



Regular Council Meeting
Town of Sundre Municipal Council Chambers
December 8, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 December 8, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 November 24, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:**
 - 5.1 RFD Sundre Library Year-end Report Pg. 6
 - 5.2 RFD Chubb's Water Hauling Service Pg. 41
6. **Bylaws/Policies:**
 - 6.1 RFD Council Procedural Bylaw 2025-13 Pg. 48
7. **Old Business: None**
8. **New Business:**
 - 8.1 RFD Council's Cell Phone Allowance Pg. 65
 - 8.2 RFD Appointment of Council Members to the VIC Research Review Committee (Ad Hoc) Pg. 67
 - 8.3 RFD Council Reporting at Council Meetings Pg. 70
 - 8.4 RFD Budget Decision Pg. 71
9. **Administration: None**
10. **Council Committee Reports: None**
11. **Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 108
 - 11.1 Mayor's letter to the Provincial Electoral Boundaries Commission Pg. 109
 - 11.2 CAO's letter to the Provincial Electoral Boundaries Commission Pg. 111
 - 11.3 Guild of Filipino-Canadian Sundre Invitation Pg. 113
12. **Closed Meeting:**
 - 12.1 Advice From Officials, *Access To Information Act*, Section 29
13. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 4 of the Protection of Privacy Act (POPA). Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes, and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the POPA Coordinator at 403-638-3551 or email: townmail@sundre.com



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
November 24, 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, November 24, 2025, commencing at 4:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Jaime Marr
Councillor Connie Anderson
Councillor Todd Dalke
Councillor Owen Petersen
Councillor Cheri Buchan

ABSENT: Councillor Paul Isaac

STAFF: Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Project Manager, Carl McDonnell
Operations Manager, Jim Hall
Water/Wastewater Supervisor, Shane Vollett
Events & Festival Coordinator, Moe Fahey
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 3

DELEGATION: Sgt. Courtney Harding, Sundre RCMP Detachment Commander

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. 386-24-11-25 MOVED by Councillor Dalke that the agenda be approved as amended as follows:
AMEND: Item 4.2, November 10, 2025 Minutes – remove Councillor Vardas, add Councillor Buchan;
REVISE: 7.1a Report to Council Arena Upgrades (printed copy provided)
ADD Supplemental: 9.1b Fire Department Report, September & October 2025

CARRIED

Councillor Absence: *Councillor Paul Isaac advised the Director Corporate Services of his absence in compliance of s.14.6 of Council's Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 387-24-11-25 MOVED by Councillor Buchan that the Minutes of the November 1 & 2, 2025 Strategic Advisory Committee Meeting be approved as presented.

CARRIED

Res. 388-24-11-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on November 10, 2025 be approved as amended.

CARRIED**DELEGATION:****Sundre RCMP Detachment Commander**

Res. 389-24-11-25 MOVED by Councillor Marr that the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre Quarterly Policing Report and Crime Statistics as information.

CARRIED**BYLAWS/POLICIES:**

None

OLD BUSINESS:**Update on Arena Renovations Project**

Res. 390-24-11-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the Director of Community Development update on the Arena Renovations Project as information and directs Administration to share a copy of the report with Mountain View County.

CARRIED**NEW BUSINESS:****2025 Q3 Financial Reports**

Res 391-24-11-25 MOVED by Councillor Marr that the Town of Sundre Council accept the Q3 2025 Quarterly Financial Reports as information.

CARRIED

Mayor Warnock called a break at 4:52 p.m.

Mayor Warnock reconvened the meeting at 4:59 p.m.

2023-2026 Four-Year Operating Budget and Ten-Year Capital Plan (2026 Version)

Res. 392-24-11-25 MOVED by Councillor Petersen that the Town of Sundre Council approve the addition of \$15,000 to the 2026 Operating Budget for mapping updates.

CARRIED

Res. 393-24-11-25 MOVED by Councillor Marr that the Town of Sundre Council approve the addition of \$6,000 to the 2026 Operating Budget for the replacement of personal gas monitors.

CARRIED

 Initials

Res. 394-24-11-25 MOVED by Councillor Buchan that the Town of Sundre Council direct administration to continue with the Festivals and Events pilot project as a contracted position for 2026 at a cost not to exceed \$80,000; and further directs administration to create a reporting platform providing statistics to include number of events, number of participants, volunteers, in-kind and grant contributions.

In Favour: Councillor Buchan, Councillor Marr, Councillor Anderson, Councillor Petersen, Mayor Warnock

Opposed: Councillor Dalke

CARRIED

Res. 395-24-11-25 MOVED by Councillor Petersen that the Town of Sundre Council approves the addition to the 2026 Operating Budget to increase by .5 (half-time) the Administrative Assistant position at a cost of \$35,000 per year.

In Favour: Councillor Petersen, Councillor Anderson, Councillor Marr, Mayor Warnock

Opposed: Councillor Dalke, Councillor Buchan

CARRIED

Res. 396-24-11-25 MOVED by Councillor Buchan that the Town of Sundre Council reduce the budget for Federation of Canadian Municipalities (FCM) from \$12,000 per year to \$6,000 per year for Mayor or designate and CAO or designate to attend the annual conference.

In Favour: Councillor Buchan, Councillor Marr, Councillor Anderson, Councillor Petersen, Mayor Warnock

Opposed: Councillor Dalke

CARRIED

Res. 397-24-11-25 MOVED by Councillor Petersen that the Town of Sundre Council directs Administration to present the final proposed budget documents to Council on December 8, 2025.

CARRIED

Mayor Warnock called a break at 6:41 p.m.

Mayor Warnock reconvened the meeting at 6:46p.m.

Expression of Interest – Campus of Care

Res. 398-24-11-25 MOVED by Mayor Warnock that the Town of Sundre Council direct administration to proceed with posting the Request for Expression of Interest on the Alberta Purchasing Connection.

CARRIED

Council Meeting Time

Res. 399-24-11-25 MOVED by Councillor Marr that the Town of Sundre Council approve the change to the commencement time for Regular Council Meetings from 4:00 p.m. to 5:00 p.m. starting on January 12, 2026.

In Favour: Councillor Marr, Councillor Buchan, Councillor Dalke, Councillor Petersen, Mayor Warnock

Opposed: Councillor Anderson

CARRIED

Proposed Changes to Provincial Electoral Boundary*Res. 400-24-11-25*

MOVED by Councillor Dalke that the Town of Sundre Council give approval to Mayor Warnock to write a letter of concern to the Alberta Electoral Boundaries Commission pertaining to the proposed changes to the Rimbey-Rocky Mountain House-Sundre electoral boundary; and further

CARRIED*Res. 401-24-11-25*

MOVED by Councillor Dalke that the Town of Sundre direct the Chief Administrative Officer to write a letter of concern to the Alberta Electoral Boundaries Commission pertaining to the proposed changes to the Rimbey-Rocky Mountain House-Sundre electoral boundary.

CARRIED**ADMINISTRATION:****Departmental Reports September & October 2025***Res. 402-24-11-25*

MOVED by Councillor Anderson that the Town of Sundre Council accept the September and October 2025 Departmental Reports as information.

CARRIED**COUNCIL:****Council Key Messages September & October 2025***Res. 403-24-11-25*

MOVED by Councillor Buchan that the Town of Sundre Council accept the Key Messages of Council for the months of September and October, 2025, as information.

CARRIED**Date for Strategic Planning Session***Res. 404-24-11-25*

MOVED by Councillor Petersen that the Town of Sundre Council reaffirm their commitment and support to participate in a 1-day strategic planning session lead by the Chief Administrative Officer on January 17, 2026 commencing at 9:00 a.m.

CARRIED**COUNCIL INVITATIONS /
CORRESPONDENCE:****Alberta Museum Association***Res. 405-24-11-25*

MOVED by Councillor Buchan that the Town of Sundre Council accept the letter from the Alberta Museum Association as information.

CARRIED

CLOSED MEETING:

Res. 406-24-11-25 MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 8:17 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 8:17 p.m.

Mayor Warnock reconvened the Closed Meeting at 8:26 p.m.

The following were in attendance for the Closed Meeting:

Director of Corporate Services, Chris Albert

Virtually: KPMG LLP Representatives Colin Mitchell and Samuel Straka

Topic of Closed Meeting

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

KPMG Representatives left the closed meeting at 8:43 p.m.

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

12.3 *Advice from Officials, Access to Information Act, Section 29*

Res. 407-24-11-25 MOVED by Councillor Dalke that Council return to an open meeting at 9:07 p.m.

CARRIED

ADJOURNMENT

Res. 408-24-11-25 MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 9:08 p.m.

CARRIED

These Minutes approved this 8th Day of December, 2025.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	Delegation: Sundre Municipal Library
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Representatives of the Sundre Municipal Library will address Council and have shared an information package for Council pertaining to Library activities and programs in 2025 and future programming in 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See the Library's visual presentation included in Council's Agenda package.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representatives of the Sundre Municipal Library as information.

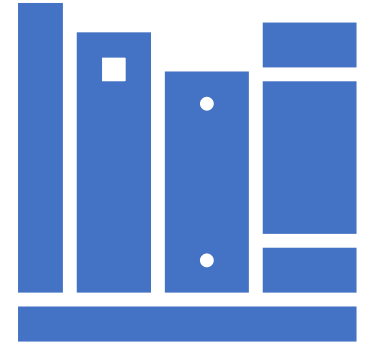
MOTION:

That the Town of Sundre Council accept the presentation from the representatives of the Sundre Municipal Library as information and thank the Sundre Library Board and staff for the services and programs they provide to the community.

Attachment: Sundre Municipal Library presentation

Date Reviewed: December 02, 2025

CAO: Amida Nelson



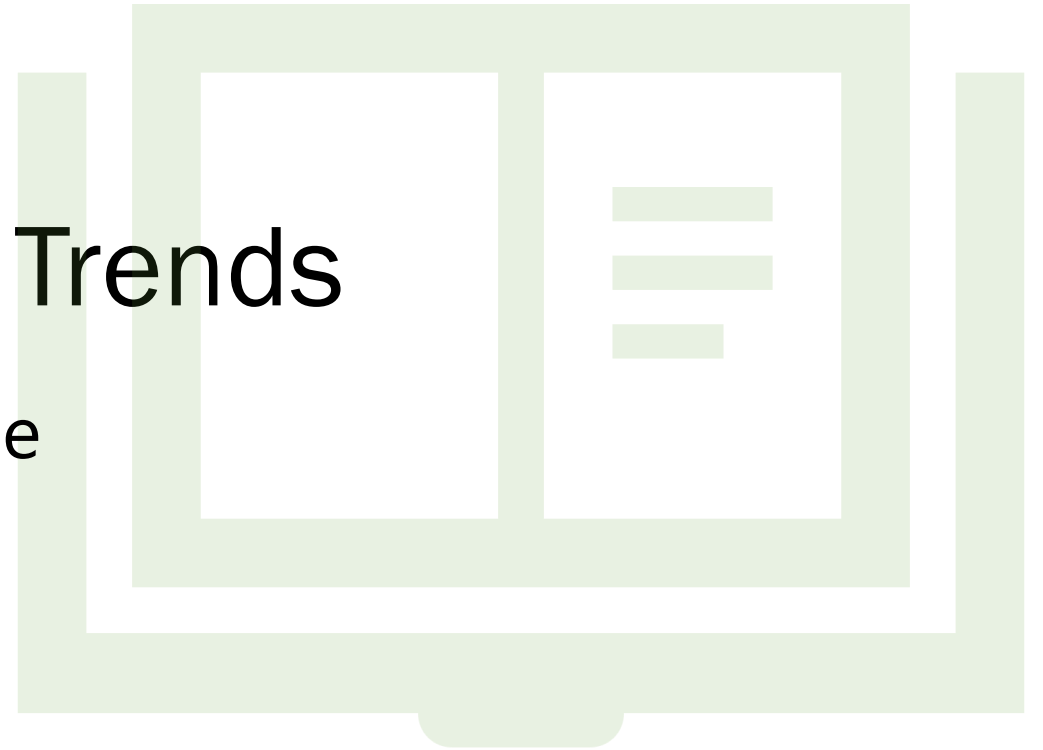
Sundre Municipal Library Presentation to Sundre Town Council

December 8, 2025



2025 YTD Results & Trends

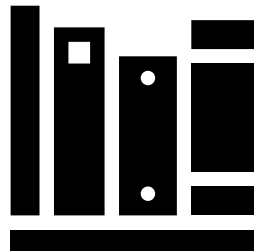
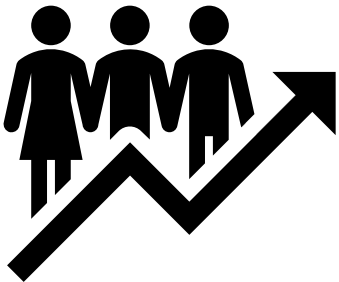
Libraries respond to the diverse wants and needs of the community.





2025 YTD Results & Trends

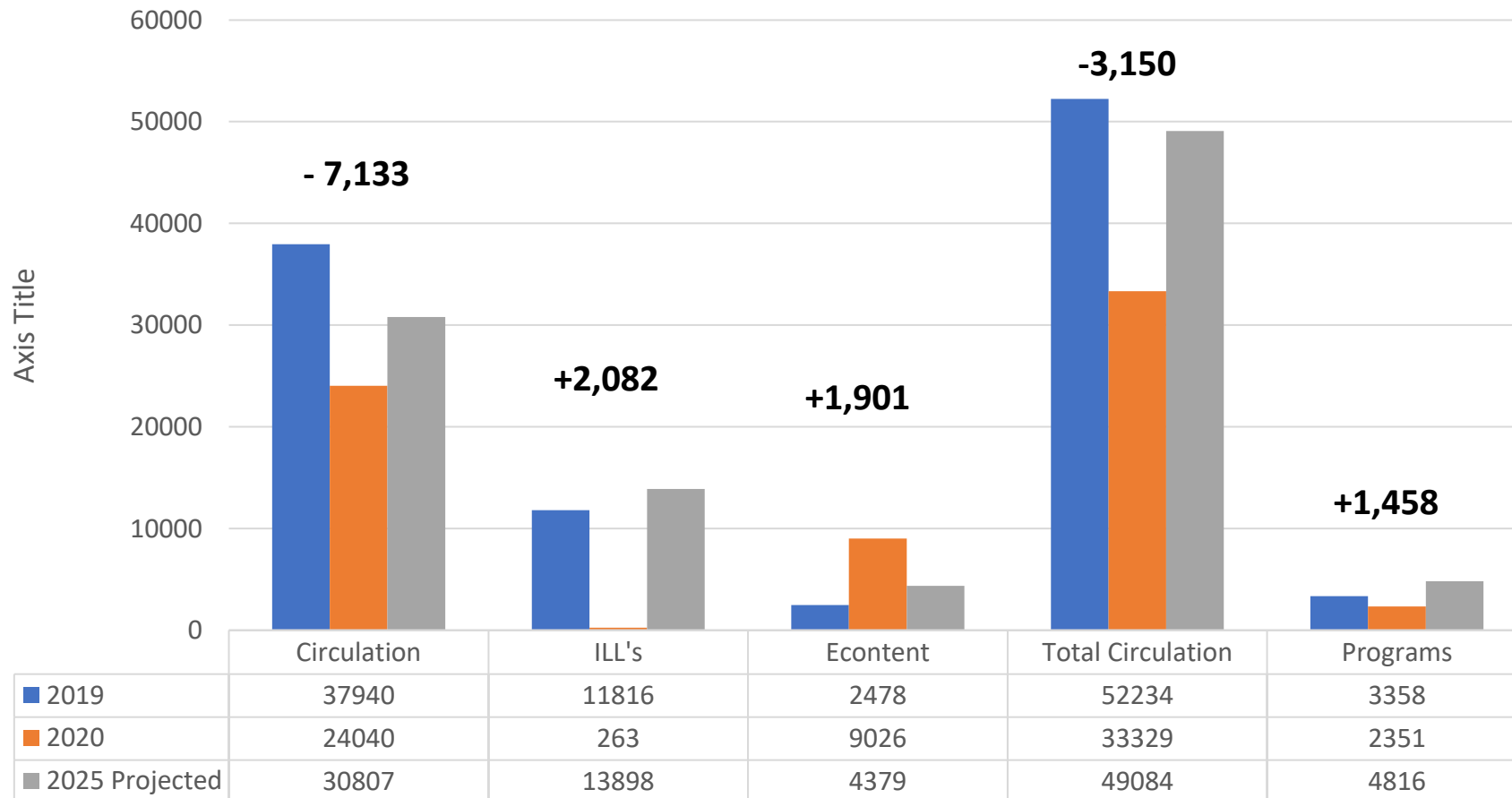
- People: slight membership decline; increased community users
- Resources: slight dip in physical circulation; strong econtent use
- Programs: continued trend upward; increased youth engagement





2019 - 2025 At A Glance

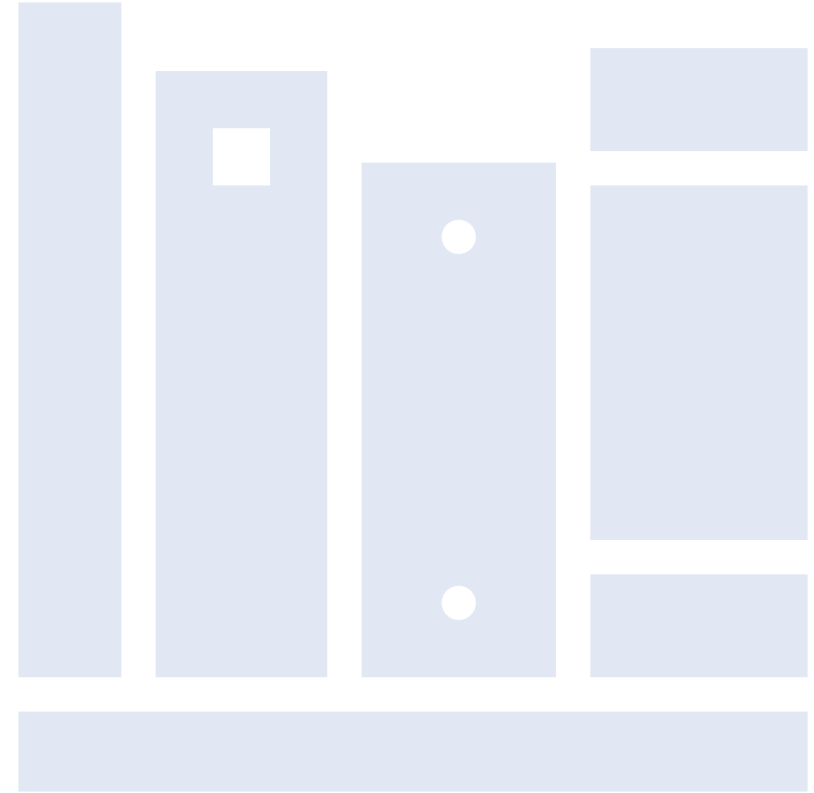
Library Resource & Program Usage





2026 Strategic Plan

Libraries support education,
employment, economic
development and much more.



