



Regular Council Meeting
Town of Sundre Municipal Council Chambers
October 6, 2025
4:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing:** None
- 3. Agenda – Amendments and Adoption**
 - 3.1 October 6, 2025
 - 3.2 Councillor Absence (if applicable)
- 4. Adoption of Previous Minutes**
 - 4.1 September 22, 2025 Regular Meeting of Council Minutes Pg. 1
- 5. Delegation:**
 - 5.1 RFD Sundre Bike 'n Ski Club Pg. 5
- 6. Bylaws/Policies:** None
- 7. Old Business:** None
- 8. New Business:**
 - 8.1 RFD Fire Prevention Week 2025 Pg. 8
 - 8.2 RFD Grants to Organizations Pg. 12
 - 8.3 RFD Hospital Gala Community Centre Rental Fee Pg. 112
 - 8.4 RFD Proposed 2026 Parkland Regional Library System Budget Pg. 115
 - 8.5 RFD Revision to Council Calendar Pg. 139
- 9. Administration:** None
- 10. Council Committee Reports:**
 - 10.1 RFD Council Four-Year Committee Reports (Verbal) Pg. 141
- 11. Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 142
 - 11.1 Parkland Regional Library Board Minutes and Board Talk Newsletter
- 12. Closed Meeting:**
 - 12.1 Advice From Officials, *Access To Information Act, Section 29*
 - 12.2 Advice From Officials, *Access to Information Act, Section 29*
- 13. Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
September 22, 2025
4:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, September 22, 2025, commencing at 4:00 p.m.

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

ABSENT:

STAFF: Chief Administrative Officer, Linda Nelson
Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 21

DELEGATION: Ms. Beverley Hallett
Mr. Clancy Adams

PRESS: 1

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

AGENDA – AMENDMENTS AND ADOPTION:

Res. 288-22-09-25 MOVED by Councillor Dalke that the agenda be approved as amended:
1. **ADD** 5.2 Delegation: History of Knot Family and Land Donation

CARRIED

Councillor Absence: None

ADOPTION OF THE PREVIOUS MINUTES:

Res. 289-22-09-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on September 8, 2025 be approved as presented.

CARRIED

DELEGATION:*Res. 290-22-09-25***Knot's Glen Memorial Garden**

MOVED by Councillor Marr that the Town of Sundre Council accept the information pertaining to Knot's Glen Memorial Park as information, and further;

That the Town of Sundre Council direct administration to place this item on the next Naming Committee meeting agenda.

CARRIED*Res. 291-22-09-25***History of Knot Family and Land Donation**

MOVED by Councillor Isaac that the Town of Sundre Council accept the information regarding the history pertaining to the land that was donated to the Town by the Knot Family, and further;

That the Town of Sundre Council direct administration to bring this information forward to the next Naming Committee meeting agenda.

CARRIED**BYLAWS/POLICIES:**

None

OLD BUSINESS:

None

NEW BUSINESS:*Res 292-22-09-25***FortisAlberta Franchise Fee for 2026**

MOVED by Councillor Anderson that the Town of Sundre Council maintain the Fortis Franchise Fee at 12% effective January 1, 2026.

CARRIED*Res. 293-22-09-25***Request to Digitize Town's History Book**

MOVED by Councillor Petersen that the Town of Sundre Council grant permission to the University of Alberta Library to digitize the Town's history book "The Little Town that Could", under an Attribution-NonCommercial-No Derivatives License (CC By-NC-ND); and further that Council authorizes the Chief Administrative Officer to sign and submit the required documents to the University of Alberta Library.

CARRIED

Mayor Warnock called a break at 4:48 p.m.

Mayor Warnock reconvened the meeting at 4:53 p.m.

ADMINISTRATION:**Departmental Reports: June, July and August 2025***Res. 294-22-09-25*

MOVED by Councillor Isaac that the Town of Sundre Council accept the June, July and August 2025 Departmental Reports as information.

CARRIED**WasteWater Technology Update***Res. 295-22-09-25*

MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's verbal report for further discussion.

CARRIED

 Initials

COUNCIL COMMITTEE

REPORTS:

COUNCIL KEY MESSAGE:

Council Committee Reports: May, June, July and August 2025

Res. 296-22-09-25

MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's report for June and July 2025 as information.

CARRIED

Res. 297-22-09-25

MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for May, June, July and August as information.

CARRIED

Council Key Messages: June, July and August 2025

Res. 298-22-09-25

MOVED by Councillor Petersen that the Town of Sundre Council accept the Key Messages of Council for the months of June, July and August 2025 as information.

CARRIED

COUNCIL INVITATIONS /

CORRESPONDENCE:

Mountain View County: Bill 50 and ICF Impacts

Res. 299-22-09-25

MOVED by Councillor Marr that the Town of Sundre Council accept the letter from Mountain View County dated September 12, 2025 pertaining to Bill 50 and ICF impacts, as information.

CARRIED

APEGA Summit Awards Committee

Res. 300-22-09-25

MOVED by Councillor Anderson that the Town of Sundre Council accept the letter to APEGA Summit Awards Committee dated September 12, 2025 as information.

CARRIED

CLOSED MEETING:

Res. 301-22-09-25

MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 5:47 p.m.

CARRIED

Mayor Warnock excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the boardroom. There are no Motions of Council expected, and that at this time the Live Stream is ending.

Mayor Warnock called a break at 5:47 p.m.

Mayor Warnock reconvened the Closed Meeting at 5:52 p.m.

Initials

The following were in attendance for the Closed Meeting:
Chief Administrative Officer, Linda Nelson

Topic of Closed Meeting

- 12.1 Advice from Officials, *Access To Information Act, Section 29*
- 12.2 Advice from Officials, *Access To Information Act, Section 29*

Res. 302-22-09-25 MOVED by Councillor Dalke that Council return to an open meeting at 6:15 p.m.

CARRIED

ADJOURNMENT

Res. 303-22-09-25 MOVED by Councillor Petersen being that the agenda matters have been concluded the meeting adjourned at 6:16 p.m.

CARRIED

These Minutes approved this 6th Day of October 2025.



Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	RFD Sundre Bike'n Ski Club
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

A representative of the Sundre Bike'n Ski Club has requested to address Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 1 Community Development, Pillar 2 Community Wellness and Pillar 5 Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representative of the Sundre Bike 'n Ski Club as information.

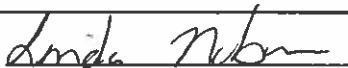
MOTION:

That the Town of Sundre Council accept the presentation from the representative of the Sundre Bike 'n Ski Club as information.

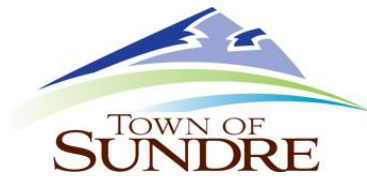
ATTACHMENTS:

5.1a_Sundre River Valley Trails Markup (pdf)

Date Reviewed: October 2, 2025

CAO: 





REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	Proclamation – Fire Prevention Week
ORIGINATING DEPARTMENT	Sundre Fire Department
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

This year's FWP campaign focus is "Charge into Fire Safety". The campaign strives to educate everyone about the safe use of Lithium-Ion Batteries in our homes and businesses. The National Fire Protection Association (NFPA) is requesting that all communities join together to take part in "Fire Prevention Week," from October 5 – 11, 2025. Since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. Fire Prevention Week is the longest-running public health observance in North America. During Fire Prevention Week, children, adults and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached information regarding Fire Prevention Week 2025.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council's strategic priorities of Pillar 2, Community Wellness.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town Sundre proclaim October 5– 11, 2025 as Fire Prevention Week in Sundre.

MOTION:

That the Council of the Town of Sundre proclaim October 5 – 11, 2025 as Fire Prevention Week, and urge all the citizens of Sundre to ensure Lithium-Ion Batteries are being used safely in their homes and businesses and to support the many public safety activities and efforts of Sundre's Fire and Emergency Services.

Attachment: "Charge into Fire Safety" Information and Fire Prevention Week Proclamation

Date Reviewed: October 02, 2025

CAO: Linda Nelson

From Phones to Power Tools: (Your town/city) Fire Department Urges Residents to Know the Risks of Lithium-Ion Batteries this Fire Prevention Week

The theme for Fire Prevention Week™, October 5–11, 2025, is “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home.”

The Sundre Fire Department is teaming up with the National Fire Protection Association® (NFPA®) — the official sponsor of Fire Prevention Week™ (FPW™) for more than 100 years — to promote this year’s FPW campaign, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home.” It highlights how important it is to buy, charge, and recycle lithium-ion batteries safely.

Most of the electronics we use in our homes every day — smartphones, tablets, power and lawn tools, laptops, e-cigarettes, headphones, and toys, to name just a few — are powered by lithium-ion batteries. In fact, most everything that’s rechargeable uses this type of battery.

If not used correctly or if damaged, lithium-ion batteries can overheat, start a fire, or even explode. To reduce these risks, look around your home — it’s important to know which devices are powered by them. “Lithium-ion batteries are powerful, convenient, and they’re just about everywhere. This year’s Fire Prevention Week campaign helps people understand the importance of using these batteries correctly to prevent fires in the home and to follow the **Buy, Charge, and Recycle Safely** approach.”

Buy only listed products.

- When buying a product that uses a lithium-ion battery, take time to research it. Look for a stamp from a nationally recognized testing lab on the packaging and product, which means that it meets important safety standards.
- Many products sold online and in stores may not meet safety standards and could increase the risk of fire.

Charge devices safely.

- Always use the cords that came with the product to charge it. Follow the instructions from the manufacturer.
- If you need a new charger, buy one from the manufacturer or one that the manufacturer has approved.
- Charge your device on a hard surface. Don’t charge it under a pillow, on a bed, or on a couch. This could cause a fire.
- Don’t overcharge your device. Unplug it or remove the battery when it’s fully charged.

Recycle batteries responsibly.

- Don’t throw lithium-ion batteries in the trash or regular recycling bins because they could catch fire.
- Recycling your device or battery at a safe battery recycling location is the best way to dispose of them. Visit call2recycle.org to find a recycling spot near you.

The Sundre Fire Department encourages all residents to be aware of their devices, follow the Buy, Charge, and Recycle Safely approach, and support this year’s FPW theme, “Charge into Fire Safety™.”

For more information about Fire Prevention Week and lithium-ion battery safety, visit fpw.org.

CHARGE

into Fire Safety™

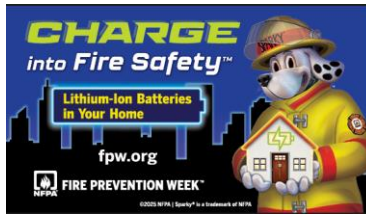
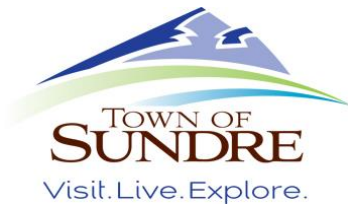
Lithium-Ion Batteries
in Your Home

fpw.org

FIRE PREVENTION WEEK™



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Fire Prevention Week 2025 October 5 – 11, 2025 PROCLAMATION

WHEREAS, the Town of Sundre is committed to ensuring the safety and security of all those living in Sundre and to our visitors; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and

WHEREAS, most of the electronics used in homes daily — including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys — are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and

WHEREAS, residents should follow three key calls to action: Buy only listed products, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and improper use such as overcharging, using off-brand chargers without safety certification, or exposing batteries to damage can result in fire or explosion; and

WHEREAS, the proper disposal and recycling of lithium-ion batteries help prevent environmental hazards and reduce fire risks in the home and community; and

WHEREAS, Town of Sundre first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” serves to remind us of the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities.

THEREFORE, I Mayor Richard Warnock, on behalf of Council and the Citizens of Sundre, do hereby proclaim October 5 – 11, 2025 as Fire Prevention Week in Sundre.

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	Grants to Organizations 2nd Intake 2025
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Grants to Organizations Policy #A-012-00-POL allows for two (2) in-takes of applications for funding for non-profit organizations, charities and local business operators that meet the criteria set out in the policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES: See Report to Council and October 1st Minutes of the Grant Review Committee.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan under Pillars 2 and 3; Community Development and Community Wellness.

ADMINISTRATION RECOMMENDATIONS:

That Council review the recommendations of the Grant Review Committee and at Council's discretion approve the funding to be awarded.

MOTION:

That the Town of Sundre Council approve the Grants to Organizations funding for Play for Sundre Kidz in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre West Country Seniors Centre in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Aquatic Society in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for McDougal Flats Community Hall Association in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Travel & Tourism Information Centre in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue Society in the amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations for Hope 4 MVC Kids Society in the amount of \$_____ to be awarded at the discretion of Council.

Attachment: 8.2a_Report to Council
8.2b_Historical Grants Awarded 2019 to February 2025
8.2c_2nd Intake Grant Applications

Date Reviewed: October 02, 2025

CAO: *Linda Nelson*



COUNCIL DATE: October 6, 2025
SUBJECT: Grants to Organizations
REPORT WRITER: Legislative Services
Agenda Item: 8.2a

BACKGROUND/PROPOSAL:

The Grants to Organizations Policy #A-012-00-POL allows for two (2) in-takes of applications (January 31 and September 30) for funding for non-profit organizations, charities, events and festivals and local business operators that meet the criteria set out in the policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council has approved \$50,000 in funding for the 2025 Grants to Organizations program. Council awarded a total of \$27,920 to 18 applicants, at the February 24, 2025 Council Meeting.

Approval of the aforementioned applications left a balance of \$22,080.00 for Grant Funding for the 2nd Intake of applications due September 30th.

A copy of the October 1, 2025 Grant Review Committee Minutes are attached.

RECOMMENDED ACTION:

That Council approve the recommended funding by the Grant Review Committee in the total amount of \$14,580 for 7 applications received by the September 30th deadline, or award alternative grant funding to an applicant at Council's discretion.

Date Reviewed: October 02, 2025

CAO: Linda Nelson

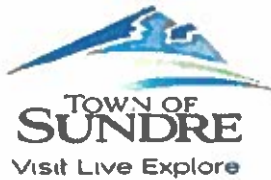
HISTORICAL TRACKING: GRANTS TO ORGANIZATIONS
8.2b
YEARLY SUBMISSIONS (2019-2025)
1ST TIME APPLICATIONS
2nd Attempt for Funding
2025 1st INTAKE SUBMISSIONS (NO FUNDING GRANTED)

NAME	2019	2020	2021	2022	2023	2024	2025	2025	YR TO DATE
							1st Intake	2nd Intake	
AB Institute Wildlife Conserv.						\$ -			\$ -
Adam's Army						\$ 1,500.00			\$ 1,500.00
B.S. Productions	\$ 700		\$ 900			\$ 2,550.00			\$ 4,150.00
Burden Bearers			\$ 500						\$ 500.00
Burger Baron			\$ 1,384						\$ 1,384.00
Byma Land & Cattle Ltd.			\$ 3,000						\$ 3,000.00
Children's Emporium						\$ 3,000.00			\$ 3,000.00
Community Gazebo Project	\$ 1,500		\$ 1,500						\$ 3,000.00
Crude Energy (store front)						\$ 3,000.00			\$ 3,000.00
Foothills Bluegrass Music Festival				\$ 1,500	\$ 2,000	\$ 2,000.00	\$ 1,500.00		\$ 7,000.00
Foothills Lodge Aux. Association		\$ 1,500							\$ 1,500.00
Grad Class Prom Committee		\$ 2,472			\$ 1,700	\$ 1,200.00			\$ 5,372.00
Greenwood Neighbourhood Place	\$ 5,000	\$ 1,725			\$ 2,000	\$ 2,000.00	\$ 1,000.00		\$ 11,725.00
Head to Toe Style		\$ 1,500							\$ 1,500.00
Hope 4MVC Kids Society			\$ 1,000						\$ 1,000.00
Main Avenue Kidz Club	\$ 500				\$ 1,000	\$ 1,000.00	\$ 500.00		\$ 2,500.00
Mountain View High School Rodeo		\$ 1,500				\$ 2,500.00			\$ 4,000.00
Mtn View Trading Post (store front)						\$ -			\$ -
Olds & District Kiwanas Music Festival		\$ 250		\$ 500	\$ 600	\$ 500.00	\$ 500.00		\$ 2,350.00
Original "T"			\$ 3,000			\$ 5,000.00			\$ 8,000.00
Play 4 Kidz Sundre	\$ 500		\$ 500	\$ 500	\$ 500				\$ 2,000.00
Red Deer River Watershed Alliance	\$ 500								\$ 500.00
River Valley School	\$ 15,000								\$ 15,000.00
Rockit Vocal Studios						\$ -	\$ 1,420.00		\$ -
Royal Services		\$ 1,500							\$ 1,500.00
Rusty Brush Arts & Gifts	\$ 1,000								\$ 1,000.00
Sling Shot Garage (Wagons West RV)	\$ 1,500			\$ 1,500	\$ 1,100	\$ 1,000.00	0		\$ 5,100.00
SPRUCE		\$ 2,500	\$ 350				\$500.00		\$ 2,850.00

HISTORICAL TRACKING: GRANTS TO ORGANIZATIONS
YEARLY SUBMISSIONS (2019-2025)
1ST TIME APPLICATIONS
2nd Attempt for Funding
2025 1st INTAKE SUBMISSIONS (NO FUNDING GRANTED)

NAME	2019	2020	2021	2022	2023	2024	2025	2025	YR TO DATE
							1st Intake	2nd Intake	
AB Institute Wildlife Conserv.						\$ -			\$ -
Adam's Army						\$ 1,500.00			\$ 1,500.00
B.S. Productions	\$ 700		\$ 900			\$ 2,550.00			\$ 4,150.00
Burden Bearers			\$ 500						\$ 500.00
Burger Baron			\$ 1,384						\$ 1,384.00
Byma Land & Cattle Ltd.			\$ 3,000						\$ 3,000.00
Children's Emporium						\$ 3,000.00			\$ 3,000.00
Community Gazebo Project	\$ 1,500		\$ 1,500						\$ 3,000.00
Crude Energy (store front)						\$ 3,000.00			\$ 3,000.00
Foothills Bluegrass Music Festival				\$ 1,500	\$ 2,000	\$ 2,000.00	\$ 1,500.00		\$ 7,000.00
Foothills Lodge Aux. Association		\$ 1,500							\$ 1,500.00
Grad Class Prom Committee		\$ 2,472			\$ 1,700	\$ 1,200.00			\$ 5,372.00
Greenwood Neighbourhood Place	\$ 5,000	\$ 1,725			\$ 2,000	\$ 2,000.00	\$ 1,000.00		\$ 11,725.00
Head to Toe Style		\$ 1,500							\$ 1,500.00
Hope 4MVC Kids Society			\$ 1,000						\$ 1,000.00
Main Avenue Kidz Club	\$ 500				\$ 1,000	\$ 1,000.00	\$ 500.00		\$ 2,500.00
Mountain View High School Rodeo		\$ 1,500				\$ 2,500.00			\$ 4,000.00
Mtn View Trading Post (store front)						\$ -			\$ -
Olds & District Kiwanas Music Festival		\$ 250		\$ 500	\$ 600	\$ 500.00	\$ 500.00		\$ 2,350.00
Original "T"			\$ 3,000			\$ 5,000.00			\$ 8,000.00
Play 4 Kidz Sundre	\$ 500		\$ 500	\$ 500	\$ 500				\$ 2,000.00
Red Deer River Watershed Alliance	\$ 500								\$ 500.00
River Valley School	\$ 15,000								\$ 15,000.00
Rockit Vocal Studios						\$ -	\$ 1,420.00		\$ -
Royal Services		\$ 1,500							\$ 1,500.00
Rusty Brush Arts & Gifts	\$ 1,000								\$ 1,000.00
Sling Shot Garage (Wagons West RV)	\$ 1,500			\$ 1,500	\$ 1,100	\$ 1,000.00	0		\$ 5,100.00
SPRUCE		\$ 2,500	\$ 350				\$500.00		\$ 2,850.00

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	Play 4 Sundre Kidz
Contact Person:	Nicky Vardas
Telephone Numbers:	(403) 507-2444
Mailing Address & Civic Address	1112 2nd St NE Sundre, AB T0M 1X0
Email Address	nicky_lv@msn.com
Website (if applicable)	
Charitable Society Registration #	

☒ Please ensure your application includes the following information:

- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). **Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.**
- ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638-3551.

