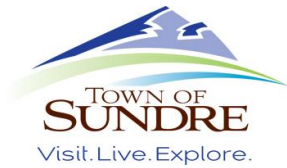




Regular Council Meeting
Town of Sundre Municipal Council Chambers
September 18, 2023
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 September 18, 2023
 - 3.2 Councillor Absence
4. **Adoption of Previous Minutes**
 - 4.1 September 05, 2023 Regular Council Meeting Pg. 1
5. **Delegation:**
 - 5.1 Sundre Hospital Futures Update Pg. 6
6. **Bylaws/Policies:**
 - 6.1 Repeal of Bylaw 2019-07 Borrowing Bylaw Pg. 7
7. **Old Business: None**
8. **New Business:**
 - 8.1 RFD Quality Management Plan Pg. 10
 - 8.2 RFD Alberta Community Partnership Grant / Regional Emergency Social Services Plan Pg. 54
9. **Administration:**
 - 9.1 RFD Departmental Reports for June, July, and August 2023 Pg. 63
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports:**
 - 11.1 RFD Mayor and Councillors Pg. 113
 - 11.2 RFD Key Messages for June, July and August 2023 Pg. 121
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting:**
 - 13.1 Advice from Officials, *FOIPP Act Section 24*
14. **Adjournment**

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



Regular Council Meeting
Minutes
Town of Sundre Municipal Council Chambers
September 5, 2023

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Tuesday, September 5, 2023 commencing at 6:00 p.m.

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

ABSENT: Councillor Todd Dalke

Staff: Chief Administrative Officer, Linda Nelson
Director Corporate Services, Chris Albert
Manager Planning & Economic Development, Benazir Thaha Valencia
Administrative Support, Betty Ann Fountain

PUBLIC 7

PRESS 1

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

PUBLIC HEARING **20230905 Land Use Bylaw Map Amendment, Bylaw 2023-05**
The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

The Mayor declared Public Hearing 20230905 relating to Bylaw 2023-05 now open at 6:00 p.m.

Purpose of Bylaw 2023-05

The purpose of Bylaw No. 2023-05 is to amend Schedule "A", the Land Use District Map in Land Use Bylaw 2018-10 by changing the land use designation for a parcel legally described as Plan 1347GF, Block 7, Lots 8-12 (Civic Address of 124 – 1 Street N.W.), from General Residential (R-2) to Central Commercial District (C-1).

Order of Presentations:

- Confirmation of Notices;
- Development Authority's report and recommendations;

- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes);
- Any other person(s) deemed affected by the Bylaw;
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.

CAO – Public Notifications

Notification of the Public Hearing for Bylaw 2023-05 was published in the local newspaper on August 15th and August 22nd and on the Town's website from August 10th to September 1st. Adjacent Landowner Notifications were mailed via Canada Post on August 10th.

Development Authority's Report:

Benazir Thaha Valencia, Manager of Planning & Economic Development delivered a report and recommendation.

Public Communications: None

Those in Favour of the Bylaw: Mr. Joel Bond, Developer and General Manager of Mayfair & Glamorgan Care Centres

Those in Opposition to the Bylaw: None

Closing Statements: Benazir Thaha Valencia, Manager of Planning & Economic Development provided a brief closing statement.

Call for a Motion: the Mayor called for a motion to close the Public Hearing at 6:13 p.m.

Res. 220-05-09-23 MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2023-05, being an amendment to the Land Use Bylaw Map.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION

Res. 221-05-09-23 MOVED by Councillor Vardas that the Agenda be approved amended as follows:

1. Addition of 4 Items under FOIPP 24 Advice from Officials

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 222-05-09-23 MOVED by Councillor Marr that the Minutes of the Special Open Meeting of Council held on August 14, 2023 be approved as presented.

CARRIED

DELEGATION: **Hope 4 MVC Kids Society**

Res. 223-05-09-23 MOVED by Councillor Petersen that the Town of Sundre Council thank Ms. Lisa Nicholson for the Hope 4 MVC Kids Society presentation and accept the presentation as information.

BYLAWS & POLICIES: **Bylaw 2023-05 Land Use District Map Amendment**

Res. 224-05-09-23 MOVED by Councillor Vardas that the Town of Sundre Council give Second Reading to Bylaw 2023-05, being a Bylaw to amend the Land Use Bylaw Map by redesignating a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).

CARRIED

Res. 225-05-09-23 MOVED by Councillor Isaac that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-05, being a Bylaw to amend the Land Use Bylaw Map by redesignating a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).

CARRIED**Bylaw 2023-06 Temporary Borrowing**

Res. 226-05-09-23 MOVED by Councillor Anderson that the Town of Sundre give First Reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.

CARRIED

Res. 227-05-09-23 MOVED by Councillor Petersen that the Town of Sundre give Second Reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.

CARRIED

Res. 228-05-09-23 MOVED by Councillor Anderson that the Town of Sundre give Unanimous Consent to proceed to third reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.

CARRIED

Res. 229-05-09-23 MOVED by Councillor Marr that the Town of Sundre give Third and Final Reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.

CARRIED

OLD BUSINESS None

NEW BUSINESS **2023 Q2 Financial Reports**

Res. 230-05-09-23 MOVED by Councillor Vardas that the Town of Sundre Council accept the Q2 2023 Quarterly Financial Reports as information.

CARRIED

 Initials

Res. 231-05-09-23 Proclamation – Development Officer's Week

MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of September 19th to 22nd, 2023 as Alberta Development Officers Week in the Town of Sundre.

CARRIED**Res. 232-05-09-23 1st Quarter 2023 Sundre RCMP Report**

MOVED by Councillor Isaac that the Town of Sundre Council accept the Sundre RCMP Detachment 1st Quarter 2023 Statistics Report as information.

CARRIED**ADMINISTRATION:** None**MUNICIPAL AREA PARTNERSHIP:** None**COUNCIL REPORTS:** None**COUNCIL INVITATIONS/CORRESPONDENCE**

Res. 233-05-09-23 MOVED by Councillor Anderson that the Town of Sundre Council accept the update from Sundre & District Museum 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.

CLOSED MEETING

Res. 234-05-09-23 MOVED by Councillor Marr that Council go into closed meeting at 7:33 p.m.

CARRIED

Mayor Warnock called a 5 minute recess at 7:33 p.m.

Topic of Closed Meeting

13.1 *Advice from Officials, FOIPP Act Section 24*

13.2 *Advice from Officials, FOIPP Act Section 24*

13.3 *Advice from Officials, FOIPP Act Section 24*

13.4 *Advice from Officials, FOIPP Act Section 24*

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, CAO

Res. 235-05-09-23 MOVED by Councillor Vardas that Council return to an open meeting at 8:34 p.m.

CARRIED

ADJOURNMENT

Res. 236-05-09-23 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:34 p.m.

CARRIED

These Minutes approved this 18th Day of September 2023.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Delegation – Sundre Hospital Futures
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Mr. Gerald Ingeveld and Mrs. Heidi Overguard, Directors of the Sundre Hospital Futures Board, have requested an audience with the Town of Sundre Council to provide an update on Board activities and future events.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

An information pamphlet will be provided to Council.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 2 Community Wellness and Pillar 5 Sustainable and Responsible Governance.