2026 - 2030 Strategic Plan

- Stimulate Imagination: Reading, Viewing and Listening for Pleasure
- Satisfy Curiosity: Lifelong Learning
- Visit a Comfortable Place: Physical and Virtual Spaces





Supporting your priorities

Libraries are a community hub that provide information, social connections and programs that support *your* priorities.



SUNDRE LIBRARY SUPPORTS MUNICIPAL PRIORITIES

Community Wellness	<ul style="list-style-type: none">✓ Meeting space for individuals & groups✓ Regular and special event programming✓ Diverse literacy resources (physical, social, emotional, intellectual)✓ CALP literacy training (digital, career, financial)
Community Development	<ul style="list-style-type: none">✓ Partnerships – Sundre Museum, MVSH, Sundre area schools, GNP & the Den, Greenwood Campground, local businesses, Mountain View County Libraries

“There are so many things going on at this library, much more than I expected. This is fantastic!”

~ New Sundre Resident

“My family told me I couldn’t learn. But there are places that teach you how to use the computer and I want to learn. Look at me now!”

~ Area senior



Residents agree that libraries are important

“I refuse to give up reading books. I don’t have time to sit and read, but there are so many things I can do while listening to an eaudiobook – laundry, dishes, driving the kids to events!”

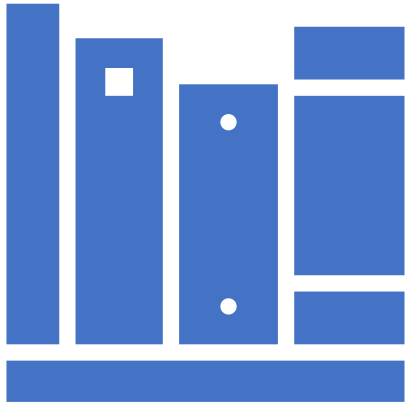
~ Local parent

2026 BUDGET

- Income: negligible decrease (0.003%)
- Expenses: increase of 2.9%

Continuation of mitigation efforts & avenues:

- ✓ **cost-savings through library system**
- ✓ **library partnerships**
- ✓ **partnerships with local businesses, service organizations**

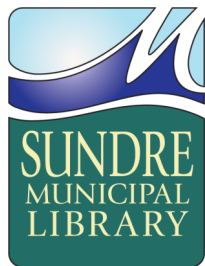


SUNDRE MUNICIPAL LIBRARY

ESSENTIAL TO SUNDRE'S QUALITY OF LIFE

5.1b

Sundre Municipal Library Forecast of Revenue and Expenses	2026	2027	2028
Revenue			
Donations/Fundraisers/Grants	\$ 23,400.00	\$ 24,200.00	\$ 25,000.00
Fees and Services	\$ 4,390.00	\$ 4,515.00	\$ 4,640.00
Government of Alberta	\$ 48,900.00	\$ 48,900.00	\$ 48,900.00
Mountain View County	\$ 66,636.00	\$ 68,635.00	\$ 70,694.00
Town of Sundre	\$ 113,654.00	\$ 114,791.00	\$ 115,939.00
Transfer from Legal and Accounting Fund			\$ 3,000.00
Total Revenue	\$ 256,980.00	\$ 261,041.00	\$ 268,173.00
Expenses			
Accountant/Professional Fees	\$ 3,000.00	\$ 3,060.00	\$ 6,121.00
Advertising and Promotion	\$ 800.00	\$ 850.00	\$ 900.00
Collection Acquisitions	\$ 13,520.00	\$ 13,565.00	\$ 13,610.00
Computer Equipment and Software	\$ 300.00	\$ 300.00	\$ 300.00
Continuing Education/Professional Dev	\$ 3,360.00	\$ 3,540.00	\$ 3,720.00
Deposit to Legal Reserve Fund	\$ 1,000.00	\$ 1,000.00	
Facility Expenses	\$ 44,305.00	\$ 45,700.00	\$ 47,145.00
Office, Equipment, Supplies	\$ 10,458.00	\$ 10,633.00	\$ 10,809.00
Programs	\$ 9,550.00	\$ 9,675.00	\$ 9,800.00
Wages and Benefits	\$ 168,550.00	\$ 177,600.00	\$ 182,960.00
Total Expenses	\$ 254,843.00	\$ 265,923.00	\$ 275,365.00
Net Income	\$ 2,137.00	\$ (4,882.00)	\$ (7,192.00)



Sundre Municipal Library

Accomplishments and Goals

Who We Are

The Sundre Municipal Library is more than a place for books—it's a hub for learning, connection, and community. Alongside our collection of books, DVDs, audiobooks, magazines, and digital resources, we offer programs designed for all ages to spark curiosity and support lifelong learning.

Serving Sundre since 1949, our library is powered by a core team of 4 dedicated staff members and 41 volunteers. Guided by a committed volunteer board of directors, we strive to provide residents with the resources, programs, and support they need—when they need it—while celebrating the strength and spirit of our local community.

2025 Accomplishments

- **Joined** with other libraries across Mountain View County to deliver Comic Con 2025 in Olds, engaging 860+ attendees in a vendor market, cosplay activities, panels, and gaming zones.
- **Worked** alongside the Sundre Museum to expand 2025 Culture Day activities, helping Sundre earn national distinction as a leading town and rural participant three years running.
- **Collaborated** with local fire and police services to offer a family tour of their facilities, allowing for family learning while building awareness and safety knowledge.

2026 Goals

- **Advance** personalized job readiness services by delivering customized one-on-one support in resume development, job searches, and interview preparation.
- **Strengthen** community connections and support community organizations by hosting monthly displays that tie local agency information to resource-rich library materials.
- **Expand** day camp collaborations with the Museum and GNP that showcase all contributing organizations and engage with and celebrate local community.

Visit Sundre Municipal Library Today

Proud member of:





Sundre Municipal Library

2024 Highlights

1065 members borrowed **50,750 books**, DVDs, audiobooks, eBooks, and eAudiobooks from the library. That's an average of **48 items per member!**



In 2024, the library welcomed **20,700 in person** visitors and **12,475 online** visitors.

867 new items were added to the collection

- Best selling books and audiobooks
- Blockbuster Movies
- Binge-worthy TV series



“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”

- Walter Cronkite

Our meeting spaces were booked by groups and organizations **81 times**.



On the average day the library provided **56 free wifi sessions**. Our wifi is available at any time of day, 365 days a year, allowing for **20,349 connections** per year.



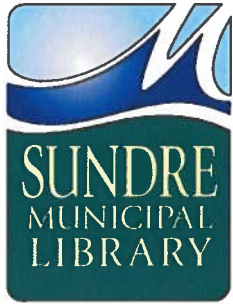
Library staff answered **43 burning questions each week** for inquisitive minds.



There were **4,464 attendees of 238 in person, outreach and digital literacy programs**. We offered everything from early literacy and teen art events, to family gym times, seniors tech training, Spice of the Month programs, and armchair travel classes. Seasonal programs remain popular.

Visit your library today!





SUNDRE MUNICIPAL LIBRARY PLAN OF SERVICE 2026 – 2030



96 2 Ave NW #2

P.O. Box 539, Sundre, AB T0M 1X0

403-638-4000

sundrelibrary@prl.ab.ca

prl.ab.ca/sundre

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Acknowledgements

The Board of Sundre Municipal Library would like to extend its sincere gratitude to the numerous community organization representatives who attended the Community Needs Assessment meeting. We were pleased to welcome the voices and perspectives of the following groups in bringing our strategic plan to life: Sundre Chamber of Commerce, Sundre District & Historical Society, Greenwood Neighborhood Place/Family Community Support Services (FCSS), Sundre Daycare Centre, Sundre Palliative Care Association, Mountain View Senior's Housing, Peaks to Prairies Primary Care Network, Friends of the Sundre Municipal Library, River Valley School Council, and the Sundre Creative Arts Society.

We would also like to extend a special thank you to Jessica Dinan, Library Consultant with Parkland Regional Library System for facilitating our Plan of Service community engagement and board workshop sessions. To the Sundre and District Ag Society, thank you for use of the community organization table at the Farmer's Market for our 'Spend 6' Initiative.

We remain deeply grateful for the continued financial support from the Town of Sundre, Mountain View County, and other government partners. Their investment in our library is a testament to their belief in the power of community learning, access, and connection.

Statement of Approval and Accountability

The Plan of Service for 2026-2030 has been prepared by the Town of Sundre Library Board in accordance with Alberta Libraries Regulation AR 141/98.

The Board and staff of the library are committed to implementing this plan of service, reviewing it regularly to monitor progress in achieving goals, and updating the plan as needed.

MOTION:

"Motion to adopt the plan of service." Motion made by: Carolyn Hellmer. Motion seconded by: Wendy Murphy. Carried.

Date of Board Meeting: November 20, 2025

Original signed by:



Wendy Murphy, Board Chair

DATE: November 20, 2025

Inclusions

Vision Statement

The Sundre Library is a welcoming, inclusive centre for literacy, leisure, creativity, and lifelong learning.

Mission

To provide materials, services, programs, information, and resource connections which help the citizens of Sundre and area to flourish.

Values

The Sundre Municipal Library is a member of the Parkland Regional Library System and fully subscribes to best practices in Library procedures and services as established by the Public Library Services Branch (Alberta Municipal Affairs) and the Library Association of Alberta.

We believe the Library has a part to play in fostering and supporting a healthy, vital community. It is a place where citizens may exercise their imaginations and find the resources to thrive in a challenging and fast-changing world.

These goals are achieved through:

1. The facilities of the Sundre Municipal Library are open to everyone and are available for the use of local clubs, groups, and non-profit organizations.
2. The materials of the Sundre Municipal Library (print, audio, video, digital, and realia) are chosen to appeal to the widest possible range of patrons and to reflect and celebrate the diversity of our community. We take special care in maintaining materials for those who may have a disability that makes the use of traditional materials difficult or impossible. Library materials include those available digitally or online to Library patrons through subscriptions maintained by Parkland Regional Library.
3. The staff of the Sundre Municipal Library are dedicated to providing the highest possible level of Library services and assisting patrons with accessing the materials and programs offered by the Library. Staff are committed to helping determine, organize, and deliver appropriate activities and events to meet existing and emerging community needs and to engage users of programs in determining their effectiveness, and collecting and evaluating statistics on program participation.

Library Profile

History

The Sundre Municipal Library was established in 1949 and was first housed at the Women's Institute Hall. In its early years, the Library was open only one day per week and was closed for July and August. By 1956, the library collection had expanded to over 4,000 books, and 500 more were being added every year.

The Library has had several homes over the years, until 1976, when a new library was created in the basement of Wild Rose Court, the town's first government-sponsored residence for seniors. Library supporters raised the \$30,000 necessary for this project through various fundraising efforts.

In 1980, the library joined the Parkland Regional Library System (PRLS), resulting in increased funding, as well as access to a wider range of books for patrons.

The library moved to its current home in the Sundre Community Centre in 2006. New features of this facility included a spacious children's area, an expanded adult section, and public internet stations. The Friends of the Sundre Municipal Library Society was established in 2005 to provide fundraising support to the library.

The Sundre Municipal Library celebrated its 75th anniversary in December 2024!

Hours

The Sundre Municipal Library is open 5 days a week for a total of 30 hours per week.

Governance

The Sundre Municipal Library is governed by trustees appointed by the Town of Sundre. The Town of Sundre Library Board meets once a month, and meetings are open to the public.

Board Members

Wendy Murphy - Chair

Todd Dalke

Allan Tarnoczi

Carolyn Hellmer

Simon Ducatel

Janelle Baker

George Green

Human Resources

Sundre Municipal Library has a full-time Library Manager, three part-time staff members and one seasonal summer employee. Joy Willihnganz is the current Library Manager.

Community

In 2024, Sundre recorded a population of 2,730 people. The town is located 100 kilometres northwest of Calgary, and serves as a major thoroughfare in the summer and winter months for travellers to the Rocky Mountains. Due to the community residing in Mountain View County, in close proximity to Olds, Carstairs, Didsbury, and Cremona, the Library also serves residents from these communities within the County, as well as Mountain View County residents.

The community population is approximately:

- 14.4% in the age range of 0-14
- 10.6% in the age of 15-24
- 32.4% in the age range of 25-54
- 42.4% in the age range of 55+

(Age demographic information taken from [Point2Homes.com](https://www.point2homes.com))

Partnerships

The library strongly believes in the power of partnerships and is proud to collaborate with a diverse range of organizations that share our commitment to learning, inclusion, and community enrichment. These partnerships allow us to expand our reach, enhance our services, and better respond to the evolving needs of our patrons. We are honoured to work alongside the following groups, whose support and shared vision help us build a stronger, more connected community: Sundre and District Historical Society, Greenwood Neighborhood Place/FCSS, Mountain View Family Resource Center, Mountain View Seniors' Housing, the regional schools of Chinook's Edge School Division, Sundre Daycare Centre, and Little Ducklings Daycare.

We are especially grateful for our regional partnerships with Parkland Regional Library System (PRLS), and are particularly proud of the collaboration between Mountain View County libraries, which strengthens our collective ability to serve our communities and strengthen our impact. As a proud member of the Library Association of Alberta (LAA), we remain committed to advancing library services across the province through shared knowledge, advocacy, and innovation.



Community Needs Assessment

The Sundre Municipal Library, with the support of Parkland Regional Library System, hosted a community survey (with both online and paper formats available) from June 1st – September 30th, 2025, to assess the strengths and weaknesses of the Library's service offerings. It focused on questions regarding library collections, programs, hours of operation, and general services to help us learn where we can grow and better the community. There were 115 survey respondents. An in-person community needs assessment meeting was held on October 14th, 2025, and representatives of various Sundre community organizations were invited to attend. At this meeting, participants brainstormed and discussed the strengths and weaknesses of Sundre Municipal Library, as well as the challenges faced by the Town of Sundre. This meeting was facilitated by a Consultant Librarian from Parkland Regional Library System. The Library also held a 'Spend 6' campaign through August and September 2025 to gather as much community feedback as possible.

The results from the community survey, in-person needs assessment meeting, and 'Spend 6' campaign were reviewed by board members and library staff. This information guided the creation of Sundre Municipal Library's 2026-2030 Plan of Service.

Data from the online survey, in-person community needs assessment meeting, and 'Spend 6' campaign are contained in Appendix A, B, and C, respectively.

Review

On October 30th, 2025, the Town of Sundre Library Board members and senior staff reviewed the results from the online survey and the in-person community needs assessments. This data, as well as an assessment of the library's resources and organizational capacity, was used to determine priority library responses for inclusion in the current Plan of Service. Based on the identified needs relevant to the library's mandate and the library resources available to help meet these needs, the following Library Service Responses have been selected as the priority service areas for this Plan of Service.

1. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure
2. Satisfy Curiosity: Lifelong Learning
3. Visit a Comfortable Place: Physical and Virtual Spaces

2026-2030 Plan of Service

The Plan of Service is reviewed annually and may be modified to adapt to emergent situational changes or to take advantage of innovation or new opportunities and strategic alliances. Detailed action plans and short-term emergent strategies at the operational level are part of library operations and are, therefore, not included in this document.

Library Service Response 1 - Stimulate Imagination: Reading, Viewing, and Listening for Pleasure

Goal: Community members who want materials to enhance their leisure time will find a broad range of resources and program offerings available to them.

Objective 1: Year over year, Sundre Municipal Library will maintain its 2024 eContent Contributions to ensure patrons have access to the digital content they prefer.

- Sundre Municipal Library will contribute at least \$2,000 annually to system eContent platforms to support meeting patron demand.

Objective 2: By 2030, the Sundre Municipal Library will offer regular programs to serve members of all ages, with a specific focus on intergenerational and youth programming.