5. Please describe the community, area and/or group(s) your organization serves:

Coyle Creek Golf Course - Sundre

6. What benefits will your project, program or service provide to the community/municipality?

Provide assistance for families so
children can play sports

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?
How many volunteers participate?

Approx 10 Volunteers
Planning event, hole watchers

8. Does your organization receive other forms of assistance from the Town?

No

9. List the in-kind contributions that your organization will provide to this project/program/service.

Assist in fee's and equipment for sports

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution		Golf fee's dinner	12,000 +
Fundraising		Sign fee's	200-500
Donations		Insurance	200-300
In Kind (if applicable)		Prizes not donated	1000 +
Other Municipalities (if applicable)		Others not known	
Borrow (if applicable)		Yet	100 +
Grant Request			
Other Specify -			
Other Specify -			
Total Estimated Revenue	Unknown at	Total Estimated Expenditures	

this point - usually counters all π .

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By:
(Contact)

N. Vardas
Signature

Nicky Vardas
Print Name

May 21, 2025
Date

Board Authorization:

Signature

Print Name

Date

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com

Play 4 Sundre Kidz Annual Golf Tournament

RECEIVED

MAY 22 2025



Dear Supporter:

We are proud to present our annual PLAY 4 SUNDRE KIDZ golf tournament, which will be held at the Coyote Creek Golf Course in Sundre Alberta on July 19th, 2025.

We anticipate 144 golfers to attend and to support this great fundraiser in hopes of helping keep children playing all sports in Sundre and area.

We would like to take this opportunity to thank you for being a part of helping Sundre and area kids be involved in sports, and activities for over 7 years!!!!

We continue to hold registration 2-3 times a year to make this possible!

This fantastic event has been successful for the past years thanks to the support and participation of our community members, businesses and volunteers, and we continue to ask for your help. We have created a variety of sponsorship levels tailored to varying price points for everyone. Please see attached.

If you're a golfer get your team registered and be prepared for a full day of fun!

If you are interested in signing up as a sponsor, player, or a volunteer please contact Nicky Vardas @ 403-507-0404 or Connie Bjorkman @ 403-636-1391.

We thank you for your consideration and support and hope to see you there!

The Play 4 Sundre Kidz Team

Annual Play 4 Sundre Kidz Golf Tournament Sponsorship Form

Hole in One \$700.00 – 2 available – We will provide your own hole in one insurance

Hole Sponsor \$500.00

½ Hole Sponsor \$250.00

Donation (any denomination or item) Value:

Organization: _____

Contact Person: _____

Address: _____ **Zip:** _____

PH: _____ **Email:** _____

Method of Payment: CK _____ **C/C** _____ **Cash:** _____

All cheques can be made payable to: Sundre Healthy Generations Fund

C/C #: _____ **Expiry Date:** _____

Authorized Signature: _____ **CVC #:** _____

**For any further questions or concerns please contact one of the following
Nicky Vardas (403) 507-0404, and or Connie Bjorkman (403) 636-1391**

Registration Form: Play 4 Sundre Kidz

Saturday July 19th, 2025

Shot Gun start: 10:00am – Registration starts @ 8:30am
Format: 4 Player Teams – Texas Scramble @ Coyote Creek Golf Course
Sundre AB

Registration forms can be dropped off at
Original T's Family Restaurant/Cedars Pub
Call Nicky Vardas @ 403-507-0404

Cost: \$175.00 per person, \$700 per team

Cheques made payable to Sundre Healthy Generations Fund, or

e-transfer sent to – play4sundrekidz@gmail.com

(please put your name in the memo of transfer)

Team Names:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Office only

Paid: Cash____ **Ck**____ **ET**____

Date: _____

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25**

2nd Intake Application:2025-20



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0



APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	SUNDRE WEST COUNTRY SENIOR CENTER
Contact Person:	VERNA McFADDEN
Telephone Numbers:	403-507-3769
Mailing Address & Civic Address	Box 2161 - SUNDRE, ALTA T0M-1X0
Email Address	verna.freedom62@gmail.com
Website (if applicable)	westcountrycentre@gmail.com
Charitable Society Registration #	CORPORATE ACCESS # 500095567

☒ Please ensure your application includes the following information:

- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.
- ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638 3551.

Verna McFadden
#6 210 Centre Street North
Sundre, Alberta
T0M-1X0

September 13, 2025

Town of Sundre
717 Main Avenue West - PO Box 420
Sundre AB T0M 1X0

APPLICATION - TOWN SUNDRE GRANTS PROGRAM

TO WHOM IT MAY CONCERN:

Please find enclosed the grant application for Sundre West Country Senior Center.

We are a very active center with over a hundred members, and offer a variety of activities for fifty plus. Pool, Snooker, Carpet Bowling, Floor Curling, Line Dancing, Canasta, Quilting Sunday Crib. Crib Tournaments that bring many players from Calgary, Clear Water Country, Red Deer County, Country of Mountain View and Town of Sundre.

We generate our income from membership fees, and casino volunteering and rentals.

We have repainted our floor and added an extra lane to accommodate the extra players. We painted the kitchen cupboards and walls, replaced the counter tops with stainless steel in keeping up with health regulations.

Please consider us for a Town Grant as we feel that our Center brings community connectivity, less isolation, direct and indirect community economic benefit, visitor spending. Provides broad public involvement.

Thanking you in advance

Sundre West Country Senior Center,

1. Please check (v) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input checked="" type="checkbox"/> Community Based Organizations	<input checked="" type="checkbox"/> Community/Local
<input checked="" type="checkbox"/> Recreation, & Culture	<input checked="" type="checkbox"/> Community-based Recreation Programming
	<input checked="" type="checkbox"/> Property Development/Community Facilities
	<input checked="" type="checkbox"/> Leadership Development
	<input checked="" type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input checked="" type="checkbox"/> Community Festival and Events	<input checked="" type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (v) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input checked="" type="checkbox"/> One-Time Grant	\$
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)		
Other Local Government Bodies (i.e.: Mountain View County)		
Other Funding Bodies		
Community Initiatives Program	✓	
Community Facility Enhancement PROGRAM (CFEP) small	✓	

4. **Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.**

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

See separate letter

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution		WINTERS WOODWORKS INC.	9,909.29
Fundraising		SUNOIL HOME HARDWARE BUILDING CENTRE	272.89
Donations		IDEAL FLOOR CARE + RESTORATION LTD.	2,511.36
In Kind (if applicable)		TERRI THOMPSON KITCHEN PAINTING	2,100.00
Other Municipalities (if applicable)			
Borrow (if applicable)			
Grant Request	\$ 5,000.00		
Other Specify -			
Other Specify -			
Total Estimated Revenue	\$ 5,000.00	Total Estimated Expenditures	\$ 14,953.64

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By:
(Contact)

Verna McFadden
Signature

VERNA MCFADDEN
Print Name

Sept. 18/2025
Date

Board Authorization:

E. Wicks
Signature

ED WICKS
Print Name

Sept 18/25
Date

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com

5. Please describe the community, area and/or group(s) your organization serves:

*Town of Sundre
County of Mtn. View
Chautauque County
Red Deer County*

- (1) *Art Society (SUNDRE)*
(2) *Home Church (SUNDRE)*
(3) *REFIT (SUNDRE)*

6. What benefits will your project, program or service provide to the community/municipality?

See cover letter, and supporting letters

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?
How many volunteers participate?

10 Volunteers 150 HRS.

8. Does your organization receive other forms of assistance from the Town?

No

9. List the in-kind contributions that your organization will provide to this project/program/service.

See cover letter & supporting letters

Sundre AB T0M 1X0
 info@idealfloorcare.ca
 www.idealfloorcare.ca
 GST Registration No.: 846209484RT0001

BILL TO
 Sundre West Country Center
 Box 1896
 Sundre AB
 T0M 1X0

SHIP TO
 /

INVOICE # 4704
DATE 13/07/2025
DUE DATE 01/08/2025
TERMS Due on receipt

Vct floor care	Floor maintenance	G	1,800	0.75	1,350.00
AG01060	NEUTRALIZER	G	2	3.95	7.90
	CONDITIONER				
GC000243M	3M BLACK PAD	G	1	25.50	25.50
ZEP-G080	SPEED STRIPPER	G	2	89.00	178.00
DB52021	ELITE FLOOR FINISH 20L	G	1.50	285.00	427.50
Vct floor care	Floor maintenance (Scrub	G	500	0.10	50.00
	kitchen,entry, and				
	bathrooms)				
Carpet Cleaning	Steam Cleaning Carpets	G	700	0.50	350.00
Carpet Cleaning	Steam Cleaning Carpets	G	15	4.00	60.00
	(Stairs)				

SUBTOTAL	2,448.90
GST @ 5%	122.46
TOTAL	2,571.36
BALANCE DUE	\$2,571.36

May 21, 2025

RE: West Country Center
Contact: Verna McFadden

Invoice 25-28

- Includes delivery and installation
- Stainless steel estimate would be to cover existing countertops, sinks are built into tops
- Work done by Dura Stainless
- Removal of casing and replacement

Original Invoice	\$9,156.62
Removal of casing and replacement, removal of sink	<u>\$280.80</u>
Total	\$9,437.42
GST #811352061	<u>\$471.87</u>
Total	\$9,909.29
Less deposit	(\$4,807.23)
Total due	\$5,102.06

Thank you for your business!

Terms
Due upon receipt
Interest of 2% per month past 30 days

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RECEIPT REQ'D FOR RETURNS

S
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VERNA

RECEIPT REQ'D FOR RETURNS

04/28/25 01 BM3443

Time Customer P.O. Sales ID

8:17

CRL

Loaded by: Checked by: Delivered by:

*** CASH SALE ***

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T a x	L o c
Ordered	Shipped	U/M								
1		EA	3229196	FAUCET, DECK PUL 1+3H SPR ING CHR	1	259.99	EA	259.99	T	1
<p>CARD: CDI MASTERCARD CARD NUMBER: *****3294</p> <p>HOST DATE/TIME: 25/04/28 08:17:23 MASTERCARD</p> <p>A0000000041010 0000008000 E800</p> <p>AUTHORIZATION: 01732J REFERENCE: C66380805</p> <p>SEQUENCE: 0014800010 PURCHASE: \$272.99</p> <p>01/027 APPROVED - THANK YOU</p> <p>** IMPORTANT ** RETAIN THIS COPY FOR YOUR RECORDS</p> <p>*****3294 CDIMO 272.99</p> <p>Scene+ Member #: 604646*****5071</p> <p>Total Eligible for Points 259.99</p> <p>Base Points Earned 250</p> <p>Bonus Points 0</p> <p>Points Redeemed 0</p> <p>End Balance 325</p> <p>Transaction ID: 054538000040250428081646</p>										
THANK YOU FOR SHOPPING AT HOME!! HAVE A GREAT DAY! GST# R105682637									Sub Total 259.99 G.S.T. 13.00 P.S.T. .00 TOTAL → 272.99	

G.S.T. Registration No. R 1056826

A FINANCE CHARGE will be added to your account if it is not paid in full by the 15th of the month following. The FINANCE CHARGE is computed by applying a periodic rate of 2% per month. ANNUAL PERCENTAGE RATE 26.82%.

1. Check your load - no adjustments made if not called to our attention at time of delivery.
2. All returns must be accompanied by your sales invoice.
3. Special orders can not be returned for credit.
4. Goods remain property of Sundre Home Hardware Building Centre until invoice is paid in full.

MERCHANDISE RECEIVED COMPLETE AND IN GOOD CONDITION.

X

Thank You

CUSTOMER COPY

Sandra Nielsen
REFIT Sundre
Site 2 Comp 12 RR2
Sundre, AB T0M1X0

Sept 10, 2025

To Whom It May Concern,

I am writing in support of **the West Country Centre**, where I have had the privilege of teaching fitness and wellness classes for near 10 years. This centre is much more than a gathering place—it is the heart of our community.

Throughout my time here, I have witnessed firsthand the positive impact the centre has on older adults and the wider community. The volunteers that put on programs and events and care for the building are amazing individuals that have great passion to provide opportunities for social connection, learning, and belonging to our community.

My class participants and I are extremely grateful for the welcoming space to hold our classes in. The actual building of **West Country Centre** is very well used, hosting groups of all kinds. In a time when community connection is more important than ever, the work this organization does is integral in enriching our community.

I wholeheartedly encourage continued support for the **West Country Centre**, as their contributions to our community are immeasurable.

Sincerely,

Sandra Nielsen
REFIT Sundre / REV+Flow Instructor



Home Church Sundre
Box 1331, Sundre, AB, T0M 1X0
403-638-8342
John.Boyes@Myhomechurch.ca
September 13, 2025

To: Whom it may concern

Re: Grant

I am writing to express our support for the West Country Centre's (WCC) grant application for general maintenance. Home Church rents the facility Sunday mornings, as well as Wednesday evenings. We run a variety of programs for approximately 5 hours a week for 40-50 people of all ages.

It is my hope that this grant will be approved to extend the life of this great public facility.

John Boyes, Pastor
Home Church Sundre
403-638-8342

Sundre West Country Centre

The Sundre Creative Arts Group { formerly The Sundre Art Society } would like to express our thanks to the West Country Centre for providing us with a venue for our annual art show and sale.

We have held a large and successful art show for the past 50 years and for approximately 30 of those years we have used the West Country Centre as our venue.

We hope to continue to use this venue as it meets our needs for space, as well as kitchen access. Our lighting system would not work in any other place.

As well as providing a space for our annual art show, we are able to store our easels and other necessary equipment in their storage space .

Without the availability of the West Country Centre we would not be able to continue with our show.

Thankyou - Debra McIvor – Sundre Creative Arts President

Lila Weiss - Sundre Creative Arts Vice President

Lila Weiss - Sept. 17th. 2025

Summit West Country Monthly Statement

Month July 2025 (August)

Account General

Opening Balance 36,742.09

Where 12
the 50 AN. BS -

Income

Rental 1500.00
Memberships _____
Coffee _____
Donations _____
Sunday Crib _____
Jams _____
Grants _____
Crib Tourn. _____
Interest _____
Misc. 0.31

Expenses

Paper Fee. 4.50.
Snow Removal _____
Maintenance _____
Misc. _____
Capital _____
Telus 69.97
Plumber 979.23
Insurance _____
Jan. Supplies 196.35.
Kitch Supplies _____

(140.00)
(70.00)

Billiards
(70.00)

Future
Blame

Total 1500.31

1250.05.

Closing Balance 36,992.35.

Account Casino.

Opening Balance 5331.52 ✓

Income

Casino 0

Expenses

Paper Fee 4.50.
Enmax 205.30. (246.79)
Epcor 33.13. (35.69)
360 _____
Town 149.90. (118.66)
Janitor 550.00 (550.00) July

Total _____

943.43

Closing Balance 4391.09.

943.43
1422.43
1459.69
32990.48
996.72
Average

CASINO - APRIL/MAY/SUN
2026

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25**



717 Main Avenue West - PO Box 420 Sundre AB T0M 1X0
SUNDRE APPLICATION - TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	Sundre & District Aquatic Society
Contact Person:	Kari McQuaid, Manager
Telephone Numbers:	403-638-9370
Mailing Address & Civic Address	Box 648, 105 2nd Ave NW Sundre T0M1X0
Email Address	sundreaquaplexmanager@gmail.com
Website (if applicable)	https://www.sundreaquaplex.com
Charitable Society Registration #	50723262

☒ Please ensure your application includes the following information:

✓ **N/A** A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).

✓ **N/A** If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).

✓ **N/A** A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.

✓ The location of your project/activities (Section 5) and benefits to the Town (Section 6).

✓ **N/A** A list of other grants or support your organization already receives from the Town of Sundre (Section 8).



The policy governing the Town of Sundre Grants Program is available on our web site www.sundre.com or may be obtained by calling (403) 638-3551.

1. Please check 6.1) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
Community Based Organizations <input checked="" type="checkbox"/>	Community/Local <input checked="" type="checkbox"/>
Recreation, & Culture <input checked="" type="checkbox"/>	Recreation Programming <input checked="" type="checkbox"/> Property Development/Community Facilities Leadership Development Community Based Arts (e.g., visual, performing)
Community Festival and Events	Festival and Events hosted by local Community Organizations

2. Please check (V) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
One-Time Grant <input checked="" type="checkbox"/>	\$ 5000.00
In Kind Grants	Equipment: \$5000.00
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)		
Other Local Government Bodies (i.e.: Mountain View County)		
Other Funding Bodies		

4. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

In our swimming lesson programs, we teach children how to be safe in and around the water by practicing water safety in every lesson. We teach life-saving swim skills starting as early as infancy. Swim lessons have been shown to reduce the risk of drowning by 88%. Swimming at the Sundre Aquaplex is a fun way to keep our children active and healthy all year long. Swimming is wonderful cardio exercise, and provides other health benefits such as improved strength, endurance, flexibility, balance and confidence. Children who begin swimming at an early age may achieve physical and mental

milestones before their peers because the type of instruction and sensory learning they are exposed to in swim lessons translates seamlessly to the learning they are exposed to in the classroom. Age-appropriate equipment and/or toys enhance swim lessons for very young, young, and older children by providing a play atmosphere that motivates participation, safety and success in the water. A prime example is the Tot Dock which allows preschool swimmers to be able to 'touch' and have clear, safe, boundaries in water. This teaches them independence and respect when they can't touch. The equipment and toys we hope to purchase with this grant will also be available to patrons in public swimming, and pool parties, supervised by qualified life guards, creating an extra attraction to the Sundre pools by our community.

5. Please describe the community, area and/or group(s) your organization serves:

The Sundre Aquaplex pools are a hub for patrons from infancy through the senior years. We teach lessons to children from infancy through lifeguard training, often hiring those who began swimming here as young children. We teach group and private lessons, all year round. Our lessons are inclusive, affordable and respected amongst Sundre and area residents.