ADMINISTRATION RECOMMENDATIONS / OPTIONS:

That Council accept Mr. Ingeveld's and Mrs. Overguard's update on Board activities as information.

MOTION:

That the Town of Sundre Council thank Mr. Gerald Ingeveld and Mrs. Heidi Overguard of the Sundre Hospital Futures Board for the update on Board activities and accept the presentation as information

Date Reviewed: September 15, 2023

CAO: 



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Repeal Bylaw 2019-07 Borrowing Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

At the Regular Meeting of Council held on September 5, 2023, Council gave third and final reading to Bylaw 2023-06 Temporary Borrowing Bylaw.

DISCUSSION:

Section 63(2) of the *Municipal Government Act* provides provisions for a Council to repeal a bylaw that is no longer in effect or is obsolete. As Bylaw 2023-06 Temporary Borrowing Bylaw is now in effect, the previous borrowing bylaw related to the same matter should be repealed.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

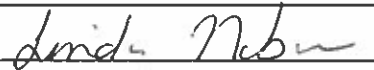
Administration recommends that Council repeal Bylaw 2019-07 Borrowing Bylaw.

MOTION:

That the Town of Sundre Council repeal Bylaw 2019-07 Borrowing Bylaw effective this date of September 18, 2023.

Date Reviewed: September 15, 2023

CAO:



**TOWN OF SUNDRE
BYLAW NO. 2019-07**

BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE TEMPORARY BANK BORROWING FROM THE ALBERTA TREASURY BRANCHES IN THE TOWN OF SUNDRE.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 251 and 256, a municipality may borrow funds for the purpose of financing operating expenditures of the municipality.

AND WHEREAS the Council deems it necessary to borrow and expend the sum of up to Seven Hundred Fifty Thousand Dollars (\$750,000.00) to meet the expenditures and obligations of the Town of Sundre (hereinafter called the "Town") until such time as the taxes levied or to be levied therefore as aforesaid can be collected;

AND WHEREAS the amount of taxes estimated to be levied by the Town is in excess of Three Million Dollars (\$3,000,000.00) in the year and therefore; the amount of the proposed temporary borrowing will not exceed the amount of taxes estimated to be levied.

NOW THEREFORE the Municipal Council of the Town of Sundre, in the Province of Alberta, in open council duly assembled, enacts as follows:

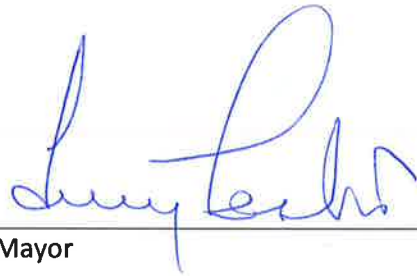
1. The Council does authorized the borrowing from time to time from Alberta Treasury Branches (hereinafter referred to as "ATB") of a sum or sums not exceeding the aggregate amount of Seven Hundred Fifty Thousand (\$750,000.00) which the Council deems necessary to expend to meet the expenditures and obligations of the Town until such time as the taxes levied or to be levied therefore can be collected.
2. The Council does agree to pay interest there on, or on so much thereof as remains from time to time unpaid, such interest not to exceed prime minus 0.25% per annum.
3. Such borrowing shall be made by promissory note or notes under the seal of the Town duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer or Designated Officer thereof.
4. Term of repayment of the borrowing shall be repaid as soon as possible and shall not extend beyond three years from the date of borrowing.

5. This Bylaw will take force and effect upon the final reading thereof.

READ a first time this 18th day of March A.D. 2019

READ a second time this 18th day of March A.D. 2019

READ a third time and finally passed this 18th day of March A.D. 2019



Mayor



Acting

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Quality Management Plan (Safety Codes)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Every year the Town of Sundre is audited for the Fire, Building, Electrical, Gas and Plumbing disciplines under our Quality Management Plan (QMP). The Safety Codes Council audits Alberta's safety codes system in administering its responsibilities and duties under the Safety Codes Act. These audits provide an objective and unbiased assessment of performance, effectiveness, and risk associated with Alberta's safety codes system. The audits are observations of the safety codes system and those providing services within it; measured against legislative requirements, policies and directives of the Safety Codes Council, and industry best practice.

DISCUSSION:

See attached staff report.

ALIGNMENT WITH STRATEGIC PLAN

Alignment with Council's Strategic Plan under Pillars 2 and 5.

ADMINISTRATIVE RECOMMENDATIONS:

The Safety Codes Council requires a Motion by Council prior to any revisions to the Quality Management Plan.

MOTION:

That the Town of Sundre Council approve the new Quality Management Plan as presented, and direct administration to forward the Quality Management Plan to the Administrator of Accreditation for further processing.

ATTACHMENTS:

Quality Management Plan

Date Reviewed: September 15, 2023

CAO: David Nelson



REPORT TO COUNCIL

COUNCIL DATE: September 18, 2023
SUBJECT: Quality Management Plan
REPORT WRITER: Legislative Services
AGENDA ITEM: 8.1a

BACKGROUND/PROPOSAL:

Every year the Town of Sundre is audited for the Fire, Building, Electrical, Gas and Plumbing disciplines under our Quality Management Plan (QMP). The Safety Codes Council audits Alberta's safety codes system in administering its responsibilities and duties under the Safety Codes Act. These audits provide an objective and unbiased assessment of performance, effectiveness, and risk associated with Alberta's safety codes system. The audits are observations of the safety codes system and those providing services within it; measured against legislative requirements, policies and directives of the Safety Codes Council, and industry best practice.

The Safety Codes Council audit process that into consideration the:

- overall management and commitment of accredited organizations;
- administration of services of the Quality Management Plan including permitting and inspections;
- financial administration of safety codes fees and levies;
- certification and practices of safety codes officers and permit issuers;
- Master Electrician program including master electrician activities; and
- general processes such as orders, variances, and other safety codes services.

DISCUSSION:

An audit conducted by the Safety Codes Council in 2017, revealed that the QMP being utilized at that time was dated 2008, and that there had been no changes or updates submitted to the Administrator of Accreditation since that date. It was recommended that an update to the QMP to reflect new features in safety codes administration and measurable service delivery be prepared and brought forward to Council and to the Safety Codes Council.

On February 5, 2018, Council approved the new Quality Management Plan and directed administration to forward the QMP to the Administrator of Accreditation for further processing. On February 22, 2018 the Town received a fully endorsed QMP by the Administrator of Accreditation.

The Minister of Alberta Municipal Affairs is ultimately responsible for the delivery of safety services in the province. Through the Safety Codes Council, however, the Minister can delegate the responsibility to municipalities, regional services commissions, and corporations that are interested in administering the safety codes system. In addition, agencies can become accredited to provide services under the Act to provide services to municipalities, regional services commissions, corporations, or the Government of Alberta. The Town of Sundre is accredited in five (5) disciplines: fire, building, electrical, gas and plumbing.

To become accredited means to be delegated the authority and responsibility to administer safety codes including the issue of permits and inspection of work performed in the disciplines and jurisdiction that entity is accredited. Accreditation is voluntary. Accredited organizations are those that want to take responsibility for delivering safety services in their own jurisdiction on behalf of the Minister and the

Safety Codes Council. As an accredited municipality, we are required to follow a Quality Management Plan, or QMP.

