



Regular Council Meeting
Town of Sundre Municipal Council Chambers
February 7, 2022
6:00 p.m.

1. **Call to Order**
Moment of Reflection
(Introduction of New Staff)
2. **Public Hearing:**
3. **Agenda – Amendments and Adoption**
3.1 February 7, 2022 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 January 24, 2022 Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies: None**
7. **Old Business: None**
8. **New Business**
8.1 RFD Grants to Organizations First Intake Pg. 5
8.2 RFD QMP Town of Sundre Gas Utility Pg. 9
8.3 RFD Economic Development Week May 9-13, 2022 Proclamation Pg. 14
8.4 RFD Levels of Service Review Pg. 20
9. **Administration: None**
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence** Pg. 59
12.1 Letter from Town of Gibbons Bill 21 Pg. 60
12.2 Alberta Regional Rail in Support of Regional Rail in MVC Pg. 64
12.3 Letter to Enhanced Energy Inc. in Support of CCU Pg. 65
13. **Closed Meeting**
13.1 Advice from Officials, *FOIPP Act Section 24 1(a), 1(b)(iii)*
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
January 24, 2022

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, January 24, 2022, commencing at 6:00 p.m.

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

ABSENT: None

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr. Development Officer, Betty Ann Fountain
Senior Planner, Benazir Thaha Valencia

PUBLIC: There were 2 members of the public in attendance.

CALL TO ORDER: The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.
CAO, Linda Nelson introduced to Council, Benazir Thaha Valencia, Senior Planner, welcoming Benazir to the Team.

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 012-24-01-22 MOVED by Councillor Vardas that the agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 013-24-01-22 MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on January 10, 2022, be approved as presented.

CARRIED

DELEGATION: None

BYLAWS/POLICIES: None

OLD BUSINESS: None

NEW BUSINESS: **Amendment to Schedule “H” of the Boards and Committees Bylaw**

Res. 014-24-01-22 MOVED by Councillor Dalke that the Town of Sundre Council approve the amendment to Schedule “H”, the Terms of Reference for the Sundre Wellness Advocacy Committee.
Opposed: Councillor Marr

CARRIED

- Appointment of Members to Sundre Wellness Advocacy Committee**
Res. 015-24-01-22 MOVED by Councillor Isaac that the Town of Sundre Council appoint Mr. Gerald Ingeveld and Mrs. Joyce Wicks to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2022.
CARRIED
- Highway 2 Corridor Rail Proposal**
Res. 016-24-01-22 MOVED by Councillor Marr that the Town of Sundre Council accept the enclosed documents on the Regional Rail for passenger rail services between Edmonton and Calgary as information.
CARRIED
- Res. 017-24-01-22* MOVED by Councillor Marr that the Town of Sundre Council direct Administration to draft a letter of support for the proposed Regional Rail service between Edmonton and Calgary.
CARRIED
- CAEP: Letter of Support for "Origins"**
Res. 018-24-01-22 MOVED by Councillor Vardas that the Town of Sundre Council directs Administration to compose a letter of support for the "Origins" project.
CARRIED
- Strategic Planning Session**
Res. 019-24-01-22 MOVED by Councillor Peterson that the Town of Sundre Council reaffirm support for a facilitated strategic planning session for the Town of Sundre on April 9th and 10th, 2022.
CARRIED
- ADMINISTRATION: 2021 Year-End Departmental Reports**
Res. 020-24-01-22 MOVED by Councillor Marr that the Town of Sundre Council accept the 2021 Year End Departmental Reports as information.
CARRIED
- MUNICIPAL AREA PARTNERSHIP: None**
- COUNCIL REPORTS:**
- Res. 021-24-01-22* MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's report as information.
CARRIED
- Res. 022-24-01-22* MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report as information.
CARRIED
- Res. 023-24-01-22* MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Isaac's report as information.
CARRIED

Res. 024-24-01-22 MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Petersen's report as information.

CARRIED

Res. 025-24-01-22 MOVED by Councillor Marr that the Town of Sundre Council accept Councillor Vardas's report as information.

CARRIED

Res. 026-24-01-22 MOVED by Councillor Peterson that the Town of Sundre Council accept Councillor Marr's report as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE:

Mountain View Senior's Housing

Res. 027-24-01-22 MOVED by Councillor Anderson that the Town of Sundre Council accept the correspondence from Mountain View Senior's Housing as presented, as information.

CARRIED

Didsbury Regional Chili Cook-Off

Res. 028-24-01-22 MOVED by Councillor Marr that the Town of Sundre Council accept the correspondence to Didsbury Mayor Rhonda Hunter regarding a Regional Chili Cook-Off, as information.

CARRIED

Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Mayor Warnock called a recess at 6:43 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director Corporate Services

Public: None

CLOSED MEETING

Topic of Closed Meeting

13.1 Advice from Officials, *Client Solicitor Advice, FOIPP Act Section 16 and 24(1)(d)*.

Res. 029-24-01-22 MOVED by Councillor Marr that Council go into closed meeting at 6:49 p.m.

CARRIED

Res. 030-24-01-22 MOVED by Councillor Isaac that Council return to an open meeting at 7:58 p.m.

CARRIED

ADJOURNMENT

Res. 031-24-01-22 MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 7:58 p.m.

CARRIED

These Minutes approved this 7th Day of February 2022.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 7, 2022
SUBJECT	Grants to Organizations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES: See attached report

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 2.1 continue to promote recreational opportunities;

Goal 3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the recommendations of the Grant Review Committee.

MOTION:

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Citizens on Patrol in the amount of \$1,000.

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre West Country Centre in the amount of \$ _____ (at Council's discretion);

That the Town of Sundre Council approve the Grants to Organizations Funding for Olds & District Music Festival in the amount of \$500.

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Seniors Walking Club in the amount of \$1,136.

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Municipal Library in the amount of \$270.

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Pickleball Group in the amount of \$ _____ (at Council's discretion);

That the Town of Sundre Council approve the Grants to Organizations Funding for Shady Grove Bluegrass Festival in the amount of \$1,500.

That the Town of Sundre Council approve the Grants to Organizations Funding for 2022 Sundre Pro Rodeo Parade in the amount of \$3,000.

That the Town of Sundre Council approve the Grants to Organizations Funding for Historical Society and Chamber of Commerce Winterfest in the amount of \$2,825.

That the Town of Sundre Council approve the Grants to Organizations Funding for Greenwood Neighbourhood Place – The Den Youth Centre in the amount of \$2,250.

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Arts Society in the amount of \$4,000.

That the Town of Sundre Council approve the Grants to Organizations Funding for U13 Provincial Ice Hockey Tournament in the amount of \$_____ (at Council's discretion);

Attachment: Report to Council (8.1a)
Schedule "A" (8.1b)

Date Reviewed: February 03, 2022

CAO: Linda Nelson



COUNCIL DATE: February 7, 2022
SUBJECT: Grants to Organizations
REPORT WRITER: Legislative Services
Agenda Item: 8.1a

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council has approved \$25,000 in funding for the 1st Intake for the 2022 Grants to Organizations program.

12 applications were received on or before the deadline of January 31, 2022 with a total request of \$45,495.00

The Grant Review Committee met on February 3, 2022 to review the applications and make the recommendations as per Schedule "A".

RECOMMENDED ACTION:

That Council approve the recommended funding by the Grant Review Committee in the total amount of \$16,481.00 or at Council's discretion award alternative grant funding to an applicant.

Date Reviewed: Feb 3, 2022

CAO: Linda Nelson

8.1b Schedule "A"
Town of Sundre
Regular Meeting of Council
February 7, 2022
Grants to Organizations

Grant No.	Organization	Description of Request for Grant	Amount Requested	Recommended Grant	BALANCE
		1st Intake Budget			\$25,000
2022_01	Sundre Citizens on Patrol	Advertising/Promotions/Equip/Training/1st Aid/Gas Cards	\$2,600	\$1000	
2022_02	Sundre West Country Centre	To replace Casino Revenues & to match provincial grant	\$8,000	0.00 (or at Council's Discretion)	
2022_03	Olds & District Music Festival	Support for Festival	\$500	\$500	
2022_04	Sundre Sr's Walking Club	Rental of Community Centre Jan-Apr & Oct-Dec 2022	\$1,136	\$1136	
2022_05	Sundre Municipal Library	Story Walk on Main AV. W. (Books & New Book Stations)	\$270	\$270	
2022_06	Sundre Pickleball Group	New nets for outdoor court	\$12,000	0.00 (or at Council's Discretion)	
2022_07	Shady Grove Bluegrass	Support to host festival	\$3000	\$1500	
2022_08	2022 Sundre Pro Rodeo Parade	Cost of LdSH Mounted Troop & Pipe Band	\$3000	\$3000	
2022_09	Hist. Society & Chamber of Commerce	Winterfest 2022 Activities	\$2825	\$2825	
2022_10	GNP – The Den	To complete outdoor renovations to youth centre	\$2250	\$2250	
2022_11	Sundre Arts Society	Permanent flooring in seating area	\$6500	\$4000	
2022_12	U13 Provincial Ice Hockey Tournament	In-Kind Ice Rental Fee	\$3306	0.00 (or at Council's Discretion)	
TOTAL	AMOUNT	REQUESTED / RECOMMENDED TO COUNCIL	\$45,495.00	\$16,481.00	\$8519



REQUEST FOR DECISION

COUNCIL DATE	February 7, 2022
SUBJECT	Government of Alberta - Rural Utilities – Quality Management Plan (QMP) – Town of Sundre Gas Utility
ORIGINATING DEPARTMENT	Legislative
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Town of Sundre Gas Utility is regulated by the *Gas Distribution Act* in the Province of Alberta.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The QMP is an outline of agreed upon responsibilities and tasks that the Town of Sundre Gas Utility must comply with to be a distributor in good standing with the Province's Rural Utilities Section and the *Gas Distribution Act*. This assists the Town Gas Utility in maintaining guidelines to deliver Gas safely and efficiently to the residents of the Town of Sundre.

"Annual review of QMP required: This QMP must be reviewed and signed by December 31st of each year."

ALIGNMENT WITH STRATEGIC PLAN

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the QMP for the Sundre Gas Utility and that the Mayor and CAO be authorized to sign on behalf of Council.

MOTION:

That Council approve the QMP for the Sundre Gas Utility and that the Mayor and CAO be authorized to sign on behalf of Council.

ATTACHMENTS:

2022 Quality Management Plan – Town of Sundre Gas Utility

Date Reviewed: February 03, 2022

CAO: Aminda Neibu

Quality Management Plan

Town of Sundre Gas Utility

Preamble

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that all low pressure distribution pipelines and the equipment, apparatus, mechanisms, machinery or instruments incidental to their operation, as well as all primary service lines (defined by sections 1(h), (l) and (n)) are designed, constructed, operated and maintained in accordance with the Act's section 2 requirements. For this purpose of this document, this pipeline system is collectively referred to as a "Gas Distribution System".