6. What benefit will your project, program or service provide to the community/municipality?

Our swimming lessons, enhanced by new equipment and toys, will benefit recreational swims and parties by providing incentive and fun for whole families. Mostly, they will help to fully engage young learners in the pool. The ultimate benefit is prevention of drowning.

7. What role(s) do/will volunteers play in this project/program/service or the operational of your organization?
How many volunteers participate?

The swimming lessons program does not involve volunteers.

8. Does your organization receive other forms of assistance from the Town?

In our recent major pool maintenance, funded by a grant from the Alberta Government, the town provided water to refill our pools. We also receive essential annual funding from the town that keeps our doors open (\$52, 350.00).

9. List the in-kind contributions that your organization will provide to this project/program/service.

The in-kind contributions include our teachers' time instructing children how to play safely in the water with equipment and toys, and staff time maintaining the equipment for optimum health and safety.

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution		Foam Dice Set	\$ 88.00
Fundraising		Dolphin Seat (x3)	\$ 797.00
Donations		Floating Log	\$ 465.00
In Kind (if applicable)		Tot Dock	\$2940.00
Other Municipalities (if applicable)		Dolphin Duck Raft	\$ 473.00
Borrow (if applicable)		Crocodile	\$ 299.00
Grant Request	\$5000.00	Foam Buddies	\$ 46.00
Other Specify			
Other Specify			
Total Estimated Revenue	\$5000.00	Total Estimated Expenditures	\$5108.00

II. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By: (Contact)

Kari McQuaid

Signature

Kari McQuaid

Kari McQuaid

Print Name

Date

Sept 22/25

Board Authorization:

Blair Rushka

Signature

Blair Rushka

Print Name

Date

Sept 22/25

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre 717
Main Avenue West
PO Box 420
Sundre, AB
TOMIXO
townmail@sundre.com

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25**

Cover Letter for the McDougal Flats Community Hall Association to The Town of Sundre Grant Application Committee

Linda M Martin

President of McDougal Flats Community Hall Association

Site 110, Box 4, RR#3, Sundre, AB T0M 1X0

September 30, 2025

403-636-0114

lmartinweeam@hotmail.com

RECEIVED

SEP 24 2025

Date: September 30, 2025

To:

Town of Sundre

Attn: Grant Application Committee

PO Box 420

Sundre, AB T0M 1X0

Re: Grant Application for Support of Services at McDougal Flats Community Hall

Dear Grant Application Committee,

On behalf of the McDougal Flats Community Hall Association, I am pleased to submit this grant application to the Town of Sundre.

Background: McDougal Flats Hall has operated continuously without grant assistance for many years, as a historical space available to, and welcomed by a wide variety of community families, and small workshop and class providers in the Sundre area. I personally was a consistent renter for 3 years, providing low cost accessible Tai Chi lessons in the space. I needed to take a break from teaching for a season, and on my return, the people who had been taking care of the McDougal Flats Hall said they could no longer afford to keep the hall open without forming a Society to procure grants. The hall was shut down and I managed to rent the Mayton School to teach my Tai Chi classes. When I was going to set up my dates for September/25 I was told that the Mayton School would not be available as it was being sold and moved off the Museum property. I approached the McDougal Flats Hall again, and began discussions and work to keep the hall open. In June I took on the task of forming a Society, McDougal Flats Community Hall Association, which has now has five board members and a few volunteers. Our Society certificate arrived Aug 19/25.

All Summer I spent numerous hours caulking and painting windows and doors, securing the deck with volunteers. The basement was damp because downspout pipe was missing on the NW corner. That has been replaced and the ground is built up so the basement won't leak. The gutter on the west was damaged and has also been repaired by volunteers.

When the power and gas were turned on the hot water heater and the furnace needed repairs and maintenance. They are both running safely now.

A quote for the repair of the septic system was \$25,000 so we have decided to pump out and keep a stock heater in it to keep it from freezing. We need a new stock heater. A used one has been donated and the septic has been pumped out.

The Hall has been cleaned thoroughly, all garbage removed. It is ready for renters, who, in fact have already begun to call.

These improvements will ensure the Hall continues to meet the needs of our community and contribute positively to the Town's image. I am happy to say now I have a place to teach Tai Chi and that the hall is open for the community to use.

Enclosed you will find our proposal and budget. We are committed to good stewardship of public funds, and to working collaboratively with the Town to ensure strong outcomes for our residents.

Thank you for considering our request. Please feel free to contact me directly at 403 636 0114 or email lmartinweeam@hotmail.com if you require any additional information.

Our Treasurer, Jean Roberts, is also available for questions at 403 556 6395 or email jrcougar@telus.net

Kind Regards,



Linda M Martin

President of McDougal Flats Community Hall Association



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	MCDUGAL FLATS COMMUNITY HALL ASSOCIATION
Contact Person:	LINDA M MARTIN
Telephone Numbers:	403 636 0114
Mailing Address & Civic Address	Site 110, Box 4, RR#3, SUNDRE (33004 RR60 MOUNTAIN VIEW COUNTY)
Email Address	lmmartinwelam@hotmail.com
Website (if applicable)	
Charitable Society Registration #	5027397685

☒ Please ensure your application includes the following information:

- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.
- ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638 3551.

1. Please check (✓) a grant category and sub category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input checked="" type="checkbox"/> Community Based Organizations	<input checked="" type="checkbox"/> Community/Local
<input checked="" type="checkbox"/> Recreation, & Culture	<input checked="" type="checkbox"/> Community based Recreation Programming
	<input checked="" type="checkbox"/> Property Development/Community Facilities
	<input checked="" type="checkbox"/> Leadership Development
	<input checked="" type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input checked="" type="checkbox"/> Community Festival and Events	<input checked="" type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (✓) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input checked="" type="checkbox"/> One Time Grant	\$ 5000
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)		
Other Local Government Bodies (i.e.: Mountain View County)		
Other Funding Bodies	GOV FUNDING for NON PROFIT IN PROCESS PROVINCIAL, COUNTY & FEDERAL as they become available We have begun soliciting local businesses for donations	

4. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

The goals of the McDougal Flats Community Association are to keep the McDougal Flats Hall a viable, healthy, historic, sustainable and eco-friendly facility serving Sundre & District community by hosting family friendly, cultural and recreation events which will enhance quality of life and livability of the community.

The McDougal Flats Hall needs some upgrades to keep it in service for the use of community members.

① Septic System Upgrade - the septic freezes in winter and the pump out is defunct. (see over)

#4 (cont)

- We are working on the septic system installing a double insulated cover & used (donated) stock tank heater - In the future we would replace the stock tank heater and septic pump so the cost of having it pumped out 2-3 times/year will end.
- ② Weather stripping & insulation - weather stripping is required for three metal doors - Storage area needs floor insulated - to reduce utility costs.
- ③ Improve accessibility to building - maintaining safety of entrance ramp & 36" wide door: Create wheelchair accessible washroom and make the other a universal bathroom.
- ④ Reintilize the Grounds. - Make it a welcoming and attractive centre, enhancing the community image west of town. The grounds are heavily overgrown. The six horse shoe pits can be revived. In the past the hall was a popular family site for reunions where they could camp on site for the weekend.

5. Please describe the community, area and/or group(s) your organization serves:

McDougal Flats Community Home Association serves Sundre / McDougal Flats and district community members & businesses. Organization served are Tai Chi & Jigging (enhance health of community), Karoo (fitness) - Community garage sales, family reunion, wedding, (See over)

6. What benefits will your project, program or service provide to the community/municipality?

The community/municipality at large will benefit:

- expanded availability of reasonably priced rental
- venues for community & family events
- easily accessible to town residents, but a country feel
- opportunities for local recreation, exercise, music, dance & art instructions enhancing the quality of life of the community.

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization? (See over)
How many volunteers participate?

Board roles - chair, treasurer, secretary & 2 directors who are learning board development skills. There are 10 volunteers to maintain & upgrade facility, fundraise, solicit donations thru letters & social media, create gofundme & keep it updated, clean the grounds of brush & weed to prevent fires - Apply for grants. The Board members take responsibility for the financial success of the McDougal Flats Hall

8. Does your organization receive other forms of assistance from the Town?

Not that we are aware of.

9. List the in-kind contributions that your organization will provide to this project/program/service.

By this time next year we could contribute \$5000 in kind from our bank account.
If volunteer hours were to be valued @ \$15-20/hr., at about 10 hrs/week over the summer our in kind contribution to date would be in the range of \$2500.

#5 (cont) - business parties or meetings. Dance & Art classes

#6 (cont) - There are limited providers of facilities of this size & proximity.

The McDougal Flats Hall will enhance the variety of venues for local residents to expand their options.

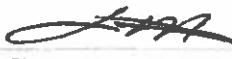
- Opportunities for local people to build skills in event planning & instructions.

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution	\$ 1000	SEPTIC TANK INSULATION	\$ 1550
Fundraising	\$ 1000	STOCK TANK HEATER & PUMP OUT	\$ 780
Donations	\$ 2000	WEATHER STRIPPING 3 DOORS	\$ 800
In Kind (if applicable)		STORAGE ROOM INSULATION	
Other Municipalities (if applicable)		FENCE REPAIR & GROUNDS CLEAN UP	
Borrow (if applicable)		UPGRADE TO WHEEL CHAIR ACCESS & UNIVERSAL BATHROOM	
Grant Request	\$ 5000		
Other Specify RENTAL INCOME	\$ 3000		
Other Specify			
Total Estimated Revenue	\$ 12000	Total Estimated Expenditures	\$ 8130

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By: (Contact)	 Signature	LINDA M MARTIN Print Name	SEPT 30/25 Date
Board Authorization:	 Signature	JEAN ROBERTS Print Name	SEPT 30/25 Date

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com

September 17, 2025

To the Grant Committee,

Re: Testimonial Letter for Grant Application

This testimonial letter is regarding Linda M. Martin and is required as part of a grant application process. I have known Linda for almost a decade. She was the Tai Chi instructor in Sundre, and I was advised to begin Tai Chi to maintain good health as I became older. I started Tai Chi with the next intake class and have been practicing ever since. My health is very good, and I credit a significant portion of that to the regular Tai Chi classes. I am certain it has enhanced my life and health. Linda has been a steadfast teacher, arranging and teaching classes Fall and Spring every year, except when we were needing to socially distance during COVID.

Linda has also been a board member of the Sundre Palliative Care Association for at least a decade, probably longer. She faithfully attends the meetings and regularly volunteers for any number of tasks, plus has been the Vice President for many years. I have been associated with the Palliative Care Association for almost 10 years, the last 8 as President. I can testify that Linda is a reliable and supportive board member. She is willing to work hard alongside others to get jobs done. She signs up for volunteer hours whenever she can. She is flexible and creative with her time, so she can follow through with doing volunteer work, which is very important to her.

Linda has undertaken to be a part of the board of directors for the McDougall Flats Hall. This historically significant building is very important to our community. It functions as an affordable rental space for many community events, including birthday parties, weddings and receptions, Christmas gatherings, community meetings and Tai Chi classes. It can also serve as a safe, confidential space for holding grief support groups, and spaces can be hard to find which are available and affordable.

I trust that Linda will follow up with any project she begins, and certainly I have seen evidence of this time and again. It is my belief that any grant money put to the project of the McDougall Flats Hall will have been well thought out. Any grant money will also be put solely to the purpose it was intended, and a report written as to how it is spent. I am encouraged at the effort Linda has already put into this project and am confident that she will continue to be an integral part of the process. Linda is a trusted friend, who I can count on.

Most sincerely,

Diana Kleinloog, RN CHPCN(c) ret.

A handwritten signature in dark ink, appearing to read 'Diana Kleinloog', with a stylized flourish at the end.

Sept. 17, 2025

To whom it may concern:

The following is a letter of support for Linda M Martin HTP to acknowledge her credibility in resurrecting McDougal Flats Hall.

This letter is to support her application for a grant from the Town of Sundre.

The McDougal Flats Hall is a historic building and deserves the TLC that Linda M Martin has been giving the halls attention since June of 2025. The McDougal Flats Hall is also vital for the Sundre and district communities.

Thank You for your time.

Regards,

A handwritten signature in blue ink, appearing to read "Neil Konner", written over a horizontal line.

Neil Konner

Director of the South McDougal Flats Area Protection Society.

Box 1272

Sundre, AB

T0M-1X0

Email: neilkonner1@gmail.com

Home: +403 638-2811

Cell: +403 638-6513

Sept. 17, 2025

To whom it may concern:

The following is a letter of support for Linda M Martin HTP to acknowledge her credibility in resurrecting McDougal Flats Hall.

This letter is to support her application for a grant from the Town of Sundre.

The McDougal Flats Hall is a historic building and deserves the TLC that Linda M Martin has been giving the halls attention since June of 2025. The McDougal Flats Hall is also vital for the Sundre and district communities.

Thank You for your time.

Regards,



Joyce Kyncl

Box 1272

Sundre, AB

TOM-1X0

Email: joycekyncl@gmail.com

Home: +403 638-2811

Cell: +403 636-0297

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	Sundre Travel + Tourism Information Centre
Contact Person:	Sarah Kennedy Kerry Newken
Telephone Numbers:	403 638 6499
Mailing Address & Civic Address	500 MAIN AVE East. Sundre T0M 1X0
Email Address	Sundrechamber@gmail.com
Website (if applicable)	—
Charitable Society Registration #	5027311496.

- ☒ Please ensure your application includes the following information:
- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
 - ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
 - ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.
 - ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
 - ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638-3551.

RECEIVED

SEP 26 2025

1. Please check (v) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input checked="" type="checkbox"/> Community Based Organizations	<input checked="" type="checkbox"/> Community/Local
<input type="checkbox"/> Recreation, & Culture	<input checked="" type="checkbox"/> Community-based Recreation Programming
	<input type="checkbox"/> Property Development/Community Facilities
	<input type="checkbox"/> Leadership Development
	<input type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input checked="" type="checkbox"/> Community Festival and Events	<input type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (v) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input checked="" type="checkbox"/> One-Time Grant	\$ 5000 ⁰⁰
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)		
Other Local Government Bodies (i.e.: Mountain View County)		
Other Funding Bodies		

4. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

Please see attached details

5. Please describe the community, area and/or group(s) your organization serves:

Pls See attached.

6. What benefits will your project, program or service provide to the community/municipality?

Pls See attached

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?
How many volunteers participate?

Pls See attached

8. Does your organization receive other forms of assistance from the Town?

NO this is separate from the chamber of Commerce.

9. List the in-kind contributions that your organization will provide to this project/program/service.

Pls See attached

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution	1500 ⁰⁰	Pls Attached	
Fundraising	2000 ⁰⁰	See	
Donations	1500 ⁰⁰	#10 Budget Summary	
In Kind (if applicable)	—		
Other Municipalities (if applicable)			
Borrow (if applicable)			
Grant Request	5000 ⁰⁰		
Other Specify -			
Other Specify -			
Total Estimated Revenue	10,000 ⁰⁰	Total Estimated Expenditures	

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By:
(Contact)

Signature

Print Name

Date

Board Authorization:

Signature

Print Name

Date

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com

Town of Sundre Grants Program – Application Draft

Project Title: Boardwalk Gazebo on the existing cement pad beside the VIC & Trail Map Signage Enhancements at The Sundre Chamber of Commerce & Visitors Information Centre

1. Applicant Information

Applicant Organization: Sundre & District Chamber of Commerce & The Sundre Travel & Tourism Information Center Non-Profit Organization.

Contact Person: Sarah Kennedy President

Telephone: 403-638-6499

Email: sarah@gosundre.com

Mailing Address: Box 37 Site 2 RR2 T0M 1X0

Charitable Society Registration #: 5027311496

2. Grant Category & Type

Category:

☒ Community Based Organizations

☒ Recreation & Culture

☒ Community Festival and Events

Sub-Category:

☒ Community/Local

☒ Community-Based Recreation Programming

☒ Community-Based Arts (visual/interpretive signage)

☒ Festival and Events hosted by local organizations

Type of Grant:

☒ One-Time Grant

Amount Requested: \$5,000

3. Other Funding Applications

Federal/Provincial: None at this time

Mountain View County: Exploring supplemental funding opportunities for trail infrastructure in 2025

Other Funding Bodies: Local sponsorships and donations in-kind (materials, labour support)

4. Project Description

The Sundre & District Chamber of Commerce & The Sundre Travel & Tourism Information Center would like to install a Boardwalk Gazebo. There will be no electricity or water connected to this project. Solar lighting will be used instead to lower costs and lessen our carbon footprint. The gazebo will be complete with mounted trail maps on the back wall and new directional and interpretive signage upgrades around the VIC.

This project will:

- Provide a shaded, welcoming rest spot for visitors and locals walking the boardwalk and trail systems.
- Offer clear, durable trail maps and wayfinding signage that encourage exploration of Sundre's outdoor recreation amenities and local businesses
- Upgrade existing VIC signage to improve visibility, aesthetics, and functionality for both residents and tourists.
- Enhance Sundre's image as a tourism-friendly, accessible, and welcoming community hub.

The project aligns with the Town's Strategic Plan priorities in tourism development, recreation, community beautification, and local economic support.

5. Community Served

The project serves:

- Residents & tourists using the boardwalk and trail systems.
- Tourists and day visitors accessing information at the VIC for local recreation and local businesses.
- Families, seniors, and outdoor recreation groups who require shaded resting spots and wayfinding assistance.
- Local businesses, who benefit from increased visitor engagement and longer stays in Sundre.

6. Community/Municipality Benefits

- Stronger tourism infrastructure, drawing visitors to Sundre.
- Increased safety and accessibility through proper maps and signage.
- Greater community pride and an improved town image for residents.
- Economic benefit via extended visitor stays and increased spending locally.

7. Volunteer Participation

- Chamber volunteers will assist with project coordination and community engagement.
- Local service groups and partners will contribute time to installation assistance and upkeep.
- Estimated 8-10 volunteers involved in planning, fundraising, and implementation.

8. Other Town Assistance

The Chamber currently receives in-kind support through VIC maintenance partnerships. This project is a separate enhancement request. The development of the non-profit Sundre Travel & Tourism Information Center has been established to better align us with grant funds from other municipalities and provincial partners.

9. In-Kind Contributions

- Volunteer coordination and installation support.
- Chamber staff time in planning, design, and oversight.
- Donated materials (e.g., lumber, fasteners, landscaping).
- Professional in-kind design for maps and signage layout.

10. Budget Summary

Revenue:

Organization Contribution: \$1,500

Fundraising/Sponsorship: \$2,000

Donations/In-Kind: \$1,500 (materials, labour)

Grant Request (Town of Sundre): \$5,000

Total Revenue: \$10,000

Expenditures:

Gazebo Structure & Installation: \$6,000

Trail Map Printing & Mounting: \$2,000

New Signage & Interpretive Panels: \$1,500

Volunteer Coordination & Supplies: \$500

Total Expenditures: \$10,000

11. Authorization

Application Prepared by: _____ Signature: _____ Date: _____

Board Authorization: _____ Signature: _____ Date: _____

Criteria Alignment (Schedule A Reference)

- Municipal Mission: Vital – Supports Strategic Plan priorities in recreation and tourism.
- Public Need: Serves the community at large, including tourists and residents.
- Public Benefit: Broad public benefit – all residents and visitors may use.
- Volunteer Participation: High – strong local volunteer base.
- Quality of Life: Enhances livability, sustainability, and community image.
- Alternate Providers: Limited – no other providers offer combined gazebo, maps, and signage infrastructure in Sundre.