All accredited organizations have a QMP. QMP's are an agreement between the accredited organization and the Administrator of Accreditation on behalf of the Minister of Municipal Affairs, setting out the disciplines and components of the Safety Codes Act that the organization will administer. The QMP is a declaration of commitment by senior management and the elected officials to the terms of the QMP.

A QMP is a document in which an organization describes the disciplines (or parts of disciplines) and extent of safety services it intends to provide when it becomes accredited.

A QMP consists of the following:

- details of the discipline(s) and the components of the *Safety Codes Act* the organization seeks to administer;
- a statement committing senior management to the plan, which means we require a QMP Manager on staff;
- an organizational chart outline operational structures and reporting responsibilities;
- an outline of safety policies and standards, and the process for ensuring compliance, e.g., the number of inspections and at what stages, plans review (if applicable), verification of compliance, resolution of non-compliance (variances and orders);
- a strategy that ensures the ability of a Safety Codes Officer to make decisions without undue influence from management or elected officials; and
- a strategy that prohibits persons from participating in design, construction or installation activities for projects for which they are involved in compliance monitoring.

One component of all QMP's is the requirement that the employer ensure that Safety Codes Officers and other staff involved with the implementation of the safety codes system be educated regarding the Quality Management Plan before undertaking their duties.

This process is vital to the safety codes system as the QMP includes an outline of safety codes policies and standards and the processes that will be undertaken to assure compliance, including such things as the number of inspections and at what stages, the plans review process (if applicable), guidelines around verification of compliance or resolution of non-compliance, and requirements for issuing variances and orders. This is the standard to which accredited organizations are audited.

The QMP also declares the organization's commitment to ensuring Safety Codes Officers may make decisions without undue influence from management or elected officials.

All staff and Safety Codes Officers involved in the safety codes system must be familiar with the QMP and its contents.

CONCLUSION:

The Safety Codes Council requires a Motion by Council prior to any revisions to the Quality Management Plan.

RECOMMENDED ACTION:

That Council approve the new Quality Management Plan as presented, and direct administration to forward the Quality Management Plan to the Administrator of Accreditation for further processing.

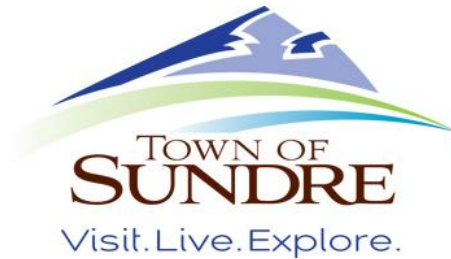
Date Reviewed: September 15, 2023

CAO:



Town of Sundre

Quality Management Plan



QMP Version: September 2023 v1.1

Town of Sundre

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation

Peter Burrows
Administrator of Accreditation

Date



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Town of Sundre

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Town of Sundre**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- ☒ All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- ☒ All parts of the:
 - CSA C22.1-21 Canadian Electrical Code (25th Edition).

1.3 Fire

- ☒ All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☒ Fire Prevention Programs (optional).
- ☒ Public education.

1.4 Gas

- ☒ All parts of the
 - CSA-B149.1:20 Natural gas and propane installation code
 - CSA-B149.2:20 Propane storage and handling code
 - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
 - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the**
 - CSA-B109:17 Natural gas for vehicles installation code
 - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
 - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

1.5 Plumbing

- ☒ All parts of the:
 - National Plumbing Code of Canada (NPC) 2020, and
 - Alberta Private Sewage Systems Standard of Practice 2021

2.0 Quality Management Plan Administration

Town of Siundre

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

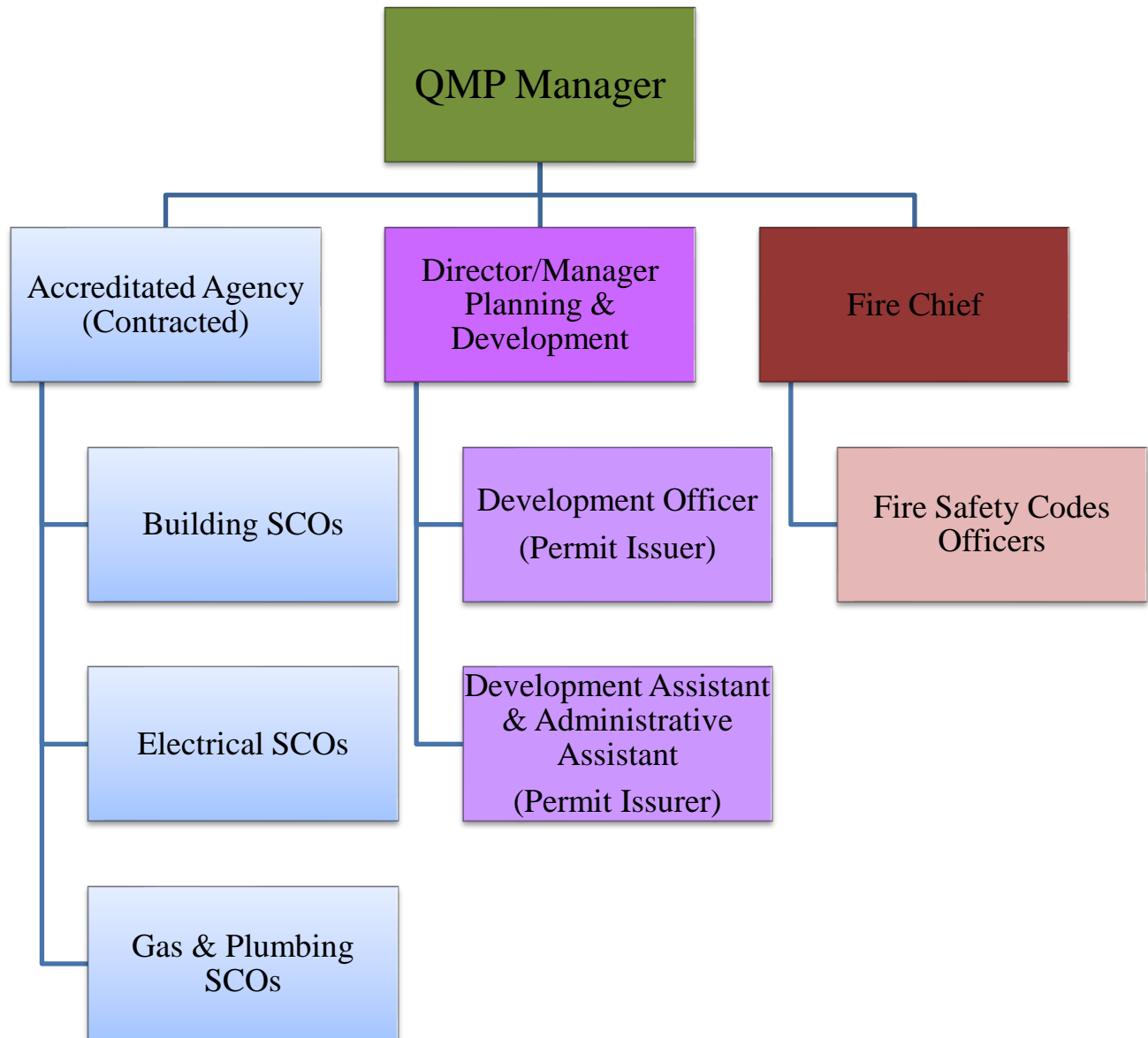
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP.