The Town of Sundre Gas Utility (hereinafter referred to as "the urban gas utility", section 1(r) of the *Gas Distribution Act*), owns and operates a Gas Distribution System in Alberta and offers and provides natural gas service to residents within the boundaries of its urban municipality. The Municipal Council is, as owner, ultimately but with the full support of the Chief Administrative Officer (CAO) and/or the Gas Utility Manager and employees, takes full responsibility for ensuring that the urban gas utility is designed, constructed, operated and maintained in a manner consistent with section 2 of the Act so as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review of this QMP document by the Municipal Council and the CAO and/or the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly constitute the 'Approval to Operate' a Gas Distribution System in Alberta.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

As applicable, the urban gas utility will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*, only as applicable/relevant to the gas utility
- *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Urban gas utilities are also expected to maintain appropriate insurance coverage.

Design

The urban gas utility will ensure that its distribution system is designed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by:

- Acquiring the services of a qualified gas distribution Engineer (recognized by APEGA) or a designated P. Tech (Eng) (Professional Technologist) in accordance with the *Engineering and Geoscience Professions Act* to determine system requirements, and/or
- Working with the Engineer/P. Tech. to establish pipe and station design, pipe sizing minimum end line pressure, appropriate route selection, and design and material requirements.
- Acquiring pipe that has been inspected under the Quality Assurance Program (QAP) and approved by Rural Utilities.

Construction Testing and Commissioning

In order to ensure that all pipelines are constructed, tested and commissioned in the appropriate manner, the urban gas utility will:

- Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, etc. required and the dates acquired for each.
- Ensure that all pipelines are buried to the depths specified in the Technical Standards and Specification Manual for Gas Distribution Systems by:
 - Providing the contractor with the depth specifications and documenting the information and time of presentation.
 - Spot checking pipeline depths during and/or after the time of installation and documenting the findings.
- Establish a system for recording and auditing the location, and material information for all pipe installed.
- Ensure that all pipelines are tested to the pressures and times specified in the Technical Standards and Specifications Manual for Gas Distribution Systems by:
 - Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks.
 - Recording all the test, location, and material data on a test confirmation report.
 - Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.
- Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:
 - Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer.
 - Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.
- Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities to confirm the placement of signs, and document accordingly.

Operation, Maintenance and Repair

In order to ensure that the gas utility is properly operated, maintained, and repaired, the urban gas utility will:

- Employ or contract the services of qualified field staff to safely operate and maintain the system. The level of manpower requirements will be established by developing a plan or formula, based on historical performance, system requirements and the level of service committed to by the urban gas utility to complete these functions in accordance with industry standards.
- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.
- Monitor the levels of gas loss by:

- Recording and comparing wholesale tap purchases on a weekly basis.
- Comparing the wholesale purchases to the retail sales on a monthly basis
- Physically checking the system for leaks by performing a leak detection survey on the distribution pipe lines at intervals of at least the following:
 - Urban systems - every three years.
 - Rural systems – every five years.
- Ensure that the proper levels of readily detectable odorant are maintained in the system by:
 - Checking the odorant tank levels at every tap location every month and recording findings.
 - Testing or monitoring for levels of readily detectable odorant on a regular basis, not less than once a month at each test location.
 - Maintaining records of monthly readings and spot checking and documenting those results at reasonable intervals.
- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
 - Damage or leaks to high pressure (> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER).
 - Damage or leaks to low pressure (< 700 kPa) pipelines or facilities must be reported online to Rural Utilities through the Rural Utilities Portal. Urban gas utilities access the Portal through their My Alberta Digital ID for Business (MABI). See <https://partners.agric.gov.ab.ca> for more information.
 - Significant damage or leaks should be reported to Rural Utilities as soon as it is safe and practicable to do so.
- Develop and maintain a regular preventative maintenance program (i.e. leak detection surveys, cathodic protection surveys, regulator station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the urban gas utility's Operations and Maintenance program.
- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

Emergency Preparedness and Response

To ensure that employees understand the urban gas utility's program to respond to emergency situations, the urban gas utility will:

- Develop an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public. The program should cover training, resources and equipment for responding to the following (but not limited to):
 - Pipeline leaks or ruptures,
 - Fires and explosions,
 - Unplanned system outages,
 - Dangerous good spills, and
 - Gas odour notifications.
- Document employee's training and participation in annual tabletop or communications exercises and ERP reviews.
- Actively participate with community emergency services in major field mock disaster exercises (held once every three years).
- Annually review internal emergency response procedures to update the urban gas utility's effectiveness.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the urban gas utility's as-built drawings and ensure that the Alberta One-Call database is current, the urban gas utility will:

- Maintain an up-to-date set of as-built plans of the gas distribution system in the urban gas utility's office.
- Monitor the progress of as-built surveys and mapping to ensure that the as-built plans are submitted to Rural Utilities by March 31 of the year following construction.
- Review the as-built drawings and documentation against each year's new customer location listing for completeness.
- Submit all required Alberta One-Call database updates for distribution system additions or removals.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Town of Sundre Gas Utility's design, construction, operation, and maintenance programs. The Municipal Council, along with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

This Quality Management Plan was reviewed at the council meeting held on: _____.

Dated _____

Mayor, representing the Municipal Council.

I have read and will support the Municipal Council in the compliance of this Quality Management Plan:

Dated _____

CAO and/or the Gas Utility Manager

Annual review of QMP required:

This QMP must be reviewed and signed by the urban gas utility, represented by the Mayor of the Municipal Council along with the Chief Administrative Officer and/or the Gas Utility Manager on an annual basis and submitted to Rural Utilities by December 31st of each year.

Failure to submit a signed QMP document may result in any or all of the following actions: (1) The annual 'Approval to Operate' will not be issued, (2) all planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and (3) any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the Gas Distribution Act and potentially subject to an offence (section 8) and/or order (section 9) under the Act.



REQUEST FOR DECISION

COUNCIL DATE	February 7, 2022
SUBJECT	Economic Development Association Week
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Economic development is the intentional practice of improving a community's economic well-being and quality of life. It includes a broad range of activities to attract, create, and retain jobs, and to foster a resilient, pro-growth tax base and an inclusive economy. The practice of economic development comprises of a collaborative effort involving industry, government, and myriad community stakeholders.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In celebration and recognition of economic development professionals and the essential work they are doing every day. It was created by the International Economic Development Council (IEDC) in 2016 to increase awareness of local programs that create jobs, advance career development opportunities, and improve the quality of life in communities everywhere.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority

3. Community Well-being

4.1 Diversify Sundre's tax base by supporting commercial and industrial development.

ADMINISTRATION RECOMMENDATIONS:

That Council proclaim May 9 - 13, 2022 as Economic Development Week in Sundre.

MOTION:

That the Town of Sundre Council proclaim the week of May 9 to 13, 2022 as "Economic Development Week" in Sundre.

ATTACHMENTS:

Proclamation

Date Reviewed: February 03, 2022

CAO: Linda Nabe



[HOME](#) > [EVENTS](#) > [Economic Development Week](#) > Resources International Economic Development Week

International Economic Development Week Resources

VIDEOS:

[Economic Development Matters](#) - EDA joined economic development organizations from across the country to create a website and to produce a short video that demonstrates the importance of economic development to the fabric of a community. This website contains the video in both official languages. Feel free to download these videos and make good use of them.

Championing Economic Development Videos- Check out [IEDC's YouTube](#) page for a series of videos about the profession and its accomplishments. See Interviews with key economic development professionals on topics such as the roles of key partners, engaging elected officials, successful projects and more.

ONE-PAGERS:

[What is Economic Development?](#) Economic development is the intentional practice of improving a community's economic well-being and quality of life. It includes a broad-range of activities to attract, create, and retain jobs, and to foster a resilient, pro-growth tax base and an inclusive economy. The practice of economic development comprises of a collaborative effort involving industry, government and myriad community stakeholders. Download the "What is Economic Development Brochure" to provide a basic overview on economic development, EDOs, and what economic developers do for your community as part of your campaign materials.

[Why Invest in Economic Development in Good Times?](#)- An excellent resource when the value of economic development programs is called into question. This brochure provides the rationale of why investing in economic development is good for a community.

[Who Economic Development Programs help and How](#)- This brochure gives a higher level overview of who and how economic development programs help, including examples of some of the services that EDOs typically provide.

PRESENTATIONS:

[Introduction to Economic Development](#)- This powerpoint presentation highlights how economic development is the intentional practice of improving a community's economic well-being and quality of life.



[HOME](#) > [EVENTS](#) > [Economic Development Week](#) > About International Economic Development Week

About International Economic Development Week

[International Economic Development Week](#) is a North America-wide celebration and recognition of economic development professionals and the essential work they are doing every day. It was created by the [International Economic Development Council](#) (IEDC) in 2016 to increase awareness of local programs that create jobs, advance career development opportunities, and improve the quality of life in communities everywhere. Since its inception, hundreds of campaigns have been created throughout the United States and Canada, creating millions of impressions, hundreds of news stories, blog entries, videos, events and other activities.

What are the goals of #EconDevWeek?

- **Articulate:** Voice the value of your contributions to your local economy
- **Organize:** Build a base of support within your community for the work of your EDO
- **Show and Tell:** Emphasize the importance of economic development through tangible examples and peer case studies
- **Amplify:** Spread your message and increase exposure of the good work your EDO does

2022 Toolkit

For specific resources to support your community celebrate, you will be able to check out the 2022 Toolkit here. ***COMING SOON**

The Toolkit includes:

- Special ways to engage your elected officials
- Press release templates
- Electronic and print advertising templates
- City, county, and state resolutions templates
- Social media marketing sample promotional messaging
- Event ideas
- #EconDevWeek Excellence in Economic Development Week Awards details
- Championing Economic Development resources
- And much, much more!

Other ways to celebrate:

- Reach out to your local bloggers and creators and encourage them to share stories. Celebrate successes.



- Give virtual tours of your economic development offices. Talk about the resources you have. Introduce your staff.
- Host a photo competition. Let local businesses express how important economic development is to them.
- Align with local sponsors to help magnify your reach and impact.
- Organize an event or webinar to showcase economic development efforts in your community.
- Write a letter to the editor of your community newspaper about economic development in your town.
- Tag EDA's social media accounts with your activities.
- Download the [2021 logo](#) and add to your promotion
- Take the [Economic Development Ethics](#) course

[Additional Resources to Share](#)

Your Economic Development Network in Alberta

www.edanet-alberta.ca

Toll Free Phone: 1.866.671.8182

www.edaalberta.ca



[HOME](#) > [EVENTS](#) > [Economic Development Week](#) > Resources International Economic Development Week

International Economic Development Week Resources

VIDEOS:

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[Why Invest in Economic Development in Good Times?](#)- An excellent resource when the value of economic development programs is called into question. This brochure provides the rationale of why investing in economic development is good for a community.

[Who Economic Development Programs help and How](#)- This brochure gives a higher level overview of who and how economic development programs help, including examples of some of the services that EDOs typically provide.

PRESENTATIONS:

[Introduction to Economic Development](#)- This powerpoint presentation highlights how economic development is the intentional practice of improving a community's economic well-being and quality of life.



Town of Sundre Resolution for Economic Development Week

Resolution

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development and networking opportunities; and

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work in the Town of Sundre; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor does hereby recognize May 9-13, 2022 as "Economic Development Week" in the Town of Sundre and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to transmit an appropriate copy of this resolution to Economic Developers Alberta in support of these provincial celebrations.