**Government
of Alberta ■**

SOCIETIES ACT

**CERTIFICATE
OF
INCORPORATION**

**SUNDRE TRAVEL AND TOURISM INFORMATION CENTRE
WAS INCORPORATED IN ALBERTA ON 2025/07/17.**

A large, stylized handwritten signature in black ink, appearing to read 'Sundre', is written over a large, empty triangular shape.



Sundre Home Hardware Building Centre
Box 629
Hwy 584 W
Sundre Alberta T0M 1X0
Phone: (403)638-3508
Fax: (403)638-4999 TollFree: (888)638-3508
info@sundrehhbc.com www.homehardware.ca/en/store/54538

Estimate Supplied For:
CHAMBER OF COMMERCE
BOX 1085, SUNDRE T0M 1X0
Phone: (403)638-3245
CHAMBER OF COMMERCE
(403)638-1010

Estimator: Josh Hengen
Salesperson: Josh Hengen (5)
Estimate Date: September 24, 2025
Valid To: October 08, 2025
Reference:

Estimate # 136446 chamber gazebo Page 1 of 2

Component	Description	Quantity	Unit	Price	Total
3D Post Frame - 1 (Level - 1)					
Wall System					
CORNER POLES	6X6 12' BROWN TREATED	4	EA	\$60.87	\$243.48
TRUSS SPRT.SIDE	2X12 16' BROWN TREATED	4	EA	\$61.12	\$244.48
	2X12-20 BROWN TREATED	4	EA	\$90.68	\$362.72
KNEE BRACE	2X4 8' BROWN TREATED	4	EA	\$7.42	\$29.68
WALL PURLINS	2X6 20' BROWN TREATED	5	EA	\$36.90	\$184.50
				Subtotal	\$1,064.86
Roof System					
HIP RAFTER	2"X10"X14' SPRUCE 2&BTR	4	EA	\$19.87	\$79.48
JACK RAFTER	2"X10"X10' SPRUCE 2&BTR	2	EA	\$15.28	\$30.56
JACK RAFTER	2"X10"X16' SPRUCE 2&BTR	9	EA	\$20.25	\$182.25
COMMON RAFTER	2"X10"X10' SPRUCE 2&BTR	8	EA	\$15.28	\$122.24
RIDGE BOARD	2"X10"X16' SPRUCE 2&BTR	1	EA	\$20.25	\$20.25
COLLAR TIE	2x4x16 DRY SPRUCE PREMIUM	3	EA	\$10.97	\$32.91
TRUSS TIE DOWN	MITEK HURRICANE TIE	8	EA	\$1.89	\$15.12
BOT.CHORD BRACE	2x4x14 DRY SPRUCE PREMIUM	2	EA	\$8.32	\$16.64
ROOF PURLINS	2x4x10 DRY SPRUCE PREMIUM	5	EA	\$5.24	\$26.20
ROOF PURLINS	2x4x14 DRY SPRUCE PREMIUM	5	EA	\$8.32	\$41.60
ROOF PURLINS	2x4x16 DRY SPRUCE PREMIUM	13	EA	\$10.97	\$142.61
ROOF PURLINS	2x4x20 DRY SPRUCE PREMIUM	5	EA	\$14.68	\$73.40
ROOF PURLINS	2x4x8 DRY SPRUCE PREMIUM	3	EA	\$4.16	\$12.48
ROOF SHTG.METAL	9-36 29GA. COLORED METAL	188	FT	\$4.34	\$815.92
RIDGE ROLL	#578 RIDGE CAP	1	PC	\$31.95	\$31.95
SML TAB CLOSURE	9-36 SMALL TAB CLOSURE	28	EA	\$2.71	\$75.88

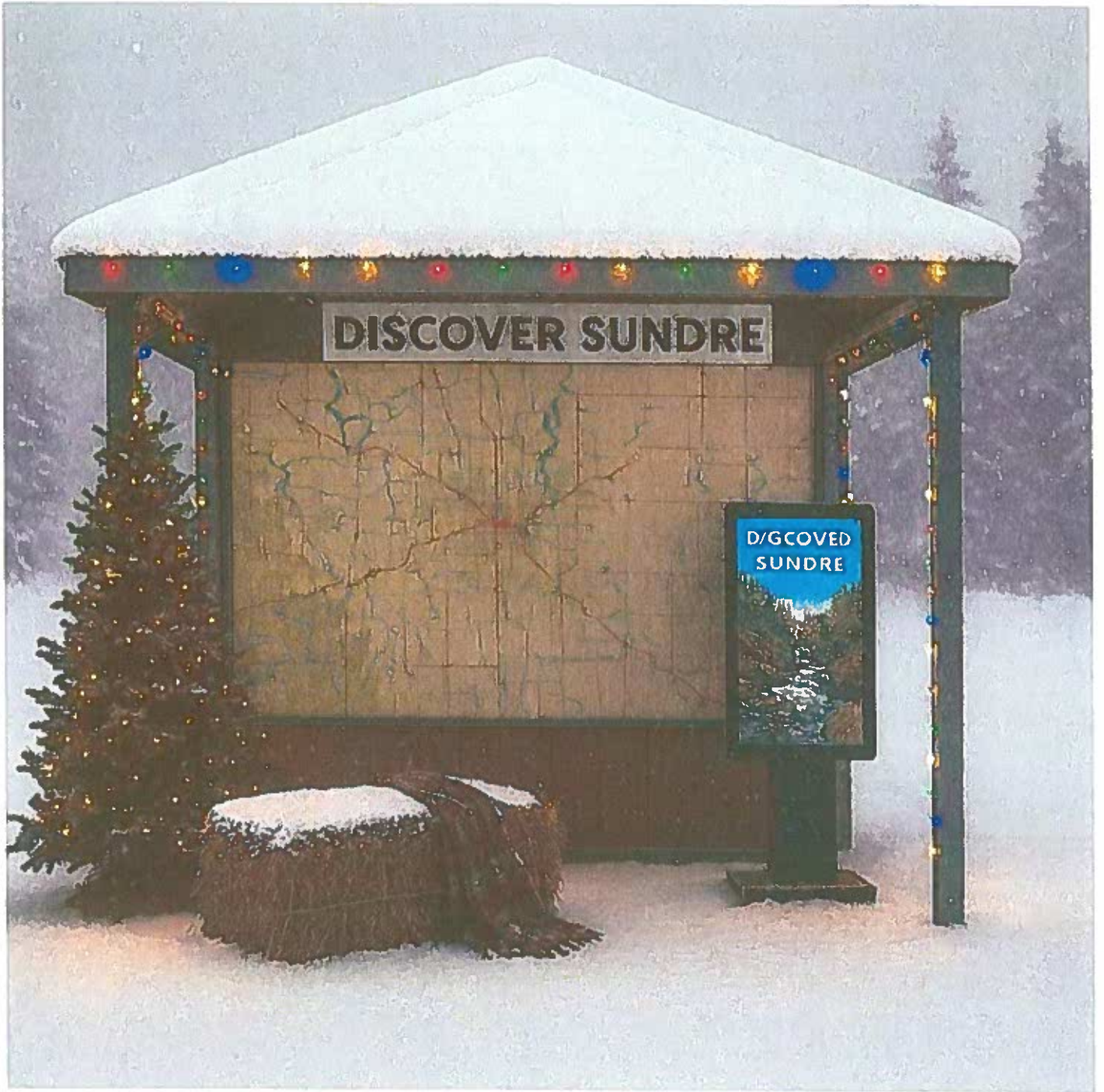
1. This estimate is valid for 14 days unless stated otherwise.2. Pricing is F.O.B. Sundre Home Hardware unless stated otherwise.3. All applicable freight charges and taxes are extra.4. Costs arising from incomplete or improper estimating shall be the responsibility of the customer/contractor.5. If there are \$0.00 items, this estimate is considered to be incomplete.6. Special order items, i.e. windows, doors, trusses, floor systems, will not be ordered without signed confirmation.

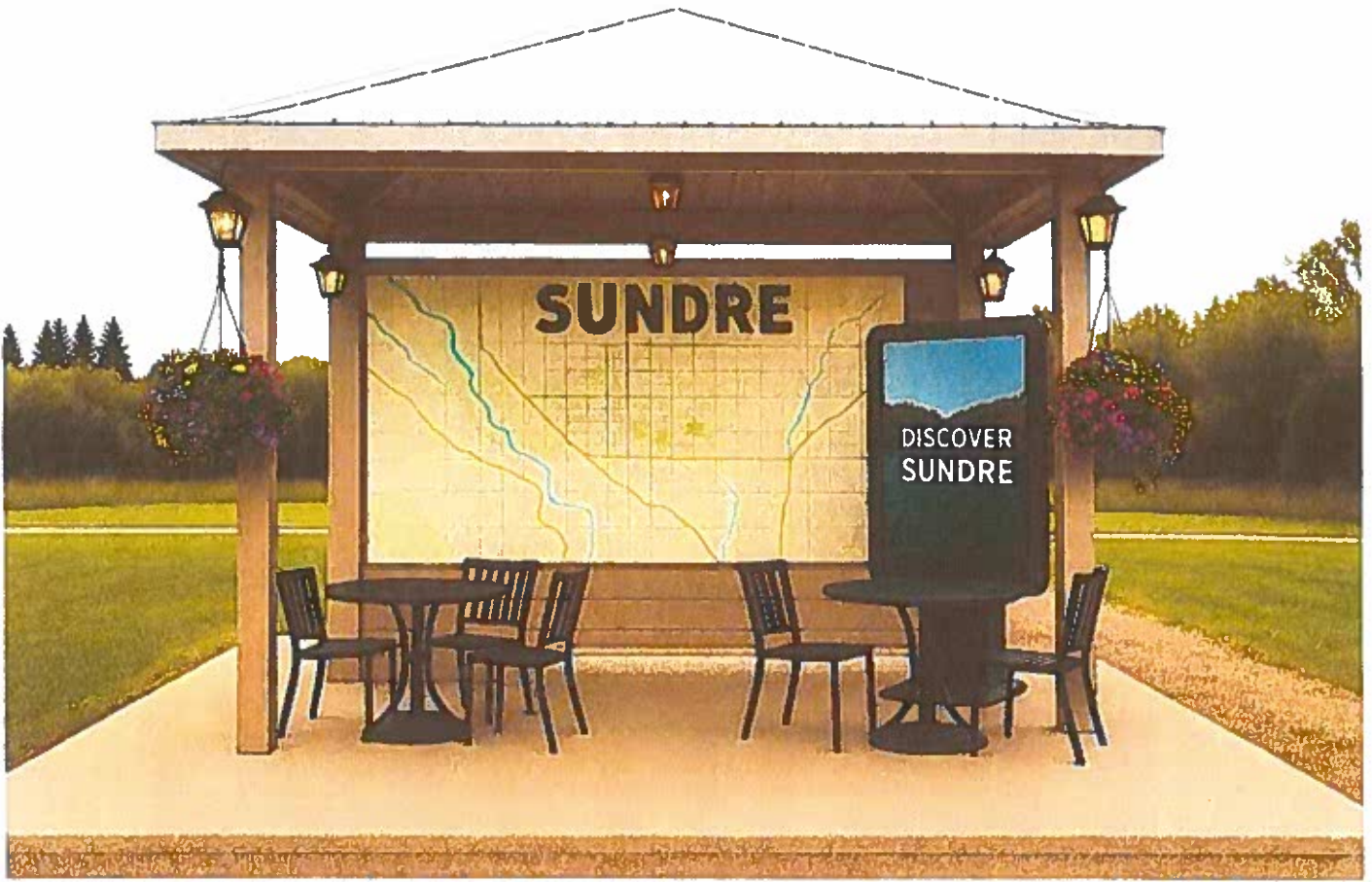
We've got your lumber

Component	Description	Quantity	Unit	Price	Total
LRG TAB CLOSURE	9-36 LARGE TAB CLOSURE	4	EA	\$2.71	\$10.84
EAVE EDGE	#608 EAVE FLASHING	9	PC	\$22.15	\$199.35
EAVE SUB FASCIA	2X6X16 DRY SPRUCE PREMIUM	5	EA	\$13.42	\$67.10
EAVE SUB FASCIA	2X6X20 DRY SPRUCE PREMIUM	3	EA	\$22.02	\$66.06
ROOF SCREWS	1-1/4" X 14 BLACK SCREW	500	EA	\$0.17	\$85.00
				<i>Subtotal</i>	\$2,147.84
	Nails and Hardware				
FRAMING NLS	PRIME 3-1/4 HDG 34 DEG	2	BX	\$65.98	\$131.96
				<i>Subtotal</i>	\$131.96
	Metal Soffits and Fascia				
CHNL RUNNER	WHITE ALUM. CHANNEL	7	EA	\$6.76	\$47.32
EAVE FASCIA	6" WHITE FASCIA REG RIB	10	EA	\$15.02	\$150.20
SOFFIT	3 PNL WHITE SOFFIT VENTED	12	EA	\$23.87	\$286.44
SOFFIT NLS	SCRWS, SOFFIT PAN WHT 6X1	2	EA	\$12.99	\$25.98
				<i>Subtotal</i>	\$509.94
	Siding				
WALL SHTG.METAL	9-36 29GA. COLORED METAL	120	FT	\$4.34	\$520.80
WALL SCREWS	1-1/4" X 14 WHITE WHITE	300	EA	\$0.17	\$51.00
J-CHNL	#252 J-TRIM	4	PC	\$16.22	\$64.88
DRIP CAP	#113 DRIP FLASHING	5	PC	\$16.22	\$81.10
				<i>Subtotal</i>	\$717.78
	Trim Package				
BASE FLASH(T)	#121 BASE FLASHING	2	PC	\$16.22	\$32.44
				<i>Subtotal</i>	\$32.44
	Subtotal:				\$4,604.82
	G.S.T				\$230.24
	Grand Total:				\$4,835.06

1. This estimate is valid for 14 days unless stated otherwise.2. Pricing is F.O.B. Sundre Home Hardware unless stated otherwise.3. All applicable freight charges and taxes are extra.4. Costs arising from incomplete or improper estimating shall be the responsibility of the customer/contractor.5. If there are \$0.00 items, this estimate is considered to be incomplete.6. Special order items, i.e. windows, doors, trusses, floor systems, will not be ordered without signed confirmation.

We've got your lumber





September 26, 2025

Sundre & District Chamber of Commerce
Sundre Travel & Tourism Information Centre
500 Main Ave East
Sundre, AB
T0M 1X0

Re: Letter of Support for the Boardwalk Gazebo Project

I am pleased to provide this letter of support for the Sundre & District Chamber of Commerce and the Sundre Travel & Tourism Information Centre in their initiative to develop a new Boardwalk Gazebo on the existing cement pad beside the Visitor Information Centre.

This project is an exciting addition to our community. By providing a welcoming space for residents and visitors alike, the gazebo will serve as both a functional and symbolic gathering point. With the inclusion of trail maps and clear signage, it will enhance access to Sundre's many recreational opportunities and encourage more people to explore the natural beauty, trails, and attractions our town has to offer.

The Boardwalk Gazebo will also strengthen the role of the Visitor Information Centre as a hub for both residents and tourists, furthering our shared commitment to promoting Sundre as a vibrant, accessible, and engaging destination. It represents an investment in community pride, tourism development, and long-term economic benefit.

We commend the Sundre & District Chamber of Commerce and Sundre Travel & Tourism Information Centre for their leadership in moving this project forward, and we are proud to support the Boardwalk Gazebo as an initiative that will contribute meaningfully to the quality of life in Sundre and the experience of all who visit.

Sincerely,



Brenda Johnston
President Royal Purple

September 26, 2025

Sundre & District Chamber of Commerce
Sundre Travel & Tourism Information Centre
500 Main Ave East
Sundre, AB
T0M 1X0

Re: Letter of Support for the Boardwalk Gazebo Project

On behalf of [Your Organization/Yourself], I am pleased to provide this letter of support for the Sundre & District Chamber of Commerce and the Sundre Travel & Tourism Information Centre in their initiative to develop a new Boardwalk Gazebo on the existing cement pad beside the Visitor Information Centre.

This project is an exciting addition to our community. By providing a welcoming space for residents and visitors alike, the gazebo will serve as both a functional and symbolic gathering point. With the inclusion of trail maps and clear signage, it will enhance access to Sundre's many recreational opportunities and encourage more people to explore the natural beauty, trails, and attractions our town has to offer.

The Boardwalk Gazebo will also strengthen the role of the Visitor Information Centre as a hub for both residents and tourists, furthering our shared commitment to promoting Sundre as a vibrant, accessible, and engaging destination. It represents an investment in community pride, tourism development, and long-term economic benefit.

We commend the Sundre & District Chamber of Commerce and Sundre Travel & Tourism Information Centre for their leadership in moving this project forward, and we are proud to support the Boardwalk Gazebo as an initiative that will contribute meaningfully to the quality of life in Sundre and the experience of all who visit.

Sincerely,

DocuSigned by:


Cam Bowman

87A0F430A7E4DE

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25**



Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M 1X0

Helen Jackson
PO Box 635
Sundre, AB
T0M 1X0

September 25, 2025

RE: Application – Town of Sundre Grants Program

Please accept this cover letter on behalf of Sundre Volunteer Search and Rescue Society in regards to your grant application program.

SVSAR is a Non-Profit Society based at the Sundre Municipal Airport.

SVSAR's **Mission** is to provide highly trained and dedicated Search and Rescue Personnel, using a coordinated approach, to assist the RCMP and other Tasking Agencies in disasters, evidence searches, and to locate and rescue overdue, lost, injured, missing or stranded persons. SVSAR's **Vision** to educate the public and private sectors and to help them develop an understanding of what search and rescue is, how not to get lost, and how to handle a disaster.

The programs SVSAR provide includes the following: Hug-A-Tree and Survive, Survive Outside – A Presentation on Outdoor Safety, Paddle Smart – Recreational Paddling Safety. In regards to services, SVSAR searches for and rescues/recovers overdue, lost, injured, stranded and/or missing persons; provide disaster response and relief, and educates the general public and private sectors on various related topics. These preventative presentations are offered throughout the year at schools, campgrounds, youth groups, community events and trade shows within the Town of Sundre, Mountain View County and surrounding areas.

Also, please note that SVSAR is listed as a primary emergency resource in the Disaster Response Plan for the Town of Sundre and Mountain View County.

I have attached newspaper articles "Sundre Search and Rescue experiencing busiest-ever summer" and "Jasper evacuation aided by Sundre Search and Rescue volunteer" by Simon Ducatel.

I truly hope this letter and the newspaper articles provide insight into SVSAR and our dedication to the Town of Sundre, surrounding area and mankind as a whole.