- Sundre Municipal Library provide quarterly intergenerational programs specifically designed to engage both seniors and children in meaningful, shared experiences.
- Sundre Municipal Library will offer engaging and age-appropriate programs for teens on a quarterly basis to support their personal growth, creativity, and community connection.

Library Service Response 2 - Satisfy Curiosity: Lifelong Learning

Goal: Community members of all ages will have the programming and resources they need to explore topics of personal interest and continue to learn throughout their lives.

Objective 1: By 2030, residents will have access to programming that supports creativity and skill development. The majority of survey respondents will say that their access to creative and skill development library pursuits was “positive”.

- Sundre Municipal Library will offer a quarterly program that features crafting and hands-on activities to engage patrons of all ages in creative skill-building.

Objective 2: During the life of this Plan, the Library will annually allocate 5% of its collection development funds for purchasing items that support creativity and/or skill development.

- Library staff will utilize collection development resources to learn about new materials that promote creativity and developing new skills.
- The Library will request Adult Non-Fiction and Junior Non-Fiction Collection Gaps Surveys be conducted by Parkland Regional Library System staff to assist in identifying gaps in subject areas.
- The library will create one new go bag for adults each year, designed to support skill development through engaging, hands-on activities. These kits will promote creativity, cognitive stimulation, and lifelong learning in a convenient take-home format.

Library Service Response 3 - Visit a Comfortable Place: Physical and Virtual Spaces

Goal: Community members will have a safe and inclusive physical space to support connection, or to enjoy a quiet environment, and will have open and accessible virtual spaces.

Objective 1: By 2027, the Library will undergo an hours of operation audit (including polling 5% of community members) to determine the best operating hours to serve the community and ensure that those hours are staffed appropriately.

Objective 2: By 2028, the Sundre Municipal Library will have added at least one designated quiet area to satisfy community demand for a noise-controlled, private library space.

- The Library will acquire and install a soundproof booth for study, interviews, and quiet activity.

Objective 3: By the end of 2030, the Library will have undergone space planning and minor renovations to enhance the collection presentation and layout, and functionality of the overall space.

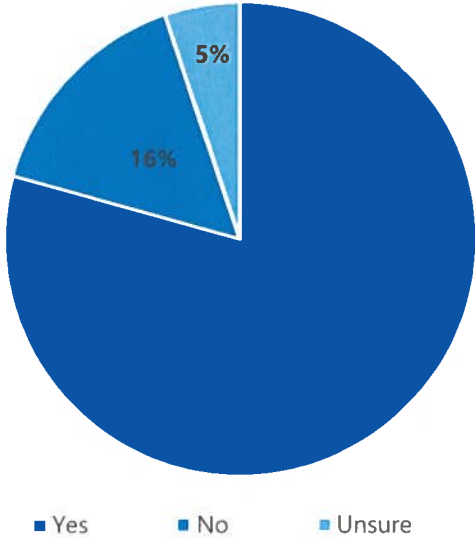
The majority of future survey respondents will rate the Library's physical spaces as "excellent".

- The library will refresh its interior by re-painting key areas and updating window treatments to foster a more inviting and practical space.
- The library will source or reconfigure existing collection layouts to increase storage and display space for DVDs and other materials.
- The library will update its kitchen area to enhance functionality by incorporating improved storage, flexible meeting space, and accommodations for staff needs.
- The library will install an indoor drop box to safeguard materials from weather-related damage and ensure secure returns.

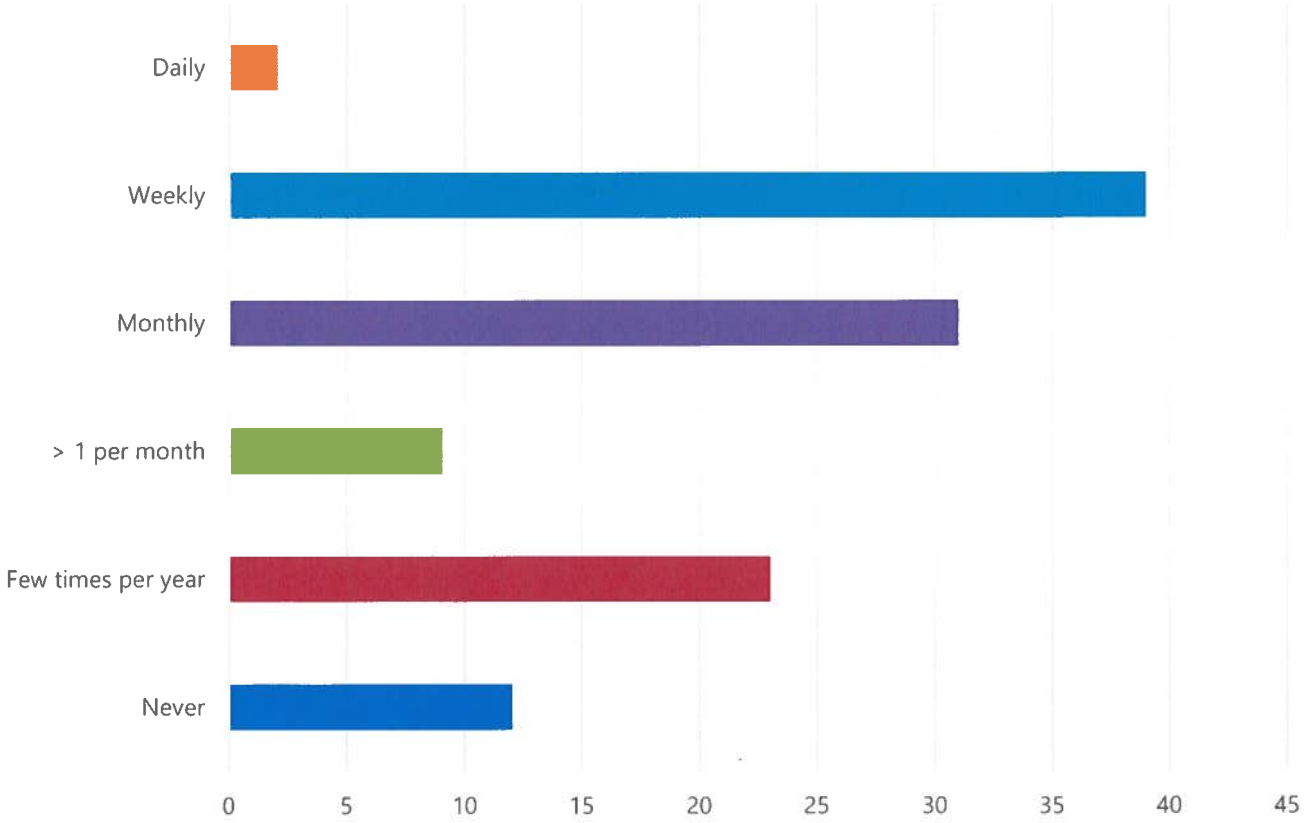
APPENDIX A

Community Needs Assessment Survey Summary

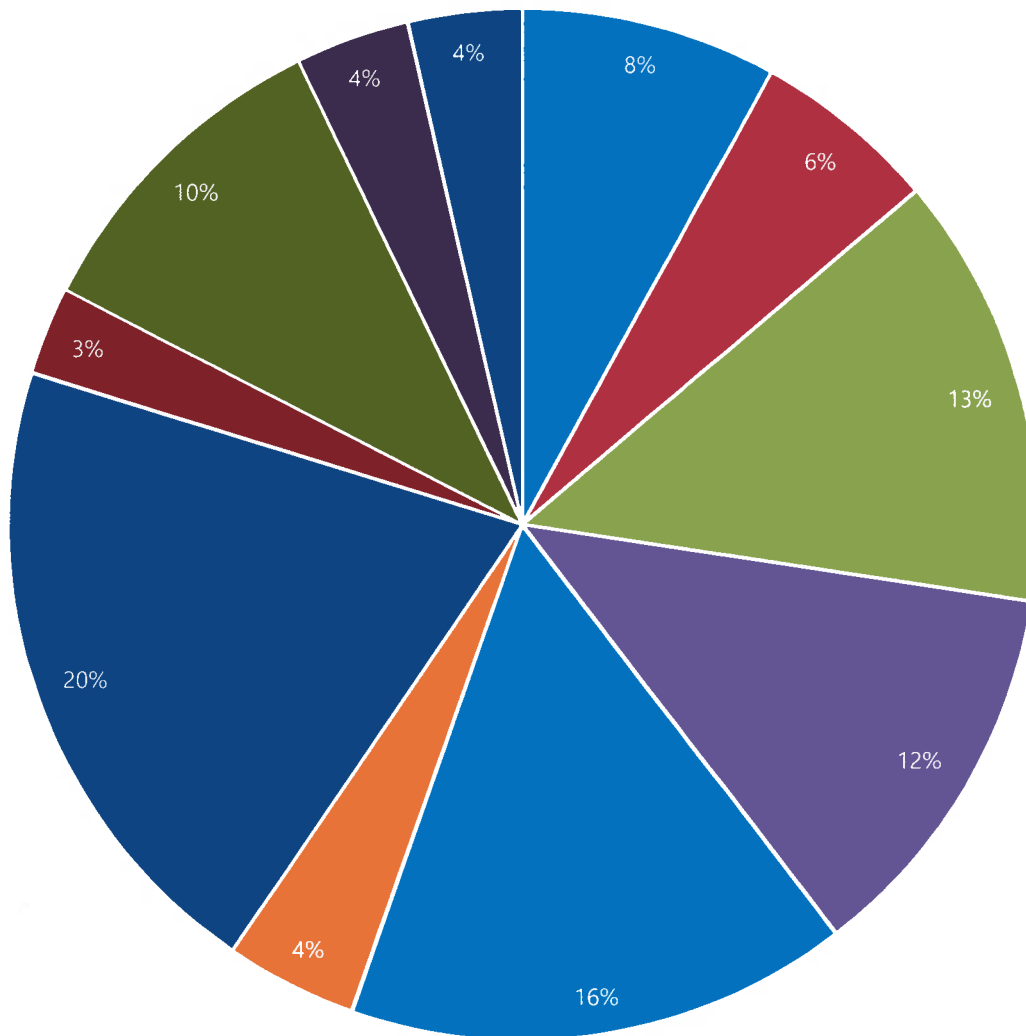
Library Card Status



How often do you visit the library?

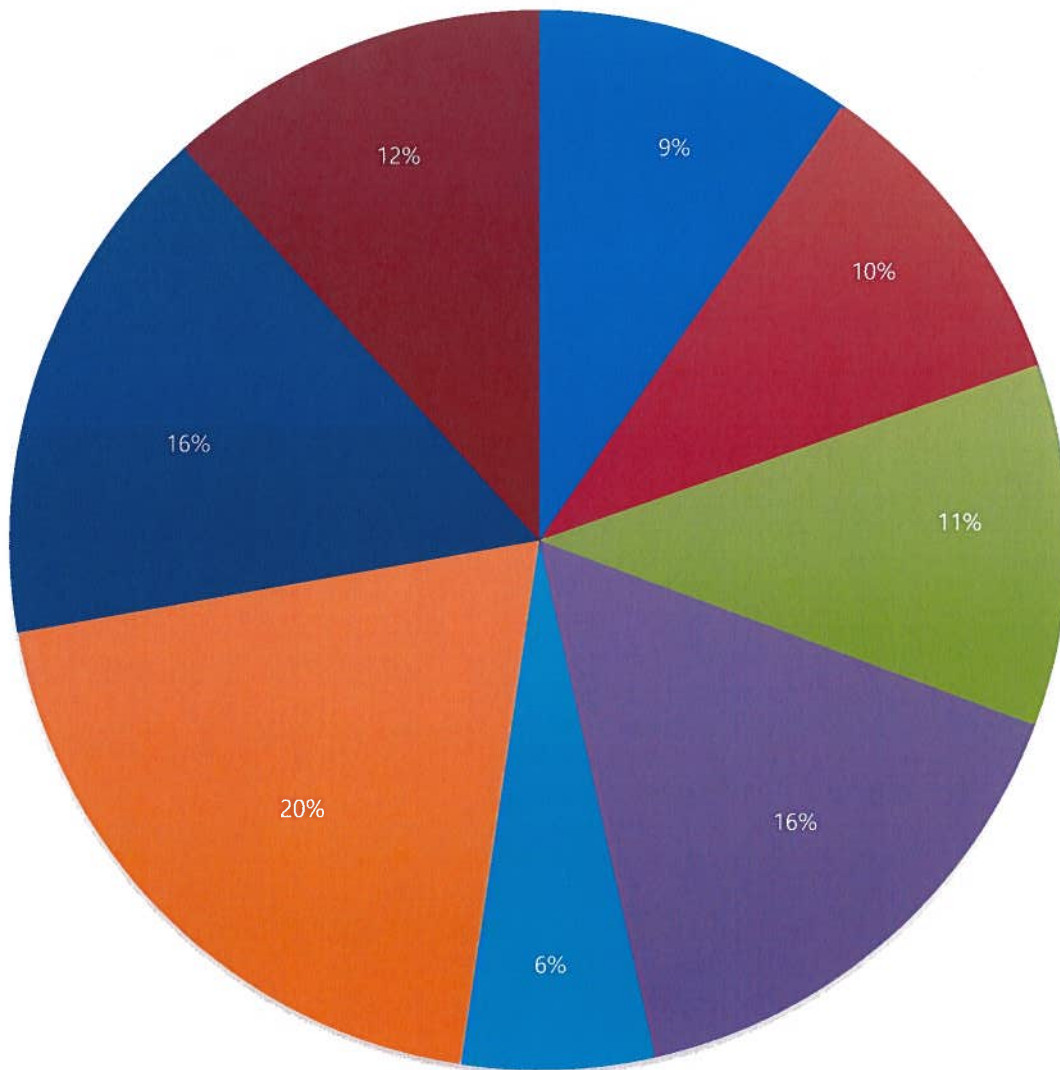


Learning Goals



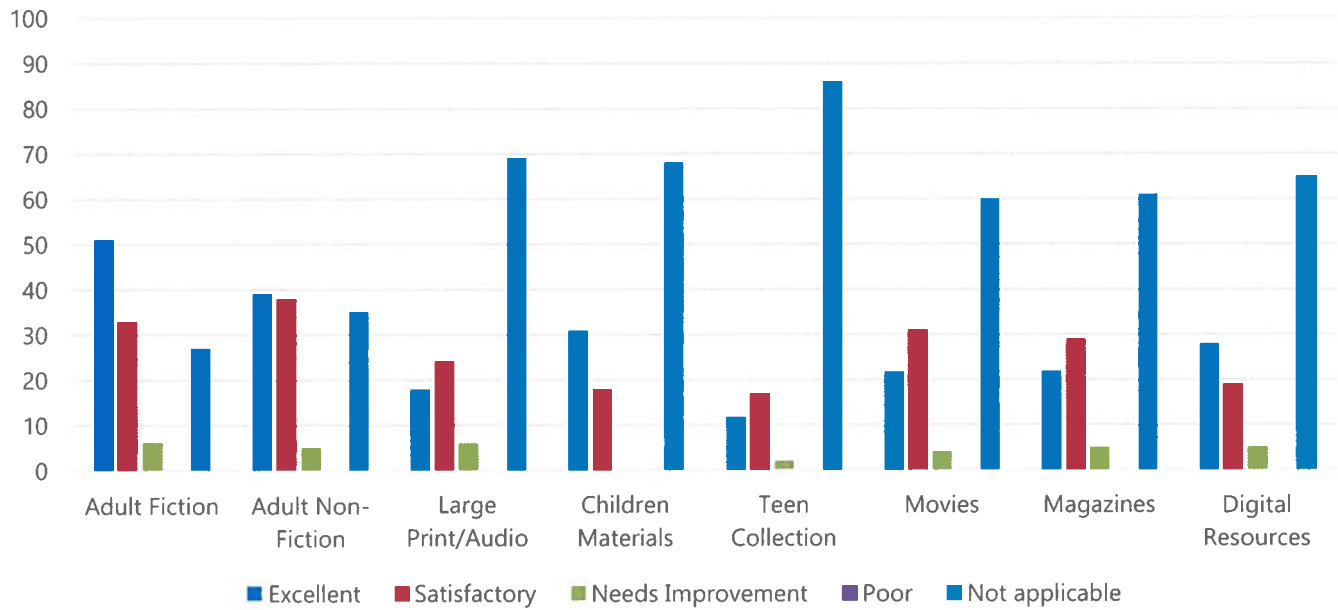
- Access to local, national, and world news
- Business and non profit support
- Early literacy opportunities
- Answers for topics of personal interests
- Access to adult, teen, and family literacy
- Job and Career Development
- Lifelong learning opportunities
- Homework Help
- Skills to search, locate and evaluate information effectively
- Services for new immigrants
- Exam Proctoring