Mayor



REQUEST FOR DECISION

COUNCIL DATE	February 7, 2022
SUBJECT	Levels of Service Review
ORIGINATING DEPARTMENT	Legislative
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

On March 24, 2022, there will be an Open House for the public. Administration will briefly review the current Levels of Service documents with Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at the council meeting.

ALIGNMENT WITH STRATEGIC PLAN

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation by staff as information.

MOTION:

That the Town of Sundre accept the presentation by staff as information.

ATTACHMENTS:

Current Levels of Service

Date Reviewed: February 03, 2022

CAO: Andre N. N. N.



Master Levels of Service 2021

Corporate Services				
Front Counter Services: Perform all front desk and reception functions for the Town of Sundre including professional telephone and receptionist service, general clerical and customer service. The Administration Assistant - Front Desk works closely with other Corporate Services staff in a team environment.				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Reception	Main Office Hours (8 am to 4 pm, Monday-Friday) except holidays. (200 hrs./year)			
	Welcome and greet residents & visitors to the Town Office.	5,175.15		5,242.65
	Answer questions and direct in-coming phone calls to appropriate personnel. Receiving and tracking concerns from the public.	10,350.30		10,485.30
	Prepare Tax Certificates upon request (Lawyer, Realtors, etc) information data base updates with Land Titles.	1,725.05		1,747.55
Communication	Prepare weekly Town newspaper advertisement.	3,450.10		3,495.10
	Prepare and publish monthly newsletter for the Utility billing and website and other social media.	1,725.05		1,747.55
Internal Functions	Assist and support other staff members (e.g. animal licensing) in assigned project based work as directed by the Director of Corporate Services.	1,725.05		1,747.55
	Cash receipting of payments, daily reconciliation and bank deposit.	8,625.25		8,737.75
	Perform general clerical duties including but not limited to maintaining and ordering supplies, printer and photocopier service calls, photocopying, faxing, monitoring postage machine, mailing and filing.	1,725.05		1,747.55
Total Front Counter/Reception Budget		\$34,501.00		\$34,951.00

Master Levels of Service 2021

Taxation and Assessment: Responsible for all assessment and taxation functions and related customer service for the Town.				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Taxation	Assist Assessor with the assessment of property and administer tax assessment processes.	3,135.05		3,175.85
	Administer the taxation function through account management, billings, refunds and penalty levies & tax recovery.	34,485.55		34,934.35
	Respond to customer assessment and taxation inquiries.	6,270.10		6,351.70
	Administer the tax installment payment plan (TIPP).	6,270.10		6,351.70
Internal Functions	Prepare reports and statistical information for Operations and Government entities.	6,270.10		6,351.70
	Ensure accurate and timely communication of taxes and utilities information is maintained through print material and Town social media and compliance with policies, bylaws and provincial legislation.	3,135.05		3,175.85
	File and record management.	3,135.05		3,175.85
Total Taxation & Assessment Budget		\$62,701.00		\$63,517.00

Utilities: Manage the utility bill generation process for natural gas, water, wastewater and solid waste .				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Utilities: Water, Wastewater Gas	Town's Utility Billing Administration.	15,052.95		15,249.15
	Respond to customer utility inquiries.	3,345.10		3,388.70
	Process refunds and penalty levies on utility bills.	1,672.55		1,694.35
	Administer account arrears collection process.	3,345.10		3,388.70
	Oversee the Equalized Gas Budget billing process.	3,345.10		3,388.70
Internal Functions	Prepare reports and statistical information for Operations and Government entities.	3,345.10		3,388.70
	Ensure accurate and timely communication of taxes and utilities information is maintained through print material and Town social media and compliance with policies, bylaws and provincial legislation.	1,672.55		1,694.35
	File and record management.	1,672.55		1,694.35
Total Utility Services Budget		\$33,451.00		\$33,887.00

Master Levels of Service 2021

Financial Management: Responsible for ensuring the financial and accounting records of the Town are accurately prepared and maintained in accordance with Town policies, procedures and bylaws				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Internal Reporting	Process invoices into the Town's financial system and generate payable cheques.	16,300.79		16,513.00
	Create monthly receivables invoices and statements.	16,300.79		16,513.00
	Monitor receivables and administer monthly account penalties.	5,433.60		5,504.00
	Respond to customer payable and receivable inquiries.	5,433.60		5,504.00
Internal Functions	Reconcile Fixed Asset sub ledger to general ledger and year end working papers.	5,433.60		5,504.00
	Review and code common invoices and distribute invoices to departments for coding.	5,433.60		5,504.00
	Preparing information and application process for all borrowing requirements of the Town.			
Financial Management: Director Corporate Services				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
External Reporting	Develop, implement and manage Town business planning process and multi-year capital and operating budget process ensuring that plans align with corporate direction.	37,007.21		37,489.00
	Attend Council and other meetings to provide information and recommendations with regards to finance, cash management, contractual, and liability requirements.	4,625.90		4,686.00
	Oversee financial management and reporting and ensure that Council is provided with pertinent financial information.	18,503.60		18,745.00
Internal Functions	Management of Investment, Assessment and Taxes, Utility Billing, Information Technology, Risk Management, Contracts and Customer Service.	9,251.80		9,372.00
	Provide long and short-term forecasting and analytical services to the Chief Administrative Officer and departments to assist in projecting and guiding the Town in future decision-making.	9,251.80		9,372.00
Regulatory	Working with the auditors each year to prepare the Audited Financial Statements and Financial Information Return for Council's as per the MGA.	9,251.80		9,372.00
	Providing current information to Alberta Municipal Affairs	4,625.91		4,688.00
Total Financial Management Budget		\$146,854.00		\$148,766.00

Master Levels of Service 2021

Human Resources: Hands-on representative of the Human Resources function where the incumbent helps to facilitate all Human Resources functions including all payroll and benefit functions and related customer service.				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Human Resources & Payroll	Develop strategies to nurture a positive organizational culture and foster human resources management excellence within the Town, and attract, retain, and develop Town employees.	9,405.20		9,527.60
	Ensure adherence to employment related legislation, and implementation of sound management practices.	2,351.30		2,381.90
	Retention, Training & Development Programs.	2,351.30		2,381.90
	Administer the Payroll bi-weekly cycle by setting up new employees, setting up benefit allocations, garnishments and processing pay cheques.	14,107.80		14,291.40
	Administer and maintain the Town's Group Benefit program and Pension Plan.	4,702.60		4,763.80
	Reconcile payroll and benefits and submit monthly and annual government required reports, including T4s and ROE's and WCB.	4,702.60		4,763.80
	Provide payroll services to Sundre Municipal Library and comply with CUPE 417 Collective Agreement.	2,351.30		2,381.90
Internal Functions	Plan staff morale events and service award program.	2,351.30		2,381.90
	Create and maintain performance evaluation methodology and standard creation.	4,702.60		4,763.80
Total Human Resources Budget		\$47,026.00		\$47,638.00
Information Technology				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
I.T.	Manage the Town's information technology infrastructure to ensure that technology is up-to date and that Town data is secure.	79,467.00		\$80,502.00
Total Information Technology Budget		\$79,467.00		\$80,502.00
Total Cost for Corporate Services Department		\$404,000.00		\$409,261.00

Master Levels of Service 2021

Operations Level of Service				
Operational Services provides maintenance and management throughout the Town. Operations is composed of four units: Roads (Fleet management, signage, maintenance), Water and Wastewater, Gas Utility System and Solid Waste				
Roads Summer				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Street repairs, pot holes	Determine priorities based on concerns and danger to vehicles, staff. Perform daily checks of the 13.4 km of lanes, 27 kms of streets and 2 kms of gravelled roadways.	44,752.83		46,876.00
sectional asphalt repairs and crack sealing program	Determine priorities based on concerns, danger to vehicle and road surface deterioration. Crack sealing is managed for extended life of roadways.	44,752.83		46,876.00
Priority Street sweeping	Sweep 10 kms of priority streets, 17 kms of residential streets and special events sweeping as required.	67,129.25		70,314.00
Storm Maintenance	Maintain 17 out flow systems and 4.1 kms of piped storm systems. Perform debris pipe flushing in the spring and fall. Conduct overland cleaning and regrade elevations for drainage.	67,129.26		70,314.00
Total Roads Summer Budget		\$223,764.17		\$234,380.00
Roads winter				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Sidewalk/trail snow removal	Remove snow/ice from 11.8 kms sidewalks and trails 7 days per week when snow accumulation is 7 cm or greater.	114,970.03		120,424.44
Street snow removal	Maintain and remove snow on 11.8 kms of emergency/priority #1 snow/ice clearing, 7 days /week, when snow accumulation is 7 cm or	114,970.03		120,424.44
Alley snow removal	Plow 13.4 kms back alleys, 1-3 times per season or as required.	28,742.51		30,106.11
Residential Street clearing	Clear 17 kms residential streets, 1 time season or as required.	28,742.50		30,106.12
Fleet repairs and mangement	Maintain 5 heavy equipment vehicles and 10 fleet vehicles, by a in-house licensed heavy duty mechanic.	25,844.76		27,070.89
Total Roads Winter Budget		313,269.83		328,132.00

Master Levels of Service 2021

Wastewater & Water				
Services are provided and monthly service fees collected on a user pay model incorporating both flat and consumption charges. A user pay model collects sufficient revenues to cover the operating costs of the services provided. Excess revenue is used to contribute to future infrastructure repairs and reduce the tax revenue requirements.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Sewage collection and treatment, (regulatory)	Perform daily testing, monitoring of the treatment lagoon facility to ensure compliance with provincial legislation and to ensure the integrity of the Town's operating license.	Revenue: (\$800,200) Costs: \$485,561		Revenue: (\$810,200) Costs: \$495,298
Water treatment and distribution, (regulatory)	Perform mandatory daily operations and testing of a Level 2 Water Treatment Facility to provide high quality potable water and fire suppression to be in compliance with provincial legislation and to ensure the integrity of the Town's operating license.	Revenue: (\$926,000) Costs: \$591,570		Revenue: (\$941,000) Costs: \$602,480
Water Wastewater Emergency assistance	Town staff investigate supply problems and assist customers with acquiring contracted services during urgent situations such as water freeze up or sewer back-ups.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Leak surveys infrastructure planning	Locate and prioritize water leaks infiltration and supply issues through performing ongoing monitoring 24 kms of piping main.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Fire suppression	Maintain 112 Fire hydrants and perform repairs/maintenance for winter season preparations.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Total Water Wastewater Budgeted Excess (utilized for RSA contributions and offset tax burden)		(\$649,069.00)		(\$653,422.00)