2.13 Municipal Agreement – Update

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Name

Job Title

Phone Number

Email Address

2.14 QMP Manager Information

QMP Manager Name

Job Title

Mailing Address

Phone Number

Email Address

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- anything, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regard to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not affect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension, or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g., substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> at any stage OR within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND building envelope and HVAC rough-in OR framing, structure, and building envelop prior to insulation and vapour barrier AND final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> at any stage OR within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> *foundation OR *framing, structure OR *HVAC rough-in OR *fire suppression systems OR *fire alarm system OR *HVAC completion OR *interior partitioning OR Medical Gas rough-in AND *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> *foundation OR *framing, structure OR *HVAC rough-in OR *fire suppression systems OR *fire alarm system OR *HVAC completion OR *interior partitioning OR Medical Gas rough-in AND *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- 2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:**
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> rough-in inspection prior to cover-up <p>OR</p> <ul style="list-style-type: none"> mid-term <p>AND</p> <ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> completed rough-in inspection prior to cover-up <p>AND</p> <ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> rough-in inspection prior to cover-up <p>OR</p> <ul style="list-style-type: none"> final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> mid- term inspection <p>AND</p> <ul style="list-style-type: none"> final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 Fire

4.3.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.3.2 Fire Inspections

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group B, Division 1 Detention	<ul style="list-style-type: none"> On request or complaint
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> On request or complaint
	Group B, Division 3 Care	<ul style="list-style-type: none"> On request or complaint
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> On request or complaint
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> On request or complaint
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> On request or complaint
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> On request or complaint
	Group D	<ul style="list-style-type: none"> On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

4.3.3 Inspection Frequency Definitions:

- 1. On request or complaint** - the process as defined by municipal operational policy.
- 2. Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3. Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4. Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5. Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Fireworks

The Municipality will issue permits for:

- vendor;
- purchase;
- possession;
- handling; and
- discharge.

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
- will conduct activities in accordance with safe practices outline in the Alberta Fire Code; and
- is of at least 18 years of age.

respecting sales, obtain from the owner of the retail business, written confirmation that the business:

- holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license;
- employees handling fireworks for sale are of at least 18 years of age;
- manufactures instructions are posted at the sales location and provided with each sale;
- record of each sale is retained for examination by the Fire SCO; and
- stores fireworks in conformance with Part 3 of the Alberta Fire Code.

On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

4.3.4 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.3.5 Fire Investigations

Investigations will be conducted by a contract Fire Safety Codes Officer to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);

- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.3.6 Fire Prevention Programs

Fire Prevention Programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors' programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

4.4 Gas

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

4.4.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> mid-term inspection AND final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.4.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.5 Plumbing

4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.5.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

4.5.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> rough-in below grade prior to covering OR rough-in above grade prior to covering AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> rough-in below grade prior to covering OR rough-in above grade prior to covering OR final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> completed rough-in below grade OR completed rough-in above grade prior to covering within 180 days of permit issuance AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> mid-term inspection AND final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> one (1) site inspection prior to covering.

4.5.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

4.5.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.5.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Alberta Community Partnership Grant / Regional Emergency Social Services Plan
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Currently, Mountain View County is the chair of the Mountain View Regional Emergency Management Agency (MVREMA) which we are all a member of. The MVREMA is purposing that the Mountain View Region applies for the Alberta Community Partnership Grant to create an Emergency Social Services (ESS) Plan and host a functional exercise. Emergency Social Services is defined within Alberta as *"the support that meets the basic essential needs of individuals, households, and communities affected by emergencies. They are provided as part of response to and recovery from emergencies"*. All members of the MVREMA understand that any large Emergency Social Services activation will require all the communities in the region to come together to help provide for displaced citizens. Mountain View County is requesting on behalf of the MVREMA that each municipality consider participating in the ACP grant.

DISCUSSION:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan under Pillars 2 and 5.

MOTION:

That the Town of Sundre Council accept the letter from Mountain View County pertaining to the Mountain View Regional Emergency Management Agency and grant application for the Alberta Community Partnership grant to create a Regional Emergency Social Services Plan as information.

ALTERNATIVE:

That the Town of Sundre Council supports the Mountain View Regional Emergency Management Agency's application for the Alberta Community Partnership Grant to create a Regional Emergency Social Services Plan as follows:

1. A Council resolution from each Municipality to apply for the grant before September 30, 2023;
2. A Council resolution from each Municipality to name Mountain View County the managing partner for this grant application by September 30, 2023;
3. Administrative municipal support for emergency management and community services staff from all the member municipalities to complete the ESS grant project.

Attachments:

Mountain View County letter dated June 22, 2023
ACP Grant ESS Report

Date Reviewed: September 15, 2023

CAO: 

June 22, 2023

Via email - linda.n@sundre.com

CAO Linda Nelson
Town of Sundre

Currently Mountain View County is the chair of the Mountain View Regional Emergency Management Agency (MVREMA) which we are all a member of. The MVREMA is purposing that the Mountain View Region applies for the Alberta Community Partnership Grant to create an Emergency Social Service (ESS) Plan and host a functional exercise. Emergency Social Services is defined within Alberta as - *the support that meets the basic essential needs of individuals, households, and communities affected by emergencies. They are provided as part of response to and recovery from emergencies.* All members of the MVREMA understand that any large Emergency Social Services activation will require all the communities in the region to come together to help provide for displaced citizens. Attached to this letter is a report from the MVREMA detailing the project that can be presented to your council. We had originally contemplated taking this item to the next MAP meeting, but that meeting was cancelled so the County, on behalf of the MVREMA, is requesting each municipality consider participating in the ACP grant.

Required

Support from each Municipality to apply for the Alberta Community Partnership Grant to create a Regional Emergency Social Services Plan.

1. A Council resolution from each Municipality to apply for the grant is requested before September 30, 2023
2. A Council resolution from each Municipality to name Mountain View County the managing partner for this grant application by September 30, 2023
3. Administrative municipal support for emergency management and community services staff from all the member municipalities to complete the ESS grant project.

The Director of Emergency Management (DEM) for Mountain View County Ryan Morrison is available to assist your staff with any questions or presentations regarding the grant application.

Thank for your consideration of this matter.

Sincerely,



Jeff Holmes
Chief Administrative Officer
JH/lmc

CC: Ryan Morrison
Ross Clews

The Mountain View Regional Emergency Management Agency (MVREMA) was created in 2008. Its members include the Town's of Olds, Sundre, Didsbury, Carstairs, the Village of Cremona and Mountain View County. It was created to provide a framework for a regional response for multi-jurisdictional emergency response.

The MVREMA is purposing that the Mountain View Region applies for the Alberta Community Partnership Grant to create an Emergency Social Service (ESS) Plan and host a functional exercise.

Emergency Social Services, which is a part of emergency management; and therefore, included in emergency planning is defined within Alberta as - *the support that meets the basic essential needs of individuals, households, and communities affected by emergencies. They are provided as part of response to and recovery from emergencies.*

All members of the MVREMA understand that any large Emergency Social Services activation will require all the communities in the region to come together to help provide for displaced citizens.