Leisure Goals

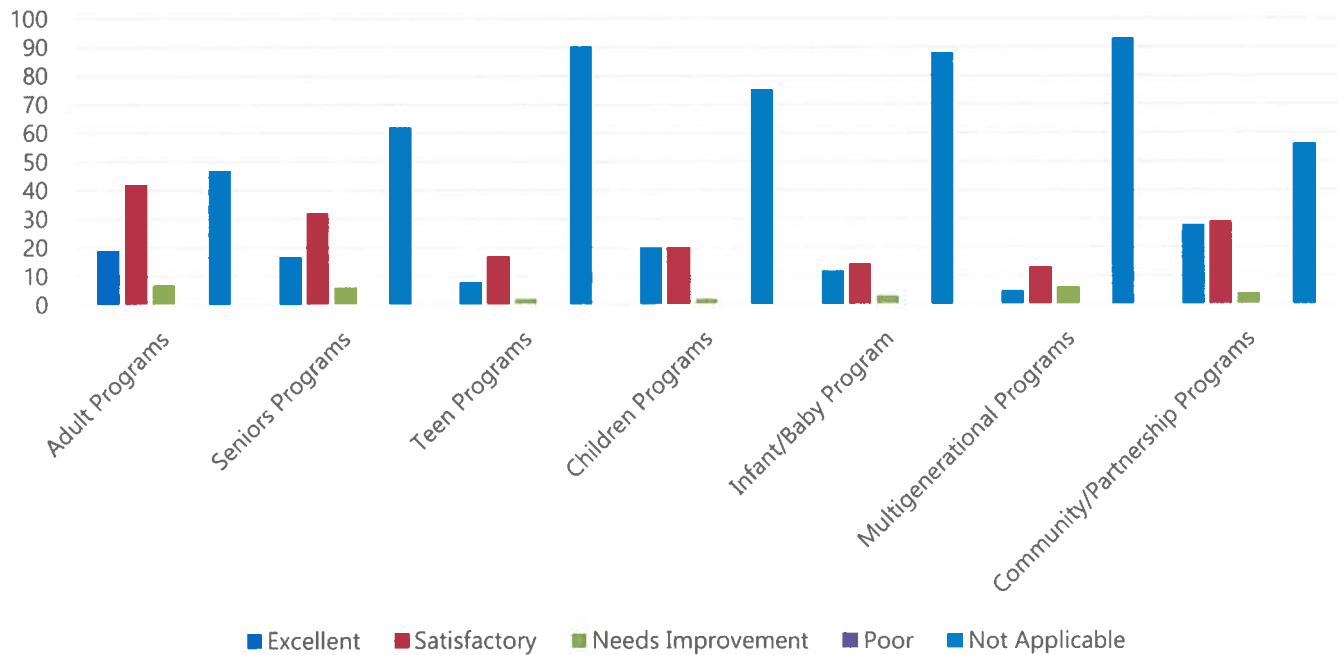


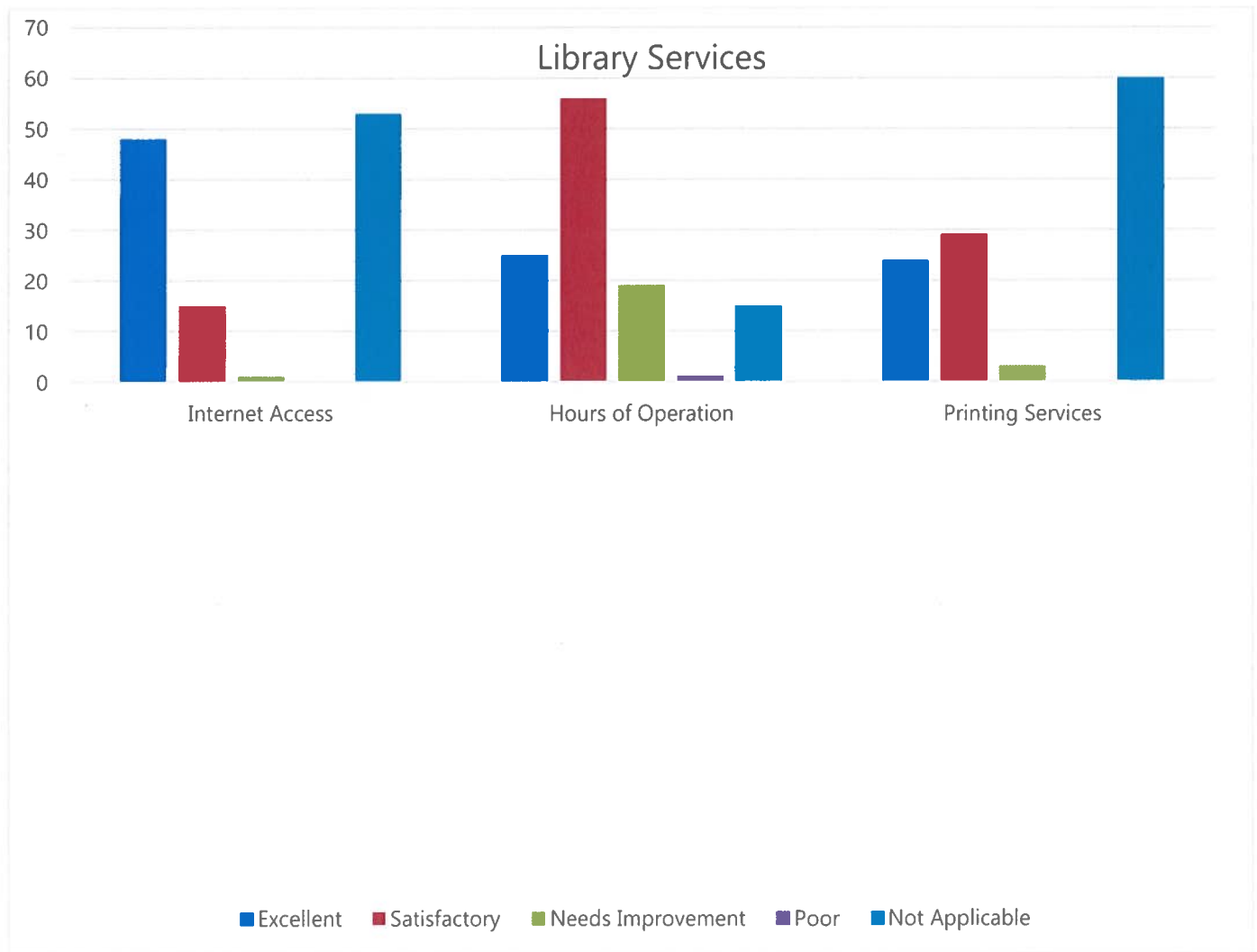
- Celebrating diversity and cultural awareness
- Genealogy and local history
- Services to provide creative outlets (print, video, audio, etc)
- Access to community resources, services, and community activities
- Health, finances, and other lifestyle goals
- Reading, watching, and listening for pleasure
- Comfortable physical and virtual library spaces
- Free public internet access

Collection



Programming





APPENDIX B

Community Needs Assessment Meeting Report

Sundre Municipal Library Community Needs Assessment Meeting

October 14, 2025

Facilitated by Jessica Dinan, Parkland Regional Library System

As part of the process of managing and controlling a municipal library, *The Alberta Libraries Regulation* requires Library Boards to file a new Plan of Service with the Minister at least every five years. The Plan of Service must contain a mission statement and goals and objectives based on a needs assessment of the municipality or municipalities served by the board. To that end, a meeting was organized by the Town of Sundre Library Board to inform the development of a new Plan of Service. The Library Board selected a group of individuals to represent a broad cross-section of Sundre and surrounding areas. Individuals were invited to the meeting based on their knowledge of community issues and their ability to represent the interests of one or more stakeholder groups. 15 community members (including the Library Manager) attended the in-person meeting.

MEETING OBJECTIVES:

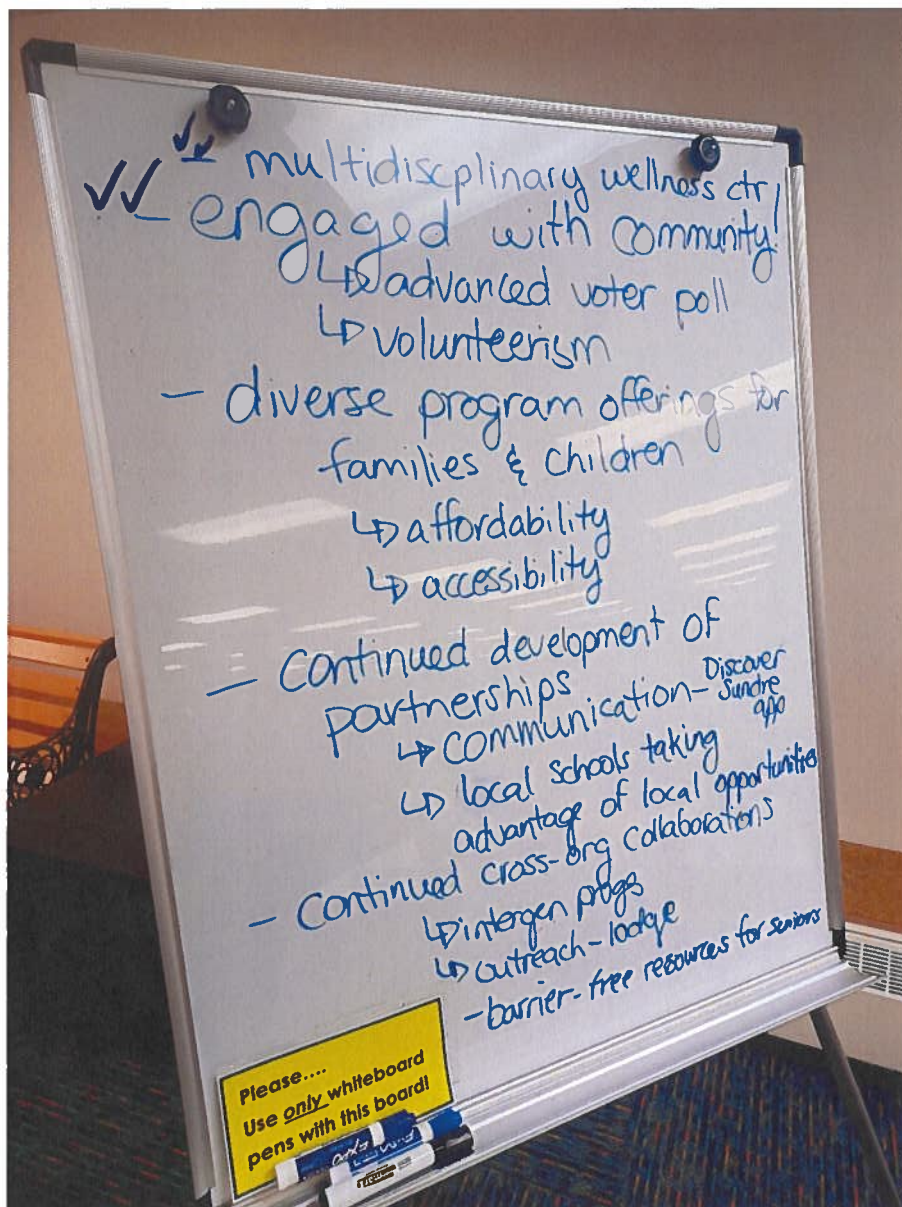
- Participants will understand their role and fully participate in the library's strategic planning process.
- Participants will identify those needs that could be service priorities for the library.

Identifying Needs for Library Service Priorities:

In-person participants were asked the following questions:

1. Where does the community want to be in 5 years?
2. How can the library assist the community in achieving its goals?
3. What is the library currently not doing that you would like to see it doing in the future?
4. Is there anything in the current Plan of Service that still applies?

Participants discussed the first question as one large group, while the facilitator jotted down their answers and asked clarifying questions when needed. For questions 2 & 3, participants were broken up into small groups of 3-4 people each and received large post-it notes to jot down their ideas. They were given approximately 5 minutes per question to brainstorm ideas in their small groups for the library. When ideas were exhausted, the facilitator shared the answers recorded on each post-it note with the whole group and posted all suggestions on the wall. Attendees were able to discuss each other's ideas and recommendations. The facilitator reviewed every suggestion and asked for further clarification or additional information when needed.



Similar ideas or topics were grouped together. Ideas that were deemed less important were removed and put aside. Three themes emerged from the groups' answers to the above questions:

1. Intergenerational programming and literacy (specifically initiatives that assist young families and seniors)
2. Small group/private space room bookings and additional morning opening hours
3. Communication of library and community events/programs/services

The facilitator shared with participants a list of Library Service Responses. Attendees were asked to discuss them and choose the service response(s) that best encapsulated each group of ideas/topic. They found that there were several Service Responses that fit with themes 1 and 3. The Responses that the group chose have been colour-coded below. Responses #1-3 correspond with the [intergenerational programming and literacy theme](#) (theme #1), Response #4 corresponds with the [private space and](#)

additional morning hours theme (theme #2), and Responses #5-6 correspond with the communication theme (theme #3).

Towards the end of the Service Response review and brainstorming period, a participant brought up that the lack of points brought forward pertaining to new immigrant services could indicate a service gap in the community, and it was decided to add it to the list of Service Responses for consideration.



The attendees chose the following Service Responses:

- #1 Satisfy Curiosity: Lifelong Learning
- #2 Make Informed Decisions: Health, Wealth, and Other Life Choices
- #3 Learn to Read and Write: Adult, Teen, and Family Literacy
- #4 Visit a Comfortable Place: Physical and Virtual Spaces
- #5 Understand How to Find, Evaluate, and Use Information: Information Fluency
- #6 Know Your Community: Community Resources and Services
- #7 Welcome to Canada: Services for New Immigrants

Grouped Responses

1	2	3
5-8 Lego club Lego club afterschool for daycare kids	Maybe if possible extra morning being open for my seniors to come again, to interact with the daycare and library Note open a second morning (move options for parents on a day where not everything else is taking place)	Information hub App collaboration? Information sharing Training & education on app Communication of emergencies/events Communication – ongoing efforts to encourage collaboration/partnerships

<p>Sensory programming</p> <p>Sensory materials available for families</p>	<p>Private meeting space – free, accessible</p> <p>Bookable, self-enclosed space (for exam writing or interviews [sound-proof])</p> <p>Private bereavement room – space where individuals can enter/exit privately</p>	<p>Website updates – programming information</p>
<p>Seniors Storytime with preschool (possible art at end based on theme)</p> <p>Intergenerational reading programs</p> <p>Tech team – intergenerational</p>	<p>Website updates - design</p>	<p>Volunteer fairs</p>
<p>Vision-impaired programs - seniors</p> <p>Seniors' tech help</p> <p>Already collaboration between library and lodge</p> <ul style="list-style-type: none"> - Seniors' tech help - Personalized library service at lodge <p>Having library host seniors' – come and have Storytime</p>	<p>Kiosk each month for people to access to share their needs (a space to offer this)</p>	<p>Advertise library activities</p> <p>Interactive displays</p>
<p>"Ask a professional"</p>	<p>WIFI and computer/technology resources</p>	
<p>Career Support Services, navigate job searches</p>		
<p>Wellness "exhibits"</p> <p>Wellness themed type activities; dedication to those topics ex. Grief, anxiety, SAD</p>		
<p>Genealogy programming – to compliment Museum's offerings (space, technology, volunteers)</p>		
<p>Cultural programming – arts, local history, and participation in AB Culture Days</p>		
<p>Services/programs for new immigrants – language classes, "learn from a professional" talks, and access to library resources</p>		

The Library Manager clarified that the library was already providing some of these services. One of the small groups also brought forward the point to be “careful not to overlap resources – limited resources and each organization wants to serve their patrons. Ex. Food bank, Plus 1, etc. Need to be careful we don’t make other organizations irrelevant.”

New ideas and recommendations did emerge, and the Library Manager took detailed notes about the ideas discussed.

The selected Service Responses will be brought forward at the Sundre Municipal Library Plan of Service planning meeting and taken into account when reviewing community survey and ‘Spend 6’ campaign data. While it is recommended that a maximum of three Service Responses be selected for the new Plan of Service, each of these strategic priorities should be considered for inclusion as one of the final three.

#1 Satisfy Curiosity: Lifelong Learning

#2 Make Informed Decisions: Health, Wealth, and Other Life Choices

#3 Learn to Read and Write: Adult, Teen, and Family Literacy

#4 Visit a Comfortable Place: Physical and Virtual Spaces

#5 Understand How to Find, Evaluate, and Use Information: Information Fluency

#6 Know Your Community: Community Resources and Services

#7 Welcome to Canada: Services for New Immigrants

APPENDIX C

'Spend 6' Community Needs Assessment Initiative

To garner feedback from as many Sundre Municipal Library patrons and Sundre community members as possible, the Library also conducted a 'Spend 6' campaign within the library for a few weeks in August 2025, as well as taking the campaign initiative to several outreach events (attended through August & September) listed in the table below. The campaign was set up with a container of pennies and 20 jars labelled with various categories (programs, collection, etc.). Participants were encouraged to take 6 pennies and "spend" them on the 6 library categories that were most important to them.

The table below summarizes the data provided by 'Spend 6' campaign participants and was factored in when selecting Library Service Responses and their objectives.