Master Levels of Service 2021

Gas Utility				
Services are provided and monthly service fees collected on a user pay model incorporating both flat and consumption charges. A user pay model collects sufficient revenues to cover the operating costs of the services provided. Excess revenue is used to contribute to future infrastructure repairs and reduce the tax revenue requirements.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Gas distribution	Purchase and distribute natural gas to connected properties in a reliable fashion. The Alberta Gas Coop Operating of the Regulating, Metering & Odorizing (RMO) station is highly regulated. Staff ensure the Gas Distribution Systems is functioning at a sustainable level to supply gas to customers, including data system checks and monitoring of 11 critical high volume customers.	Revenue: (\$1,451,750) Costs: \$1,194,591		Revenue: (\$1,481,750) Costs: \$1,277,425
Service Installations	Town staff install gas services and alterations for 1320 customers.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Infrastructure planning and replacement	Town staff maintain and replace 40 kms of pipes and plan for capital projects and development requirements.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Emergency on Call	Town staff respond to gas related emergencies such as CO2/gas leaks in conjunction with the Sundre Fire Department and EMS.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Gas meter recertifications	300 meter changeouts for annual Measurement Canada requirements.	incl. in total cost of service & monthly fees		incl. in total cost of service & monthly fees
Total Gas Utility Budgeted Excess (utilized for RSA contributions and offset tax burden)		(\$257,159.00)		(\$204,325.00)



Master Levels of Service 2021

Solid Waste Collection				
Services are provided and monthly service fees collected on a user pay model incorporating both flat and consumption charges. A user pay model collects sufficient revenues to cover the operating costs of the services provided. Excess revenue is used to contribute to future infrastructure repairs and reduce the tax revenue requirements.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
collection	contracted services	Revenue: (\$323,200) Costs: \$233,395		Revenue: (\$323,200) Costs: \$241,679
Town Shop compost	Receive additional grass clippings twigs branches from residents	2,780.00		2,780.00
Total Solid Waste Budgeted Excess (utilized for RSA contributions and offset tax burden)		(\$87,025.00)		(\$78,741.00)

Master Levels of Service 2021

Community Services				
<i>Community Services provides quality programs and services through collaborative partnerships and strategic alliances with community groups, non-profit organizations and residents. The department builds capacity within the community to improve the quality of life and strives to achieve the goal of building a future with opportunities for all.</i>				
Facilities				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Inspections	The Town Facilities are inspected monthly to; this includes the Town Office, Fire Hall, Community Center, Arena, Operations building/shop and Community Service shop. Community Services staff inspect the Fire Extinguishers monthly .	\$4,364.52		\$4,672.58
Maintenance	Town staff perform all the minor maintenance in all the facilities such as painting, changing light bulbs, fixing toilets, etc. Approximately 40% of major maintenance is contracted out.	\$35,787.48		\$38,313.42
Total Facilities Budget		\$40,152.00		\$42,986.00

Arena				
<i>The Community Services staff ensures the ice is maintained and safe, the facility is clean for the enjoyment of the user groups, residents and visitors.</i>				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Arena Operations	During September to March staff prepare and ensure the ice is safe for the users. Staff clean dressing rooms, bathrooms and other tasks in this respect.	\$116,938.26		\$128,139.45
Administrative Ice Booking	Staff receive bookings and rentals through phone calls or emails. This process takes appoximately 20 hours per week. Staff meet with all the user groups and prepare rental agreements, invoicing, etc. Staff ensure the arena schedule is published in the paper on social media and Town's website. Alloted time is appoximately 6 months per which equates to about 9000 hours. .	\$22,912.03		\$25,106.71
Maintenance	In the spring/summer months, staff perform extra cleaning duties and provide customer service and facility operations for arena bookings.	\$11,113.02		\$12,177.51
Dry Land Bookings	In the spring and summer staff provide customer service and attendance at the arena for events such as: Bike Rodeo, Bergen 4H, Grad, Rodeo Cabaret and SPOG Neighbours' Day.	\$1,478.69		\$1,620.33
Total Arena Budget		\$152,442.00		\$167,044.00



Master Levels of Service 2021

Parks & Trails				
<i>The staff maintains and operates all parks, sport fields, green spaces, playgrounds, outdoor recreation facilities, trail system and campground. Staff work to enhance the community quality of life by ensuring that outdoor spaces and structures are safe for the use and enjoyment of all residents and visitors.</i>				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Grass Maintenance	All green spaces are mowed, weeded, edged and trimmed every 10 days on a rotational basis.	\$27,001.93		\$28,907.92
Garbage	Litter clean-up is on-going throughout the Town no less than 2 times per week for approximately 835 hours.	\$36,292.00		\$38,853.76
Spring Clean-up	Litter removal, raking leaves, pruning trees, raking gravel off green spaces, placing picnic tables, repairing picnic tables, first mow of the season, weeding shrub beds, etc. consumes approximately 520 hours.	\$11,303.31		\$12,101.18
Mulching	Mulching scrub beds and tree wells plus trucking costs.	\$2,243.76		\$2,402.14
Total Parks & Trails Budget		\$76,841.00		\$82,265.00

Flowers				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Preparation	Prepare beds and planters for planting in the spring.	\$2,332.01		\$2,496.59
Planting & Hanging Flowers Baskets	28 hanging baskets require a bucket truck to assist staff with hanging and taking down. There are 45 planters and 11 flower beds to be planted. The grade 4 students help with this task.	\$10,955.34		\$11,728.51
Maintenance	Watering and dead-heading, weeding and fertilizing all the hanging baskets. Planters and flower beds are done daily 5 days a week. Approximately 18 weeks.	\$33,074.65		\$35,408.90
Total Flower Budget		\$46,362.00		\$49,634.00

Master Levels of Service 2021

Playgrounds				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Winter Inspections	The Town maintains 14 playgrounds. Equipment is inspected daily during the winter.	\$3,784.51		\$4,051.55
Spring and Summer Inspections	In spring and summer staff perform a daily drive by inspection of all the playgrounds. Staff prepare a weekly report inspection and yearly detailed inspection of all the playgrounds.	\$18,929.55		\$20,265.23
Spring Clean-up	Remove litter , rake under swings and slides, hammer spikes around all the borders. Playground equipment inspections must be done by a certified inspector.	\$2,885.60		\$3,089.21
Maintenance	Maintenance is conducted year round.	\$9,377.34		\$10,039.01
Total Playgrounds Budget		\$34,977.00		\$37,445.00

Greenwood Campground				
<i>Greenwood Campground is owned and operated by the Town of Sundre. It is where tourist and visitors come to stay, relax and explore our community. The Community Services staff and the Campground Host provide an elevated quality of customer service.</i>				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Reservations	Starting the beginning of January, the Campground Host receives calls and emails for reservations and receives at least 320 bookings prior to May 1st.	\$1,794.92		\$1,866.09
Spring Clean-up	Rake all the leaves, clean-up camp sites , put out tables and fire pits, distribute garbage cans, mowing and weed whipping. Cut down and remove dead tress, branches prior to opening.	\$6,278.71		\$6,527.66
Campground Host	The Campground opens around mid May and closes around mid September. The Campground Host through contract are required to stay at the campground. The Host is responsible for taking bookings and collecting fees for campsites. The Hosts are responsible for cleaning of the campsites including cutting grass, and weeding. They maintain the washhouse and any painting as required.	\$26,983.37		\$28,053.25
Total Greenwood Campground Budget		\$35,057.00		\$36,447.00

Master Levels of Service 2021

Outdoor Recreation				
The Community Service staff serves the community by ensuring outdoor spaces and structures are maintained and safe for use. Ball Diamonds, Soccer Fields, Outdoor Skating Rink and Skateboard Park.				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Sports Fields	Mowing, litter removal at the baseball and the soccer fields occur twice a week. The Ball diamond's infield's are dragged twice a week.	\$23,227.73		\$24,867.37
Skateboard Park	The skate park is inspected daily spring to winter and a detailed inspection is done weekly.	\$7,957.31		\$8,519.02
Outdoor Skating Rink	The outdoor rink set-up in October prior to the first snowfall. Flooding begins when the temperature stays below -4C for a week. The rink is flooded once a week and snow is removed weather permitting.	\$20,351.96		\$21,788.61
Total Outdoor Recreation Budget		\$51,537.00		\$55,175.00

Seasonal Tasks				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Snow Removal	Community Services looks after clear the snow at the Community Centre , Arena, Town Office, Fire Hall sidewalks, and the two bridges. There were 23 snow days of snow removal in 2018. Community Services took over cleaning of the Community Center parking lot in January.	\$9,478.04		\$10,146.91
Banners	Takes 2 staff at 32 hours and a contractor with a bucket truck to put up and take down the banners, plus the cost of the bucket truck twice a year.	\$2,782.61		\$2,978.98
Christmas Lights	Take 2 Staff at 32 hours and a contractor with a bucket truck to put up and take down the Christmas lights, plus the cost of the bucket truck twice a year.	\$2,782.61		\$2,978.98
Christmas Planters	It takes 1 week to prepare the planters and 16 hours to plant. It takes 56 hours plus the cost of material.	\$4,015.74		\$4,299.13
Total Seasonal Tasks Budget		\$19,059.00		\$20,404.00

Master Levels of Service 2021

Community Centre				
<i>The Community Centre facility is maintained by the Community Services Department who strive to ensure that existing service levels are sustained and programs currently subscribed to can continue to be offered.</i>				
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Administrative	Staff receive bookings for the gym and the conference room. The average time to complete a booking is 45 minutes. In 2018 there were 181 contracts which equals 136 hours. It takes several hours meeting with customers, plus conducting a walk through of the facility to familiarize them of equipment, etc. Other tasks include answering emails, phone calls, and invoicing user groups, etc.	\$47,216.72		\$50,550.16
Setting up and taking down	We have 9 regular weekday rentals and 13 weekend rentals. There are 3 regular bookings for the Conference room. It takes 1/1/2 to 2 hours to clean the gym, lobby and washrooms. Depending on what activity the gym was used for, this could also include cleaning the kitchen, bar room and wiping down tables and chairs. Setting up and take down of larger rentals require at least 2 staff. If there is a short period of time between rentals more than 2 staff are needed.	\$40,759.28		\$43,636.84
Total Community Centre Facility Budget		\$87,976.00		\$94,187.00

\$356,904.00

\$382,096.00

Master Levels of Service 2021

Planning & Development				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/Reduce LOS	Projected Costs for 2022
Policy Plan Review and Update	Review of all existing statutory planning documents for update including IDP, MDP, Eagle Ridge ASP and Bearberry Creek ASP. Requires staff time to research and write any amendments, facilitate public engagement, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. (Note: The IDP will be updated with the assistance of an outside consultant at no additional cost to the Town. Funding will be secured through grant financing.) Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	17,775.70		18,495.25
New Policy Plan Preparation	Preparation of new Area Structure Plans (ASP) including Southwest Industrial ASP and Sundre Hills ASP. Requires staff time to research, circulate for comment and edit ASP, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. (Note: ASPs are typically developer driven through submission of an application and draft ASP from the developer or developer's consultant. Developers are required to provide public engagement for their ASP prior to Council consideration.) Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	17,775.70		18,495.25
Land Use Bylaw Review & Update	Annual review of current LUB, including any special amendments such as Downtown Overlay Regulations, and preparation of supporting bylaw amendments. Requires staff time to research and write any amendments, facilitate public engagement, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	17,775.70		18,495.25
Redesignation Applications	Process redesignation applications (per MGA) for Council consideration. Requires staff time to conduct research, circulate for any technical comments, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	17,775.70		18,495.25