Required

Support from each Municipality to apply for the Alberta Community Partnership Grant to create a Regional Emergency Social Services Plan.

1. A Council resolution from each Municipality to apply for the grant.
2. A Council resolution from each Municipality to name Mountain View County the managing partner for this grant application.
3. Administrative municipal support for emergency management and community services staff from all the member municipalities to complete the ESS grant.

What is an Emergency Social Services Plan?

1. A document which provides the necessary direction, coordination and control in the provision of essential individual, family and community social services during times of crisis or emergency.
2. It should delineate the required staff; their roles and responsibilities in all facets of ESS operations. It should detail how volunteers and support organizations will be incorporated and employed within the jurisdiction's ESS structure and operations.
3. The ESS plan should identify the primary services that will be provided (e.g. food, shelter, clothing, first aid) and those secondary services that will be available (e.g. multi-cultural support, child-minding, companion animal care).
4. The document should also contain all aspects of education, training and exercise requirements for the staff, volunteers and supporting agencies to be successful in their ESS roles.
5. A regional ESS plan should be complementary to that jurisdiction's emergency management plan and any pre-existing local ESS plans.

6. The ESS Plan should provide the guidance, direction and coordination necessary to ensure that during emergency situations, the essential personal support needed by the people, families or the entire community during emergency situations will be provided in a timely, effective and efficient manner.

7. ESS levels of activation will mirror the activation levels of regional ERP:

Level 4:

A small, localized event of approximately 15 people or less. Support can be provided with existing services or a minimum of additional community services. In smaller emergencies, ESS personnel can deal with the people affected at the scene of the incident. A reception centre is not established at this level, but a muster point may be designated to provide continuity of service. Time duration of the emergency is less than 24 hours.

Level 3:

ICP is activated and ESS support is required for affected population. May include planning and preparation for an imminent and significant event affecting more than 15 people. A reception centre may be established – usually for 24-48 hours.

Level 2:

ICP and reception centre are activated. Majority of jurisdiction is impacted by the emergency. All facets of ESS support are required. External resources may be required to deal with the scale and scope of the event. Time duration is expected to be greater than 96 hours.

Level 1:

A major disaster has occurred; the entire community is impacted, involving a large-scale evacuation. Requires that an ICP and reception centre be established; more than one reception centre may be necessary. Duration of operations may be days or weeks and a State of Local Emergency may be declared.

8. The plan will include descriptions and checklists to assist the members with:
 - a. ESS Task Organization – contains a diagram of the ESS organization, including role and position specific tasks, responsibilities, requirements and deliverables. This will include a contact list, critical staff list, ESS staff phone call-out list (phone tree) or other such information that may be considered as necessary for the organization.
 - b. Activation/De-Activation Checklists – checklists for each ESS position's activation and de-activation. This includes any information technology specifics, social media links, phone numbers or similar information required for the position to be effective.
 - c. Information Management – when ESS specific reports are required and to whom they should be provided. Additionally, if there are specific information requirements for jurisdiction's ESS or Emergency Management leadership they should be detailed here (including where such information can be obtained and whose responsibility it is to obtain, confirm and disseminate such information);
 - d. Reception Centre Operations – the exact layout, how the centre should operate, what services are being provided and staff required for the operation of the jurisdiction's reception centre.
 - e. Identify Support agency's (SPCA, Red Cross, other NGO's) and enter into mutual aid agreements with them. This normally includes all neighbouring or nearby municipalities, as well as relevant government, private sector, and non-governmental organizations.
 - f. Group Lodging Operations – the design and operation of the group lodging area including how vulnerable populations will be sheltered (e.g. seniors, nursing mothers...etc.), where emergency medical treatment can be obtained, where food staff or meals are provided.
 - g. Companion Animal Reception Centres – the location and operation of a facility to register, shelter, feed and provide care for companion animals of those individuals who are sheltered

- within the Group Lodging centre or with friends or family in which they are unable to house their companion animal.
- h. Evacuation – how the local authority will plan and conduct evacuations (in whole or in part) and how ESS planners will provide the necessary information for the comprehensive planning effort required of such an activity. This may include recommendations for reception centres, group lodging and companion animal reception centers outside of the local jurisdiction.
 - i. Communications – the communications strategy replete with pre-authorized key messages, draft media releases and other supporting documentation to provide timely information to residents, affected individuals or families.
 - j. Logistics – the ESS logistic concept, when and how resupply will occur, how donated items will be managed, how ESS-specific purchasing will occur.
 - k. Education, Training and Exercise – what formal education and/or courses are required prior to being employed within the ESS organization. What training is required for each specific area including when and where this training will occur.
 - l. Recovery – this annex is not expected to answer the questions of how recovery will occur; however, it may provide information on how recovery planning will commence, the possible stakeholders and partners needed to conduct recovery or re-entry planning and a host of other factors involved within this area; and

Other Deliverables

Municipal Affairs in 2020 established new rules for Municipalities to follow when it comes to how Emergency Management will be conducted within the Local Authority Emergency Management Regulation (LAEMR). The LAEMR states that all municipalities MUST complete and provide The Alberta Emergency Management Agency (AEMA) the following for review:

- A Municipal Emergency Management Plan containing (but not limited to):
 - i. The plan for communications, public alerts, and notifications during exercises, emergencies, and disasters.
 - ii. The plan for providing emergency social services during an emergency or disaster.
- A functional exercise at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.

If successful, this grant will give the region a functional ESS plan and fulfill all the participating municipalities legislative regulatory requirement for a functional regional exercise.

1. Registration-Inquiry, Reception Center, and Evacuation Center for each municipality. Inspection of each facility, creation of contact lists, health inspection, and proposed layout schematics.
2. Activation protocols to enact the plan.

Project Costs and Timeline

MVREMA proposes to hire a consultant to create the plan. The consultant will:

1. Meet with each municipality to consult on the plan and to better understand the community and its resources.
2. Review the information already contained in the Regional Emergency Response Plan
3. Review the urban municipalities pre-existing ESS Plans
4. Prepare the plan from existing AEMA templates.

5. Conduct a functional exercise with all the members present.

Estimated Cost \$35,000

June 6, 2023	MVREMA final review
September 30, 2023	Resolution from each municipality supporting the project
	Resolution from each municipality naming Mountain View County as the managing partner
December 16, 2023	Municipal Affairs Application Deadline

ACP Grant Information

Intermunicipal Collaboration (IC) project eligibility is focused on projects that result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives. This includes new or enhanced regional emergency management frameworks, and regional plans for emergency preparedness or disaster mitigation.

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

The managing partner **must** certify that the resolutions or motions are in place on the grant application form and retain copies of the resolutions. Resolutions or motions do not need to be submitted with the application unless requested by Municipal Affairs.

Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefit to their residents, businesses, and communities. Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, or legislative regulatory requirements.

Provincial priorities include economic and pandemic recovery. As such, regional partners may choose to explore economic development and growth, emergency preparedness and planning, emergency response, disaster mitigation, or other related projects.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities.

Grant Amounts

The maximum grant available per project is \$200,000.