Sincerely,

Helen Jackson
SVSAR Grant-Fundraising Coordinator

Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M 1X0

Helen Jackson
PO Box 635
Sundre, AB
T0M 1X0

September 25, 2025

RE: Town of Sundre Grant Program

To Whom It May Concern;

Please accept this Grant Application for:

1. Folding Tables - 4 pack @ \$599.99 X 2 packs - \$1,199.99
2. Commercial High-Back Folding Chairs – 4 pack @ \$119.99 X 8 packs - \$959.92

Sundre Volunteer Search and Rescue, SVSAR, requests funding for these items to furnish their office/meeting space to accommodate meetings, training events, and educational sessions/events for the general public and private sector preventative presentations.

Please find attached information on these requested items.

Sincerely,

Helen Jackson
SVSAR Director/Grant Fundraising Coordinator



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	Sundre Volunteer Search and Rescue
Contact Person:	Helen Jackson
Telephone Numbers:	403-638-7733 cc)
Mailing Address & Civic Address	PO Box 175 Sundre, AB T0M 1X0
Email Address	h.g.jackson49@gmail.com
Website (if applicable)	
Charitable Society Registration #	505654210

☒ **Please ensure your application includes the following information:**

- ☒ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☒ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☒ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.
- ☒ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☒ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638-3551.

1. Please check (v) a grant category and sub category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input checked="" type="checkbox"/> Community Based Organizations	<input checked="" type="checkbox"/> Community/Local
<input type="checkbox"/> Recreation, & Culture	<input type="checkbox"/> Community based Recreation Programming
	<input type="checkbox"/> Property Development/Community Facilities
	<input type="checkbox"/> Leadership Development
	<input type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input type="checkbox"/> Community Festival and Events	<input type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (v) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input checked="" type="checkbox"/> One-Time Grant	\$
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)		
Other Local Government Bodies (i.e.: Mountain View County)		
Other Funding Bodies		

4. *Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.*

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

SVSAR's specific project is to purchase the following items:

1) Folding Tables - 4 pack @ \$599.99 x 2 packs
- \$1,199.99

2) Commercial High-Back Folding Chairs -
4 pack @ \$119.99 x 8 packs - \$959.92

5. Please describe the community, area and/or group(s) your organization serves:

SUSAR is a Non-Profit Society based at the Sundre Municipal Airport. Sundre and surrounding communities are our biggest audience. Considering what we do, where we do it and where all the people come from to enjoy the Town of Sundre and the vast country our reach is far and wide.

6. What benefits will your project, program or service provide to the community/municipality?

Fundamental to the Town of Sundre Strategic Plan and Level of Services Priorities. General need benefits the Community as a whole. All residents may derive benefit. Important to liveable/sustainable community. Equality to access and opportunities; demographics; geographics. No other potential providers as this service - SUSAR provides is unique.

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?

How many volunteers participate?

SUSAR provides highly trained and dedicated SAR Personnel using a coordinated approach to assist RCMP and other Tasking Agencies in disasters, evidence searches and to locate, rescue and/or recover lost, injured, missing or stranded persons. The requested financial support for this office equipment would be of utmost importance in the provision of these services provided by the SUSAR Team.

8. Does your organization receive other forms of assistance from the Town?

—

9. List the in-kind contributions that your organization will provide to this project/program/service.

In kind contributions SUSAR organization/Society will provide to this project/program/service is countless volunteer hours in meetings, training, exercises/events, searches and preventative SAR presentations throughout the year to the general public and private sectors within the Town of Sundre and surrounding areas.

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution		1) Folding Tables - 4 pack	\$1,199.99
Fundraising		@ \$599.99 X 2 packs -	
Donations		\$1,199.99	
In Kind (if applicable)			\$959.92
Other Municipalities (if applicable)		2) Commercial High-Back Folding chairs - 4 pack	
Borrow (if applicable)		@ \$119.99 X 8 packs -	\$959.92
Grant Request	\$2159.91		
Other Specify -			
Other Specify -			
Total Estimated Revenue	\$2,159.91	Total Estimated Expenditures	\$2,159.91

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By: Helen Jackson Helen Jackson Sept 25, 2025
(Contact) Signature Print Name Date

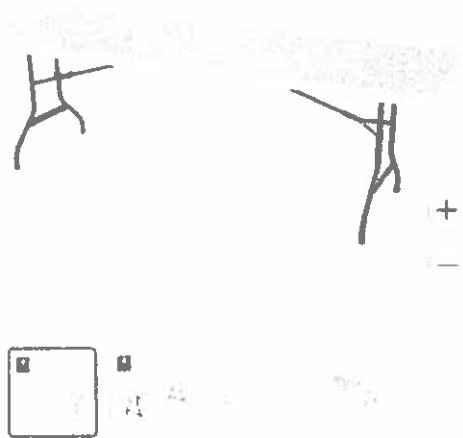
Board Authorization: _____
Signature Print Name Date

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com

Home / Furniture & Mattresses / Office Furniture / Office Tables

4
PACK

Lifetime 182.9 cm (6 ft.) Commercial Folding Tables 4-pack

Item 315739

★★★★★ 4.8 (154) Write a review

Price \$599.99

Standard Delivery Included

Features:

- Steel frame with all-weather finish
- Powder-coat steel and high density polyethylene

Colour: White

White

Black

Share Print

Delivery

1

The estimated delivery time will be approximately 10 - 15 business days from the time of order

Add to List

☐ Compare Product

Product Details

Specifications

Shipping & Returns

Reviews

Product Details

Lifetime's 182.9-cm (6 ft.) commercial folding table 4-pack is constructed of high density polyethylene and is stronger, lighter and more durable than wood. The patented steel frame design provides a sturdy foundation and is protected with a powder coated weather resistant finish.

Features:

- Colours: white and black
- 4 tables
- Engineered for superior durability
- Will not crack, chip or peel
- Safety gravity rings which prevent table from collapsing
- Steel frame with all-weather finish
- Lightweight
- Indoor/outdoor
- Exceeds ANSI/BIF-MA standards
- Stain resistant and easy to clean using mild soap and soft bristled brush
- Attractive in style and appearance
- Powder coat steel and high density polyethylene

Specifications:

- Dimensions of one table
- Open : (L x W x H): 182.9 cm x 76.2 cm x 73.66 cm (72 in. x 30 in. x 29 in.)
- Closed: (L x W x H): 182.9 cm x 76.2 cm x 29 cm (72 in. x 30 in. x 2.68 in.)
- Weight: 16.52 kg (34.4 lb)

Manufacturer's warranty:

- 10-year limited factory warranty

View More

Specifications

Brand	Lifetime
Number of Tables	4 Tables
Online Only	Online Only
Table Base Material	Metal
Table Base Material Details	Steel
Table Dimensions W x L x H	182.88 cm x 76.2 cm x 73.66 cm (72 in. x 30 in. x 29 in.)
Table Dimensions W x L x H	76.2 cm x 182.88 cm x 73.66 cm (30 in. x 72 in. x 29 in.)
Table Overall Weight	15.6 kg (34.4 lb.)
Table Shape	Rectangular
Table Top Material	Plastic
Table Top Material Details	High Density Polyethylene

Shipping & Returns

Standard shipping via common carrier is included in the quoted price. Carrier will call to set up a delivery time. Extraordinary delivery requirements may necessitate an additional fee to the carrier. The estimated delivery time will be approximately 10 - 15 business days from the time of order.

This item is subject to some delivery restrictions. Please proceed to checkout to verify if delivery is available to your postal code.

"Threshold" Delivery service provides delivery to the first dry area such as a garage, covered porch or just inside the exterior door of the building. This service does not include set up, assembly of items, haul away or removal of packaging materials.

1. Your item will be shipped to a local delivery terminal.
2. Once your order arrives at the local Delivery Terminal, the terminal will call you to schedule a delivery appointment.
 - Deliveries are made between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday (may vary by region) and will be scheduled as a 4-hour window.
3. Your item will be delivered to the threshold of the building.
4. Upon delivery, please inspect your item(s). You will be required to sign a Proof of Delivery receipt. Please note any damage to the item or packaging on the delivery receipt or, if refusing delivery due to damage, please note "refused due to damage" on this receipt.
5. A signature is required for all deliveries; the driver is unable to complete delivery without a signed delivery receipt.
6. Please include a daytime phone number in the shipping information at the time of checkout.

Extraordinary delivery conditions may require an additional fee to be paid.

For more information about this product, call the Lifetime Customer Service Centre at 1-800-225-3865.

SHOP CONFIDENTLY

We are committed to offering the best value to our members, with a risk-free 100% satisfaction guarantee on your membership and merchandise with some exceptions and limitations*. If you have

Home / Furniture & Mattresses / Office Furniture / Office Chairs

Share Print

4
PACK

Star Elite - Commercial High-back Folding Chairs, 4-pack

Item: 1810371

Price **\$119.99**

Standard Delivery Included

Features:

- Commercial-grade
- Grey and black striped fabric
- Fabric padded seat and back, high back design
- Ergonomic built-in carry handle
- Metal frame

Delivery

Out of Stock

Buy In Warehouse

Item Not Sold at E Calgary

Check Nearby Warehouses

Add to List

☐ Compare Product

Product Details

Specifications

Shipping & Returns

Reviews

Product Details

Features:

- 4 pack
- Commercial grade
- Matte black metal frame
- Grey and black striped fabric
- High back for extra support
- Ergonomic transport handle
- Durable and wear resistant fabric
- High density comfort foam
- Oversized design for added comfort
- Static weight capacity 136.1kg (300 lb.)

Specifications:

- Dimensions (L x W x H)
- 49.53 cm x 46.99 cm x 90.81 cm (19.5 in. x 18.5 in. x 35.5 in.)
- Weight: 5.1 kg (11.24 lb.)

Specifications

Brand	Star Elite
Online Only	Online Only

Shipping & Returns

<https://www.costco.ca/star-elite---commercial-high-back-folding-chairs-4-pack.product.100808948.html>

9/26/25, 12:52 PM

Star Elite - Commercial High-back Folding Chairs, 4-pack | Costco

The estimated delivery time will be approximately 2 - 10 business days from the time of order.

Standard shipping via UPS is included in the quoted price. For more information view UPS delivery details.

Delivery is available to Yukon, Nunavut and NW Territories. An additional Shipping and Handling fee will apply to shipments going to Yukon, Nunavut or NW Territories. This fee will be quoted at checkout. Additional transit time may be required.

SHOP CONFIDENTLY

We are committed to offering the best value to our members, with a risk-free 100% satisfaction guarantee on your membership and merchandise with some exceptions and limitations*. If you have questions about your membership or products you've purchased at Costco, please visit the membership counter at your local Costco or [Contact Customer Service](#).

*Certain items are not available for return or refund or may have limitations on their eligibility for return or refund. View Costco's Return Policy found in the [Membership Conditions and Regulations](#) for details.

Costco.ca products can be returned to any of our more than 800 Costco warehouses worldwide.

[Costco Technical and Warranty Services](#)

Free technical support exclusive to Costco members for select electronics and consumer goods.

[How To Return Costco.ca Orders](#)

Reviews

IMPORTANT INFORMATION

- This form will be rejected if not properly completed.
- An annual return and required attachments must be filed each year with the Registrar of Corporations. Failure to do so will result in the cancellation of your Society's registration.

NOTE:

If there has been a change in the society's address you must submit a Notice of Changes of Address for Society - REG0022. If there has been a change in the society's e-mail address, submit a written notification.

1. SOCIETY NAME: **SUNDRE VOLUNTEER SEARCH AND RESCUE SOCIETY**

2. ADDRESS OF REGISTERED OFFICE OF THE SOCIETY:

PO BOX 175
SUNDRE, ALBERTA
T0M1X0

2B. SOCIETY E-MAIL ADDRESS

SUNDRESEARCHANDRESCUE@GMAIL.COM

3. CORPORATE ACCESS NUMBER: 505654210

3B. BUSINESS NUMBER

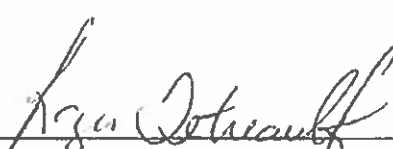
876804675

4. THE SOCIETY'S DATE OF INCORPORATION IS 1993 SEP 23
Year Month Day

5. THIS RETURN COVERS THE YEAR ENDING 2024 SEP 30, WITH THE INFORMATION PROVIDED
EFFECTIVE AS OF THAT DATE. Year Month Day

THE FOLLOWING ATTACHMENT MUST ACCOMPANY THIS RETURN:

A listing of all officers and directors with the name (last name, followed by given name), complete mailing address including postal code, and position held by each.

Please ensure that this return is dated and signed by a director or authorized officer of the society.		
DATE	SIGNATURE	TELEPHONE NO.
Nov. 27/2024		Bus. 403 638-6957 Res. 403 638-3435

Complete this form (no fee required) and return it to:

Alberta Registries
PO BOX 1007 STN MAIN
EDMONTON AB T5J 4W6

OR

Drop off your documents at:

Alberta Registries
Corporate Registry
John E. Brownlee Building
10365 - 97 Street
Edmonton, Alberta

For Information Call:

Edmonton (780) 427-2311
All other areas
call 310-0000
and ask for 427-2311

This information is being collected for the purpose of corporate registry record in accordance with the Societies Act. Questions about the collection of the information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Research and Program Support, Box 3140, Edmonton, Alberta T5J 2G7. (780) 427 - 7013.

REG 3185 2020/04

PRESIDENTPrint Full Name: Paul SmithDate of Birth: 70 07 04Mailing Address: 1209 2nd Street NE, Sundre, AB T0M 1X0Contact Phone: 403-507-0248Email: paul.smith@westfraser.com**TREASURER**Print Full Name: Roger TetreaultDate of Birth: 64 04 19Mailing Address: Comp 50 Site 12 RR2, Sundre, AB T0M 1X0Contact Phone: 403-638-6957Email: roger.tetreault@westfraser.com**SECRETARY**Print Full Name: Patty McCallumDate of Birth: 61 08 04Mailing Address: PO Box 2440, Sundre, AB. T0M 1X0Contact Phone: 403-651-4527Email: pksenior@me.com**VICE PRESIDENT**Print Full Name: Bruce RobbDate of Birth: 54 04 12Mailing Address: 1004 2nd Ave NW, Sundre, AB T0M 1X0Contact Phone: 403-510-3323Email: brucer413@gmail.com

Balance Sheet

Sundre Search and Rescue Society

As of Sep 30, 2024

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Sep 30, 2024

Assets

Cash and Bank

Casino - 550029247867	\$11,417.76
Common Share - CU 723110284350	\$163.44
General Chequing - 551019247867	\$60,953.70
Training - 723111069727	\$1,795.40
Total Cash and Bank	\$74,330.30

Other Current Assets

Accounts Receivable	\$5,490.91
Total Other Current Assets	\$5,490.91

Long-term Assets

Accumulated Depreciation - Vehicles - Quad Honda 2014	-\$437.50
Accumulated Depreciation Building - SAR Hanger	-\$30,831.25
Accumulated Depreciation Equipment - Trailer EZ Hauler 2015 Prowler Hauler	-\$10,991.46
Accumulated Depreciation Equipment - Trailer Living Lite 2012 Command	-\$14,018.82
Accumulated Depreciation Vehicles - Chev 2000	-\$23,784.00
Accumulated Depreciation Vehicles - Prowler 2010	-\$13,123.95
Building - SAR Hanger	\$71,732.56
Equipment - Trailer EZ Hauler 2015 - Casino	\$11,569.95

ACCOUNTS**Sep 30, 2024**

Equipment - Trailer Livin Lite 2012 - Command - Casino	\$25,488.75
Vehicle - Prowler 2010 - Casino	\$13,123.95
Vehicle - Quad Honda 2014 - Donated	\$3,500.00
Vehicles - Chev 2000 - Casino	\$23,784.00
Total Long-term Assets	\$56,012.23
Total Assets	\$135,833.44

Liabilities**Current Liabilities**

Accounts Payable	\$16,932.91
Casino Fundraiser	\$10,933.98
Grant - BCIF	\$8,314.16
Grant - CFEP	\$22,447.80
Grant - MVC Health	\$1,636.80
Grant - MVC Rural Community Fund	\$1,791.18
Grant - Training (AB Gov't)	\$1,795.40
Total Current Liabilities	\$63,852.23

Long-term Liabilities

Total Long-term Liabilities	\$0.00
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Total Liabilities	\$63,852.23
--------------------------	--------------------

Equity

Retained Earnings

Profit for all prior years	\$3,503.44
Profit between Oct 1, 2023 and Sep 30, 2024	\$36,444.15
Retained Earnings/Deficit	\$32,033.62
Total Retained Earnings	\$71,981.21
Total Equity	\$71,981.21

Signature [Signature]

Print Name Jonathan Allan

Position Director

Date Nov 15/24

Signature [Signature]

Print Name KEN TAYLOR

Position DIRECTOR

Date 2024-11-18

Balance Sheet

Sundre Search and Rescue Society

As of Sep 30, 2024

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Sep 30, 2024

Assets

Cash and Bank

Casino - 550029247867	\$11,417.76
Common Share - CU 723110284350	\$163.44
General Chequing - 551019247867	\$60,953.70
Training - 723111069727	\$1,795.40
Total Cash and Bank	\$74,330.30

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Accumulated Depreciation - Vehicles - Quad Honda 2014	-\$437.50
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Accumulated Depreciation Equipment - Trailer EZ Hauler 2015 Prowler Hauler	-\$10,991.46
Accumulated Depreciation Equipment - Trailer Livin Lite 2012 Command	-\$14,018.82
Accumulated Depreciation Vehicles - Chev 2000	-\$23,784.00
Accumulated Depreciation Vehicles - Prowler 2010	-\$13,123.95
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Equipment - Trailer EZ Hauler 2015 - Casino	\$11,569.95

ACCOUNTS**Sep 30, 2024**Equipment - Trailer Livin Lite 2012 - Command -
Casino

\$25,488.75

Vehicle - Prowler 2010 - Casino

\$13,123.95

Vehicle - Quad Honda 2014 - Donated

\$3,500.00

Vehicles - Chev 2000 - Casino

\$23,784.00

Total Long-term Assets**\$56,012.23****Total Assets****\$135,833.44****Liabilities****Current Liabilities**

Accounts Payable

\$16,932.91

Casino Fundraiser

\$10,933.98

Grant - BCIF

\$8,314.16

Grant - CFEP

\$22,447.80

Grant - MVC Health

\$1,636.80

Grant - MVC Rural Community Fund

\$1,791.18

Grant - Training (AB Gov't)

\$1,795.40

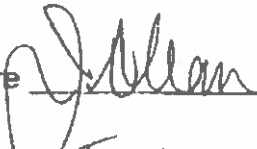
Total Current Liabilities**\$63,852.23****Long-term Liabilities****Total Long-term Liabilities****\$0.00****Total Liabilities****\$63,852.23**

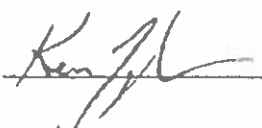
Equity

Retained Earnings

Profit for all prior years	\$3,503.44
Profit between Oct 1, 2023 and Sep 30, 2024	\$36,444.15
Retained Earnings/Deficit	\$32,033.62
Total Retained Earnings	\$71,981.21

Total Equity	\$71,981.21
---------------------	--------------------

Signature 
Print Name Jonathan Allan
Position Director
Date Nov 15 / 24

Signature 
Print Name KEN TAYLOR
Position DIRECTOR
Date 2024-11-18

TheAlbertan

Sundre Search and Rescue experiencing busiest-ever summer



Simon Ducatel

Aug 31, 2024 5:00 PM



Jon Allan, one of several volunteers from the Sundre Search and Rescue Society who on Wednesday, Aug. 7 provided assistance in an operation in the Rocky Mountain House Search and Rescue Society's area, guides down a helicopter into a narrow rocky outcrop in the Abraham Lake area north of Highway 11, also known as the David Thompson Highway. Photo courtesy of Rocky Mountain House Search and Rescue

SUNDRE – Local search and rescue volunteers have responded to more calls this summer than the past several years combined, said the organization's senior search manager.