Master Levels of Service 2021

Planning & Development				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/Reduce LOS	Projected Costs for 2022
Special Projects	Manage preparation of Special Plans/Studies and updates to support Council Planning Policy including Master Servicing Plan, Offsite Levies Bylaw, Town Development Standards, Development Agreements, Addressing Policy and Downtown Improvement Plan. Engineering components will be conducted with the assistance of Town's Engineering Consultant to provide technical information and recommendations. Administration will facilitate processes requiring stakeholder engagement and advancing Plans and Bylaws to Council for consideration. Service level is timeline sensitive to achieve efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	17,775.70		18,495.25
Subdivision Applications	Process subdivision applications (per MGA) for Subdivision Authority consideration. Requires staff time to conduct research, circulate for technical comments, provide notification to adjacent landowners, prepare technical report and decision for Subdivision Authority consideration. Delegation by Council of Subdivision Authority to Administration and Council has resulted in a streamlined process enabling subdivision approvals within the 60 day requirement under the MGA. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	35,551.40		36,990.50
Development Applications	Process development applications (per MGA and LUB) for Development Authority consideration. Requires staff time to conduct research, circulate for technical comments, provide any required notification to adjacent landowners, and prepare a decision for Development Authority consideration. Delegation by Council of Development Authority to Administration has resulted in a streamlined process enabling most development approvals to occur within several days to 30 days of submission. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	88,878.50		92,476.25

Master Levels of Service 2021

Planning & Development				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/Reduce LOS	Projected Costs for 2022
Safety Codes Services	Process applications under the Alberta Safety Codes Act and Alberta Building, Electrical, Gas and Plumbing Codes and manage the Town's Safety Codes Inspection Agency under the Town's Quality Management Plan for issuance of permits and inspection requirements. Town and Town Safety Codes Inspection Agency must be accredited by the Safety Codes Council of Alberta to monitor the construction of residential, commercial, industrial and institutional building projects. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	88,878.50		92,476.25
Complaints & Enforcement	Provide enforcement on a complaint basis under the MGA and Alberta Safety Codes Act through a formal notification process to remedy infractions of the Land Use Bylaw and Alberta Safety Codes Act. Service level builds on processing information, informing, educating and issuing orders as a last resort. This ensures improved communication and customer and stakeholder transparency.	17,775.70		18,495.25
Certificates of Compliance	Providing research and written confirmation on property compliance with Land Use Bylaw to support private real estate transactions. Service levels promote improved business systems (communication, processes and forms) for improved efficiency, consistency, and quality of service delivery including improved communication and customer and stakeholder transparency.	17,775.70		18,495.25
Property Information Services	Providing planning information to all stakeholders and residents, including research to answer inquiries on processes, application requirements together with any written correspondence if necessary. Service levels promote improved business systems (communication, processes and forms) for improved efficiency, consistency, and quality of service delivery including improved communication and customer and stakeholder transparency.	17,775.70		18,495.25
Total Budget for Planning & Development		355,514.00		369,905.00

Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Year-Round Tourism Development and Promotion	<p>Tourism development generally consists of the process of marketing Sundre as a destination, working with businesses that deal with the travelling public to help make them more competitive, and leading projects that enhance Sundre's tourism atmosphere. This is undertaken to create financial sustainability, diversify Sundre's tax base, and to encourage year-round tourism opportunities in the Sundre and District area.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Work with stakeholders to attract new tourism initiatives locally. • Manage Tourism website and tourism social media pages (www.exploresundre.com; @ExploreSundre). • Apply for annual Travel Alberta Cooperative Marketing grant to support tourism promotion, including post-campaign reports. • Develop, plan, schedule, buy and coordinate extensive #ExploreSundre destination marketing advertising campaign across multiple mediums and channels. • Support tourism-oriented businesses in their efforts to be more competitive. • Attend trade shows to promote directly to people; conduct market research. • Coordinate with Chamber of Commerce to analyze data tracked by staff at the Visitor Information Centre (when provided) on origin of visitors. • Participation in the Vision for Sundre Committee and any tourism sub-committees. • Includes equal distribution of office overhead cost. 	\$ 85,077.30		\$ 87,464.65

Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Business Investment Attraction	<p>Business investment attraction generally refers to the process of marketing the community to potential investors, working with active prospects, and leading projects that help make Sundre a more attractive place to invest. This often involves working closely with regional municipalities and organizations. This is an essential component of economic development, as increased business investment will lead to job creation, contribute to financial sustainability and help diversify Sundre's tax base.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Manage Economic Development website. (www.growsundre.com). • Develop design and content of marketing materials for use to attract new potential investors. • Plan, schedule, coordinate and buy advertising to promote Sundre for new investment (both commercial and residential) across multiple mediums. • Liaise with area partners, organizations and municipalities to support regional economic development. Organizations include Central Alberta Economic Partnership. • Make presentations to potential investors; provide economic reference data to potential investors. • Respond to inquiries, and act as concierge and point of presence for new potential investors during their investment inquiry and development phases, as required. • Develop and lead special projects, such as the potentially forthcoming Opportunity Development Cooperative being incorporated with the assistance of the Alberta Communities and Cooperatives Association, as a means of supporting small business start-ups in a low-margin environment. • Includes equal distribution of office overhead cost. 	\$ 46,184.82		\$ 47,480.81

Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Local Business Retention and Expansions	<p>Business retention and expansion work generally refers to the activities, projects and programs that support local business success, whether via special training, workshops, research, support and other consultative processes. This is undertaken to create financial sustainability and support Sundre's tax base.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Business visitations are conducted to maintain an active pulse of the local economy. These visitations can also be used to identify either areas of concern (red flags) or areas of opportunity. • Special training, consultations, programs and workshops. An example of a program in this area includes the Visitor Friendly Training program; another is the partnership with the Olds College School of Business, which through a program initiated by Sundre economic development, now provides free business management consulting to local businesses. • Marketing and awareness generation. This is done usually through special spotlights on local businesses that are added to social media and web (i.e. the 'Proprietors Series'). • One-on-one consultations. Meetings are held with many of Sundre's small businesses by the economic development officer to help them plan, strategize and market their business. Website assistance is a common consultation. • Workforce development is essential to ensure business continuity; this is being achieved via new partnerships (identified below), such as with Campus Alberta Central and Red Deer College. • Support toward the potential incorporation of a new community-run Opportunity Development Cooperative (ODC), being undertaken with the assistance of the Alberta Communities and Cooperatives Association (ACCA). • Includes equal distribution of office overhead cost. 	\$ 30,627.83		\$ 31,487.27



Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Community Projects and Partnerships	<p>Community development projects and partnerships are conducted generally to enhance the quality of living and quality of place of Sundre, and in turn variously support Tourism Development, Business Development, and Residential growth. This is achieved via minor infrastructure projects, special partnerships and other means identified below. Other factors supporting inward direct investment include an area's quality of workforce and quality of infrastructure. Therefore, place-making exercises, and projects and partnerships suitable to be carried out by the Department will generally contribute to all of these ends. This is important for creating community well-being, contributing to financial sustainability, encouraging year-round tourism opportunities in the Sundre and District area, and improving infrastructure.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Initiate, plan, design, and implement minor infrastructure projects like the installation of way-finding signage through town, or lamppost banners. • Initiate, plan and manage new community development projects like the new parking lot development downtown. • Coordinate work with Community Services department to enhance Trails development, including new trail signage and map-making. • Work with community groups, like Communities in Bloom, Greenwood Neighbourhood Place, or SPOG for industry support and event organization assistance. • Initiate and manage post-secondary partnerships including with a) Olds College School of Business for free business management training for businesses; and b) Campus Alberta Central and Red Deer College for in-town, in-person post-secondary classes supporting workforce development. • Other projects and partnerships as required. • Includes equal distribution of office overhead cost. 	\$ 31,600.14		\$ 32,486.87

Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Town Communications	<p>The department is also heavily involved in local community communications, especially via the town's municipal website and mobile app. Other areas of communications undertaken by the department are summarized below. This area of support is important part of general town service-delivery, improves communication and transparency with stakeholders, contributes to community well-being, and for supporting relationships with regional partners. Proper communications will also support new investments which leads to financial sustainability.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Lead development, design and management of websites, mobile app and social media pages. • Press release writing and distribution. • Writing of <i>Eye on the Economy</i> newspaper column in Sundre Round Up newspaper. • Writing and distribution of monthly economic development email newsletter. • Editing and information support toward monthly <i>Notes from Mayor's Desk</i> newsletter. • Includes equal distribution of office overhead cost. 	\$ 27,467.81		\$ 28,238.59
Support Broadband Development	<p>To compete in the 21st century, it is essential that a suitable communications and data infrastructure is developed to support business, government and residential quality of living. Work has been ongoing to develop a quality telecommunications infrastructure and help make Sundre competitive in this area. Work is ongoing with private partners to support an ultimate investment. This effort requires maintaining a constant pulse on the state of technology in this area and industry requirements. This is important because the technology will contribute toward community well-being and be a factor leading toward financial sustainability.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Originally consisted of developing business case and platform for introduction of new publicly-owned fibre optic network. • Work now consists of coordinating with private internet service providers to introduce new high-speed broadband fibre optic telecommunications to the Town of Sundre. • Maintaining relationships with secondary leads if prime prospects do not pan out. • Support market penetration to ensure success of eventual investment. • Includes equal distribution of office overhead cost. 	\$ 18,960.08		\$ 19,492.12



Master Levels of Service 2021

2020 Economic Development & Communications				
To provide professional support that helps grow tourism, attract, retain and expand businesses, expand local employment opportunities, increase the population of the town, and contribute to an improved quality of living, through the administration of special programs, the creation of community partnerships, and the coordination of strategic projects.				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS	Projected Costs for 2022
Support Administration of Business Licensing	<p>According to Town of Sundre Bylaw 05.12, all businesses (except for some governed by a provincial college or other authority) require a business license while conducting operations within the Town of Sundre's corporate limits. The annual license is required as a final step before the business conducts or continues operations; it is used as evidence that the business has met and continues to meet all regulations and requirements. Funds generated from the issuance of business licenses are used to offset the costs associated with the administration of business licenses and the promotion of the Town. This function supports service delivery of the Town, and financial sustainability.</p> <p>DUTIES SUMMARY:</p> <ul style="list-style-type: none"> • Issue business license invoices annually; coordinate with administrative support staff on processing and issuing of licenses. • Analyze data generated via business license issuances (# of licenses, types of businesses, etc.) to get a snapshot of the health of the local economy. • Includes equal distribution of office overhead cost. 	\$ 3,160.02		\$ 3,248.69
Total Budget for Economic Development		\$243,078.00		\$249,899.00

Master Levels of Service 2021

Fire Department				
<p>The Sundre Fire Department houses 29 of 32 possible volunteer firefighters. The department responds to a variety of calls such as: fire suppression, rescue, swift water, ice rescue, low slope, motor vehicle collisions, extractions, farm accidents, medical and mutual aid support for other regional departments and Alberta Forestry. The department services an area of approximately 1500 square miles South to Elkton, East to Harmattan, North to James River and West to the YaHa Tinda.</p>				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Fire Response In Town				
Structure Fire	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner. Pump operators may be required if no one available. Mutual aid is called in from the closest available firehall.	4,137.39		4,495.17
Medical Response	Responding to Delta and Echo calls with EMS or as a First Responder to any medical call when EMS is 15 minutes or greater from scene. Daytime usually has two or three crew able to respond.	12,412.17		13,485.50
Motor Vehicle Collision	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	4,137.39		4,495.17
TOTAL COST FOR FIRE RESPONSE IN TOWN		20,686.95		22,475.84
Fire Response Out of Town				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Structure Fire	Pump and tender operators are required otherwise mutual aid is called if no one is available. Mutual aid is called in from the closest available firehall. Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	14,480.86		15,733.08
Medical Response	Responding to Delta and Echo calls with EMS or as a First Responder to any medical call when EMS is 15 minutes or greater from scene. Daytime usually three crew able to respond.	20,686.94		22,475.83
Wildland/Grass Fire	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	2,068.69		2,247.58
Motor Vehicle Collision	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	8,274.78		8,990.33
TOTAL COST FOR FIRE RESPONSE OUT OF TOWN		45,511.27		49,446.82