Successful IC funded projects will continue to receive an initial payment of 75 per cent of the grant, with the remainder released upon project completion and the submission of satisfactory reporting. Eligible costs include: development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g. advertising, public consultation venue rental, and offsite printing). Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment are deemed ineligible.

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of [New West Partnership Trade Agreement](#), and the [Canadian Free Trade Agreement](#)

Selection Process

All ACP grant applications will be assessed using the following process:

PROJECT OUTCOME	
1. Project results in improved level of integrated municipal service delivery for the region.	Maximum points: 25 <i>Corresponding application questions: 1, 2a & 2b</i>

- High score: project results in significantly improved level of regional municipal service delivery.
- Low score: project has limited impact on the level of regional municipal service delivery.
- When drafting your response, consider:
 - regional service gaps that will be addressed;
 - service delivery efficiencies (cost, resources) expected to be realized, and how they will enhance the scale or scope of service delivery; and
 - details that fully describe the new or enhanced regional municipal service delivery project.

2. Project results provide other benefits to the partnership.	Maximum points: 20 <i>Corresponding application questions: 2a & 2b</i>
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- High score: unique regional strengths and opportunities are leveraged, bringing significant benefit to the partnership and other municipalities and organizations in the region.
- Low score: project has limited benefit for participating municipalities.
- When drafting your response, consider:
 - short- and long-term benefits to regional residents, businesses, and communities;
 - how the benefits will be shared among the partners; and
 - outcomes that contribute to economic and pandemic recovery or other efficiencies that will be realized within the region.

PROJECT PRIORITY	
3. Project has been established as a priority for the region.	Maximum points: 15 <i>Corresponding application question: 3a</i>
<ul style="list-style-type: none"> • <u>High score</u>: project has been identified as a critical priority under a formal initiative (e.g. municipal strategic plan; watershed quality management; economic development; emergency services; red tape reduction). • <u>Low score</u>: priority has not been clearly identified and project does not appear to align with broader regional or municipal plans. • When drafting your response, consider: <ul style="list-style-type: none"> ○ project alignment with a regional or provincial priority; and ○ project alignment with legislative or regulatory requirements. 	
4. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.	Maximum points: 10 <i>Corresponding application question: 3b</i>
<ul style="list-style-type: none"> • <u>High score</u>: the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the municipalities. • <u>Low score</u>: grant approval will have a minimal impact on the partnership's current ability to undertake the project. • When drafting your response, consider: <ul style="list-style-type: none"> ○ project complexity and immediacy of need; and ○ regional impact if the project is unable to proceed. 	
PARTNERSHIP AND PROJECT READINESS	
5. Regional partners are actively engaged in project delivery and have the fundamentals (such as ICF protocols) in place to support project success.	Maximum points: 15 <i>Corresponding application questions: 4a & 4b</i>
<ul style="list-style-type: none"> • <u>High score</u>: project is collaborative and all participating municipalities have the ability to influence project outcomes. Processes are in place to facilitate input into decision-making and resolve conflict. • <u>Low score</u>: project delivery is driven by a third party and it is unclear how municipal partners will be involved. • When drafting your response, consider: <ul style="list-style-type: none"> ○ protocols in place to facilitate partnership engagement; ○ tools to ensure partnership input on decision-making; and ○ dispute resolution processes to resolve potential conflict. 	
6. Project is well-planned.	Maximum points: 5 <i>Corresponding application question: 4c</i>
<ul style="list-style-type: none"> • <u>High score</u>: project planning appears completed. There are no significant concerns regarding the partnership's ability to execute the project successfully and achieve the expected benefits. • <u>Low score</u>: insufficient information was provided to determine extent of planning for project delivery. • When drafting your response, consider: <ul style="list-style-type: none"> ○ identification of project milestones or phases; and ○ potential risks at each phase, and strategies to mitigate potential issues that may hinder on-time project completion. 	
PARTNERSHIP BUDGET	
7. Project budget estimates are supported.	Maximum points: 10 <i>Corresponding application question: 5a & 5b</i>
<ul style="list-style-type: none"> • <u>High score</u>: the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable. • <u>Low score</u>: insufficient information was provided to determine the basis of estimated project costs and requested grant amount. • When drafting your response, consider: <ul style="list-style-type: none"> ○ comprehensive project cost estimates from potential vendors or research on comparable project costs; ○ itemized project costs for each phase of the project; and ○ project costs are linked to scope of work identified under application question 4c. 	



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Departmental Reports – June, July, and August 2023
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for June, July and August 2023 are provided to Council for their review and information:

- a) Chief Administrative Officer
 - i. Motion Log
 - ii. Appendixes
 - iii. Council Expenses
- b) Fire Chief
- c) Senior Manager Planning & Economic Development
 - i. Planning and Development
 - ii. Economic Development
 - iii. Community Services
- d) Community Peace/Bylaw Officer
- e) Operations

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accepts the June, July, and August 2023 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for June, July, and August 2023 as information.

ATTACHMENTS:

Departmental Reports

Date Reviewed: September 15, 2023

CAO

[Signature]

January 09, 2023 Regular Council Meeting				
Res. #	#/D/M/Y	Council Motion	Action	Status
001	09-01-2023	MOVED by Councillor Marr that the Agenda be approved as presented		
002	09-01-2023	MOVED by Councillor Vardas that the Minutes of the Regular Meeting Minutes of Council held on December 19, 2022, be approved as presented.		
003	09-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the Director of Corporate Services, on behalf of the CAO presentation on the History and Status of the Bylaw Review Project initiated in 2018		
004	09-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council recommends that discussions take place regarding the Closing of Recycling Depots, as well as, the Funding and Staffing of Victims Services be considered for inclusion on the January 26, 2023 MAP Agenda.		
005	09-01-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accepts the invitation from the Sundre Branch #223 Legion as information.		
006	09-01-2023	MOVED by Councillor Dalke, that Council go into closed meeting at 6:30 p.m.		
007	09-01-2023	MOVED by Councillor Anderson, that Council return to an open meeting at 7:38 p.m.		
008	09-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council requests Administration to send a letter to notify MVC that the Town of Sundre would like to begin the process to review the current ICF Master agreements.	Legislative Services	Appendix # 1
009	09-01-2023	MOVED by Councillor Petersen, that Council go into closed meeting at 7:40 p.m.		
010	09-01-2023	MOVED by Councillor Vardas, that Council return to an open meeting at 7:45 p.m.		
011	09-01-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:46 p.m.		
January 23, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
015	23-01-2023	MOVED by Councillor Dalke, that the Agenda be approved and amended as follows: Add: RFD 8.4 Mountain View County All-Council ICC Meeting 13.2 Local Body Confidences, FOIPP Act Section 23 Appendix #24 to Departmental Reports		
016	23-01-2023	MOVED by Councillor Anders Andersen, that the Minutes of the Regular Meeting Minutes of Council held on January 9, 2023, be approved as presented.		
017	23-01-2023	Mayor and CAO or Gas Utility Manager to sign the attached forms, noting that Council and the CAO and or 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.		
018	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accepts Administration's verbal presentation for information.		
019	23-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the CAO's report on Tourism as information.		
020	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council direct Administration to coordinate a date for the all-Council ICC Agreement with Mountain View County	Legislative Services	Appendix # 2
021	23-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council accepts the Departmental Reports for Year 2022 as information.		
022	23-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accepts the Article titled Thank you to You, from the December 9, 2022, edition of the Municipal Information News Network, by author Gord Hume as information.		
023	23-01-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept Mayor Warnock's report as information.		
024	23-01-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:00 p.m.		
025	23-01-2023	MOVED by Councillor Petersen, that Council return to an open meeting at 7:38 p.m.		
026	23-01-2023	MOVED by Councillor Dalke, that Town of Sundre supports the following recycling service level: Close all recycling sites.		
027	23-01-2023	MOVED by Councillor Anderson, being that the agenda matters have been concluded the meeting adjourned at 7:39 p.m.		
February 6, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status

