – 10:30 – 12:10 - Joint Executive ZOOM meeting between the Red Deer River Municipal Users Group and the Red Deer River Watershed Alliance –** Please see the meeting summary notes attached. The Town of Sundre is a member of both these organizations. The Red Deer River Municipal Users Group is dedicated to championing and advocating for urban and rural municipal issues; water availability, water assurance, water storage and integrated watershed management. It is the only group of its kind in Alberta focussed solely on advocating for both urban and rural municipal issues. The Watershed Alliance is the group the Government of Alberta turns to in each Alberta watershed, for input from business and industry, environmental and recreational groups, communities, and the public in general. This Executive meeting of both Executive Directors, and the Chairs from both organizations, was the chance to share upcoming project announcements, goals, direction, discuss the differing roles of both organizations, and to be sure we were not duplicating services for our members. We will continue to work together for continuous improvement in educating the public, municipal councils and staff, continuous improvement in land use planning, water conservation, and reducing our environmental footprint – all while managing sustainable economic development. Please speak with me if you have any questions about the attached notes, or the upcoming events mentioned.

**Thursday February 4, 2021 – 6:00 – 7:45 PM – Telephone Town Hall hosted by Premier Kenney, Municipal Affairs and Alberta Transportation Minister McIvor, and Dr. Hinshaw –** The Premier invited all Mayors and Reeves in Alberta to be part of this telephone Town Hall to provide COVID updates, the plan for reopening the economy, the details of the staged reopening, and to answer questions from all the local municipal leaders (over 300) who called in. The meeting was originally scheduled for one hour, but there were many questions. Since this meeting there have been many clarifying statements made to address many of the questions brought forward. The Town of Sundre Council sent a letter to Premier Kenney, along with 11 other central Alberta Councils, in support of local businesses, asking for clarification on the data being used to reopen rural Alberta, and the rationale for the proposed staged reopening approach. Premier Kenney addressed these questions, and public announcements since, have outlined the planned reopening and the data being used to “drive the decisions”.



**Wednesday February 10, 2021 – 9:00 – 10:30 AM – Sundre and District Ministerial Association meeting at Main Avenue Fellowship** – I have attached the minutes of the meeting for your review. I asked our faith leaders for their advice on dealing with the divisive issues elected municipal officials face in our community at this time. Promote unity, particularly during times of uncertainty, stress, and threats, seems like very positive advice to me 😊 Please talk with me if you have questions.

**Friday February 12, 2021 – 12:00 – 1:00 PM – Meeting with Alberta Environment and Parks Minister Nixon in his constituency office** – CAO Linda Nelson and I met with Minister Nixon to clarify his Ministry position on waste water treatment options being considered by the Town of Sundre, and to ask for assistance in meeting with Alberta Transportation Ministry staff to clarify funding options for Council consideration on our proposed upgrade.

**Tuesday February 16, 2021 – 10:00 – 12:00 – Mayors of South Central Alberta ZOOM meeting** – I have attached the agenda of this meeting for your information. Please talk with me if you are interested in further information about the discussion. We have asked MLAs that represent the member municipalities to meet with us to address the items listed as priorities under new business on the agenda.

**Wednesday February 17, 2021 – 7:00 – 9:00 PM – Elected Municipal Official Information Session and Conversation in Council Chambers** – I was approached by some of our ratepayers and asked if I would provide some information and answer questions for potential candidates, and their families, interested in running in the upcoming election. As this is the first election year that nominations can be accepted in January, it is an opportunity to provide potential candidates this information and forum. The intent is to repeat this opportunity, using the same format, for anyone who may be interested. I have attached a copy of the agenda for information.

Respectfully submitted by Terry Leslie

## RDRWA – RDRMUG

February 3, 2021 – via Zoom

10:30am

### Joint Meeting Summary

**Attendees:** K. Dyck - Chair RDRWA, J. Méthot - RDRWA Executive Director, T. Leslie - RDRMUG Co-Chair, J. Ireland – RDRMUG Co-Chair, B. Shaw – RDRMUG Advisor/City of Red Deer Rep., K. Ryder – RDRMUG Executive Director.

**Purpose of Meeting:** To provide an opportunity for the Chairs and Executive Directors of the RDRWA and RDRMUG to meet and discuss/share/update information on their respective group's projects, activities of common interest and near future directions being focused on.