Master Levels of Service 2021

Fire - Public Education				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Fire Prevention	Members visit the schools in the spring and conducts fire hall tours during Fire Prevention Week in October.	2,068.69		2,247.58
FireSmart	Annual cross training with Alberta Forestry to reduce the risk of fire to residents and infrastructure	2,068.69		2,247.58
TOTAL COST FOR FIRE PUBLIC EDUCATION		4,137.38		4,495.16

Fire - Training				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Firefighter 10-01	Using the NPFA 10-01 as training standard, the Sundre Fire Department has restructured their own in-house basic training and is working toward achieving NFPA 10-01 training and certification as our basic level of training.	24,607.40		24,965.18
TOTAL COST FOR FIRE TRAINING		24,607.40		24,965.18

Fire - Inspections/Occupancy Loads				
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Inspections /Occupancy Loads	On request or complaint basis, the Fire Department provides inspections and occupant loads as required for business and maintains the records for the Quality Management Program (QMP).	2,000.00		2,000.00
TOTAL COST FOR FIRE INSPECTIONS		2,000.00		2,000.00

TOTAL COST FOR FIRE DEPARTMENT		96,943.00		103,383.00
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Master Levels of Service 2021

COMMUNITY PEACE OFFICER/BYLAWE ENFORCEMENT				
Responsible to ensure a safe and pleasant community through community involvement, positive visibility in the community and public relations.				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/Reduce Level of Service	Projected Costs for 2022
Municipal Enforcement <u>Service Definition:</u> Responsible for the fair and equitable enforcement of provincial acts and regulations as well as municipal bylaws including animal control within the boundaries of the Town and surrounding areas as requested or encountered	As of 2016 the ratio of Community Peace Officers to Residence is 1:2729. There is one part time admin assistant and one Animal Control Contract. The CPO is also the Director of Emergency Management (formally Disaster Services) for the town. Enforcement Services employs one part time administration assistant as well to assist with reporting and documentation requirements as well as assisting with Emergency Management. *RCMP assists with municipal enforcement when the lone Town CPO is away or off duty. Non urgent matters are recorded and sent to the CPO when they return. Matters may also be addressed by RCMP members but are prioritized among other Police and Criminal matters. *Sundre RCMP detachment is comprised of 6 General Duty Members, 1 Corporal, 1 Staff Sargent and 2 Detachment Clerks. The RCMP is also responsible for policing a large section of the county from Just east of Highway 22, west to the Banff boarder.			
Traffic Enforcement				
Compliance / Safety - monitoring of traffic to discourage and address infractions. Infractions may be dealt with by warnings and education or through issuing of violation tickets.	About 25% of the CPO's Enforcement Time is spent on traffic enforcement. Enforcement can be done by warnings and educating drivers or through issuing violation tickets. An officer's choice to ticket or not should be based on all the factors around the offence, severity, danger to the public, location etc all play a role. Officers should also only be writing a ticket for an offence they are 100 % sure of and they have a very high degree of certainty in getting a conviction from the court. The "quality" of the tickets submitted by an officer speak to the officer's integrity in the eyes of the court and the public. Warnings may be issued for minor violations or in instances where a violation cannot be proved or there is a reasonable defense available to the accused.	14,063.54		14,757.23
School Zone Patrols: Compliance / Safety	Average approximately 3 - 5 hours / week are spent patrolling the school zones during peak traffic times. Much like normal traffic enforcement, infractions are dealt with by warnings and issuing of citations. Because of the congested traffic, both vehicle and pedestrian and the danger to the public, infractions in the school zone at peak times are more likely to be dealt with by violation ticket vs warnings.	6,250.46		6,558.77



Master Levels of Service 2021

Other Provincial Legislation and Statutes				
	Other Provincial Legislation and Statutes include the Environmental Protection Act, the Trespass to Premises Act, the Petty Trespass Act, the Dangerous Dog Act, the Animal Protection Act, the Gaming, Liquor and Cannabis Act, the Prevention of Youth Tobacco Act, the Provincials Procedure Act, the Stray Animals Act, and the Tobacco Reduction Act.			
Bylaw Enforcement				
Compliance / Community Well Being	About 25% of the CPO's Enforcement Time is spent on Bylaw enforcement. Figuring in the reporting requirement for addressing bylaw issues and this time can easily go to 35% or more. Compliance is sought through education first with fines to follow if compliance is not met or the severity of the infraction calls for a penalty. Bylaw complaints are addressed on a complaint basis and prioritized with other calls. Tickets written for bylaw offences usually end up costing a municipality more to prosecute than what the fine is worth. Therefore compliance through education is preferred. Some bylaw offences can be enforced through use of an Order under the MGA. These are usually used for things such as weed control and unsightly premises. Again though these can cost a significant amount of money to pursue and can take months to accomplish.	24,220.54		25,415.23
Animal Control	Sundre currently has a contract for Animal Control and Pound Services. The contractor often goes that extra mile to provide a service to Sundre, and provides Kenneling / Pound services for the Town. Animal care is required 365 days a year.	21,880.00		21,880.00
Assisting other Departments	The CPO also assists other departments with the following: - Delivering notices - Training staff - OH&S committee - Looking after the Alarm System - Reviewing documents - Calls to assist	7,813.08		8,198.46

Master Levels of Service 2021

Legislated Requirements Etc				
Legislated	Several items are legislated for a CPO or a Municipality in order to maintain a CPO program. - Reporting. Eg. Solicitor General, accessing government data requires a log. - Case files / reports. - In order to maintain authority to employ Peace Officers, and to maintain their appointment there are a number of requirements that must be met regularly. The Officer must prove contunity competence through certifications and authorizations. Training and policy implementations are also requirements. The CPO participates in reviewing regulated Bylaws and Policies.	66,411.15		69,686.92
Court Appearances	As expected, any enforcement action may require the CPO's attendance in court. Documents and evidence must be prepared for the prosecutor, defence and the court itself. This can include gathering witness statements, photos or video, as well as certified copies of documents, physical evidence and preparing Prosecutor Information Sheets. Generally speaking, for Provincial court, the CPO attends Didsbury court due to caseloads in the courts a court appearance can take up the majority of the CPO's duty time that day.	3,125.23		3,279.39
Total Cost for CPO/Bylaw Enforcement Department		143,764.00		149,776.00
Emergency Management				
Total Cost for Emergency Management Department		52,940.00		57,391.00
Provincial Police Funding Requirement				
Total Cost for Provincial Police Funding (RCMP)		60,000.00		85,000.00

Master Levels of Service 2021

Grants to Third Parties				
<p>The Town of Sundre contributes towards organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer skills and self-reliance. Grants are given in two ways, by annual payment through the budgeting process, and through a competitive grant program. Mountain View County contributes to recreation and culture through a separate agreement with the Town of Sundre; just over 1/3 of the Mountain View County contribution has been specifically assigned to the Aquaplex based on the County's funding formula, with the remaining funds being distributed to municipally owned recreation and culture operations that benefit Town and County residents, such as the arena, community centre, trails, parks and playgrounds. The Town has allocated funds to other third party organizations that provide a demonstrated benefit to the community, through a competitive grant process, in the Operating Budget.</p>				
Grants Paid to Third Party Organizations through Annual Budget Process				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/Reduce LOS	Projected Costs for 2022
Aquaplex	Recreation - Funds are paid to the Aquaplex quarterly.	\$52,350.00		\$52,350.00
Community Van	Social/Seniors-Funds are paid to the Community Van in July annually	\$7,000.00		\$7,000.00
Historical Society	Cultural-Funds are paid to the Historical Society in June/July annually.	\$10,000.00		\$10,000.00
Enhanced Policing to Rodeo	Recreation-Funds are paid to the RCMP through agreement	\$2,500.00		\$2,500.00
Local Community event donation (Council)	All categories-Dependant on requests from community	\$2,500.00		\$2,500.00
FCSS	Social-Funds are paid to FCSS through agreement with the Province	\$17,870.00		\$17,870.00
FCSS	Youth Coordinator-Funds are paid to FCSS to support the Youth Coordinator position	\$14,900.00		\$14,900.00
Municipal Library	Cultural-Funds are paid to the Library on a per capita basis	\$105,001.00		\$107,625.00
Parkland Regional Library	Cultural-Funds are paid to Parkland Library on a per capita basis	\$25,000.00		\$26,000.00
Chamber of Commerce	Local Business Support-Funds are paid to the Chamber in July annually, the 2019 rate was increased by \$3,000.00 over 2018.	\$15,500.00		\$16,000.00
Dr Recruitment & Retention	Community Wellbeing-Funds are paid to the Recruitment and Retention Committee in March annually.	\$10,000.00		\$10,000.00
Communities in Bloom	Community Wellbeing-Funds are paid to Communities in Bloom in August annually.	\$1,000.00		\$1,000.00
Total Annual Contribution		\$263,621.00 (7.20% of Town's Operating Budget)		
Flow Through Annual Contribution from Mountain View County (\$212,599.00) and Province (\$71,478.00)		\$284,077.00		

Master Levels of Service 2021

Grants Paid to Third Party Organizations Through Competitive Grant Process					
Service Name	Current Level of Service (LOS)		Cost of Current LOS	Cost to Increase/Reduce LOS	Projected Costs for 2022
Community based Organization-Other	Community program, storefront improvement, landscaping, other	Each year the Town of Sundre receives more grant requests than it can fund. The objective of the grant program is to treat all organizations fairly and consistently, and to share resources based on the Town's operating budget. Grants are intended to provide modest levels of support and assistance to community organizations. The intent is to enhance a program, project, service or other, but is not intended to sustain the organization	\$50,000.00		\$50,000.00
Community Recreation/Parks and Culture Grants	Community based recreation or culture program or project				
Community Festivals and Events Grants	Festivals or events hosted by local community organizations				
Total Contribution Available for 2021 Grant Applications			\$50,000.00 (1.37% of Town's Operating Budget)		
Total Annual Budgeted Grant Contributions			\$263,621.00 (7.20% of Town's Operating Budget)		
Flow Through Annual Contributions from MVC and Province			\$284,077.00		
Total all contributions to third party organizations			\$597,698.00 (16.33% of Town's Operating Budget)		