"It's absolutely been the busiest summer ever," Roger Tetreault told the *Albertan* last week during a phone interview.

Tetreault, an experienced member with the Sundre Search and Rescue Society, was responding to questions about an active search operation that was ongoing in the Abraham Lake area not far from Nordegg, where their counterparts with the Rocky Mountain House Search and Rescue Society were searching for a missing hiker in the Cline River area in a remote mountainous region.

Asked how this summer had gone so far and whether perhaps the number of responses compared with seasons past, Tetreault said the group had to date actually experienced more calls than the last number of years put together.

Above and beyond the recent deployment of about half a dozen members who went out to provide assistance to the Rocky Mountain House Search and Rescue Society's teams, Tetreault listed a number of other activities the Sundre organization's volunteers had been involved with.

Operations do not necessarily always exclusively involve a search and rescue effort for a missing person or persons.

For example, Tetreault said that a couple of members had over the Heritage Day long weekend provided assistance helping to man road blocks to prevent traffic from heading into the Ram Falls area amid closures resulting from wildfires at the time.

At about the same time, another call from the Elkton area had gone out one evening about a missing child; but fortunately, that situation had a positive outcome, he said.

"The kid came home a little bit overdue and tired with the family dog, so that was a happy ending," he said, adding that while the call had been received, members did not end up having to respond.

Roughly a couple of weeks prior, some members had also been deployed to Maskwacis to assist the RCMP, he said.

Additionally, four members were placed on standby during the recent Municipal District of Bighorn wildfire evacuation notice west of Water Valley, he said.

"We (also) had three team members in Leduc on a standby call for fires in northern Alberta," he added.

One member also volunteered to help out in Jasper after the iconic Rocky Mountain destination had been evacuated prior to the devastating wildfire to go door-to-door ensuring people had vacated the community, he said.

RELATED: Jasper evacuation aided by Sundre Search and Rescue volunteer

Members had also previously received a call about a senior who had been reported missing in town in a situation that also turned out well, he said.

And earlier in July, members provided assistance searching for children who had been reported overdue from a tubing float trip down the Little Red Deer River.

While there are sometimes headlines in the news about people getting swept away in rivers when they sought to escape the summer heat, that fortunately was not the case in this instance, he said.

But the stream's level at the time was fairly low, creating a crawling flow that resulted in slow-moving water that by extension dragged out the duration of time the children were expected to be out.

"When the water levels are low, it takes way longer to get anywhere and that's exactly what happened with these kids," he said.

"They were overdue, but they weren't lost – it's hard to get lost on the river – they just took longer than they planned to and the parents were a little bit spooked about it. But it all turned out well," he said.

"So between that and all of the calls for standbys for fires, it's been an incredible summer."

As for last week's search operation for the missing hiker out near Nordegg, Tetreault also had a few tips to offer anyone who's endeavouring to embark on an excursion into the mountainous back country.

"There are trip planners that you can fill out and leave on the dash of your vehicle," he said, referring to jotting down details including where one plans to go and when they expected to return.

"Of course leaving messages with the family is great," he said, also recommending updating one's voicemail message on their cellphone.

"The first thing if you're overdue that people – family, friends, RCMP – are going to do, is call your cell," he said, adding a detailed message can in such situations prove to be crucial in facilitating the search effort.

"It's such a simple thing to do; 90 per cent of people when you call their cellphones, you get the recorded cellphone provider voice message that they're not available. It's so easy to change your voicemail message," he said, adding that whoever calls will hear that message regardless of whether the phone's battery has died or is simply out of service.

***About the Author: Simon Ducatel***

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

[Read more](#)

Comments (0)

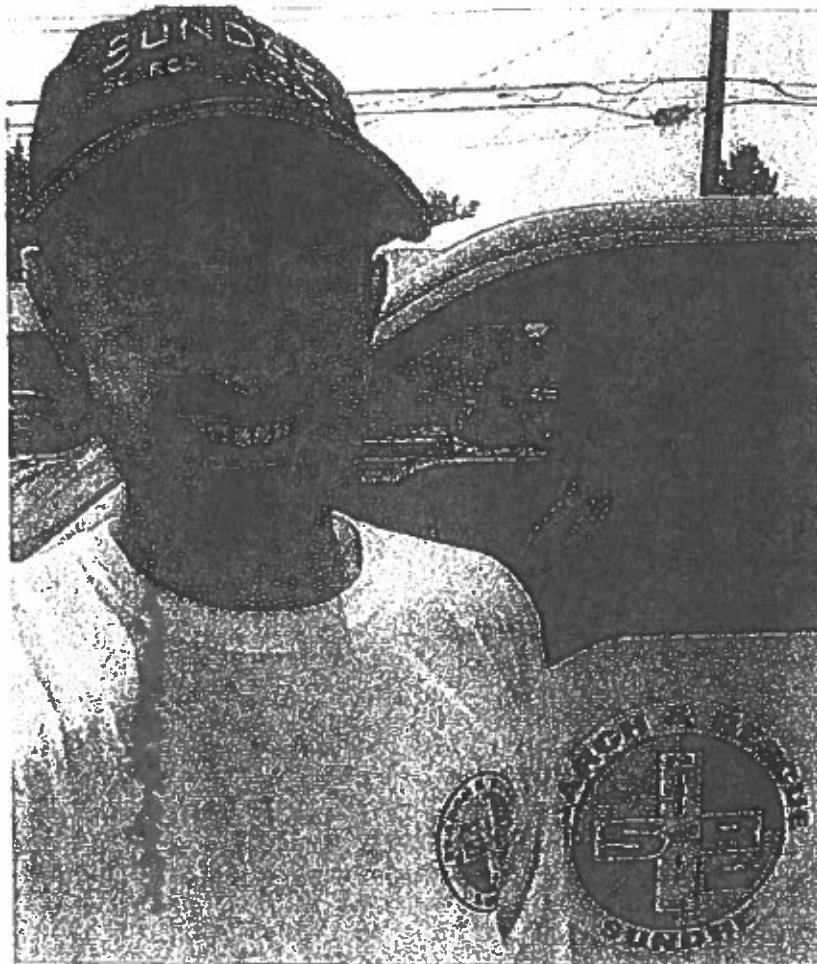
TheAlbertan

Jasper evacuation aided by Sundre Search and Rescue volunteer



Simon Ducatel

Jul 26, 2024 2:00 PM



Noah Bradley, 29, who now lives in Olds but was raised in Sundre, is a member of the Sundre Volunteer Search and Rescue Society who volunteered to lend a hand going door-to-door in Jasper to ensure residents there had either evacuated or at least were safe following an evacuation order due to wildfires. Submitted photo

Listen to this article

00:03:21

SUNDRE – A member of the Sundre Volunteer Search and Rescue Society was among others from across Alberta to let his name stand alongside those willing to be on-call to provide assistance wherever and whenever needed.

Noah Bradley arrived in Jasper at about 9 a.m. on Tuesday, July 23 following a wildfire evacuation order that had been issued overnight.

"When I was driving through, there was smouldering fire on both sides of Highway 16," he said.

That morning, RCMP say 20 members from various branches of Search and Rescue (SAR) Alberta helped RCMP members conducted door-to-door checks of every residence in the Jasper townsite.

Working in teams of two, one RCMP member and one SAR volunteer, they methodologically moved through the town and documented those who had yet to evacuate," RCMP said in a Friday update.

Initial door knocks occurred between 9 a.m. and 1 p.m., with 41 residents electing to stay in place, RCMP said.

- **RELATED:** Jasper fire complex now estimated to be 36,000 hectares

By the time Bradley and other search and rescue members including a volunteer from Rocky Mountain House rolled into Jasper, the popular tourist hotspot and mountain getaway in the Canadian Rockies had already largely become a ghost town.

"The town had been evacuated. But we were just walking around the community to make sure that people had evacuated or were safe," he said.

"The nature of an evacuation is there are – for any number of reasons – always people who may still be behind," he told the *Albertan* on July 24.

"So, we just do due diligence to make sure that everyone's safe," he said.

From about 9 a.m. to 9 p.m., he and other volunteers were conducting door-to-door checks.

"There were a few people," he said, adding all of those he interacted with were making final arrangements before heading out of town.

"The people I talked to, they were planning on leaving very quickly."

RCMP said later in the day, after a second check-in, only six residents remained.

"Eventually only one elderly couple remained, who's health and mobility issues precluded them from leaving town independently. It took two members 30 minutes to help evacuate the couple.

Their home was destroyed shortly thereafter," RCMP said in the Friday update.

Bradley headed back out immediately following the long 12-hour shift and was home by about midnight.

Although Bradley now lives in Olds, the 29-year-old grew up in Sundre and graduated from Sundre High School in 2013. He joined Sundre SAR in 2021 and is now a team leader and technology director with the organization.

Concurrent to the door-to-door checks, RCMP said in the Friday update that Tactical Support Group (TSG) members from Sherwood Park, Parkland, Fort Saskatchewan, Okotoks, Innisfail, Lloydminster, Coaldale, and High Level RCMP detachments converged onto the townsites to help facilitate evacuations and to secure the highways into the national park.



About the Author: Simon Ducatel

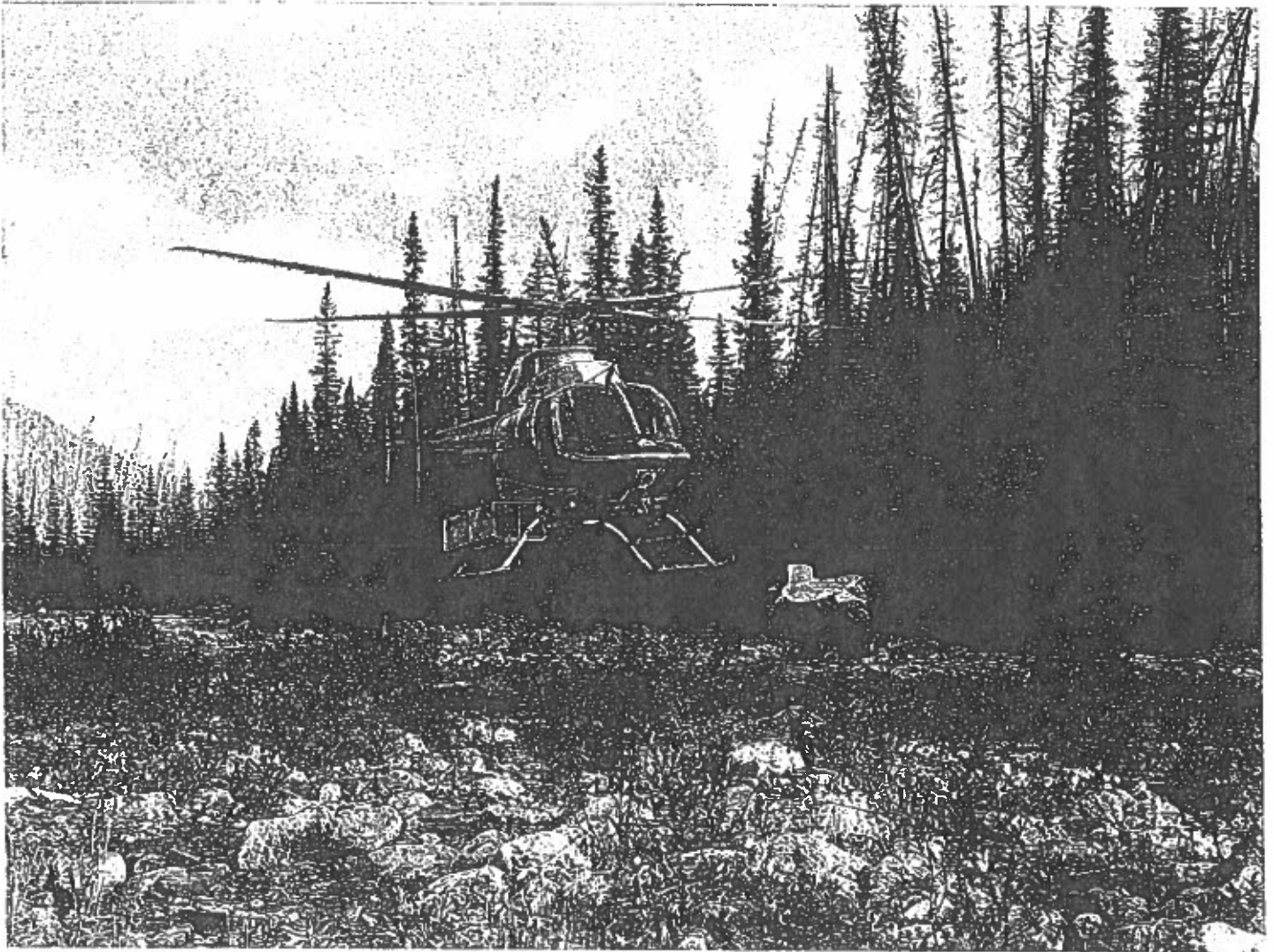
Simon Ducatel joined Mountain View Publishing in 2015 after working for the Vulcan Advocate since 2007, and graduated among the top of his class from the Southern Alberta Institute of Technology's journalism program in 2006.

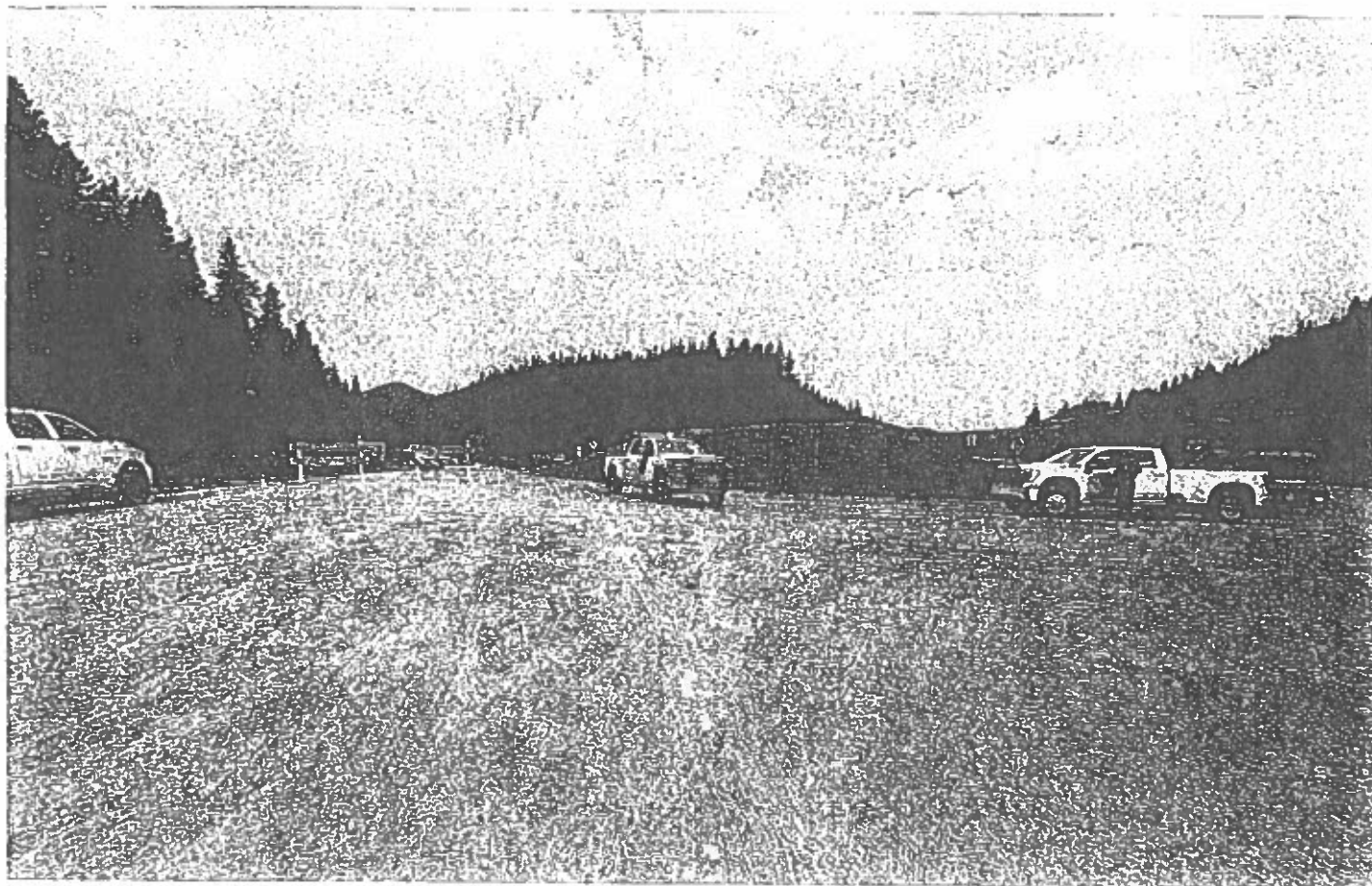
[Read more](#)

Comments (0)



Abraham
Lake area.
SUSAR Team
member, Jon
Allan, guiding
down a heli-
copter into
a narrow rocky
outcrop during
a search for
a missing
hiker.





Road block Ram Falls Fire
Aug 2024.



May Long Weekend 2023

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TO SEPARATE
GRANTS TO ORGANIZATIONS APPLICATIONS
2025-19 TO 2025-25



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	Hope 4 MVC Kids Society
Contact Person:	Lisa Nicholson
Telephone Numbers:	403 507 2299
Mailing Address & Civic Address	Po Box 4102, Olds AB T4H 1P7
Email Address	founder@hope4mvckids.org
Website (if applicable)	www.hope4mvckids.org
Charitable Society Registration #	817674039RR0001

- ☒ Please ensure your application includes the following information:
- ☒ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
 - ☒ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
 - ☒ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.
 - ☒ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
 - ☒ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638-3551.