Plan of Service - Community Engagement ('Spend 6')							
Description	Aug 1-21 in Library	SPOG	Welcome Back BBQ	Farmer's Market	Total	% of Spend	
Meeting Space	17	26	6	5	54	3.2%	
Play Space	37	27	12	8	84	5.0%	
Quiet Space	27	34	13	5	79	4.7%	
Print, Fax, Scan	11	20	4	9	44	2.6%	
Audiobooks	14	37	12	9	72	4.3%	
Magazines	17	17	5	3	42	2.5%	
Equipment	14	43	16	8	81	4.9%	
Technology	23	46	9	14	92	5.5%	
Books	67	133	51	27	278	16.6%	
Digital Items	9	23	11	12	55	3.3%	
DVD's	18	27	5	2	52	3.1%	
Graphic Novels	58	20	11	9	98	5.9%	
Outreach Programs	13	31	5	11	60	3.6%	
Outreach Events	26	25	7	10	68	4.1%	
Digital Literacy	16	18	7	5	46	2.8%	
Job Hunting	9	30	7	4	50	3.0%	
Early Learning	18	27	22	9	76	4.6%	
School Aged Programs	46	40	24	9	119	7.1%	
Teen Programs	16	49	19	13	97	5.8%	
Adult Programs	33	57	13	20	123	7.4%	
Total	489	730	259	192	1670		
# of Participants	81.5	121.7	43.2	32.0	278.3		



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	RFD Delegation Chubb's Water Hauling Service
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	5.2

BACKGROUND/PROPOSAL:

Mr. Chubb Richards of Chubb's Water Hauling Service requested to address Council concerning an issue he has experienced with the Town's Bulk Water station and unpaid invoices. Mr. Richards is requesting that Council waive the overdue amount of \$258.06.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Mr. Richards concerns relate to bulk water usage, metering and subsequent billing by Corporate Services. In June 2025 Mr. Richards filled his water hauling tanker with an amount of water that resulted in an invoice amounting to \$362.50.

Mr. Richards paid \$120.00 towards his account on July 31, 2025, which left a balance due of \$242.00. Since that time, Corporate Services has at Mr. Richards's request, closed the bulk water account, but there remains the unpaid balance as shown in the history and statements sent to Mr. Richards.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

At Council's discretion.

COSTS/FUNDING:

Loss of \$258.06 in bulk water revenue.

MOTION:

At Council's discretion.

ATTACHMENTS: Town of Sundre Invoice History

Mr. Richards's November 25, 2025 letter to Council;
August 29, 2025 Town of Sundre letter to Mr. Richards,
Copies of Statements August 29 and November 14, 2025

Date Reviewed: December 4, 2025

CAO:

Donna Nelson

Accounts Receivable Inquiry

Filter By Customer Name List CHUBB'S WATER HAULING SERVICE

Basic A/R List Name List Standard Invoices Ambulance Invoices Oil Drilling Fire Invoices Harbour Invoices Transaction List Stored Documents

Account 285956 Contact CHUBB

Transactions

Transactions

Name CHUBB'S WATER HAULING SERVICE

2025

Back 1 Year

Current Year

Ahead 1 Year

Invoice Date	Invoice	Description	Type	Amount	Balance	Post Date	Trans D
2025-01-01	0	OPENING BALANCE	Y	\$0.00	\$0.00	2025-01-01	2025
2025-06-12	40783	2025 MAY BULK WATER PURCHASE	I	\$152.30	\$152.30	2025-06-12	2025
2025-06-19	20253094	CASH RECEIPT APPLIED	C	(\$152.30)	\$0.00	2025-06-19	2025
2025-07-10	40840	2025 JUNE BULK WATER PURCHAS	I	\$362.50	\$362.50	2025-07-10	2025
2025-07-31	20253876	CASH RECEIPT APPLIED	C	(\$120.50)	\$242.00	2025-07-31	2025
2025-08-07	40896	2025 JULY BULK WATER PURCHAS	I	\$100.00	\$342.00	2025-08-07	2025
2025-08-31	20254323	CASH RECEIPT APPLIED	C	(\$100.00)	\$242.00	2025-08-31	2025
2025-09-01	40840	Penalty Applied	P	\$6.05	\$248.05	2025-09-08	2025
2025-09-08	40954	2025 AUGUST BULK WATER PURCH	I	\$100.40	\$348.45	2025-09-08	2025
2025-09-30	20254795	CASH RECEIPT APPLIED	C	(\$100.00)	\$248.45	2025-09-30	2025
2025-10-01	40840	Penalty Applied	P	\$3.55	\$252.00	2025-10-15	2025
2025-11-01	40840	Penalty Applied	P	\$3.55	\$255.55	2025-11-14	2025
2025-11-01	40954	Penalty Applied	P	\$2.51	\$258.06	2025-11-14	2025

Do Not Print Statement ☐Do Not Print Arrears Msg ☐Email Statement ☐Email Invoices ☐

Accounts Receivable Inquiry

Filter By Customer Name List CHUBB'S WATER HAULING SERVICE

Basic A/R List Name List Standard Invoices Ambulance Invoices Oil Drilling Fire Invoices Harbour Invoices Transaction List Stored Documents

Account 285956 Contact CHUBB

Transactions

Transactions

Name CHUBB'S WATER HAULING SERVICE

2024 Back 1 Year Current Year Ahead 1 Year

Invoice Date	Invoice	Description	Type	Amount	Balance	Post Date	Trans D
2024-06-13	40091	2024 MAY BULK WATER PURCHASE	I	\$187.60	\$187.60	2024-06-13	2024
2024-06-24	202403442	CASH RECEIPT APPLIED	C	(\$187.50)	\$0.10	2024-06-24	2024
2024-07-12	40151	2024 JUNE BULK WATER PURCHAS	I	\$233.00	\$233.10	2024-07-12	2024
2024-07-26	202404064	CASH RECEIPT APPLIED	C	(\$233.10)	\$0.00	2024-07-26	2024
2024-08-09	40207	2024 JULY BULK WATER PURCHAS	I	\$241.50	\$241.50	2024-08-09	2024
2024-08-15	202404322	CASH RECEIPT APPLIED	C	(\$241.50)	\$0.00	2024-08-15	2024
2024-10-04	40303	2024 SEPTEMBER BULK WATER PU	I	\$156.00	\$156.00	2024-10-04	2024
2024-10-25	202405370	CASH RECEIPT APPLIED	C	(\$156.00)	\$0.00	2024-10-25	2024
2024-11-14	40369	2024 OCTOBER BULK WATER PURC	I	\$100.00	\$100.00	2024-11-14	2024
2024-12-12	40412	2024 NOVEMBER BULK WATER PUR	I	\$100.00	\$200.00	2024-12-12	2024
2024-12-19	202406098	CASH RECEIPT APPLIED	C	(\$100.00)	\$100.00	2024-12-19	2024
2024-12-19	202406098	CASH RECEIPT APPLIED	C	(\$100.00)	\$0.00	2024-12-19	2024

- Do Not Print Statement
- Do Not Print Arrears Msg
- Email Statement
- Email Invoices

COPY

Town of Sundre

5.2b

Nov 25/25

Attn Mayor

COPY

I have met with you on topic referred to
in Aug 29, letter

Also with Shane water mgr 3x

Also the owner of Elk owner coffee sh of x rd.

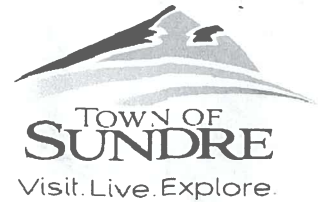
No satisfaction or responses from all
other than the continuous annoying letters
from acct assistant.

I have presented my views and no counter
responses I receive, tho all promised same
from other ppl. or above mentioned, I ask
for a council (town) hearing opportunity,
I have requested my A/C closed 2x now.

All above are paid to hear me & respond thx you
chubb's water hauling but zero happens!

Chubb
Richard

* Also I feel enalties abound (ill)



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

August 29, 2025

COPY

Chubb's Water Hauling Service
c/o L. Chubb Richards

[REDACTED]
Sundre, AB T0M 1X0

Our records indicate that you have an outstanding balance. A copy of your statement of account is attached for your reference. Please be aware that penalties will be applied if payment is not received by September 5, 2025.

If you have already sent payment, we thank you and kindly ask that you disregard this notice.

I can be reached at 403 638 3551 ext 118, from 8:00 am to 4:00 pm Monday through Friday or by email jill.f@sundre.com, should you have any questions or concerns regarding your account or how to make payment.

Thank you,

[REDACTED]
Jill Fee
Accounting Assistant

Call Noel
To Shane - w/vw → w/Carl

TOWN OF SUNDRE

STATEMENT

In Account With CHUBB'S WATER HAULING SERVICE

5.2d

Date	2025-Aug-29
Account #	[REDACTED]
GST #	[REDACTED]

Date	Reference #	Code	Description	Penalties	Original	Applied	Amount O/S
2025-07-10	40840	Invoice	2025 JUNE BULK WATER PURCH/	0.00	362.50	120.50	242.00
2025-08-07	40896	Invoice	2025 JULY BULK WATER PURCHA	0.00	100.00	0.00	100.00
Total Amount Due:							342.00

Current	30 Days	60 Days	90 Days	Over 90
100.00	242.00	0.00	0.00	0.00

Retain this portion for your records

REMEMBER TO INCLUDE THE PENALTY WITH YOUR PAYMENT

TOWN OF SUNDRE

PO BOX 420
SUNDRE, AB T0M1X0
(403) 638-3551
townmail@sundre.com



STATEMENT

Date	2025-Aug-29
Account #	[REDACTED]
Gst #	[REDACTED]

CHUBB'S WATER HAULING SERVICE
C/O L. CHUBB RICHARDS

SUNDRE, AB T0M 1X0

Amount Owing	Amount Paid
342.00	

COPY

Please submit this portion with your payment

5.2e

Current	30 Days	60 Days	90 Days	Over 90
0.00	0.00	102.91	0.00	155.15

Retain this portion for your records

REMEMBER TO INCLUDE THE PENALTY WITH YOUR PAYMENT

TOWN OF SUNDRE

PO BOX 420
SUNDRE, AB T0M1X0
(403) 638-3551
townmail@sundre.com

**STATEMENT**

Date	2025-Nov-14
Account #	[REDACTED]
Cust #	[REDACTED]

CHUBB'S WATER HAULING SERVICE
C/O L. CHUBB RICHARDS
[REDACTED]
SUNDRE, AB T0M 1X0

Amount Owing	Amount Paid
258.06	

Please submit this portion with your payment

TOWN OF SUNDRE

In Account With CHUBB'S WATER HAULING SERVICE

STATEMENT

Date	2025-Nov-14
Account #	[REDACTED]
GST #	[REDACTED]

Date	Reference #	Code	Description	Penalties	Original	Applied	Amount O/S
2025-07-10	40840	Invoice	2025 JUNE BULK WATER PURCH/	13.15	362.50	220.50	155.15
2025-09-08	40954	Invoice	2025 AUGUST BULK WATER PURC	2.51	100.40	0.00	102.91
Total Amount Due:							258.06

COPY



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	RFD Council Procedural Bylaw 2025-13
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council approved a change to the commencement time for Regular Meetings of Council by Resolution No. 399-24-11-25, at the Council meeting held on November 24, 2025. The change of commencement time from 4:00 p.m. to 5:00 p.m. requires an amendment to the Council Procedural Bylaw. In addition, s. 22.4 of the Council Procedural Bylaw is being amended to comply with the Recording of Votes under s. 185(1) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The amendments to the Council Procedural Bylaw are as follows:

Amend: 6.0 REGULAR MEETINGS OF COUNCIL

6.4 Regular Meetings of Council shall commence at ~~4:00 p.m.~~ **5:00 p.m.**

Amend: 15.0 ADJOURNMENT

15.1 A Council meeting shall adjourn no later than ~~9:00 p.m.~~ **10:00 p.m.** unless a two-thirds majority of Members present agree to an extension of the meeting beyond ~~9:00 p.m.~~ **10:00 p.m.** by resolution.

Amend: 22.0 VOTING ON MOTIONS

22.4 ~~The CAO shall record the names of those who vote against a motion in the Minutes.~~ **Prior to a vote being called, a Councillor may request that the vote be recorded. When a vote is recorded, the Minutes shall record the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.**

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2025-13.

COSTS/FUNDING:

n/a

MOTION:

That the Council of the Town of Sundre give First Reading to Bylaw 2025-13, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Second Reading to Bylaw 2025-13, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2025-13, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Third and Final Reading to Bylaw 2025-13, being the Council Procedural Bylaw

Attachments: Bylaw 2025-13 Council Procedural Bylaw (reference s. 6.4; s.15.1 and s. 22.4)

Date Reviewed: December 04, 2025

CAO: Linda Nelson



Town of Sundre
BYLAW 2025-13

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Council Procedural Bylaw".

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **'ACT'** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, and can be referred to as the MGA.
- 2.2 **'AGENDA'** means the list and order of business items for any meeting of Council or Committees.
- 2.3 **'BYLAW'** means a bylaw of the Town.
- 2.4 **'CAO'** means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 **'CHAIRPERSON'** means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 **'CLOSED MEETING OF COUNCIL'** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 **'COUNCIL'** means the Mayor and Councillors of the Town of Sundre.
- 2.8 **'COUNCIL COMMITTEE'** means a committee, board or other body established by Council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 **'COUNCIL MEETING'** means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in

reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

- 2.10 **'DELEGATION'** means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 **'DEPUTY MAYOR'** means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'POINT OF PRIVILEGE'** means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regard to a negative personal remark.
- 2.20 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.21 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.22 **'QUORUM'** means a majority of Members of Council as prescribed by the Act.
- 2.23 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor a majority of Council pursuant to the Act.
- 2.24 **'TOWN'** means the Corporation or the Town of Sundre.

3.0 APPLICATION

- 3.1 This bylaw applies to all meeting of Council.
- 3.2 The precedence of the rules of governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,

- (d) Bourinot's Rules of Order.
- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
 - (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for term of one (1) year. Councillor may be appointed to the same committee at the annual organizational meeting.

6.0 REGULAR MEETINGS OF COUNCIL

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.

- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.
- 6.4 Regular Meetings of Council shall commence at ~~4:00 p.m.~~ **5:00 p.m.**
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the *Act*.

7.0 SPECIAL COUNCIL MEETINGS

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 PUBLIC HEARINGS

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

- 8.3.4 request that administration staff present a report on the issue at hand;
- 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
- 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
 - 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
 - 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 CLOSED MEETING OF COUNCIL (*In Camera*)

- 9.1 The Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except as Motion to revert to a meeting held in public.
- 9.3 For the purposes of the I, a meeting or part of a meeting is considered to be closed to the public if:
- 9.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,
- 9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- 9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
- 9.4.1 the part of the meeting that is to be closed, and
- 9.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Act may deliberate and make its decision in a meeting closed to the public.
- 9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

Bylaw 2020-05 9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In-Camera) under the following conditions:

- a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
- b) All printed material to be provided for the Closed Meeting of Council will be “watermarked” with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
- c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
- d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

10.0 AGENDA

- 10.1 The Agenda shall list the items and order of business for the meeting.
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
 - (a) members of Council,
 - (b) representatives of the local news media,
 - (c) all staff who are entitled to receive copies, and
 - (d) published on the Town website.
- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an “Inquiry for Answer” at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 COMMUNICATIONS

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
- (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,
 - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each member's mailbox.

12.0 DELEGATIONS

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.
- 12.2 Delegations are scheduled at the discretion of the CAO, subject to:
- (a) the volume of material on any given agenda;
 - (b) the number of requests for a specific meeting date and urgency of request; or
 - (c) subject matter.
- 12.3 The written submission will indicate the following information:
- (a) complete name of the presenter(s) and contact information (i.e. Mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
 - (b) nature and purpose of the delegation and the material to be covered / presented; and
 - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the

scheduled public meeting where their comments can be considered along with all other submissions.

13.0 ORDER OF BUSINESS AT MEETINGS

13.1 The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order,
- (b) Public Hearing (If Required),
- (c) Agenda – Amendments and Adoption,
- (d) Adoption of Previous Minutes,
- (e) Delegations,
- (f) Bylaws,
- (g) Old Business,
- (h) New Business,
- (i) Administration,
- (k) MAP
- (l) Council Committee Reports (Second meeting of each month)
- (m) Correspondence
- (n) Closed Meeting (If Required),
- (o) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 QUORUM

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

- (a) failure to constitute a quorum, or
- (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 ADJOURNMENT

- 15.1 A Council meeting shall adjourn no later than ~~9:00 p.m.~~, **10:00 p.m.** unless a two-thirds majority of Members present agree to an extension of the meeting beyond ~~9:00 p.m.~~ **10:00 p.m.** by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
- (a) another Member has the floor,
 - (b) a call for a vote has been made,
 - (c) the Members are voting, or
 - (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

16.0 CANCELLATION OF MEETINGS

- 16.1 Council meetings may be cancelled:
- (a) by a majority of Council at a previous meeting, or
 - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
- (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
 - (b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

17.0 MINUTES OF COUNCIL

- 17.1 The chief administrative officer shall ensure that:
- 17.1.1 minutes of each council meeting:
- (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at the subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for Recess
 - (c) Point of Order
 - (d) The subject matter of a Referral Motion
 - (e) The subject matter of a Motion to Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:

- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the Act, leave the Council Chambers after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favour of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes.
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 ~~The CAO shall record the names of those who vote against a motion in the Minutes.~~ **Prior to a vote being called, a Councillor may request that the vote be recorded. When a vote is recorded, the Minutes shall record the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.**
- 22.5
A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:
- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
- (a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.
- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
- (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
- (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,
 - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.

- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:
- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
 - (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 URGENT BUSINESS

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
- (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice.

26.0 RECESS

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

- 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
- (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
 - (c) The facilities enable all meeting's participants to watch and/or hear each other.

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS

- 28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town's Legislative Service Department in advance to be provided with the access number.
- 28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town's Legislative Services Department in advance to be added to the speakers list and provided with the access number.
- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.

- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.
- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.
- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

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

29.0 REPEAL

Town of Sundre Bylaw No 2025-08 and amendments thereto are hereby repealed.