Master Level of Service 2021

Council Level of Service				
<p>Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors.</p> <p>to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality</p> <p>to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council</p> <p>to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public</p> <p>to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council. The Mayor is an ex-officio member of all committees, and attends most committee meetings from time to time.</p>				
Mayor Terry Leslie				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance-The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$25,150.00		\$25,150.00
Committees	Central Alberta Mayor's (Out of Town, evening), 4 to 5 times per year, 3-4 hours per meeting plus travel time	\$3,750.00		\$7,500.00
	Hospital Futures (In Town, day/evening), 4 to 5 times per year, 1-2 hours per meeting			
	ICF/IDP Committee (In Town, day), 6 to 8 times per year, 2-3 hours per meeting			
	Intermunicipal Planning Commission (In Town, day), as required			
	Mountain View Regional Waste Management Commission (Out of Town, day), 5 to 6 times per year - honorarium provided by commission.			
	Municipal Area Partnership (Out of Town, day), 4 times per year, 2-3 hours per meeting			
	RCMP Liaison (In Town, day), 2 times per year, 1 hour per meeting			
Professional Development	Red Deer River Municipal Users Group (Out of Town, day), 5 times per year, 5 hours per meeting plus travel time	\$3,750.00		\$7,500.00
	AUMA and all governance related training for development of council position, Varies			
	Leadership Caucus, and level of service workshop, twice per year, 21 hours each Caucus			
	Brownlee LLP Emerging Trends, 7 hours plus travel time			
	AUMA Convention, 21 hours plus travel time			
	Planning Conference, 17 hours plus travel time			
Total Mayor Budget		\$32,650.00		\$40,150.00

Master Level of Service 2021

Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality

to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council

to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public

to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

Councillor Cheri Funke

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	Citizens on Patrol (In Town, night), 12 times per year, 3 hours per meeting Council Policies & Bylaw Review (In Town, day), as required ICF/IDP Committee (In Town, day), 6 to 8 times per year, 2-3 hours per meeting Mountain View Seniors' Housing (alternate), as required Red Deer River Watershed Alliance (RDRWA) (Out of Town, afternoon/evening), 3 times per year, 4 hours Sundre & District Aquatic Society (alternate), as required Sundre & District Historical Society (alternate), as required Sundre Schools Liaison (In Town, Day), 2-3 times per year, 1-2 hours per meeting SPOG (alternate, as required) Sundre Municipal Emergency Management (alternate), as required Sustainability/Vision for Sundre (In Town, day), 12 times per year, 1-2 hours per meeting Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting	\$1,500.00		\$3,000.00
Professional Development	AUMA and all governance related training for development of council position, varies AUMA Convention, 21 hours plus travel time Planning Conference, 17 hours plus travel time Various other seminars, conferences, etc.	\$1,500.00		\$3,000.00
Total Councillor Funke Budget		\$17,716.00		\$20,716.00

Master Level of Service 2021

Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the

MGA prescribes the duties for all locally elected councillors:

to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality

to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council

to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence

matters discussed in private at a council or council committee meeting until discussed at a meeting held in public

to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

Councillor Charlene Preston

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	Council Policies & Bylaw Review (In Town, day), as required	\$1,500.00		\$3,000.00
	Mountain View Regional Waste Management Commission (alternate), as required			
	Sundre & District Aquatic Society (In Town, day), 12 times per year, 2-3 hours per meeting. Also required to attend special events and functions			
	Sundre Coordinated Community Response (In Town, day), as required, with each meeting being 4 hours			
	Sundre Health Professional Attraction & Retention (alternate), as required			
	Sundre Municipal Emergency Management (In Town, day), 1 to 2 times per year, 1 hour per meeting			
	SPOG (In Town, day), 6 times per yer, 2-3 hours per meeting. Also required to attend special events and functions			
Professional Development	AUMA and all governance related training for development of council position, varies	\$1,500.00		\$3,000.00
	AUMA Convention, 21 hours plus travel time			
	Various other seminars, conferences, etc.			
Total Councillor Preston Budget		\$17,716.00		\$20,716.00

Master Level of Service 2021

Council Level of Service				
<p>Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:</p> <p>to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality</p> <p>to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council</p> <p>to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public</p> <p>to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.</p>				
Councillor Todd Dalke				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	CAEP (Out of Town, Day/evening), 3-4 time per year, 2 hours per meeting	\$1,500.00		\$3,000.00
	GNP/FCSS (In Town, evening), 12 times per year, 1-2 hours per meeting			
	Sundre Municipal Library Board (In Town, day), 12 times per year, 2 hours per meeting			
	Sundre Forest Products/West Fraser (alternate, as required)			
	Sundre Schools Liaison (alternate), as required			
	Sustainability/Vision for Sundre (In Town, day), 12 times per year, 1-2 hours per meeting			
	Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting			
Professional Development	AUMA and all governance related training for development of council position, varies	\$1,500.00		\$3,000.00
	AUMA Convention, 21 hours, plus travel time			
	Leadership Caucus, 21 hours, plus travel time			
	Various other seminars, conferences, etc.			
Total Councillor Dalke Budget		\$17,716.00		\$20,716.00



Master Level of Service 2021

Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the

MGA prescribes the duties for all locally elected councillors:

to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality

to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council

to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence

matters discussed in private at a council or council committee meeting until discussed at a meeting held in public

to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

Councillor Rob Wolfe

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	Council Policies & Bylaw Review (In Town, day), as required	\$1,500.00		\$3,000.00
	Downtown Area Revitalization (In Town, evening), 12 times per year, 1-2 hours per meeting			
	GNP/FCSS (alternate), as required			
	Hospital/Futures Committee (alternate), as required			
	Intermunicipal Planning Commission, as required			
	Sundre & District Chamber of Commerce (In Town, evening), 12 times per year, 1-2 hours per meeting			
	Sundre & District Historical Society (In Town, evening), 12 times per year, 2-3 hours per meeting			
Professional Development	Sustainability/Vision for Sundre (In Town, Day), 12 times per year, 1-2 hours per meeting	\$1,500.00		\$3,000.00
	AUMA and all governance related training for development of council position, varies			
	AUMA Convention, 21 hours plus travel time			
	Various other seminars, conferences, etc.			
Total Councillor Wolfe Budget		\$17,716.00		\$20,716.00

Master Level of Service 2021

Council Level of Service				
<p>Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:</p> <p>to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality</p> <p>to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council</p> <p>to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public</p> <p>to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.</p>				
Councillor Paul Isaac				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	Central Alberta Mayor's Meetings (alternate), as required	\$1,500.00		\$3,000.00
	Sundre Forest Products/West Fraser (Alternate Communities, evening), 5-7 hours per meeting			
	Sundre Health Professional Attraction & Retention (In Town, day/evening), 6 per year, 2-4 hours per meeting			
Professional Development	AUMA and all governance related training for development of council position, varies	\$1,500.00		\$3,000.00
	AUMA Convention, 21 hours plus travel time			
	ARPA Conference & Energize Workshop, 21 hours plus travel time			
	Various other seminars, conferences, etc.			
Total Councillor Isaac Budget		\$17,716.00		\$20,716.00



Master Level of Service 2021

Council Level of Service				
<p>Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:</p> <p>to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality</p> <p>to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council</p> <p>to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public</p> <p>to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.</p>				
Councillor Richard Warnock				
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS	Projected Costs for 2022
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$14,716.00		\$14,716.00
Committees	Hospital Futures (InTown, evening), 6 times per year, 2-3 hours per meeting	\$1,500.00		\$3,000.00
	ICF/IDP (In Town, day), 6 to 8 times per year, 2-3 hours per meeting			
	Mountain View Seniors' Housing (Out of Town, day/evening), 10 times per year, 2 hours per meeting, additional 4-5 meetings paid by Town, 3 to 4 hours per meeting			
	SundreMunicipal Library Board (alternate, as required)			
	RedDeer River Municipal Users Group (alternate), as required			
	Red Deer River Watershed Alliance (alternate), as required			
	Sundre & District Chamber of Commerce (alternate), as required			
	Sundre Coordinated Community Response (alternate), as required			
	Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting			
Professional Development	Sundre Search & Rescue (In Town, evening), 12 per year, 2-3 hours per meeting	\$1,500.00		\$3,000.00
	AUMA and all governance related training for development of council position, varies			
	AUMA Convention, 21 hours plus travel time			
	Alberta Seniors Community & Housing Association, 24 hours plus travel time			
	RMA, 21 hours plus travel time			
Various other seminars, conferences, etc.				
Total Councillor Warnock Budget		\$17,716.00		\$20,716.00

Master Levels of Service 2021

CAO				
The Chief Administrative Officer (CAO) is the only employee of Council. In accordance with the Municipal Government Act the CAO's mandate is to ensure the provision of a broad range of services and programs to ensure that the Town of Sundre is providing effective and efficient delivery of the business of the municipality. The CAO is responsible for the overall administration of municipal operations in accordance with the objectives, policies and plans approved by Council. The CAO directs, leads and coordinates the activities of all Town Departments, in conjunction with Department Heads, and liaises directly with key service delivery partners.				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Governance & Legislation	Administrative link and liaison between Council and Staff.	9,825.47		10,051.21
	Administrative head of the Town, provide leadership, mentorship and overall management of all Town departments.	9,825.47		10,051.21
	Provides guidance to Council, and implements and incorporates the decisions of Council as a whole.	39,301.86		40,204.84
	Advise & inform Council equally, on operations and affairs of the municipality.	19,650.93		20,102.42
	Implementation of Bylaws, Policies & Programs.	9,825.47		10,051.21
	Attend Council and Committee Meetings.	39,301.86		40,204.84
	Development & Implementation of Strategic Plan and other municipal plans and documents	9,825.47		10,051.21
	Development of Budget and Reporting.	9,825.47		10,051.21
	Liaison with other local governments and the provincial government, along with the Mayor when required.	9,825.47		10,051.21
	Respond to inquiries and requests for information on behalf of the Town, including stating the Town's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.	9,825.47		10,051.21
	Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the municipality.	9,825.47		10,051.21
	Review Council agendas and provide administrative recommendations to Council.	9,825.47		10,051.21
	Negotiate contracts, agreements, transactions through exercising Natural Person Powers and Municipal Powers and Duties, for and on behalf of the Municipality, subject to the limitations set out in the CAO Bylaw.			
	Establish the structure of the Administration including creating, eliminating, merging or dividing departments provided that any such reorganization does not result in a decreased level of services to the community.			
	Provide Commissioner for Oaths services			
	Build, maintain relationships, and communication with Council, local community, municipalities, public and private agencies, through open door policy.	9,825.42		10,051.21
Total CAO Budget		\$196,509.30		\$201,024.20

Master Levels of Service 2021

LEGISLATIVE SERVICES				
Legislative Executive Assistant: Support to the CAO, and Mayor and Council through the CAO, in accordance with the Municipal Government Act.				
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service	Projected Costs for 2022
Governance & Legislation	Prepare Request for Decision, Agenda's and record minutes for Council & Committee meetings.	40,725.08		43,297.52
	Draft, maintenance & updating of Council Bylaws & Policies.	10,181.27		10,824.38
	Receive, distribute & provide action to ensure follow through of Council and CAO correspondence.	5,090.64		5,412.19
	Provide executive level confidential support to CAO, and to Mayor and Council through the CAO.	5,090.64		5,412.19
	Provide support to Senior Management.	5,090.64		5,412.19
	Freedom of Information & Protection of Privacy (FOIPP) Coordinator.	5,090.64		5,412.19
	Creating, maintaining and protecting Legislative records in compliance with legislation.	5,090.64		5,412.19
	Coordinate and implement all Council related special events, public meetings and open houses.	5,090.64		5,412.19
	Management and distribution of CAO Action List.	5,090.64		5,412.19
	Assists in preparation and monitoring of the Legislative budget.	5,090.64		5,412.19
	Maintains and coordinates internary for CAO, Mayor and Council.	5,090.64		5,412.19
	Coordinate procedures to ensure that all aspects of elections and by-elections adhere to provisions of the Local authorities election act.	4,000.00		-
	Provide Commissioner for Oaths Service.	5,090.59		5,412.19
Total Legislative Services Budget		\$105,812.70		\$108,243.80
Total Cost CAO/Legislative Services Department		\$302,322.00		\$309,268.00



REQUEST FOR DECISION

COUNCIL DATE	February 7, 2022
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.