028	06-02-2023	MOVED by Councillor Isaac, that the Agenda be approved and amended or presented as follows: Addition of RFD 9.1 – Amendment to Council Date		
029	06-02-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on January 23, 2023, be approved as presented.		
030	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Carolyn McTigue for her presentation and accept the Crime Prevention Liaison for Southern Alberta District presentation as information.		
031	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approves the Terms of Reference with changes as presented.		
032	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$1,000.00.	Legislative Services	Appendix #3
033	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$600.	Legislative Services	Appendix #4
034	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors Indoor Walking Club in the amount of \$1,604.	Legislative Services	Appendix #5
035	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$1,000. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. DEFEATED	Legislative Services	Appendix #6
036	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$500. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. DEFEATED	Legislative Services	Appendix #6a
037	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for The Slingshot Garage in the amount of \$1,100	Legislative Services	Appendix #7
038	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Grad Committee in the amount of \$1,700. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #8
039	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers-Sundre in the amount of \$1,500.00	Legislative Services	Appendix #9
040	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre & District Historical Society and Sundre and District Chamber of Commerce in the amount of \$2,400.00. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #10
041	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for the Foothills Bluegrass Music Society in the amount of \$2,000.	Legislative Services	Appendix #11
042	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Volunteer Search and Rescue Society in the amount of \$2,000 to be utilized for the Electrical and Heating installation in the proposed expansion project. OPPOSED: Councillor Isaac	Legislative Services	Appendix #12
043	06-02-2023	MOVED by Councillor Andersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Rodeo and Race Association in the amount of \$5,000.00.	Legislative Services	Appendix #13
044	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council defer funding for Sundre Minor Hockey (nets) as this may be considered an Operational item under Community Services.	Legislative Services	Appendix #14
045	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Minor Hockey (Jerseys) in the amount of \$0.00.	Legislative Services	Appendix #15
046	06-02-2023	MOVED by Councillor Anderson, that the Town of Sundre Council approve the to Organizations funding for Suds & Sundries in the amount of \$5,000.	Legislative Services	Appendix #16
047	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place, Sundre Seniors Connection program in the amount of \$2,000.	Legislative Services	Appendix #17

048	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting Scheduled for February 27th to February 21st, 2023 in alignment with Procedural Bylaw 2022-06.		
049	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the correspondence to the CAO of Mountain View County as information.		
050	06-02-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:23 p.m.		
051	06-02-2023	MOVED by Councillor Marr, being that the agenda matters have been concluded the meeting adjourned at 7:54 p.m.		
		February 21, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
052	21-02-2023	MOVED by Councillor Petersen that the Agenda be approved amended as follows: 1.Move 8.2_RFD 3rd Quarter 2022 Sundre RCMP Report to 5.2 under Delegations. 2.Add Closed Meeting under FOIP s. 17 Disclosure Harmful to Private Information.		
053	21-02-2023	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on February 6, 2023, be approved as presented.		
054	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council thank the Town of Sundre Fire Department for the Lucas Resuscitation (CPR) demonstration and accept as information.		
055	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept the Sundre RCMP Detachment 3 rd Quarter 2022 Statistics Report as information		
056	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 5 - 11, 2023 as "Senior's Week" in the Town of Sundre.		
057	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council direct administration to submit the resolution to the Alberta Municipalities Resolution Session no later than May 31, 2023.	Legislative Services	Completed
058	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council accept the information provided regarding applying to the Calgary Flames for new hockey nets for the arena as information.		
059	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council accept the CAO's verbal report as information		
060	21-02-2023	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for January 2023 as information.		
061	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's January 2023 report as information.		
062	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's January 2023 report as information.		
063	21-02-2023	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
064	21-02-2023	MOVED by Councillor Dalke that Council return to an open meeting at 7:07 p.m.		
065	21-02-2023	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:07 p.m.		
		March 13, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
066	13-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
067	13-03-2023	MOVED by Councillor Petersen, that the Minutes of the Regular Meeting Minutes of Council held on February 21, 2023, be approved as presented.		
068	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Sundre Rodeo & Race Association for the presentation and accept the presentation as information.		
069	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the amended Arena Facility & Ice Allocation Policy E-004-00-POL as presented.		
070	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council could approve the relaxation of Noise Bylaw 818 s.16(b), as requested.	Legislative Services	Appendix #18
071	13-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept the Q4 2022 Quarterly Financial Reports, as information.		
072	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accept the CAO's verbal report on the 2023 Alberta Tourism Advocacy Summit as information.		
073	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accept the Minister of Health letter as information, and that the Mayor request a meeting with MLA Nixon to discuss the letter.	Legislative Services	Appendix #19
074	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Sundre Daycare Centre letter as information.		

075	13-03-2023	MOVED by Councillor Peterson, that Council go into closed meeting at 8:10 p.m.		
076	13-03-2023	MOVED by Councillor Marr, that Council return to an open meeting at 9:06 p.m.		
077	13-03-2023	MOVED by Councillor Isaac, being that the agenda matters have been concluded the meeting adjourned at 9:07 p.m.		
		March 27, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
078	27-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
079	27-03-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on March 13, 2023, be approved as presented.		
080	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Linda Nelson for her service to the Town of Sundre, Emergency Management Services and other municipalities for her dedicated service and recognizes the significance of the Queens Jubilee Medal that was presented to Linda Nelson by MLA Jason Nixon.		
081	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council give First Reading to Bylaw 2023-01, being a Bylaw to adopt the Mountain Springs Area Structure Plan.		
082	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre accept the Mountain View Regional Film Office presentation as information.		
083	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the McElhanney Engineering proposal for Funding the Underground Infrastructure Replacement Plan with funding in the amount of \$110,000, to be drawn from General Corporate Stabilization RSA. Councillor Dalke opposed		
084	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council proclaim the week of May 21 st - 27 th , 2023, as "National Public Works Week".		
085	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept the CAO report on the March 23, 2023, Open House as information.		
086	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Departmental Reports for February 2023 as information		
087	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting scheduled for May 29 th to May 30 th , 2023.		
088	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept Mayor Warnock's February 2023 report as information.		
089	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept Councillor Marr's February 2023 report, as information.		
090	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council Anderson's January 2023 report as information.		
091	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council go into a closed meeting at 7:00 p.m.		
092	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council return to an open meeting at 7:20p.m.		
093	27-03-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:21 p.m.		
		April 11, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
094	11-04-23	MOVED by Councillor Vardas that the Agenda be approved as presented		
095	11-04-23	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on March 27, 2023, be approved as presented		
096	11-04-23	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
097	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
098	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
099	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
100	11-04-23	MOVED by Councillor Isaac that the Town of Sundre approve the fee waiver for the Community Centre in the amount of \$169.25, to be funded from Council Discretionary Contributions to Local Organizations, for the second Annual Job Fair to take place April 27th, 2023		
101	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock' report as information		