1. Please check (V) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input checked="" type="checkbox"/> Community Based Organizations	<input checked="" type="checkbox"/> Community/Local
<input type="checkbox"/> Recreation, & Culture	<input type="checkbox"/> Community-based Recreation Programming
	<input type="checkbox"/> Property Development/Community Facilities
	<input type="checkbox"/> Leadership Development
	<input type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input type="checkbox"/> Community Festival and Events	<input type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (V) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input checked="" type="checkbox"/> One-Time Grant	\$ 3,000
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)	CFEP \$41,189	
Other Local Government Bodies (i.e.: Mountain View County)	Town of Olds \$1,893	\$1,893
Other Funding Bodies		
Mountain View Power Grant	\$20,000	This will be submitted this month
Other municipalities - Soudan, MVC	\$4,000	Letters of ask not submitted yet

4. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

Hope 4 MVC Kids Society is seeking support for our newest and most trans-formative initiative—the creation of our permanent community hub, the "Home for Hope," located in the Old Fire Hall in Olds. For over 12 years, our Society has provided essential programs and resources to families across Mountain View County, including Sundre, who are caring for children with medical needs. As demand for our services continues to grow, it has become vital to establish a permanent, purpose-built space that allows us to expand beyond the limitations of our volunteer-led model. The grant monies will directly support Phase 1 and Phase 2 renovations of the Old Fire Hall. Phase 1 focuses on transforming the ground floor into the "Home for Hope"—a safe, welcoming environment where families can access direct program supports, connect with resources, and find community. Phase 2 will enhance shared spaces by adding a children's art project and community resource board, while also preparing upstairs offices for future staff use. Together, these improvements will create a lasting home base for our programs, ensuring families from Sundre and across the county have reliable, local access to our social supports. By contributing to this project, the Town of Sundre will play a key role in establishing a sustainable hub that will strengthen families, foster inclusion, and build resilience throughout Mountain View County. This "Home for Hope" will be more than just a facility—it will be a place of connection, belonging, and empowerment for families navigating some of life's most difficult challenges.

5. Please describe the community, area and/or group(s) your organization serves:

Hope 4 MVC Kids Society serves families throughout Mountain View County, including the towns of Canisteo, Olds, and Sundre, as well as surrounding rural areas. Our organization is dedicated to supporting families with children aged 0-18 who have a medical diagnosis confirmed by a certified medical practitioner. This may include diagnoses provided by doctors, physiotherapists, psychologists, occupational therapists, or approved school outreach workers (with parental consent). The families we support often face unique challenges, including financial, emotional, and logistical barriers that arise when caring for a child with medical needs. Our programs ensure that no family in Mountain View County has to navigate these challenges alone. By focusing on this defined region, we are able to build strong, sustainable relationships with families and local partners. This ensures that children in medical need—and their caregivers—receive timely, compassionate, and practical support, contributing to a healthier and more inclusive community across the entire county.

6. What benefits will your project, program or service provide to the community/municipality?

The "Home for Hope" project will provide significant benefits to the Town of Sundre and the wider Mountain View County community by directly supporting families with children in medical need while aligning closely with Sundre's strategic priorities: Community Wellbeing. Our renovated space will be a safe, inclusive environment where families can access critical programs, peer support, and community resources. By helping families meet the unique challenges of caring for a child with medical needs, we foster stronger family units and a supportive community network. Community Development: The "Home for Hope" strengthens regional partnerships by serving families not only in Olds, where the hub is located, but also in Sundre and across Mountain View County. This hub will allow families from Sundre to connect with resources and supports more easily, reducing travel and financial strain while enhancing the overall quality of life. In summary, the "Home for Hope" will enrich the community by enhancing wellbeing, strengthening regional collaboration, and contributing to a vibrant, inclusive environment where families from Sundre and beyond feel supported, connected, and empowered.

7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?

How many volunteers participate?

Volunteers are at the heart of Hope 4 MVC Kids Society, and their contributions will be central to the success of this project. For the renovation and setup of the "Home for Hope," volunteers will take on hands-on roles such as managing the project, painting, cleaning, assembling furniture, installing fixtures and fittings, and coordinating the ordering of required items. Their commitment will ensure that the space is transformed into a safe, welcoming, and functional environment for families. Beyond the project itself, our organization is entirely volunteer-driven. We are currently guided by a dedicated board of 13 volunteer members representing communities across Mountain View County. Notably, our co-chair is a Sundre resident who joined the board after her own family received support from our organization—demonstrating the powerful cycle of giving back that our mission inspires. While we anticipate that the growth of our programs may eventually require paid staff to sustain increasing demand, this project and our current operations remain fully supported by volunteers. Their passion, lived experience, and commitment ensure that every dollar raised goes directly toward serving families and building stronger communities across the county, including the Town of Sundre.

8. Does your organization receive other forms of assistance from the Town?

No

9. List the in-kind contributions that your organization will provide to this project/program/service.

The project will be supported by significant in-kind contributions from our volunteers:
Project management 50hrs, Painting 100hrs, Cleaning 20hrs, Assembling Furniture 20hrs, Installing fixtures and fitting 10hrs, Ordering items 20hrs = 210 volunteer hrs.
The town of Olds also provided \$1 a year rent hrs. for 15 year lease.

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution		Heating system	\$31,550
Fundraising		Accessible door and concrete ramp	\$12,023
Donations	\$3198	Bathroom renovation	\$6,470
In Kind (if applicable)		Home for hope flooring and baseboards	\$4,000
Other Municipalities (if applicable)	\$4000	Fixtures and fittings - 'Home for Hope'	\$7,930
Borrow (if applicable)	0	Stories of 'Hope' Wall and sign	\$2,795
Grant Request <i>Town of Sundre</i>	\$3,000	Sensory walls and toys	\$3,550
Other Specify <i>CFEP Grant</i>	\$41,189	Hallway renovation and flooring - paint of high area	\$6422
Other Specify <i>Food bank and Lending Shop heating contribution + 1 year</i>	\$13,093	Resource wall	\$1500
Mountain View power Grant	\$20,000	Fixtures and fittings - 2 offices	\$6440
Total Estimated Revenue	\$84,480	Total Estimated Expenditures	\$84,480

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By: (Contact)	<div><div>Lisa Nicholson</div><div><small>Digitally signed by Lisa Nicholson Date: 2025.09.29 16:48:33 -0500</small></div></div>	<div><div>Lisa Nicholson</div><div><small>Print Name</small></div></div>	<div><div>29th September 2025</div><div><small>Date</small></div></div>
Board Authorization:	<div><div>Lisa Nicholson</div><div><small>Digitally signed by Lisa Nicholson Date: 2025.09.29 16:47:31 -0500</small></div></div>	<div><div>Lisa Nicholson</div><div><small>Print Name</small></div></div>	<div><div>29th Sep 2025</div><div><small>Date</small></div></div>

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre, AB
T0M1X0
townmail@sundre.com



PO Box 4102 Olds Str. Main, AB T4H 1P7

29th September 2025

hope4mvckids.org

Tel. 403-507-2299

hope4mvckids.org

Dear Members of the Town of Sundre Sundre Grant Committee,

On behalf of Hope 4 MVC Kids Society, I am pleased to submit our grant application for your consideration. For over 12 years, our registered charity has provided critical support to families across Mountain View County—including Sundre—who are caring for children with medical needs. Guided by our mission of compassion and “paying it forward,” we strive to ease the emotional, financial, and practical burdens families face during some of life’s most difficult moments.

Our Society operates through seven core programs designed to meet a wide range of family needs:

1. **Hospitalization Support** – covering expenses such as parking, meals, fuel, sibling care, and in long-term cases, rent, mortgage, or utilities.
2. **Adaptive Equipment** – providing access to essential tools for home or school when not covered by other funding sources.
3. **Home Adaptations** – supporting modifications required due to illness or disability.
4. **Therapy Access** – funding for counselling, occupational or physical therapy, mental health services, or alternative therapies not otherwise funded.
5. **Prescription Assistance** – helping families with medication costs not covered by insurance or other programs.
6. **Family Support and Advocacy** – offering guidance, lived-experience mentorship, and resource navigation for families facing complex medical challenges.
7. **Assessment Assistance** – funding psychoeducational evaluations, psychological assessments, and IQ testing where gaps exist in public funding.

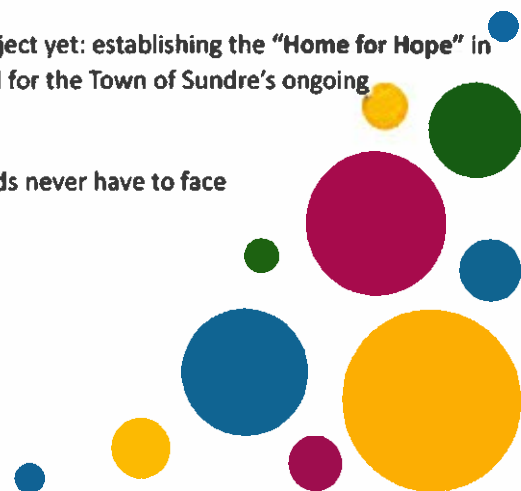
Each program is designed with accountability in mind, requiring documentation from medical professionals to ensure that support is directed to families most in need. Beyond financial assistance, our volunteer board—composed of 13 members from across the county—offers invaluable peer support grounded in lived experience. This financial year we received 5 applications from the Town of Sundre.

Looking to the future, our Society is embarking on our most ambitious project yet: establishing the “Home for Hope” in the Old Fire Hall in Olds. We are deeply grateful for your consideration and for the Town of Sundre’s ongoing commitment to community development, wellness, and inclusivity.

Together, we can ensure that families caring for children with medical needs never have to face their journey alone.

Lisa Nicholson, Founder

Hope 4 MVC Kids Society





September 9, 2025

To Whom It May Concern:

Subject: Approval of proposed capital renovations to 4829 50 Street, Olds Alberta

I am writing to confirm that the Town of Olds has approved the Hope 4 MVC Kids Society to update the bathroom, install an accessible door, and replace the aging boiler system in the Town of Olds building that is leased at 4829 50 Street.

These enhancements will be well received by those visiting Home for Hope and the other two non-profit organizations that lease the building.

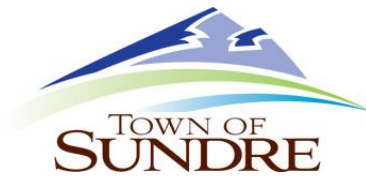
Regards,

A handwritten signature in black ink, appearing to be "Brent Williams", written over a horizontal line.

Brent Williams

Chief Administrative Officer

3501 70 Avenue, Olds, AB. T4H 1L7
admin@olds.ca M. 403.556.6981 F. 403.556.6537 olds.ca



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	RFD Council Discussion 2025 Hospital Futures Gala
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The Sundre Hospital Futures Gala will take place on Saturday, November 15, 2025 in the Sundre Community Centre. The rental fee for the Community Centre is \$262.50 (GST included).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Historically, Council has waived the Community Centre rental fee for the Hospital Gala with funds to be withdrawn from the Council's Discretionary Fund to Local Organizations. Currently, the balance of the fund is \$0.00.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 2 of the Strategic Plan, Community Well-being, and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

At Council's Discretion.

MOTION:

At Council's Discretion.

Date Reviewed: October 02, 2025

CAO: Linda Nelson



SUNDRE COMMUNITY CENTRE #3, 96 - 2nd AV NW

Email: facilitybookings@sundre.com

Office Ph. 403.638.2042

Rental Booking Contract SCC #2025.107

Rental Date(s): November 15th 2025

Renter(s) Name: Sundre Hospital Future Gala

Type of Use: Event

Contact Name(s): Gerald Ingeveld

Contact Phone/Email: ggingeveld@gmail.com

Address: #3 96, 2 ave NW

Date:	<u>Saturday</u>	Date:	<u>N/A</u>
Start Time:	<u>All Day Event</u>	Start Time:	<u>N/A</u>
End Time:	<u>All Day Event</u>	End Time:	<u>N/A</u>

Rental Fee:	<u>\$250.00</u>	x	<u>1</u>	=	<u>\$250.00</u>
Rental Fee:	<u>\$150.00</u>	x	<u>1</u>	+	<u></u>

*Deposit required depending on the
Rental Use, see Page 2.*

Subtotal:	<u>\$250.00</u>
GST:	<u>\$12.50</u>
Total Rental:	<u>\$262.50</u>

Payment received: MC VISA DEBIT CASH Receipt No.

Deposit received: MC VISA DEBIT CASH Receipt No.

Notes: Please review booking dates and times to ensure they are correct. Signature & payment required before rental date. Payment can be made at the Town Office, 717 Main Ave W, 8:00 am to 4:00 pm, Monday to Friday or by phone 403.638.3551

If you have any concerns during your rental please call 403.586.3408

The Community Center is a designated Emergency Reception Centre. In the event of an emergency, you may be asked to leave the facility with limited notice.

Confirmation/Cancellation

The renter is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

Deposit**\$500.00**

Renter is required to submit a deposit as per the current 'Schedule of Fees and Charges' to be used as a retainer for the use and occupancy of the facility. The deposit fee shall be withheld until inspection of the facility / or equipment. Any damages will result in deposit funds being withheld.

Refund

Cancellations of bookings less than one week will result in a \$40.00 fee to be withheld from the rental payment.

Cleaning Fee

The renter agrees to be responsible for any cleaning fees as per the current 'Schedule of Fees and Charges' if the facility is not left in the state required. Cigarette / garbage mess outside of the facility included in this cleaning fee.

Vomit/Body Fluids: Clean up is the responsibility of the renter, inside and outside of the facility.

Facility Fire Code Capacity

Occupancy load varies depending on use of the space. Example: Standing Space, Space with non-Fixed Seat, Space with Non-Fixed seats and tables, and other. Renter must ensure maximum occupancy load is not exceeded.

Liability

This booking contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the facility by the renter or their guests. The renter or designate must be available at the location for the entire rental period.

I have read, understood and agree to the terms and conditions, rules and regulations of this facility rental booking contract. I understand the requirements to follow the current (Chief Medical Officer of Health) CMOH Order.

Renter Signature / Date*Callie Klett Sept 24th 2025*

Town of Sundre / Date

PRIVACY: The personal information on this form is collected under the authority of the Municipal Government Act (Section 3) and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of administering Town facility bookings. If you have any questions about the collection, use and protection of this information please contact: Town of Sundre, 717 Main Avenue NW, Sundre, AB T0M1X0, 403.638.3551

Keys Required:

Allen Key _____
Main Door _____
Garbage Bin _____

Alarm Code Required: yes

Bar Room _____
Sound System _____
Kitchen _____
Stage Storage _____
Sports Equipment _____
Storage _____

maybe

Page 2 of 2



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	Parkland Regional Library Board Proposed Increase to 2026 Requisition
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

The Town of Sundre is a Board Member of the Parkland Regional Library Board (PRLS). Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. PRLS budgets are prepared with conservative estimates. For 2026, there is a \$0.18 increase to the municipal per capita requisition to \$9.99. For calculating the municipal levy for 2026, Parkland will be using the Population Estimates and Projects supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

DISCUSSION:

See attached 2026 Parkland Regional Library Board Proposed Budget Document. Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. The Town of Sundre will be required to pay the per capita amount as determined by the Board vote.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 5, Sustainable & Responsible Governance

COST ANALYSIS

An increase to the per capita amount was accounted for in the 2026 budget, and the \$480.96 increase is within the projections.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Parkland Regional Library Board's proposed 2026 budget with a per capita rate of \$9.99.

MOTION:

That the Town of Sundre Council approve the Parkland Regional Library Board's proposed 2026 budget with a per capita rate of \$9.99.

Date Reviewed: October 02, 2025

CAO: 

8.4a



Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

		Present Budget	Proposed Budget
		2025	2026
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
TOTAL Income		3,900,392	3,938,991
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
PRLS Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
TOTAL Support Materials & Services Direct to Libraries		1,423,188	1,451,466
Cost of Services			
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)		3,900,392	3,938,991
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.81	9.99

Notes for the Parkland Regional Library System Budget 2026

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2026, there is an eighteen-cent increase to the municipal per capita requisition to \$9.99. This amounts to a \$0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of \$4.75 per capita and the rural library services grant will remain at \$5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by \$5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by \$6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by \$10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by \$7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a \$50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at \$65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2026 Budgeted Amounts

2026

Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	\$ 253,392
Cooperative Collection Fund		\$ 25,000
Technology	(Hardware – budget plus reserves)	\$ 161,092
Postage	(Reimbursement for Interlibrary Loan)	\$ 2,300
Software	(For computers, ILS, etc.)	\$ 242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$ 25,600
Internet	(Connectivity provided to member libraries)	\$ 9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$ 158,000
Vehicle Expense		\$ 58,000
Marketing/Advocacy		\$ 20,000
Workshop/Training		\$ 16,000
Cataloguing Supplies		\$ 34,600
Contribution to Outlet Libraries*	(\$200 each for Brownfield, Spruce View and Water Valley)	\$ 600
Materials Discount	(34% in 2024)	\$ 224,997
Additional Services/Funding Available to Parkland Libraries:		
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	\$ 452,928
SuperNet	(Fiber Optic connection provided by GOA)	\$ 370,022
Sub-Total		\$ 2,054,529
Requisition		\$ 2,234,174
		91%
Difference Between Levy & Direct Return		\$ 179,645

Parkland Regional Library System
Requisition Comparison for 2026 TO PREVIOUS 2025 YEAR

	2026		2025		Requisition change based on 9.99 2025 to 2026
	billing population	per capita 9.99	billing population	per capita rate \$9.81	
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLNWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINTEARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,026	2,178,075.06	56,098.53

Brief Notes – September 2026

INCOME

- 1.1 The Provincial Operating grant remains the same, as per notification from statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.99 population is based on 2024 Alberta Municipal Official Population List
- 1.4 Based on notifications from PLSB and calculated at \$5.60 per capita
- 1.5 Decreased - reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection. Reduced by \$5,000 to pay for additional eContent (line 2.19)
- 2.5 This line increased by \$6,150 to cover cost increase for existing products
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2025 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Line reduced as bandwidth increase is deemed unnecessary
- 2.9 Increased slightly to \$8,000 – Tools to assist with cataloguing library materials
- 2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Increased slightly as this is based on current population at \$0.30 per capita
- 2.12 Decreased to \$600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
- 2.13 Line eliminated with funds added to line 2.22
- 2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

- 2.16 Held at 2025 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Increased by \$2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

- 2.18 Held at 2025 level \$5,000
- 2.19 Increased \$10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2025 level \$12,000
- 2.21 Held at 2025 level \$5,000
- 2.22 Increased to \$3,600 from funds from eliminated line 2.13

COST OF SERVICES

- 3.1 Decreased as no LAPP audit required in 2026
- 3.2 Reduced slightly to \$1,200 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2025 level of \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls
- 3.5 Held at 2025 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Held at \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Decrease \$2,000 based on actual expenses
- 3.12 Decreased \$7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review
- 3.13 Increase to \$11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

- 3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
- 3.15 Held at 2025 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2025 of \$34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at \$169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of \$65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,178,075	2,234,174
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	67,500	50,000
TOTAL Income	3,900,392	3,938,991

Income – Line Details

1.1 Provincial Operating Grant

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is potentially subject to change annually

1.2 On Reserve, On Settlement Grant

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6

1.3 Membership Fees	\$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List
1.4 Alberta Rural Library Services Grant	grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries
1.5 Interest Income	reduced in 2026 - estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account; the budgeted amount is reflective of the anticipated return on investments

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
TOTAL		1,423,188	1,451,466

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library

Services Grant

a \$5.60 per capita provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income

2.2 Allotment Funds Issued

to Libraries

reflects materials allotment rate of \$1.13 per capita – using 2024 Municipal Affairs Population

2.3 Computer Maint. Agree.

Software Licenses

Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners

2.4 Cooperative Collection

decreased by \$5000 - designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection

2.5 eContent Platform fees

and Subscription fees

increased by \$6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines

2.6 On Reserve, On

Settlement Grant Exp

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves

2.7 Freight

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2025 level

2.8 Internet Connection

Fees

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

2.9 Library Services Tools	increased, based on increase in actual costs – includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData
2.10 Marketing/Advocacy	amount held at the same level as 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Member Library Computers	slight increase based on system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita
2.12 Outlet - Contribution to Operating	decrease to \$600 - funds for Parkland’s three outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.
2.13 Periodicals	line eliminated; funds added to line 2.22
2.14 ILL Postage Reimbursement for Libraries	held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland
2.15 Supplies purchased Cataloguing/Mylar	increased by \$7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries
2.16 Vehicle Expense	held at 2025 level – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles). Also includes tire replacements

2.17 Workshop/Training increased by \$2000 with funds coming from the Staff Development line (3.11) - includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations

PRLS Circulating Collections

2.18. Audiobook Materials held at 2025 level – used to support the physical audiobook collection

2.19 eContent increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent

2.20 Large Print Books held at 2025 level to help refresh the collection

2.21 Programming Kits held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries

2.22 Reference Materials increased by \$1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

		2025	2026
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL		2,477,204	2,487,525

Cost of Services – Line Details

3.1 Audit	decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process
3.2 Bank Expenses	decreased based on actual - to cover the cost of enhanced electronic banking services and cheques
3.3 Bank Investment Fees	fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2025 level.
3.4 Building-Repair/Maintenance	held at 2025 level – based on actual costs as reviewed

**3.5 Dues/Fees/
Memberships**

held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)

3.6 Insurance

held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs

**3.7 Janitorial/Outdoor
Maint. Expense**

increased slightly to \$38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal

3.8 Photocopy

reflects fees for photocopiers and estimated usage, based on 3-year average costs

3.9 Salaries

reflects current staffing levels and includes a step up the grid for qualifying staff

**3.10 Salaries-Employee
Benefits**

reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB

3.11 Staff Development

funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities- reduced to \$18,000

**3.12 Supplies/Stationery/
Building**

reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies

3.13 Telephone

increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

3.14 Travel	held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.57 per km to staff when they are unable to use the PRLS staff vehicles)
3.15 Trustee Expense	accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2025 level
3.16 Utilities	held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget	Proposed Budget
	2025	2026
TOTAL Income	3,900,392	3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188	1,451,466
TOTAL Cost of Services	2,477,204	2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392	3,938,991
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.81	9.99

Budget Supplement

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization, and Reserves

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing at least one new vehicle in 2026 (estimated at \$65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2026

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization and Reserves.