### RDRWA Items:

- Priorities/Opportunities for 2021 – 22 include:
  - RDRWA has approved a new Three Year Strategic Plan for 2021 – 2024, with activities spanning planning, mapping, education, engagement, and communications.
  - New RDRWA website [www.rdrwa.ca](http://www.rdrwa.ca)
  - The launch of RDRWA film “*Source Waters: The Rivers that Shape Us*”

J. Methot advised that the new RDRWA website is up and running. RDRWA has produced a new video “Source Waters” and they are planning a public release to tie in with World Water Day 2021 in March. T.Leslie participated in the film project and will be invited to participate in the launch event, with details forthcoming. Communities in the basin are a key audience for the film, and the RDRWA is planning a broad rollout.
  - RDRWA has developed a new public mapping platform in collaboration with the Nature Conservancy of Canada. The “hydrologically significant areas” mapping portal can be used to explore key watershed features ([www.rdrwa.ca](http://www.rdrwa.ca)).
  - The theme of the RDRWA Fall 2021 Showcase will focus on flood and drought resilience. It is the intention and desire of RDRWA that these topics will be of specific interest to all municipalities within the Red Deer River Basin.

- RDRWA is continuing to work on riparian and other mapping projects within the Basin.
- RDRWA Strategic Plan and “*Blueprint*” update – Josée advised that the 2<sup>nd</sup> phase of the Integrated Watershed Management Plan “*Blueprint Phase 2*” will address topics including land-use, water quantity, and biodiversity. Expect formal initiation in 2022.

### **RDRMUG Items:**

- Project Updates and Information include:
  - RDRMUG has recently adopted a new Handbook “Looking Back – Moving Forward”. The purpose of this report is to provide members, agencies and all stakeholders with an overview of MUG’s history and relative actions to move the group forward. This document will be of value to municipal councils, administration and staff and should particularly be of benefit to new Councillors and administrations.

K. Ryder and B. Shaw presented highlights of the Handbook and outline the 5 pillars/concerns that RDRMUG Member have identified as priorities to their municipalities. These include: Water Availability, Water Quality, Water Assurance, Water Storage and Integrated Water and Watershed Management. He also advised that a video is being produced to support the Handbook and would be available for all municipalities.

- Discuss the importance of collaboration on the Integrated Watershed Management Plan of the Red Deer River System well prior to current allocations being met.

B. Shaw advised the meeting that it would be in the best interest of all stakeholders to promote input into future allocation discussions. Both the RDRWA and MUG should provide updated reports and studies regarding concerns relating to future allocations and allocation limits via respective channels.

### **Round Table Discussion:**

- RDRMUG and RDRWA should explore opportunities to collaborate, while clarifying messaging to partners regarding the distinct yet complementary activities of both

organizations.

- World Water Day – 2021 (March 22, 2021) to will launch the RDRWA new film. RDRMUG invited to participate.
- RDRMUG will promote and encourage Members to participate in RDRWA's Fall Showcase – "Flood and Drought Resilience". K. Ryder and J. Methot will look at possible ways for both groups to participate/collaborate in this event.
- J. Methot asked if the new RDRMUG Handbook can be shared with the RDRWA Executive.  
K. Ryder advised it is the intention of RDRMUG to have this report shared by all stakeholders in the Basin. The Handbook will be available online with a limited number of print copies also available.
- Importance of both groups working together and ensuring that there are no duplications of projects.

#### **Agenda Addition:**

- **Coal Mining:**

T. Leslie asked that the recent activities of the Alberta Government relating to coal mining issues be added for discussion. He advised that he has had several questions and concerns from the residents of Sundre relating to this issue.

#### **Round Table Discussion:**

- RDRWA and RDRMUG are providing information on the Coal Mining Policy changes to their memberships.
- T. Leslie advised that RDRMUG had a presentation from the Deputy Minister of Environment and Parks, Ms. Bev Yee, at their January 21, 2021 meeting. He stated that the Deputy Minister had provided detailed background information along with the current activities relating to the changes of the Provinces' coal mining policies and opening up leasing opportunities particularly on the "eastern slopes" of the Rockies. The RDRMUG Co-Chairs have written a letter their members providing details of the recent meeting(s).
- Concern over the possible pollution of source water if coal mining in "sensitive" areas proceed.
- RDRMUG has provided Members with all information from the meeting with the Deputy Minister along with an open letter posted by Minister J. Nixon re coal mining.
- J. Méthot advised that the RDRWA had reviewed this issue and is developing maps and a blog.