Read A First Time this ____ day of ____ 2025, Motion No. _____;

Read A Second Time this ____ day of ____ 2025, Motion No. _____;

Given Unanimous Consent For Third And Final Reading this ____ day of ____ 2025, Motion No. _____;

Read A Third And Final Time this ____ day of ____ 2025, Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	RFD Council's Cell Phone Allowance
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Council discussed the methodology of payment to individual Councillors for personal cell phone use at the Strategic Advisory Committee meeting held on November 1 and 2, 2025. Policy A-002-01-POL Council Remuneration states: the Mayor and Councillors may be provided with a cell phone by the Town or payment equal to an amount in lieu of average cost to supply a phone/data plan. This will be paid on a monthly basis to a maximum of \$100.00 per month.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Options discussed are as follows:

1. Individual Councillors to continue submit a copy of their cell phone bills on monthly expense claims to a maximum amount of \$100.00 per month;
2. Individual Councillors who use their personal cell phones to receive a monthly allowance (a taxable benefit) in an amount of \$120.00 per month. The increased amount to cover the tax portion of the taxable allowance.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

At Council's discretion.

COSTS/FUNDING:

Increase of cell phone allowance from \$100.00 per month to \$120.00 per month.

MOTION:

At Council's discretion.

Date Reviewed: December 02, 2025

CAO: Linda Nelson

5. Meals – Breakfast, Lunch and Dinner Receipts Required

Meal expense includes an amount for gratuity to a maximum of 15% or group surcharge. Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages.

6. Cell phone/ Data Plan/Internet

The Mayor and Councillors may be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone/data plan. This will be paid on a monthly basis to a maximum of \$100.00 per month. The phone number associated with the cell phone may then be advertised and distributed as the contact information for Council.

7. General

Administration shall distribute payment according to this policy. Honorariums shall be paid as per the bi-weekly payroll schedule.

Per diem, expenses and shall be submitted on a form provided by the Town and submitted as they are incurred, and not more than 3 months after the date the expense was incurred. All expense claims, per diem requests, and payment requests require the signature of the Mayor or Deputy Mayor, or in the absence of both, a member of Council.

All expense claims, per diems and requests for repayment shall be accompanied by meeting minutes showing opening and closing of meeting as verification of attendance and time.

Council members are encouraged to ride share to reduce costs whenever possible. Council members are encouraged to use Town vehicles for all out-of-Town meetings.

8. Policy Review

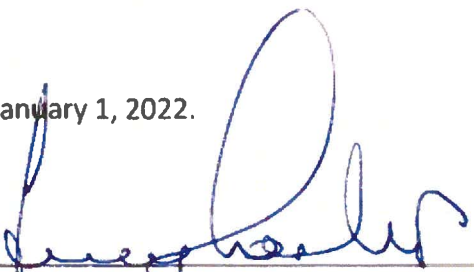
The Council Remuneration Policy shall be reviewed by March 1 of the same year as a general municipal election:

Monetary changes resulting from this policy shall be reviewed and incorporated into the annual operating budget for the Town.

9. Force and Effect

This policy will come into force and effect on January 1, 2022.

10. End of Policy



 Mayor, Terry Leslie



 Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	RFD Council Committee Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council approved Bylaw 2025-12 "Council Committees Bylaw" with Schedule "K", Visitor Information Centre Research Review Committee (Ad Hoc). As per Schedule "K", the committee appointment for members of Council is ad hoc and shall disband once discussions have concluded.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council appoint Mayor Warnock as Chair, and two (2) Councillors to sit on the Visitor Information Centre Research Review Committee (Ad Hoc) until such time as discussions have concluded.

MOTIONS:

That the Town of Sundre Council appoint Mayor Warnock as Chair to the Visitor Information Centre Research Review Committee (Ad Hoc) until such time as discussions have been concluded and the Ad Hoc Committee is disbanded,

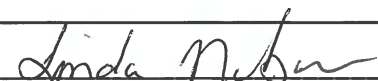
That the Town of Sundre Council appoint Councillor _____ to the Visitor Information Centre Research Review Committee (Ad Hoc) until such time as discussions have been concluded and the Ad Hoc Committee is disbanded.

That the Town of Sundre Council appoint Councillor _____ to the Visitor Information Centre Research Review Committee (Ad Hoc) until such time as discussions have been concluded and the Ad Hoc Committee is disbanded.

ATTACHMENTS:

Schedule "K": Terms of Reference, Visitor Information Centre Research Review Committee (Ad Hoc)

Date Reviewed: December 04, 2025

CAO: 

Schedule "K"
TERMS OF REFERENCE
VISITOR INFORMATION CENTRE RESEARCH REVIEW COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Council of the Town of Sundre has directed the Chief Administrative Officer to research questions resulting from a Chamber of Commerce Board meeting. The Visitor Information Centre Research Review Committee (the "committee") is an Ad Hoc committee and has been formed to review and provide feedback on the results of the research. The intent is to discuss and negotiate the working arrangement between the Town of Sundre and the Sundre and District Chamber of Commerce as it pertains to the operation of the Visitor Information Centre.

II. COMPOSITION OF COMMITTEE

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

- Town of Sundre Mayor;
- Two (2) Town of Sundre Councillors;
- President of the Sundre and District Chamber of Commerce;
- Two (2) Chamber of Commerce Board Members;
- Chief Administrative Officer(non-voting).

- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

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

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint the Mayor as Chair;
- Review and provide feedback on the research conducted by the CAO;
- Discuss the operation on the Visitor Information Centre going forward;
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Research and prepare a report containing facts on the following three (3) questions, and present the findings to the committee:
 - Is the Visitor Information Centre located on Crown lands, or is the building on a separate title;
 - What can the building legally be used for;
 - Who has legal ownership of the building.

The Recording Secretary Shall:

- Prepare an agenda and topics for discussion at each committee meeting;
- Record the minutes from each committee meeting.

The Council shall:

- Approve the Terms of Reference for the Visitor Information Centre Research Review Committee;
- Appoint members to the Visitor Information Centre Research Review Committee.

V. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the discussions.

VI. CONFLICT OF INTEREST

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

VII. TERM

The Committee is Ad Hoc in nature and shall disband once discussions have concluded.



REQUEST FOR DECISION

COUNCIL DATE	December 8, 2025
SUBJECT	RFD Council Reporting at Council Meetings
ORIGINATING DEPARTMENT	Legislative Service
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Council discussed monthly Council Reports during the Fall Strategic Advisory Committee meeting held in October 2025. Mayor Warnock is requesting a discussion on how Council will report on the committees, boards and commissions they are appointed to, as well as participation at events such as legal seminars and municipal conventions to the public.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Mayor is suggesting that Council reports be presented during the first Regular Council meeting of each month, and that Administration continue their practice of reporting during the Second Regular Council Meeting of each month.

Discussion to take place at Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

Pending results of discussion at Council Meeting.

COSTS/FUNDING:

n/a

MOTION:

That Council commits to monthly Council reporting at the first Regular Council Meeting of each month, and that each Councillor provides a written monthly report on the committees and events attended to the CAO on the Wednesday preceding the meeting date.

Or

That Council commits to each Councillor providing a monthly verbal report on the committees and events attended at the first Regular Council Meeting of each month.

ATTACHMENTS: None

Date Reviewed: December 02, 2025

CAO: Andre Nebo



REQUEST FOR DECISION

COUNCIL DATE: December 8, 2025

SUBJECT: 2023 – 2026 Four-Year Operating Budget and Ten-Year Capital Plan (2026 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.4

BACKGROUND/PROPOSAL:

See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details

ALIGNMENT WITH STRATEGIC PRIORITIES:

See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council re-affirms its adoption of the 2023 – 2026 Four-Year Operating Budget and 2026 – 2035 Ten-Year Capital Plan in its entirety as presented, which results in cash requirement increases of 4.79% in 2026.

MOTION:

The Town of Sundre Council re-affirms the adoption of the 2023 - 2026 Four-Year Operating Budget and 2026 – 2035 Ten-Year Capital Plan as amended, with total operating cash expenditures of \$10,093,273 and total operational revenues of \$5,480,350 in 2026. With the remaining \$4,612,923 to be funded through taxation, Fortis Franchise Fee, LGFF Operating Grant and Restricted Surplus Accounts where identified.

Attachments:

Report to Council: Four-Year Operating Budget and Ten-Year Capital Plan (2026 Version)
2026 Four-Year Operating Budget
2026 Ten-Year Capital Plan

Date Reviewed: December 04, 2025

CAO: Amie Nelson



COUNCIL DATE: December 8, 2025

SUBJECT: 2023 - 2026 Four-Year Operating Budget and Ten-Year Capital Plan (2026 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.4a

BACKGROUND/PROPOSAL

On December 5, 2022 Council adopted the Four-Year Operating Budget for 2023 through 2026, as well as the Ten-Year Capital Plan. Annually, Council is requested to re-affirm the adoption for the remaining years of the operating budget which has been updated based on new information.

Town of Sundre Policy No. B-012 Multi-Year Business Planning and Budgeting sets out the following purpose and policy statement:

Purpose

The purpose of this policy is to establish a multi-year budget and business-planning process that incorporates all legal obligations required of municipalities in the Province of Alberta and that directs the effective management of the Town of Sundre financial resources.

Policy Statement

The Town of Sundre will establish a multi-year approach to planning and budgeting. Benefits expected include the following:

- *Provide a longer-term funding plan so that strategic goals can be identified and achieved.*
- *Provide residents and businesses with more certainty about the direction of Council, Town services, finances, and tax levels.*
- *Create the opportunity for Council and Administration to be more strategically focused during the budget process.*
- *Ensure spending plan changes are adequately identified and managed.*

Throughout the last number of months, Administration and Council have been working towards identifying any changes required to the remaining years of the operating budget and capital plans. During this time, there were two Council Workshops for Administration to provide updates on business plans and high priority change requests, as well as various further

discussions with Council. From public input, there were very few indications that increases to the current Levels of Services were required. With this in mind, Administration attempted to remain within the current funding requirements and minimized the increases to those costs identified as being significantly affected by inflationary factors.

Updates to 2026 from the previously approved 4-Year Operating Budget incorporate municipal employee grid escalations and revised borrowing costs associated with the Centre Street capital project. In a prudent methodology to minimize large fluctuations in required property tax revenues, the funds previously collected from expired debenture requirements should be reclassified as an additional contribution to an appropriate Restricted Surplus Account.

Through budget deliberations conducted at the November 24, 2025 Regular Council Meeting, Administration was directed to make additional amendments to the proposed operating budget. These included providing additional funding for digital mapping and personal gas monitors, renew funding for the Festival & Events pilot project, and returning to 4.5 FTE administrative positions.

The Capital Plan has been updated for changes in projected costs for previously approved 2026 projects and moving projects to alternate years. As well, a proposal to exchange the existing backhoe for a mini-excavator and laneway rehabilitation have been added for 2026, and refurbishing the bulk water station and purchasing gas pipe reels in 2027.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Items for Council's consideration when deliberating the Four-Year Operating Budget and Ten-Year Capital Plan include the following:

- The direction of Council has been to maintain a budget cost increase consistent with the CPI rates provided by Statistics Canada for the period of October to October as specified for Alberta. Administration agrees with this position as a guideline to ensure financial stability, with the further understanding that this may not always be possible in a progressive and competitive environment or to promote long-term planning.
- Cost increases versus tax rate increases – Administration is presenting the budget in a format which highlights the cost increases identified by departments in each year. A cost increase percentage is not completely indicative of a tax rate increase, pending unknown factors such as additional revenue sources, cost sharing alternatives, and increased new development. Therefore, Administration believes approving cost increases separate from tax rate determinations is a prudent approach to financial stability and transparency.
- Assumptions – Administration has incorporated some assumptions when determining future amounts in the operating budget. We have determined that a 2.50% inflationary increase is a reasonable factor to apply to certain budgeted amounts affected by inflation. In addition, as Council has approved the use of a multi-year COLA rate of 2.00%, that is the factor applied to estimate salaries for this budget cycle.

- Effect of changes on subsequent years – the percentage cost increases presented as part of the summary schedule are a result of the costs in the year immediately preceding. Therefore, a cost reduction in a specific year that is not also reflected in future years will increase the percentage change in those subsequent years.

ALIGNMENT WITH STRATEGIC PLAN

Pillar #5 – Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS

Administration recommends Council re-affirms its adoption of the 2023 – 2026 Four-Year Operating Budget and 2026 – 2035 Ten-Year Capital Plan in its entirety as presented, which results in cash requirement increases of 4.79% in 2026.

Town of Sundre
2023 to 2026 Four-Year Operating Budget

SUMMARY

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
11 - Legislative	(415,692)	(455,470)	(457,374)	(513,399)	(448,231)	(520,094)	(490,761)
12 - Corporate Services	(654,709)	(606,531)	(578,265)	(618,461)	(676,857)	(635,801)	(623,985)
17 - Census	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	(1,047)	(4,000)	-
21 - Municipal Enforcement	(152,925)	(126,172)	(196,118)	(125,456)	(175,488)	(179,098)	(200,513)
23 - Fire	(231,995)	(188,001)	(102,939)	(198,158)	(84,199)	(144,318)	(160,325)
24 - Emergency Management	(21,236)	(25,355)	(4,820)	(14,447)	(4,452)	(14,614)	(14,734)
26 - Animal Control	(25,607)	(23,500)	6,104	(22,500)	(8,518)	(10,919)	(15,680)
32 - Roads	(568,226)	(535,730)	(597,505)	(544,192)	(552,122)	(551,999)	(569,966)
35 - Shop	(80,202)	(54,208)	(104,430)	(57,301)	(119,365)	(75,011)	(80,927)
41 - Water	254,045	354,659	510,347	468,721	371,701	431,506	401,978
42 - WasteWater	235,973	227,734	298,565	256,913	297,655	283,986	254,694
43 - Solid Waste	66,314	56,891	97,223	63,608	118,430	60,819	66,196
61 - Planning & Development	(283,922)	(301,878)	(210,160)	(214,466)	(180,459)	(299,499)	(249,997)
63 - Economic Development	(259,559)	(263,974)	(266,805)	(264,430)	(264,302)	(268,861)	(275,394)
77 - Sundre Community Centre	(46,496)	(45,966)	(73,888)	(82,642)	(71,474)	(99,431)	(105,479)
80 - Arena	(149,084)	(163,338)	(228,310)	(243,931)	(199,904)	(227,245)	(243,469)
82 - Greenwood Campground	(13,753)	(33,119)	(7,081)	(29,818)	14,547	(29,866)	(31,754)
84 - Parks	(190,088)	(178,468)	(203,045)	(195,918)	(172,644)	(195,284)	(204,961)
85 - Recreation & Culture	(90,281)	(70,000)	(57,085)	(70,000)	(66,456)	(70,000)	(70,000)
86 - Community Services	(105,840)	(136,931)	(114,853)	(149,074)	(216,565)	(120,983)	(184,707)
87 - Trails	(25,051)	(38,638)	(30,936)	(45,793)	(29,087)	(44,561)	(46,363)
89 - Outdoor Recreation	(59,859)	(39,457)	(48,389)	(35,221)	(36,056)	(31,234)	(34,955)
91 - Gas	178,726	251,845	186,489	289,785	143,398	284,516	261,254
	(2,639,467)	(2,395,607)	(2,183,275)	(2,346,180)	(2,361,495)	(2,461,991)	(2,619,848)
Funding Required by Outside Organizations							
51 - FCSS	(33,372)	(32,770)	(33,574)	(33,373)	(33,574)	(33,575)	(33,575)
75 - Library	(133,205)	(136,500)	(134,769)	(139,000)	(138,806)	(139,500)	(142,500)
00 - Provincial Police Funding Model	(109,668)	(115,000)	(157,399)	(170,000)	(156,282)	(170,000)	(170,000)
Debt Service Payment Requirements							
Principal portion	(341,895)	(342,000)	(354,819)	(356,000)	(368,255)	(370,000)	(423,000)
Interest portion	(171,142)	(175,000)	(158,128)	(161,000)	(147,091)	(147,000)	(234,000)
Transfers to Restricted Surplus Accounts							
Municipal - New Projects	(82,144)	(67,500)	(303,813)	(300,000)	(160,000)	(150,000)	(50,000)
Utilities - New Projects	-	-	-	-	-	-	-
Municipal - Lifecycling	(166,191)	(100,000)	(206,723)	(190,000)	(241,000)	(225,000)	(225,000)
Utilities - Lifecycling	(590,558)	(475,000)	(621,913)	(580,000)	(600,000)	(590,000)	(600,000)
Fire Services	(154,420)	(115,000)	(126,682)	(115,000)	(120,000)	(115,000)	(115,000)
	(4,422,062)	(3,954,377)	(4,281,095)	(4,390,553)	(4,326,503)	(4,402,066)	(4,612,923)
Cash Requirements							
percentage increase (over previous budget year)				11.03%		0.26%	4.79%
Non-Operating Revenues							
Property Taxes	3,507,046	3,514,377	3,701,486	3,710,553	3,689,642	3,717,066	3,992,923
Tax Penalties	146,385	115,000	170,269	100,000	113,228	90,000	90,000
Investment Income	494,791	50,000	402,263	250,000	243,057	225,000	150,000
Fortis Franchise Fee	240,027	245,000	304,197	300,000	303,403	320,000	330,000
LGFF Operating	66,181	30,000	62,972	30,000	65,000	50,000	50,000
	4,454,430	3,954,377	4,641,187	4,390,553	4,414,330	4,402,066	4,612,923
Budget Surplus (Deficit)	32,368	-	360,092	-	87,827	-	-
Other Budget information:							
Non-Cash Budget Items							
Amortization	(2,082,968)	(2,422,100)	(2,169,739)	(2,422,100)	(2,300,000)	(2,422,100)	(2,422,100)
Total Cash Expenditures		(9,067,227)		(9,735,903)		(9,856,416)	(10,093,273)
Total Cash Revenues		5,112,850		5,345,350		5,454,350	5,480,350
Total Cash Requirements		(3,954,377)		(4,390,553)		(4,402,066)	(4,612,923)