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2026
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$89,810	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$65,000	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$169,250	
<i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i>		
<i>(Estimated capital PRLS assets - 2025, \$132,250 -B)</i>		
	\$324,060	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$10,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$10,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$75,763	B
Current Year Amortization estimated - PRLS Assets	\$56,487	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		

Vehicle Reserve

Proceeds from the sale of vehicles	\$10,000	C
------------------------------------	----------	---

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers	\$67,092	
---------------------------------------	----------	--

\$209,342

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$89,810	A
---	----------	---

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building	\$78,939	
---	----------	--

(actual amount will be affected by asset disposals during the year)

\$168,749



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	RFD Amendment to Council 2025 Calendar
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND/PROPOSAL:

Amendments to the Municipal Government Act necessitates Council to amend the 2025 Council Calendar as approved at the Organizational Meeting held on October 7, 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 5, Sustainable and Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept the verbal report from the CAO, and further, directs administration to amend the 2025 Council Calendar to remove the Regular Council meeting date of October 27, 2025 from the 2025 Council Calendar.

COSTS/FUNDING:

n/a

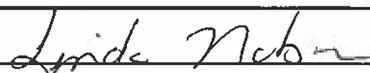
MOTION:

That the Town of Sundre Council accept the verbal report from the CAO, and further, directs administration to amend the 2025 Council Calendar to remove the Regular Council meeting date of October 27, 2025 from the 2025 Council Calendar.

ATTACHMENTS:

2025 Council Calendar

Date Reviewed: October 2, 2025

CAO: 

Town of Sundre Meeting Calendar 2025

January						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Regular Council Meeting						
OCT. 27 Organizational Meeting						
Holidays						
Council Hiatus						
ABMuni's Convention Calgary Nov. 12-14						
RMA Edmonton, Nov. 17 -20						
New Year's Day - Jan 1						
Family Day - Feb 17						
Good Friday - April 18						
Easter Monday - April 21						
Victoria Day - May 19						
Canada Day - July 1						
Council Hiatus - July 1 - Aug 31						
Heritage Day - Aug 4						
Labour Day - Sept 1						
NDT&R - Sept 30						
Thanksgiving - Oct 13						
Remembrance Day - Nov 11 (Tuesday)						
Christmas Eve December 24 (1/2 day)						
Christmas Break, December 25 - January 1						
Spring Workshop, April 12-13						
Fall Workshop October 31, Nov. 1 & 2						
FCM - Ottawa, May 29 - June 1						
ELECTION DAY - OCT. 20						
Mandatory Council Orientation Oct. 25 & 26						

March 10 - Q4 (2024) Financial Reporting						
June 9 - Q1 (2025) Financial Reporting						
Sept. 8 - Q2 (2025) Financial Reporting						
Nov. 24 - Q3 (2025) Financial Reporting						
Nov. 24 - Budget Deliberation						
Dec. 8 - Budget Decision						

Council Meetings
Commence at **4:00 p.m.**



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	RFD – Council Committee Reports - Verbal
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Mayor Warnock requested that each Councillor present a verbal report on their committee / board participation over the past four years at the Regular Meeting of Council held on September 8, 2025. Verbal reports to be delivered the final meeting of the current Council on October 6, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Reports.

This report is intended to inform all members of Council and the public about the work done on various committees and boards.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council Strategic Plan Pillar 5 Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept each Councillors verbal report on their four years of work on various committees and boards as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept each Councillors verbal report on their four years of work on various committees and boards as information.

Date Reviewed: October 2, 2025

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	October 6, 2025
SUBJECT	RFD Correspondence / Invitations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

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

Motion:

That the Town of Sundre Council accept the September 11, 2025 Parkland Regional Library Board Meeting Minutes and the PRLS Board Talk newsletter.

Motion:

ATTACHMENTS:

11.1 PRLS Board Minutes & Board Talk

Date Reviewed: October 02, 2025

CAO Amida Nelson



PRLS Board Meeting Minutes

September 11, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 9:06 a.m. on Thursday September 11, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Guests: Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill

With Regrets: Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Absent: Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Staff: Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 9:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Stephen Levy to excuse Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Shawn Peach, and Harvey Walsh from attendance at the board meeting on September 11, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 32/2025



Agenda

1.1.2 Adoption of the Agenda

Motion by Gord Lawlor to accept the agenda as presented.

CARRIED

PRLS 33/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 15, 2025 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 15, 2025 meeting as presented.

CARRIED

PRLS 34/2025

1.3. Business arising from the minutes of the May 15, 2025 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Paul Patterson to approve the consent agenda as presented.

CARRIED

PRLS 35/2025

Les Fee entered the meeting at 9:18 a.m.

3.1 2026 Parkland Budget

Sheppard reviewed the proposed 2026 budgets. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. Budget scenario A only provided eligible staff a step up the salary grid while scenario B provided a step and COLA. After some discussion, the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641 (+1,615 population)
- Provincial grants amount to approximately 41% of Parkland's total income.

Motion by Phillip Massier to approve 2026 budget scenario B.

DEFEATED

PRLS 36/2025



Motion by Paul Ashford to approve 2026 budget scenario A.

CARRIED

PRLS 37/2025

3.2 New Salary Grid

Sheppard reviewed. For the last several years, Deputy Directors at Parkland were remunerated based on line 1 of the salary grid, the manager line. For the extra duties expected from the Deputy Director, an additional \$5,000 stipend was added to their salary.

With the retirement of Donna Williams, the role of Deputy Director has been fixed as a specific position within the organization. As a result, an additional line has been added to the salary grid specifically attributable to the Deputy Director. The new line was created after inquiring with the other library systems what their Deputies are paid and by comparing the approximate variations in the lines of the current Parkland grid. With the departure of two senior staff, the addition of the new salary line has no material effect on the salary line of the 2026 budget.

With the addition of the new line on the salary grid, Parkland's Cost of Living and Compensation policy had to be changed. In the policy, it states *"The Deputy Director will receive a stipend in addition to their salary."* With a new grid line for the Deputy Director, the line referring to the stipend can be removed.

Motion by Carlene Wetthuhn to approve the Compensation Policy as amended.

CARRIED

PRLS 38/2025

Marc Mousseau entered the meeting at 9:55 a.m.

3.3 Board Members Appointed by Multiple Municipalities as their Representative

Julie Maplethorpe reviewed. At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove

According to the Alberta Libraries Act, Section 16, any municipal member of a library system may appoint a person to the system board who is acceptable to municipal council. There is no prohibition whatsoever in Alberta's library legislation, Parkland's policies, bylaws, or membership



agreement preventing one person from representing multiple municipalities on a system board. However, none of the previously mentioned documents state whether those individuals who represent multiple municipal jurisdictions are to be accorded one vote per jurisdiction they represent.

The standing practice on the Parkland Board has always been that each board member only gets one vote.

After some discussion, the board decided that board members would continue to be accorded one vote each. Staff will bring a change in policy back to the board in November affirming that each board member is accorded one vote.

Motion by Julie Maplethorpe to recognize board members who are appointed as representatives to the PRLS Board for multiple municipalities to be awarded one vote per municipality whereby the votes are cast are unanimous in nature from the representative, and the votes will not be split.

DEFEATED
PRLS 39/2025

3.4 Reserve Transfers

Sheppard reviewed. Parkland does not budget for reserves. However, in years where the auditors adjust the level of the Unrestricted Reserve due to their year-end adjustment (usually budget surpluses), Parkland uses these funds to replenish other reserves.

As of May 31st, the Unrestricted Reserve was valued at \$308,007. To replenish Parkland's reserves, at their June 19th meeting, the Executive Committee moved funds from the Unrestricted Reserve to other reserves as follows:

- \$14,500 to the Building Reserve to bring that reserve to recommended minimum level of \$250,000.
- \$12,295 to the Equipment/Furnishings Reserve to bring it up to its recommended maximum level of \$50,000.
- \$125,000 to the Technology Reserve which has a recommended maximum of \$500,000. Following the transfer, the Technology Reserve balance was \$308,329.
- \$25,000 into the vehicle reserve since Parkland's staff vehicles are starting to age and will eventually need replacing. The current value of the Vehicle Reserve is \$204,454.32.

Following these transfers, the Unrestricted Reserve has a remaining balance of \$131,212.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 40/2025



3.5 Investment Signing Authority

Sheppard reviewed. Parkland's investments are managed by RBC Dominion Securities. Donna Williams, who was also the head of Parkland's Finance & Operations Unit, and Ron Sheppard were the only individuals authorized as signing authorities allowed to make changes related to Parkland's bond portfolio. With Donna's retirement, Valerie Schellenberg as the new head of the Finance and Operations unit and Andrea Newland as Deputy Director have been added as signing authorities in addition to the Director.

Motion by Paul Patterson to receive for information.

CARRIED
PRLS 41/2025

3.6 HR Manual Changes

Sheppard reviewed. According to board policy 4.11.1 and 4.11.2, the board needs to be informed of all changes to the Human Resource Manual and Organizational Chart.

A new position has been created at Parkland; The Library Services Assistant. Reporting to the Deputy Director, the Library Services Assistant is primarily responsible for providing support to the Library Services team and to other departments within Parkland. Funding for this position became available when Parkland's Finance Technician retired in April. The Finance Technician position was eliminated.

Other changes to the Human Resource Manual include limiting the number of sick days part-time staff can accumulate to 45 days. Management also decided to allow temporary, contracted employees to be paid for all designated holidays and the three "board days" at Christmas.

Reimbursement rates have also been updated for un-receipted meal expenses to the current Government of Alberta rates.

In addition, Parkland's mileage reimbursement rate was updated from \$0.550 to \$0.570 per km to conform with the new provincial rates.

The same reimbursement rates have also been updated in Appendix II, the "Finance Reimbursement Schedule" of Parkland's policy manual. Nordegg has been removed from the schedule since it is no longer a Parkland outlet library.

Reimbursement rates had not been updated since 2015.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 42/2025

3.7 Advocacy and Marketing Report

Halberg reviewed. Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals,



target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Advocacy Materials

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards. An email will be sent out and telephone calls will be made to member libraries offering further assistance from the Advocacy Committee.

Parkland has continued to have a prominent role in provincial advocacy. Sheppard reviewed the resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, representatives from Calgary and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution on Friday September 12th.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 43/2025

3.7a P.D. Component

Sheppard gave a short presentation to the board about Provincial and Regional Library Funding and how it impacts the Parkland budget.

Motion by Gord Lawlor to receive the P.D. presentation for information

CARRIED
PRLS 44/2025

Naomi Tercier left the meeting at 11:03 a.m.

3.8 2026 Meeting Dates

Sheppard reviewed the proposed 2026 meeting dates for Parkland's board meetings which will need to be reviewed by the Board at the organizational meeting in November.

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)



The board discussed if it wants to continue meeting using Zoom or return to in-person meetings. If the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology. Parkland also lacks the technology to host hybrid board meetings. After some discussion, it seemed there was appetite for one board meeting per year to be in person, in May. The board will review the matter again in November.

Motion by Teresa Cunningham to receive the 2026 board meeting dates for information.

CARRIED

PRLS 45/2025

3.9. Updates

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or IT Report. There were none.

Deputy Director Andrea Newland added to her Library Services Report that she, along with a team of staff; will be visiting all of Parkland's member library staff by holding meetings based on counties. The intention is to ensure Parkland's services are as responsive as possible to member library needs.

Motion by Ray Reckseidler to receive the Director's, Library Services, and IT Reports for information.

CARRIED

PRLS 46/2025

Len Phillips and Edna Coulter left the meeting at 11:12 a.m.

3.10. Parkland Community Update

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books to patrons and schoolchildren in grades 4-6 on horseback.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Megan Hanson and Cal David left the meeting at 11:23 a.m.



Penhold & District Public Library has a “Power Hour” utility presentation for seniors. Their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:29 a.m.

CARRIED

PRLS 47/2025

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 11, 2025

2026 Budget

The board approved the draft 2026 budget. At the May board meeting the board asked staff to bring two identical budgets back to the board at the September meeting, with the only difference being an additional cost of living (COLA) increase to staff. The first budget scenario provided eligible staff a step up the salary grid while the second scenario provided a step and COLA. The board decided to approve the budget scenario granting staff a step up the grid but not COLA. Some points to note include:

- Overall, expenditures are anticipated to increase by .99% in 2026
- To balance the budget, it will be necessary to increase the municipal requisition/levy by eighteen cents.
- The budget for 2026 is based on a new population figure of 223,641
- Provincial grants amount to approximately 41% of Parkland's total income.

The Parkland budget with full notes will be sent to municipalities for approval next week.

Board Members Representing Multiple Municipalities

At present, three board members represent multiple municipalities on the Parkland Board as follows:

Shaleah Fox

Village of Donalda / S.V. of Rochon Sands

Alison Barker-Jevne

Village of Bawlf / Village of Bittern Lake / Village of Edberg / Village of Rosalind

Julie Maplethorpe

S.V. of Birchcliff / S.V. of Half Moon Bay / S.V. of Jarvis Bay / S.V. of Norglenwold / S.V. of Sunbreaker Cove.

The board discussed whether these board members should have one vote per represented municipality or continue to have one vote per board member. The board ultimately decided to continue with the practice of one vote per board member.

Advocacy & Marketing Report

Social Media Strategy

Parkland staff have created a new social media strategy. The last social media strategy was implemented in 2021 and was quite basic. The new strategy expands on goals, target audiences, platforms, and content. The aesthetic of the new strategy remains the same, with the main change being pivoting away from posting mostly collections-based content and including posts on PRLS services, highlighting member libraries, and advocacy. Parkland also wants to differentiate ourselves from member public libraries and use our content to communicate with member library staff, as well as educate the public on our services and purpose.

Municipal Election Advocacy

Parkland staff have completed a number of municipal advocacy materials for member library staff and boards to use in the upcoming municipal election. These documents will be made available on the Parkland website for member library boards.

Provincial Advocacy

Parkland has continued to have a prominent role in provincial advocacy. The Town of Stettler was involved in creating a resolution requesting an increase in library funding for the Alberta Municipalities conference.

Subsequently, on Friday, September 12th, representatives from Calgary Public Library and Parkland have been invited to a meeting with Dan Williams and his staff to discuss library funding and the proposed resolution.

The achievement of obtaining this meeting with the new minister is testimony to Parkland's long term advocacy efforts and demonstrates Parkland's importance provincially.

the board decided to approve the budget scenario granting staff a step up the grid but not COLA.

2026 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2026 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 26, May 21, September 17, and November 19, 2026. The board discussed holding one board meeting in-person next year, most likely in May.

Committee News from Trustees

Carstairs Public Library is partnering with Moccasin House and the local museum on September 22nd to offer a day of interaction with Metis and indigenous culture.

Hughenden Public Library held their "Leg-up" event on September 11th where the library manager delivered books on horseback to select patrons and schoolchildren in grades 4-6.

Caroline Municipal Library held their annual garage sale with donated items that returned \$6,000 for the library.

Stettler Public Library is working with the local museum, the town, County of Stettler, and Board of Trade to present a number of indigenous activities on Saturday September 13th at the Stettler museum for Culture Days. In addition, the Friends of the Library are holding their Spooktacular book sale on October 11th.

Penhold and District Public Library has a "Power Hour" utility presentation for seniors. Also, their summer reading club tracker necklaces was, as always, very popular. They gave away 432 necklaces, and 3,445 beads (worth 20 minutes reading each), and there were 445 entries for their contest prizes. 68,900 minutes were read all together. In addition, their summer reading program held 37 programs for 407 children.

Cremona Municipal Library On August 18th, Calgary Public Library, Mountain View County, and the Cremona Recreation Board sponsored 4-time World champion Dallas Marchand, a First Nations hoop dancer, to perform for residents of Cremona.

Board members Ray Reckseidler from the Village of Delburne and Gord Lawlor from the Town of Stettler expressed appreciation for their time on the Parkland Board.

2025 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 25 out of 25 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 22 out of 25 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 18 out of 25 said yes.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Alison Barker-Jevne, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Kathy Hall, Pam Hansen, Megan Hanson, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Joy-Anne Murphy, Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Naomi Tercier, Paul Ashford alt. for Leona Thorogood, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

Absent

Delijiah Antaloczy, Jul Bissell, Wayne Clark, Jeff Eckstrand, Tim Field, Matthew Goudy, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Darryl Motley, Bill Windsor

Absent with Regrets

Laureen Clark-Rennie, Dwayne Fulton, Marc Mousseau, Jackie Northey, Harvey Walsh

Guests

Haley Amendt, Diane Elliott, Maia Foster, Barbara Gibson, Rhonda O'Neill