- There is concern that there is inadequate consideration given to the protection of source water through proposed coal mining activity. These activities could have huge implications to water quality and quantity. Water monitoring is another key consideration.
- The Provinces' current maps reflect sudden changes to a very massive land area.
- Current maps of lease permits indicate that there could be mining in the James River reaches. (The James River is a tributary to the Red Deer River)
- More information is required on what the public engagement process would be, especially under current COVID-19 restrictions.
- Both groups will continue to monitor the Provinces actions on this issue and continue to provide their members with all new information.
- Information provided must be "science based" will allow members to decide on what their future actions would be.

#### **Next Steps:**

The consensus of RDRWA Chair K. Dyck and RDRMUG Co-Chairs Ireland and Leslie was that this meeting was worthwhile and productive in exchanging information and investigating ways of collaborating projects and events.

J. Methot and K. Ryder will be in contact to bring forward future meetings.

#### **Adjournment:**

Meeting adjourned by consensus at 12:10

## Sundre Ministerial

Feb 10, 2021

In Attendance: Kent, Rob, Bob, Marilee, Adam, Jake, Mayor Leslie, Stan, Todd, Gerald

Meeting opened in prayer at 9:15 – Kent

Minutes from Jan 2021 – approved

Ash Wednesday Service at Lutheran Church Wednesday @ 7:00 pm – combined service Lutheran and Anglican

Good Friday Service Combined Lutheran and Anglican – time and location to be confirmed

In Person Bible Study Thursday @ 11:00 Lutheran Church

Web Site – [www.sundreministerial.blogspot.com](http://www.sundreministerial.blogspot.com) we need to start using it more so it is top of mind

Explore purchasing the URL for Sundre Ministerial for ease of use

Mayor Leslie – expressed gratitude for Burden Bearers, Plus One and the churches for helping community with their needs and for supporting mental health

Covid has been very divisive in the community and in our nation – front line wants to lock up the community and the businesses want it fully opened. The community is split and unity is suffering. A poll suggests that 30 percent of the nation wants more closures, 30 percent want more freedom and 40 percent are just confused as to the best route. The struggle is very real everyday but the prayers and support from the faith community is truly a benefit and very welcomed.

Kent asked what was Christ's mission? It was to promote unity and when we live it out, the world will see a faith community that truly cares.

Mayor Leslie – too often the politicians get caught up in arguing policy. We need to define role of the council and communicate that role. We are a society of laws and must operate in that role (swim in our own lanes). Defining that promotes unity.

In Philippians 2, the Word says treat others as you, yourself, wish to be treated.

Narcissism vs humble servitude – this does not lend well to unity. I want vs how can I help.

We all need time away just as Christ stepped away for prayer so we can rejuvenate

Treasurer Report – 1364.78 of which 966 and change is for emergency care

Marilee thanks the Ministerial for helping with two nights at a hotel and Plus One for food for a client in dire need.

Todd -- sent in a note to the Minister of Culture,

Multiculturalism and Status of Women for clarification on clergy being considered essential services in order to serve the needs of the hurting in the hospitals and care homes in person as a part of the care team.

Wednesday Feb 24<sup>th</sup> at McDougal Chapel for a time of support and fellowship for those of the ministerial who can attend.

10:30 – closed in prayer

# Mayors of South Central Alberta

**BOWDEN**



## AGENDA

### MAYORS OF SOUTH CENTRAL ALBERTA MEETING

Tuesday, February 16, 2021, at 10 a.m., held by ZOOM Conference

Meeting Host: Town of Olds

**Mayors In attendance:**

### Additions to Agenda

#### 1) Standing Business

- A. Review and Adoption of Prior Meeting Summary Notes - January 19, 2021
- B. Covid-19 response Discussion – Open discussion on current mandatory measures and restrictions, responses in municipalities, regional/rural perspective.