Town of Sundre
2023 to 2026 Four-Year Operating Budget

11 - Legislative Services

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	25	-	2,160	-	15,000	-	-
Expenses							
Salaries	(311,125)	(327,470)	(350,138)	(345,399)	(261,540)	(352,094)	(328,761)
Contracted Services	(3,626)	(34,100)	(14,907)	(34,100)	(73,991)	(34,100)	(34,100)
Materials & Supplies	(100,966)	(93,900)	(94,489)	(133,900)	(127,700)	(133,900)	(127,900)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(415,692)	(455,470)	(457,374)	(513,399)	(448,231)	(520,094)	(490,761)
Expenditures		(455,470)		(513,399)		(520,094)	(490,761)
Revenues		-		-		-	-

Town of Sundre
2023 to 2026 Four-Year Operating Budget

12 - Corporate Services

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	28,683	14,000	94,494	14,000	12,573	14,000	14,000
Expenses							
Salaries	(217,135)	(198,506)	(230,616)	(210,436)	(211,634)	(227,776)	(215,960)
Contracted Services	(245,677)	(209,500)	(245,868)	(209,500)	(226,547)	(209,500)	(209,500)
Materials & Supplies	(192,944)	(187,350)	(172,559)	(187,350)	(230,468)	(187,350)	(187,350)
Utilities	(27,636)	(25,175)	(23,716)	(25,175)	(20,781)	(25,175)	(25,175)
Surplus (Deficit)	(654,709)	(606,531)	(578,265)	(618,461)	(676,857)	(635,801)	(623,985)
Expenditures		(620,531)		(632,461)		(649,801)	(637,985)
Revenues		14,000		14,000		14,000	14,000

Town of Sundre **2023 to 2026 Four-Year Operating Budget**

18 - Elections

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	-	-	-	-	-	-	-
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	(2,500)	-
Materials & Supplies	-	-	-	-	(1,047)	(1,500)	-
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	(1,047)	(4,000)	-
Expenditures		-		-		(4,000)	-
Revenues		-		-		-	-

Town of Sundre
2023 to 2026 Four-Year Operating Budget

21 - Municipal Enforcement

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	6,567	4,000	3,755	10,000	12,248	12,500	15,000
Expenses							
Salaries	(108,176)	(106,372)	(140,395)	(106,506)	(157,322)	(158,898)	(182,663)
Contracted Services	(2,268)	(2,000)	(11,033)	(2,000)	(9,560)	(2,600)	(10,100)
Materials & Supplies	(49,048)	(21,800)	(48,445)	(26,950)	(20,854)	(30,100)	(22,750)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(152,925)	(126,172)	(196,118)	(125,456)	(175,488)	(179,098)	(200,513)
Expenditures		(130,172)		(135,456)		(191,598)	(215,513)
Revenues		4,000		10,000		12,500	15,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

23 - Fire Services

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	347,733	348,000	487,548	353,500	466,005	414,000	414,500
Expenses							
Salaries	(291,796)	(288,801)	(324,146)	(304,358)	(314,920)	(310,918)	(327,325)
Contracted Services	(32,602)	(40,100)	(38,154)	(40,100)	(35,305)	(40,100)	(40,100)
Materials & Supplies	(219,340)	(187,450)	(212,943)	(187,450)	(182,962)	(187,450)	(187,450)
Utilities	(20,578)	(19,650)	(15,244)	(19,750)	(17,017)	(19,850)	(19,950)
Transfers to Local Organizations	(15,412)	-	-	-	-	-	-
Surplus (Deficit)	(231,995)	(188,001)	(102,939)	(198,158)	(84,199)	(144,318)	(160,325)
Expenditures		(536,001)		(551,658)		(558,318)	(574,825)
Revenues		348,000		353,500		414,000	414,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

24 - Emergency Management

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	(6,193)	-	-	-	-	-	-
Expenses							
Salaries	(12,355)	(15,555)	(1,850)	(4,647)	(1,898)	(4,814)	(4,934)
Contracted Services	-	-	-	-	(500)	-	-
Materials & Supplies	(2,688)	(9,800)	(2,970)	(9,800)	(2,054)	(9,800)	(9,800)
Utilities		-	-	-	-	-	-
Surplus (Deficit)	(21,236)	(25,355)	(4,820)	(14,447)	(4,452)	(14,614)	(14,734)
Expenditures		(25,355)		(14,447)		(14,614)	(14,734)
Revenues		-		-		-	-

Town of Sundre
2023 to 2026 Four-Year Operating Budget

26 - Animal Control

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	4,867	6,000	7,590	7,000	7,732	7,000	7,000
Expenses							
Salaries	(270)	-	-	-	(15,000)	(15,519)	(20,280)
Contracted Services	(28,170)	(28,500)	-	(28,500)	-	(1,000)	(1,000)
Materials & Supplies	(2,034)	(1,000)	(1,486)	(1,000)	(1,250)	(1,400)	(1,400)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(25,607)	(23,500)	6,104	(22,500)	(8,518)	(10,919)	(15,680)
Expenditures		(29,500)		(29,500)		(17,919)	(22,680)
Revenues		6,000		7,000		7,000	7,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

32 - Roads

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	83,621	85,000	84,957	85,000	85,531	85,000	85,000
Expenses							
Salaries	(349,436)	(374,730)	(387,119)	(383,192)	(348,195)	(375,999)	(393,966)
Contracted Services	(81,515)	(47,000)	(68,095)	(47,000)	(60,033)	(62,000)	(62,000)
Materials & Supplies	(30,654)	(24,000)	(27,694)	(24,000)	(19,805)	(24,000)	(24,000)
Utilities	(190,242)	(175,000)	(199,554)	(175,000)	(209,620)	(175,000)	(175,000)
Surplus (Deficit)	(568,226)	(535,730)	(597,505)	(544,192)	(552,122)	(551,999)	(569,966)
Expenditures		(620,730)		(629,192)		(636,999)	(654,966)
Revenues		85,000		85,000		85,000	85,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

35 - Shop

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	165,000	165,000	165,000	165,000	165,000	165,000	165,000
Expenses							
Salaries	(29,699)	(32,938)	(36,646)	(34,031)	(51,012)	(49,741)	(53,657)
Contracted Services	(39,216)	(31,500)	(47,061)	(31,500)	(46,692)	(31,500)	(31,500)
Materials & Supplies	(166,356)	(146,770)	(177,075)	(148,770)	(179,534)	(150,770)	(152,770)
Utilities	(9,931)	(8,000)	(8,648)	(8,000)	(7,127)	(8,000)	(8,000)
Surplus (Deficit)	(80,202)	(54,208)	(104,430)	(57,301)	(119,365)	(75,011)	(80,927)
Expenditures		(219,208)		(222,301)		(240,011)	(245,927)
Revenues		165,000		165,000		165,000	165,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

41 - Water

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	915,141	950,500	1,089,089	1,075,500	1,065,636	1,075,500	1,075,500
Expenses							
Salaries	(249,267)	(275,491)	(276,413)	(286,429)	(234,872)	(276,644)	(299,172)
Contracted Services	(231,484)	(152,500)	(123,412)	(152,500)	(284,092)	(167,500)	(172,500)
Materials & Supplies	(55,752)	(77,350)	(83,489)	(77,350)	(73,398)	(77,350)	(79,350)
Utilities	(124,593)	(90,500)	(95,428)	(90,500)	(101,573)	(122,500)	(122,500)
Surplus (Deficit)	254,045	354,659	510,347	468,721	371,701	431,506	401,978
Expenditures		(595,841)		(606,779)		(643,994)	(673,522)
Revenues		950,500		1,075,500		1,075,500	1,075,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

42 - WasteWater

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	773,700	820,000	817,210	860,000	803,192	860,000	860,000
Expenses							
Salaries	(239,515)	(263,166)	(256,687)	(273,987)	(224,103)	(263,914)	(286,206)
Contracted Services	(154,373)	(153,000)	(143,939)	(153,000)	(156,249)	(168,000)	(173,000)
Materials & Supplies	(32,894)	(36,350)	(42,233)	(36,350)	(46,952)	(36,350)	(38,350)
Utilities	(110,945)	(139,750)	(75,786)	(139,750)	(78,233)	(107,750)	(107,750)
Surplus (Deficit)	235,973	227,734	298,565	256,913	297,655	283,986	254,694
Expenditures		(592,266)		(603,087)		(576,014)	(605,306)
Revenues		820,000		860,000		860,000	860,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

43 - Solid Waste

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	323,476	323,500	323,611	323,500	324,089	323,500	323,500
Expenses							
Salaries	(60,300)	(63,509)	(57,712)	(56,792)	(32,579)	(59,581)	(54,204)
Contracted Services	(138,589)	(132,100)	(136,937)	(132,100)	(143,690)	(132,100)	(132,100)
Materials & Supplies	(1,192)	(1,000)	(1,118)	(1,000)	(688)	(1,000)	(1,000)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(57,081)	(70,000)	(30,621)	(70,000)	(28,702)	(70,000)	(70,000)
Surplus (Deficit)	66,314	56,891	97,223	63,608	118,430	60,819	66,196
Expenditures		(266,609)		(259,892)		(262,681)	(257,304)
Revenues		323,500		323,500		323,500	323,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

51 - FCSS

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	140,071	-	140,436	-	121,763	-	-
Expenses							
Salaries		-	-	-	-	-	-
Contracted Services		-	-	-	-	-	-
Materials & Supplies	(3,702)	-	(3,264)	-	(3,264)	-	-
Utilities		-	-	-	-	-	-
Transfer to Local Organizations	(169,741)	(32,770)	(170,746)	(33,373)	(152,073)	(33,575)	(33,575)
Surplus (Deficit)	(33,372)	(32,770)	(33,574)	(33,373)	(33,574)	(33,575)	(33,575)
Expenditures		(32,770)		(33,373)		(33,575)	(33,575)
Revenues		-		-		-	-

Town of Sundre
2023 to 2026 Four-Year Operating Budget

61 - Planning & Development

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	62,618	53,300	53,865	53,300	96,230	53,300	53,300
Expenses							
Salaries	(278,842)	(306,628)	(218,530)	(219,216)	(192,861)	(304,249)	(254,747)
Contracted Services	(57,537)	(40,150)	(35,796)	(40,150)	(77,794)	(40,150)	(40,150)
Materials & Supplies	(10,161)	(8,400)	(9,699)	(8,400)	(6,034)	(8,400)	(8,400)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(283,922)	(301,878)	(210,160)	(214,466)	(180,459)	(299,499)	(249,997)
Expenditures		(355,178)		(267,766)		(352,799)	(303,297)
Revenues		53,300		53,300		53,300	53,300

Town of Sundre
2023 to 2026 Four-Year Operating Budget

63 - Economic Development

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	113,058	33,500	107,558	33,500	94,731	33,500	33,500
Expenses							
Salaries	(183,581)	(190,274)	(191,499)	(190,730)	(156,044)	(195,161)	(201,694)
Contracted Services	(7,186)	(9,000)	(80,167)	(9,000)	(14,428)	(9,000)	(9,000)
Materials & Supplies	(165,461)	(87,200)	(83,144)	(87,200)	(168,314)	(87,200)	(87,200)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(16,389)	(11,000)	(19,553)	(11,000)	(20,247)	(11,000)	(11,000)
Surplus (Deficit)	(259,559)	(263,974)	(266,805)	(264,430)	(264,302)	(268,861)	(275,394)
Expenditures		(297,474)		(297,930)		(302,361)	(308,894)
Revenues		33,500		33,500		33,500	33,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

75 - Library

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	60,973	-	62,811	-	64,381	-	-
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(194,178)	(136,500)	(197,580)	(139,000)	(203,187)	(139,500)	(142,500)
Surplus (Deficit)	(133,205)	(136,500)	(134,769)	(139,000)	(138,806)	(139,500)	(142,500)
Expenditures		(136,500)		(139,000)		(139,500)	(142,500)
Revenues		-		-		-	-

Town of Sundre
2023 to 2026 Four-Year Operating Budget

77 - Sundre Community Centre

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	131,824	127,000	139,661	127,000	140,454	137,000	137,000
Expenses							
Salaries	(71,533)	(68,116)	(117,170)	(104,792)	(125,488)	(131,581)	(137,629)
Contracted Services	(2,118)	(4,500)	(1,340)	(4,500)	(1,456)	(4,500)	(4,500)
Materials & Supplies	(45,467)	(47,350)	(47,309)	(47,350)	(44,695)	(47,350)	(47,350)
Utilities	(59,202)	(53,000)	(47,730)	(53,000)	(40,289)	(53,000)	(53,000)
Surplus (Deficit)	(46,496)	(45,966)	(73,888)	(82,642)	(71,474)	(99,431)	(105,479)
Expenditures		(172,966)		(209,642)		(236,431)	(242,479)
Revenues		127,000		127,000		137,000	137,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

80 - Arena

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	244,070	247,500	266,804	247,500	348,472	257,500	257,500
Expenses							
Salaries	(252,395)	(265,488)	(317,367)	(346,081)	(287,596)	(324,395)	(340,619)
Contracted Services	(8,231)	(13,650)	(26,635)	(13,650)	(27,118)	(28,650)	(28,650)
Materials & Supplies	(58,206)	(68,700)	(79,418)	(68,700)	(173,891)	(68,700)	(68,700)
Utilities	(74,322)	(63,000)	(71,694)	(63,000)	(59,771)	(63,000)	(63,000)
Surplus (Deficit)	(149,084)	(163,338)	(228,310)	(243,931)	(199,904)	(227,245)	(243,469)
Expenditures		(410,838)		(491,431)		(484,745)	(500,969)
Revenues		247,500		247,500		257,500	257,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

82 - Greenwood Campground

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	61,715	54,500	66,581	54,500	82,395	54,500	54,500
Expenses							
Salaries	(31,267)	(37,969)	(26,471)	(34,668)	(23,750)	(34,716)	(36,604)
Contracted Services	(22,464)	(23,500)	(24,272)	(23,500)	(20,403)	(23,500)	(23,500)
Materials & Supplies	(11,223)	(15,950)	(12,093)	(15,950)	(14,682)	(15,950)	(15,950)
Utilities	(10,514)	(10,200)	(10,826)	(10,200)	(9,013)	(10,200)	(10,200)
Surplus (Deficit)	(13,753)	(33,119)	(7,081)	(29,818)	14,547	(29,866)	(31,754)
Expenditures		(87,619)		(84,318)		(84,366)	(86,254)
Revenues		54,500		54,500		54,500	54,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

84 - Parks

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	71,817	67,250	68,250	67,250	82,350	68,250	68,250
Expenses							
Salaries	(199,961)	(187,518)	(216,360)	(204,968)	(177,811)	(190,334)	(200,011)
Contracted Services	(19,411)	(12,000)	(16,726)	(12,000)	(23,167)	(27,000)	(27,000)
Materials & Supplies	(42,533)	(46,200)	(38,209)	(46,200)	(54,016)	(46,200)	(46,200)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(190,088)	(178,468)	(203,045)	(195,918)	(172,644)	(195,284)	(204,961)
Expenditures		(245,718)		(263,168)		(263,534)	(273,211)
Revenues		67,250		67,250		68,250	68,250

Town of Sundre
2023 to 2026 Four-Year Operating Budget

85 - Recreation & Culture

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	260,546	230,000	252,890	235,000	270,495	255,000	260,000
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(350,827)	(300,000)	(309,975)	(305,000)	(336,951)	(325,000)	(330,000)
Surplus (Deficit)	(90,281)	(70,000)	(57,085)	(70,000)	(66,456)	(70,000)	(70,000)
Expenditures		(300,000)		(305,000)		(325,000)	(330,000)
Revenues		230,000		235,000		255,000	260,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

86 - Community Services

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	76,850	76,500	81,250	76,500	132,021	81,500	98,500
Expenses							
Salaries	(71,720)	(111,331)	(92,472)	(120,974)	(146,636)	(81,883)	(162,607)
Contracted Services	(5,000)	(6,000)	(17,908)	(6,000)	(19,439)	(21,000)	(21,000)
Materials & Supplies	(34,729)	(44,100)	(50,809)	(44,100)	(129,037)	(44,100)	(44,100)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(71,241)	(52,000)	(34,914)	(54,500)	(53,474)	(55,500)	(55,500)
Surplus (Deficit)	(105,840)	(136,931)	(114,853)	(149,074)	(216,565)	(120,983)	(184,707)
Expenditures		(213,431)		(225,574)		(202,483)	(283,207)
Revenues		76,500		76,500		81,500	98,500

Town of Sundre
2023 to 2026 Four-Year Operating Budget

87 - Trails

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	25,000	25,000	26,000	25,000	25,000	25,000	26,000
Expenses							
Salaries	(45,902)	(52,938)	(41,254)	(60,093)	(37,262)	(43,861)	(46,663)
Contracted Services	-	(3,000)	(10,564)	(3,000)	(12,152)	(18,000)	(18,000)
Materials & Supplies	(4,149)	(7,700)	(5,118)	(7,700)	(4,673)	(7,700)	(7,700)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(25,051)	(38,638)	(30,936)	(45,793)	(29,087)	(44,561)	(46,363)
Expenditures		(63,638)		(70,793)		(69,561)	(72,363)
Revenues		25,000		25,000		25,000	26,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