BACKGROUND/PROPOSAL:

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence from the Town of Gibbons as information.

That the Town of Sundre Council accept the correspondence to the Alberta Regional Rail in support of the regional rail in Mountain View County, as information.

That the Town of Sundre Council accept the correspondence to Enhanced Energy Inc. in support of CCU, as information.

ATTACHMENTS:

- 12.1 Letter from the Town of Gibbons
- 12.2 Letter to Alberta Regional Rail in Support of Regional Rail in Mountain View County
- 12.3 Letter to Enhanced Energy Inc. in support of CCU

Date Reviewed: February <u>03</u> , 2022 CAO: <i>Linda Neban</i>



January 25, 2022

Hon. Sonya Savage
Minister of Justice and Solicitor General
324 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister:

Re: Bill 21 - Provincial Administrative Penalties Act.

The Town of Gibbons Council, at its January 12, 2022 meeting discussed a number of key issues that the Government of Alberta, two items that your ministry is specifically undertaking that are poised to fundamentally impact the lives of Albertans. The two key issues include the development of a Provincial Police Service (APPS) and Bill 21 - Provincial Administrative Penalties Act (Bill 21).

The citizens of Gibbons are proud, hardworking, dedicated, and reasonable family people who recognize that public safety is paramount, and that certain rights and freedoms may be contravened in times of disasters or pandemics for the sake of public good and done without consultation. One such example is that our citizens have for the most part, adopted the recommendations set forth by the Province during its response to the Covid-19 saga often without question.

There is however, times when citizens of Alberta must without exception, be consulted extensively in order to ensure that their voices are heard, respected, and play a significant role in creating the framework for the legislation (policy statement) being contemplated (i.e. APPS and Bill 21). Members of Council are scheduled to participate in the upcoming APPS consultations on February 1, 2022 and truly believe that should the Province be conducting these sessions without a predetermined decision in place, the concept of meaningful input from its citizenry will be realized and not just an exercise in placation.

It is the very process of inviting meaningful input from the citizens of Alberta or lack thereof of a formal consultation process in the development and adoption of the Bill 21 is why our Council is in firm opposition to its implementation without an amendment that reinstates a citizens ability to appeal traffic tickets in court versus making an application to appeal through an online submission. This erosion of due process represents one more step in the degradation of a citizens' rights and freedoms to a position where one should just "pay up" and then "shut up."

It is Council's hope that our society through the actions and policies of the Provincial Government has not become a society of where money is everything even at the expense of ones right to a sense of fairness and due process.

Thank you.



Dan Deck
Mayor

Cc: All Alberta Municipalities
All Alberta MLAs
Ab Munis
RMA
Dale Nally, MLA for Morinville – St. Albert

Provincial Administrative Penalties Act

Overview

The *Provincial Administrative Penalties Act*, 2020, will make our roads safer by introducing stronger and immediate impaired driving penalties and reducing the time it takes to enforce traffic and non-criminal impaired driving matters, to ensure impaired drivers are off the streets. It will restore critical capacity to Alberta's justice system by creating a streamlined, fast, fair and efficient method for resolving non-criminal impaired and traffic disputes to free up court time to prosecute serious criminal matters and ensure police are on the streets instead of doing paperwork or sitting in courtrooms.

Immediate Roadside Sanctions Program

The new Immediate Roadside Sanctions (IRS) Program will be introduced on December 1, 2020 and will provide a comprehensive array of serious, immediate and escalating consequences for impaired drivers—a system that has been proven to reduce impaired driving significantly in other jurisdictions. Consequences for drivers will include driver's licence suspensions, new fines, vehicle seizures, mandatory education, and participation in the Ignition Interlock Program (IIP).

Increased impaired driving consequences under the new IRS Program will include:

- Driver's licence suspensions;
- Fines of up to \$2,000;
- Increasing length of vehicle seizure up to 30 days;
- New mandatory education programs for repeat offenders; and
- Participation in the IIP for repeat offenders.

SafeRoads Alberta Branch

Most non-criminal, first-time impaired drivers will be able to deal with these penalties through SafeRoads Alberta, a new branch dedicated to providing a speedy method of resolving disputes. The new process will be significantly quicker, dealing with all matters in 30 days to ensure impaired drivers are off the roads, not the months or years it can take to go through the current administrative and court processes. Repeat offenders, impaired drivers who cause bodily harm or death, and other more serious cases will still receive criminal charges in addition to the other penalties.

In addition to saving lives and preventing needless injury, these new measures are expected to benefit Albertans in several other ways:

- Freeing up about 8 per cent of court time to ensure Alberta's prosecutors and courts can clear their multi-year backlog to prosecute serious criminal matters;
- Eliminating approximately 1,200 complex full, or multi-day trials; and
- Freeing up more than 30,000 hours of police time – ensuring police are on the streets protecting Albertans and their communities.

This new impaired driving administrative model is based on changes made in British Columbia, which has seen many positive impacts, including:

- A 36 per cent drop in impaired driving incident rates from 2011 to 2018.
- A 54 per cent drop in number of impaired driving fatalities from 2010 to 2018.
- An 8 per cent reduction in hospital admissions – even a modest decrease in emergency visits saves millions of dollars in critical capacity.
- A decrease in the median elapsed time for all types of cases (single or multiple charges), all offence types (including traffic) by 17 days from 2011-12 to 2018-19.
 - During the same time period, the median elapsed time increased by 16 days for Canada and by 7 days in Alberta.

SafeRoads Alberta

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Classification: Public



Current	New
<p>When an officer has reasonable grounds to believe that a driver has committed an impaired offence, the driver:</p> <ul style="list-style-type: none"> • is issued an administrative penalty called the Alberta Administrative Licence Suspension (AALS); • receives an immediate 15 month suspension; • receives a three-day vehicle seizure; • is criminally charged with an impaired offence. • A driver can drive again after 3 months if they install an ignition interlock device. <p>Police investigation, documentation, and testimony can often consume 5-8 hours or more per file.</p>	<p>When an officer has reasonable grounds to believe that a driver has committed an impaired offence, the driver will:</p> <ul style="list-style-type: none"> • be Issued an administrative penalty called the IRS FAIL. • receive an immediate 15 month driver's licence suspension. • receives a 30 day vehicle seizure. • be issued a \$1,000 fine. • be required to complete mandatory impaired driving education • if a repeat offender, or there is bodily harm or injury, they receive an escalating administrative penalty and will be criminally charged with an impaired offence. • A driver can drive again after 3 months if they install an ignition interlock device. • If a driver chooses not to participate in IIP, they will remain suspended with no ability to drive for the full suspension term. <p>Police can issue this process in an hour or less on average.</p>
<p>If a driver wishes to dispute their driver's licence suspension, they must:</p> <ul style="list-style-type: none"> • appear in person at an office or registry agent location to obtain, complete and file a notice of appeal with the Alberta Traffic Safety Board within 30 days. • appear before a panel, which may take approximately up to five months to schedule and resolve. 	<p>If a driver wishes to dispute their notice, they will:</p> <ul style="list-style-type: none"> • access the website and pay the fine, request time to pay, or request a review of the sanction. • attend an oral review (phone or video) which will be scheduled within 21 days or submit request a written review. • receive the written decision within 30 days of the issuance of the notice.
<p>The driver will also have to proceed to the Criminal Courts to resolve the criminal charge. This can include:</p> <ul style="list-style-type: none"> • A driver will also be arrested, detained for several hours to conduct further testing and be processed and then released with a requirement to return to court or face additional criminal charges. • The individual must attend at one or more initial docket appearances and ultimately at a trial. The trial process is complex and generally requires expert assistance to navigate. • Upon conviction a driver will receive a criminal punishment and a permanent criminal record. 	<p>If the driver is unsatisfied, they may seek Judicial review at the Court of Queen's Bench of Alberta.</p>

Traffic Safety Violations

The *Provincial Administrative Penalties Act* also allows for other traffic contraventions to be resolved by SafeRoads Alberta. This new online system of dealing with non-criminal traffic offences will be introduced in late 2021 and will be easier and quicker for Albertans to navigate. SafeRoads Alberta will divert nearly two million traffic tickets from Alberta's courts, freeing up court time for criminal matters, ensuring law enforcement can spend more time on the streets and less in courtrooms for violations, and avoids the necessity for hundreds of thousands of Albertans to visit courthouses merely to pay tickets or schedule hearings.

The resources currently devoted to managing these millions of tickets can then be dedicated to addressing serious justice matters and returning police to the community.

SafeRoads Alberta

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Classification: Public



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403 638 2100 | E townmail@sundre.com

January 26, 2022

Alberta Regional Rail
PO Box 70065
Airdrie, AB T4B 0V9

RE: Letter of Support for Development of Regional Rail System in Mountain View County

Dear Sir or Madame,

On behalf of the Citizens and Council of the Town Sundre, we write in support of the development of a Regional Rail System through our neighbouring urban municipalities within Mountain View County. We support the concept of passenger rail service between the Calgary and Edmonton and look forward to further information in regard to this important initiative.

Although the Town of Sundre is located west of the planned corridor rail stops, we can visualize the potential economic benefits to our neighbours and the region as a whole. Benefits may include leisure and business tourism, and an influx of families seeking new areas to live, all of which are a focus of the Town of Sundre.

Please provide updates concerning this vitally important project to Legislative Services of the Town of Sundre by email to: townmail@sundre.com

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Warnock", is written over a faint, larger version of the same signature.

Mayor Richard Warnock

/file

cc: CAO / Council



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

January 26, 2022

Enhance Energy Inc.
2000, 500 – 4 AVE. SW
Calgary, AB T2P 2V6
Attn: Kevin Jabush, President / CEO

RE: Letter of Support for Carbon Capture Utilization and Storage (Central Alberta)

Dear Sir,

On behalf of the Citizens and Council of the Town Sundre, we write in support of the development of Enhance Energy's innovative solution to the global challenge of carbon capturing in Central Alberta. We look forward to further information in regard to this important initiative.

Although the Town of Sundre is located south and west of the planned project centre, Clive, we can visualize the potential economic benefits to our neighbours and the central region as a whole.

Please provide updates concerning this vitally important project to Legislative Services of the Town of Sundre by email to: townmail@sundre.com

Sincerely,

Mayor Richard Warnock

/file

cc: CAO / Council