#### 2) New Business

- A. Update: Response to MSCA group – Mayor Rhonda Hunter
- B. Priorities Issues Scoring List:
  - i. Doctors – Recruitment and Retention
  - ii. Policing – Coverage
  - iii. COVID-19 – Affects on Rural Alberta
  - iv. MSI – Funding
  - v. Voice for Small Communities

#### 3) Roundtable

#### 4) Adjournment

- A. Confirm Next Meeting Date and Hosting Municipality



### January 05 – Sundre & District Historical Society (Museum)

Attended the Museum Board Meeting with discussion on preparing for the AGM to be held in February. – The second key point discussed was the awarding of the contract to instal the wall in the main hall to prepare for the proper storage of the archives. The museum will be closed until the renovations are completed and the COVID restrictions allow for indoor gatherings.

### January 06 – Town of Sundre Grant Committee Meeting (Teleconference)

The grant committee convened to review the Curling Rink application to prepare a motion to come before Town Council at the meeting of January 11.

### January 11 – Town of Sundre Regular Council Meeting (Teleconference)

The regular Council meeting was led with a Public Hearing for a Bylaw for a site-specific land use exception. A Municipal Election Bylaw was passed as well as an addition to the Committees of Council Bylaw. Please refer to the Town of Sundre Webpage for the full minutes at [www.sundre.com](http://www.sundre.com).

### January 14 –Seniors Protected & Respected Under Community Engagement- (SPRUCE)

Attended the Zoom meeting of SPRUCE that worked on the focus of continuing the CCR and “It’s Not Right” programs in the Sundre community. With the New Horizon Grant completed, the director, Shoshannah Reed, has finished her contract, and is in the process of moving from Alberta to Idaho. This now turns over all the programs to the committee to be continued in 2021. Work has been done with the help of GNP to put together the information on Elder Abuse that will be distributed in Sundre and surrounding community.

### January 18 – Wastewater Training

Had a meeting with CAO Linda Nelson to get a better understanding of the complexity of Wastewater Treatment and the Province of Alberta (Environment) requirements for emissions now and in 2025.

### January 19 – Sundre Hospital Futures Meeting

Hospital Futures held their January meeting via Zoom chaired by Gerald Ingeveld. The agenda had a review from the SPARC committee, the Foundation Committee, Equipment and Programs and Community Health. At the meeting it was announced that the Town of Sundre had incorporated a committee of Council that is the Sundre Community Wellness Advocacy Committee. An update on the committee structure was outlined and the Terms of Reference described.

### January 20 – Sundre Municipal Library Board Meeting

The January Board Meeting was held by Zoom with the update from the Manager’s Report on operations and COVID. The Personnel Committee gave an update that their group’s meetings are on hold due to COVID restrictions. New Business discussed the appointment of Board Members for October 2021.

#### January 21 – SPRUCE – Hand Off of Materials – GNP

Attended at GNP with Jane Akins, Karen Grudeski, and Shoshannah Reed to review the CCR and “It’s Not Right” materials to be sorted and stored at GNP.

#### January 25 – Town of Sundre Regular Council Meeting (Teleconference)

The regular Council meeting was led with a Public Hearing for a Bylaw to amend a land use designation. Departmental reports were received by Council and highlights read into the minutes Please refer to the Town of Sundre webpage for the full minutes at [www.sundre.com](http://www.sundre.com) as this is great information for the residents of Sundre.

#### January 25 – Alberta Seniors & Community Housing Association

Attended the ASCHA Resolutions Committee Meeting on behalf of Mountain View Seniors Housing. The Terms of Reference, Resolution Process, Resolution Call Out, Resolution Criteria Matrix, and the Current Resolution status were the agenda items discussed.

#### January 28 – Mountain View Senior Housing – Board of Directors

Board meeting held by Zoom that dealt with the following Agenda Items, business arising from the minutes of the November 26, 2020 Board meeting, financial sustainability, business model, 2020 capital budget, 2021 draft capital budget, Board Chair report, CAO’s report, policy reviews and correspondence received. The Key messages from this meeting will be sent to all MVSH Municipalities for distribution to their Councils. As COVID has been hard for each facility with-in MVSH to deal with the changing environment each, and every day, it is important to appreciate the hard-working staff, therefore, there will be a MVSH Staff Appreciation Zoom meeting in March to give recognition to them all.