89 - Outdoor Recreation

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	41,454	41,300	41,398	41,300	41,231	41,300	41,300
Expenses							
Salaries	(92,818)	(65,257)	(67,943)	(61,021)	(50,487)	(42,034)	(45,755)
Contracted Services	(2,872)	(2,500)	(13,689)	(2,500)	(16,635)	(17,500)	(17,500)
Materials & Supplies	(5,623)	(13,000)	(8,155)	(13,000)	(10,165)	(13,000)	(13,000)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(59,859)	(39,457)	(48,389)	(35,221)	(36,056)	(31,234)	(34,955)
Expenditures		(80,757)		(76,521)		(72,534)	(76,255)
Revenues		41,300		41,300		41,300	41,300

Town of Sundre
2023 to 2026 Four-Year Operating Budget

91 - Gas

	2023		2024		2025		2026
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	1,508,700	1,441,000	1,318,793	1,491,000	1,184,233	1,491,000	1,491,000
Expenses							
Salaries	(348,200)	(364,155)	(396,226)	(366,215)	(315,468)	(356,484)	(372,746)
Contracted Services	(156,447)	(124,000)	(151,781)	(124,000)	(119,223)	(139,000)	(144,000)
Materials & Supplies	(793,935)	(669,500)	(550,265)	(679,500)	(574,848)	(679,500)	(681,500)
Utilities	(31,392)	(31,500)	(34,032)	(31,500)	(31,296)	(31,500)	(31,500)
Surplus (Deficit)	178,726	251,845	186,489	289,785	143,398	284,516	261,254
Expenditures		(1,189,155)		(1,201,215)		(1,206,484)	(1,229,746)
Revenues		1,441,000		1,491,000		1,491,000	1,491,000

Town of Sundre
2026 - 2035 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
2026											
Opening Balance / Funds Available		10,800,000	154,500	570,000	-	810,000	790,000	900,000	250,000	-	-
Additions per Operating Budget		380,000	50,000	225,000	-	600,000	115,000	500,000	200,000	-	-
Unit No. 148 - 2011 Chev for use by CS	65,000			(65,000)							
Unit No. 146 - 2010 Chev for use by Water Dept	65,000			(65,000)							
exchange backhoe for mini-excavator	-			-							
2nd Municipal Enforcement vehicle	100,000			(100,000)							
IT infrastructure (servers, switches, connectivity) (moved from 2027)	70,000		(70,000)								
Centre Street (lights to Hospital road)	3,400,000	(1,400,000)	(50,000)	(200,000)		(550,000)		(1,000,000)	(200,000)		
Centre Street (bridge to Hospital Rd - undergrounds & roadway)	-	-		-		-		-	-		
Laneway rehabilitation - south of Riverside Plaza	90,000			(90,000)							
Hwy 27 trail connection (bridge to Cenotaph Park)	40,000								(40,000)		
upgrade Greenwood washrooms to accomodate four-season use	15,000		(15,000)								
Underground Lift Station Upgrades (pumps, electrical, panels)	34,000					(34,000)					
2026 Totals / Reamining Balances	3,879,000	9,780,000	69,500	275,000	-	826,000	905,000	400,000	210,000	-	-

Town of Sundre
2026 - 2035 Capital Plan

2027

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		9,780,000	69,500	275,000	-	826,000	905,000	400,000	210,000	-	-
Additions per Operating Budget		500,000	50,000	225,000	-	600,000	115,000	450,000	150,000	-	-
Unit No. 151 - 2015 Ford Supercab for use by Roads Dept	80,000			(80,000)							
Blue, Green, Black Bin Replacements	40,000					(40,000)					
Bulk water station refurbishment	24,000					(24,000)					
Gas pipe reels	20,000					(20,000)					
5th Ave NE - undergrounds & roadway (priority 4 on infrastructure rpt)	1,900,000	(900,000)		(50,000)		(350,000)		(500,000)	(100,000)		
Hwy 27 trail connection (at Prairie Creek Boardwalk) - removed											
2027 Totals / Reamining Balances	2,064,000	9,380,000	119,500	370,000	-	992,000	1,020,000	350,000	260,000	-	-

Town of Sundre
2026 - 2035 Capital Plan

2028

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		9,380,000	119,500	370,000	-	992,000	1,020,000	350,000	260,000	-	-
Additions per Operating Budget		600,000	50,000	225,000	-	600,000	115,000	450,000	150,000	-	-
Unit No. 152 - 2015 Ford F150XL for use by Gas Dept	80,000			(80,000)							
replace loader w/ snow blower attachments (moved from 2033)	200,000			(200,000)							
2008 Chev C5500 Duramax 4x4 Unit 530	1,000,000						(500,000)				(500,000)
2nd St NE - undergrounds & roadway (priority 5 on infrastructure rpt)	2,100,000	(1,000,000)		(50,000)		(650,000)		(300,000)	(100,000)		
Nobelfern trail connection to TC R.O.W.	19,000								(19,000)		
2028 Totals / Reaminging Balances	3,399,000	8,980,000	169,500	265,000	-	942,000	635,000	500,000	291,000	-	(500,000)

Town of Sundre
2026 - 2035 Capital Plan

2029

Opening Balance / Funds Available

Additions per Operating Budget

Unit No. 153 - 2015 Ford Supercab for use by CS
Replace Unit No. 1125 (Kabota mower)
Replace Unit No. 1139 (2009 Volvo grader)
technology for new Council Term
Infrastructure Report Priority 6 (4th St NW)
install Noblefern playground equipment
Community Centre full roof restoration
re-surface tennis courts (remove)

Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available	8,980,000	169,500	265,000	-	942,000	635,000	500,000	291,000	-	-
Additions per Operating Budget	600,000	50,000	225,000	-	600,000	115,000	450,000	150,000	-	-
Unit No. 153 - 2015 Ford Supercab for use by CS	65,000		(65,000)							
Replace Unit No. 1125 (Kabota mower)	100,000		(100,000)							
Replace Unit No. 1139 (2009 Volvo grader)	275,000		(275,000)							
technology for new Council Term	18,000	(18,000)								
Infrastructure Report Priority 6 (4th St NW)	3,200,000	(1,250,000)			(1,000,000)		(750,000)	(200,000)		
install Noblefern playground equipment	82,000							(82,000)		
Community Centre full roof restoration	80,000							(80,000)		
re-surface tennis courts (remove)	-							-		
2029 Totals / Reamining Balances	3,820,000	8,330,000	201,500	50,000	-	542,000	750,000	200,000	79,000	-

Town of Sundre
2026 - 2035 Capital Plan

2030

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		8,330,000	201,500	50,000	-	542,000	750,000	200,000	79,000	-	-
Additions per Operating Budget		600,000	50,000	225,000	-	600,000	115,000	450,000	150,000	-	-
replace unit 133 - 2003 GMC sander truck	150,000			(150,000)							
Infrastructure Report Priority 7 (3rd Street NW)	1,500,000	(500,000)				(500,000)		(500,000)			
Southside Trail connection (Riverside; Brookside; MVSH)	65,000								(65,000)		
2029 Totals / Reaminging Balances	1,715,000	8,430,000	251,500	125,000	-	642,000	865,000	150,000	164,000	-	-
		*** leave \$4M for 75% reason									

Town of Sundre
2026 - 2035 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
2031 to 2035											
2031											
Replace Golf Cart used at campground (moved from 2030)											
Unit 154 - 2018 Ford F150 for use by Water Dept											
Peace Officer vehicle (7 yr life)											
Fire Dept Command Truck (50% County)											
Infrastructure Report Priority 8 (6th Ave NE)											
RMO Gas Piping Change											
permanent Dog Park (moved from 2030)											
Trail Signage (moved from 2030)											
Planning for Bi-Services Bldg											
2012 Compressor & 12 SCBA (1504)											
replace 3 Thermal Imaging Cameras (moved from 2030)											
replace Jaws of Life (moved from 2030)											
2032											
Unit 155 - 2019 Ram for use as auxillary vehicle											
Fire Dept 2012 Pierce Pumper (50% County)											
Infrastructure Report Priority 9 (2nd Street NW)											
Swale Trail connection											
arena compressor overhaul and valve replacement											
replace way-finding signage											
2033											
replace CS tractor											
replace ice resurfacer											
Municipal Enforcement vehicle (7yr life)											
LiDAR Gun (10yr life)											
Infrastructure Report Priority 10 (1st Ave NW)											
2034											
Infrastructure Report Priority 12 (1st Street NE South)											

Town of Sundre
2026 - 2035 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	LGFF - Capital Funding	CCBF Grant	Other Funding TBD	MVC Fire
2035											
replace mini-excavator or backhoe (moved from 2031 & 2033)											
Rapid Response Unit #540 (100% MVC) (replaced by insurance in 2026)											
IT infrastructure replacement											
Infrastructure Report Priority 13 (1st Street NE north)											
Infrastructure Report Priority 14 (3rd Ave NE)											
Infrastructure Report Priority 15 (2nd Street NE)											
Infrastructure Report Priority 16 (8th Ave NE)											
Infrastructure Report Priority 17 (Aspen Crescent)											
Infrastructure Report Priority 18 (Tamarack Crescent)											
Infrastructure Report Priority 19 (2nd Ave NE)											
Infrastructure Report Priority 20 (Centre Street South)											
Infrastructure Report Priority 21 (6A Ave NE)											
Infrastructure Report Priority 22 (2nd Street SW)											
Infrastructure Report Priority 23 (1st Ave NE south)											
New Sportsplex											



REQUEST FOR DECISION

COUNCIL DATE	December 8, 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:

That Council accept the attached correspondence as information and at Council's discretion, accept or decline the attached invitation by separate motion.

Motion:

That the Town of Sundre Council accept the Mayor's letter to the Provincial Electoral Boundaries Commission as information.

Motion:

That the Town of Sundre Council accept the Chief Administrative Officer's letter to the Provincial Electoral Boundaries Commission as information

Motion:

That the Town of Sundre Council accept the invitation for the Mayor or Designate to attend the Guild of Filipino-Canadian of Sundre Alberta's Christmas celebration at the Sundre Community Centre commencing at 2:00 p.m. on December 27, 2025

ATTACHMENTS:

- 11.1 Mayor's Letter
- 11.2 CAO's Letter
- 11.3 Invitation - Guild of Filipino-Canadian of Sundre Alberta

Date Reviewed: December 04, 2025

CAO

Amida Nuber

December 2, 2025

To The Honourable Members of the Electoral Boundaries Commission

Dear Commissioners:

RE: PROPOSED MOUNTAIN VIEW KNEEHILL CONSTITUENCY BOUNDARIES

On behalf of the Town of Sundre residents and my fellow Town Councillors, we would like to recognize the substantial work and time the Commission members have expended to date, for seeking and considering feedback from impacted communities, and for the effective representation of all Albertans.

Further, we advise the Commission that the proposed boundary configuration for Sundre hinders effective representation, and on November 24, 2025, the following motion was passed by Town Council with unanimous consent:

Res. 400-24-11-25 MOVED by Councillor Dalke that the Town of Sundre Council give approval to Mayor Warnock to write a letter of concern to the Alberta Electoral Boundaries Commission pertaining to the proposed changes to the Rimbey-Rocky Mountain House-Sundre electoral boundary. **CARRIED**

We advocate for Sundre's inclusion in a western-aligned constituency and submit the following points for consideration:

1. Strong Community of Interest with Western Municipalities:

- Sundre is a regional service hub (hospital, schools, social services, emergency/fire services) for areas to its west, including areas within the MD of Bighorn, and Clearwater County.
- Economic alignment is clearly western-focused: Our key industries (oil and gas, forestry/sawmill, tourism) contrast sharply with the eastern agricultural economy.
- Operational cooperation is already established through mutual aid agreements with the MD of Bighorn and Clearwater County.

- Sundre has been identified as one of 10 Destination Development Zones through Travel Alberta, and is more geographically and strategically aligned with Banff, Big Horn and Rocky Mountain House.

2. Risk of Diluted Representation:

- The current proposal combines geographically and economically diverse areas. A representative for this large, varied constituency would face challenges addressing the specific, shared regional issues facing Sundre and its immediate neighbors.
- Effective inter-municipal coordination is compromised when key partners must liaise with different elected representatives.

3. Contradiction of "Effective Representation" Criteria:

- The proposed boundary fails to recognize natural community interaction patterns, potentially going against the Commission's requirement for boundaries that support robust and effective representation.

Again, we are deeply grateful for the work done to date, and for your representation of all Albertans. We recognize that the current proposed boundaries have been presented for community feedback and input, and we respectfully request that you take our concerns into consideration prior to finalizing the provincial constituency boundaries.

Yours truly,



Richard Warnock, Mayor

Town of Sundre

December 2, 2025

To The Honourable Members of the Electoral Boundaries Commission

Dear Commissioners:

RE: PROPOSED MOUNTAIN VIEW KNEEHILL CONSTITUENCY BOUNDARIES

We wish to thank the Commission members for leading the mammoth task of reviewing provincial constituency boundaries prior to the next Alberta General Election, and for the great work done to date. We are also thankful for the opportunity to provide meaningful feedback from the viewpoint of a community that will be deeply impacted by the proposed changes to our current electoral boundaries, from both an operational and cultural perspective.

On November 24, 2025, the Town of Sundre Council passed the following resolution:

Res. 401-24-11-25 MOVED by Councillor Dalke that the Town of Sundre direct the Chief Administrative Officer to write a letter of concern to the Alberta Electoral Boundaries Commission pertaining to the proposed changes to the Rimbey-Rocky Mountain House-Sundre electoral boundary. **CARRIED**

As directed by Council, we wish to formally submit that the current draft boundaries for the proposed Mountain View-Kneehill constituency will negatively impact effective representation for the Town of Sundre, amongst other concerns described below.

By combining disparate regions, the proposed boundary risks diluting Sundre's voice. To effectively address regional issues, our municipalities currently coordinate efforts. Under the proposed boundaries, our local governments (Sundre, MD of Bighorn, Clearwater County, Rocky Mountain House) would have to coordinate with different MLAs, introducing unnecessary administrative friction and hindering effective regional representation. This directly challenges the Commission's mandate to support effective representation.

The proposed configuration goes against the established patterns of how our communities interact. Sundre functions as a western hub, providing essential services—hospital, schools, social services, and emergency/fire services to name a few—to residents of the MD of Bighorn Mountain View County and Clearwater County. Our main industries (oil and gas, sawmills, tourism) align fundamentally with western economic realities rather than the agricultural focus of communities east of Highway 22.

In addition, Sundre has been named as one of the 10 Destination Development Zones in the Province of Alberta, and we have worked very hard to establish relationships with the many Tourism Operators in the area, and our partner Municipalities to the north, south and west. Tourism has been named as one of the primary objectives in the Town of Sundre's Strategic Plan, and we have many common ambitions that align with the goals of our western and northern neighbors.

We strongly recommend and request that Sundre be realigned to connect with communities located to the west of Highway 22, with which we share significant communities of interest and geographic realities.

We respectfully request that the Commission acknowledge the Town of Sundre's viewpoint that there are additional considerations impacting municipalities that should be considered in the review, apart from population, and revisit the boundaries proposed in the initial review.

Yours truly,

A handwritten signature in blue ink that reads "Linda Nelson". The signature is fluid and cursive, with the first name "Linda" and last name "Nelson" clearly distinguishable.

Linda Nelson, CLGM, CTAJ, EMR

Chief Administrative



11.3

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

Fwd: Christmas invitation

1 message

Sundre Townmail <townmail@sundre.com>

Thu, Dec 4, 2025 at 8:15 AM

To: Linda Nelson <linda.n@sundre.com>, Betty Ann Formstone <bettyann.f@sundre.com>

Lindsay Duke
Administrative Assistant - Town of Sundre
ph: 403-638-3551
fx: 403-638-2100
townmail@sundre.com

Municipal Info: www.sundre.com
Tourism Info: www.ExploreSundre.com
Investment Info: www.GrowSundre.com

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

From: **Go FilCans Sundre** <gofilcansundre@gmail.com>
Date: Wed, Dec 3, 2025 at 7:46 PM
Subject: Christmas invitation
To: <richard.w@sundre.com>
Cc: <townmail@sundre.com>

Guild of Filipino-Canadian of Sundre, Alberta and Area
38 Noblefernway SW
Sundre, AB, T0M1X0
December 3, 2025

Honourable Mayor Richard Warnock
[717 Main Avenue West](#)
[Sundre, Alberta T0M 1X0](#)

Dear Mr. Warnock,

On behalf of Guild of Filipino-Canadian Of Sundre Alberta and Area, I am pleased to extend an invitation to you to attend our annual Christmas celebration. We would be honoured to have your presence as we celebrate the holiday season with members of the community. We would be grateful if you would offer brief message for us.

We sincerely hope you will be able to join us for this festive occasion.

Warm regards,

Digna Almonte

President/4036361494

COME & JOIN US!
GOFILCANS & SUNDRE LIGHT

Christmas GATHERING



27 DECEMBER, 2025
AT 2:00 PM

FOOD • MUSIC • GAMES • PRIZES • DANCE

Sundre, Community Center
96 2 Ave NW #3 Sundre, AB

DOOR OPENS AT 1PM FOR PHOTOBOOTH