102	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's update on the Lagoon project as information		
103	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council amend the Minutes of December 5, 2022, to reflect Motion #348-05-12-22 as follows: The Town of Sundre Council adopts the 2023 Four-Year Operating Budget and Ten-Year Capital Plan as presented with total operating cash expenditures of \$9,067,227; \$9,241,963; \$9,412,090; \$9,598,331 and total operational revenues of \$5,112,850; \$5,129,350; \$5,134,850; \$5,149,850 in 2023, 2024, 2025 and 2026 respectively. With the remaining \$3,954,377; \$4,112,613; \$4,277,240; \$4,448,481 in 2023, 2024, 2025, 2026 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified."		
104	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:33 p.m.		
<i>Mayor Warnock called a 5 minutes recess at 6:34 p.m.</i>				
<i>Benazir Thaha Valencia left the meeting at 6:48 p.m.</i>				
<i>Chris Albert left the meeting at 7:13 p.m.</i>				
<i>Councillor Anderson left the meeting at 7:20 p.m.</i>				
105	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council return to an open meeting at 7:25 p.m.		
106	11-04-23	MOVED by Councillor Isaac being that agenda matters have been concluded the meeting adjourned at 7:26 p.m.		
		April 21, 2023 Special Closed Council Meeting (Spring Workshop)		
Res. #		Council Motion	Action	Status
107	21-04-23	MOVED by Councillor Marr that the agenda be approved as presented		
108	21-04-23	MOVED by Councillor Isaac that Council go into closed meeting at 9:12 a.m. on April 21, 2023.		
		<i>Mayor Warnock called a 10 minute recess at 10:05 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:15 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 11:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 11:10 a.m.</i>		
		<i>Mayor Warnock called a 50 minute recess at 12:10 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:00 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:15 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 2:25 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:57 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 3:07 p.m.</i>		
		<i>Mayor Warnock recessed the April 21, 2023 meeting at 4:00 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting on April 22, 2023 at 9:00 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 10:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:10 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 11:10 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 11:20 a.m.</i>		
		<i>Mayor Warnock called a 45 minute recess at 12:25 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:10 p.m.</i>		
		<i>Ross Clews, Benazir Thaha Valencia, Jim Hall and Shantele Smith left the April 22, 2023 meeting at 1:30 p.m.</i>		
		<i>Mayor Warnock called a 5 minute recess at 2:50 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 2:55 p.m.</i>		
		<i>Mayor Warnock recessed the April 22, 2023 meeting at 4:35 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting on April 23, 2023 at 9:00 a.m.</i>		
		<i>Mayor Warnock called a 15 minute recess at 10:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:15 a.m.</i>		
		<i>Mayor Warnock called a 50 minute recess at 12:10 p.m.</i>		
		<i>Chris Albert, and Betty Ann Fountain left the April 23 meeting at 12:50 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:00 p.m.</i>		
		<i>Linda Nelson, CAO left the April 23, 2023 meeting at 2:57 p.m.</i>		
		<i>Linda Nelson, CAO returned to the meeting at 3:14 p.m. on April 23, 2023.</i>		
109	21-04-23	MOVED by Councillor Anderson that Council return to open meeting at 3:15 p.m. on April 23, 2023.		
110	21-04-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 3:16 p.m. on April 23, 2023.		

April 24, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
111	24-04-23	MOVED by Councillor Anderson that the agenda be approved as amended: 1. Add 13.3: Local Public Body Confidences, FOIPP Section 23		
112	24-04-23	MOVED by Councillor Vardas the the Minutes of the Regular Council Meeting of Council held on April 11, 2023 be approved as presented.		
113	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council thank the representatives of KPMG LLP and accept their presentation as information.		
114	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:07 p.m. with the Mayor advising that the public is welcom to return to the Regular Council meeting at the conclusion of the closed meeting.		
CAO Linda Nelson and Director of Corporate Services, Chris Albert, left the meeting at 6:21 p.m.				
115	24-04-23	MOVED by Councillor Vardas that Council return to an open meeting at 6:27 p.m.		
116	24-04-23	MOVED by Councillor Isaac that the Town of Council move to accept the 2022 Auditor's Report and approve the 2022 Audited Financial Statements; and		
117	24-04-23	MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2022 Financial Information document; and		
118	24-04-23	Furthermore, MOVED by Councillor Marr that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the <i>Municipal Government Act</i> .		
119	24-04-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the Departmental Reports for March 2023 as information.		
120	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report as information.		
121	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Mountain View Seniors' Housing as information.		
122	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Honourable Jason Nixon, MLA as information.		
123	24-04-23	MOVED by Councillor Dalke that the Town of Sundre accept the letter of support to the Sundre & District Museum for Alberta Cultur Days 2023 as information.		
124	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept the letter and the CAO's verbal update pertaining to concerns of 5G installations as information.		
125	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:56 p.m.		
Mayor Warnock called a 5 minute recess at 6:56 p.m.				
126	24-04-23	MOVED by Councillor Isaac that Council return to an open meeting at 7:27 p.m.		
127	24-04-23	MOVED by Councillor Anderson that Council authorize the Mayor to sign the letter to the Province of Alberta as requested by the Mayor of Ponoka.		
128	24-04-23	MOVED by Councillor Anderson being that the agena matters have been concluded the meeting adjourned at 7:30 p.m.		
May 8, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
129	08-05-23	MOVED by Councillor Dalke that the agenda be approved as amended: 1.Remove 3.2 from the Agenda, Councillor Anderson will be attending the meeting via google meets. 2. Amend 13.1 from Advice from Officials, FOIPP Section 24 to Privileged Information, FOIPP Section 27.		
130	08-05-23	MOVED by Councillor Vardas that the Minutes of the Special Council Meeting held on April 21, 2023, be approved as presented.		
131	08-05-23	MOVED by Councillor Marr that the Minutes of the Regular Council Meeting held on April 24, 2023, be approved as presented.		
132	08-05-23	MOVED by Councillor Marr that the Town of Sundre accept Ms. Berg's presentation as information.		
Councillor Dalke left the meeting at 6:14 p.m.				
Councillor Dalke returned to the meeting at 6:16 p.m.				
133	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$10,000 to the Fire - Capital RSA in unspent funding for the Unit 581 ATV Utility Cart capital project. Councillor Isaac joined the meeting att 6:23 p.m. Abstaining: Councillor Isaac In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		

134	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$2123 to the Fire - Capital RSA in unspent funding for the Unit 570 Honda quad capital project.		
135	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$2,404 to the Municipal Lifecycling RSA in unspent funding for the Port-a-Potties capital project.		
136	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$5,674 to the Municipal New Projects RSA in unspent funding for the Council Chambers Upgrade capital project.		
137	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council approves the transfer of \$15,093 to the Municipal Lifecycling RSA in unspent funding for the Sweeper Unit 1138 capital project.		
138	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the allocation of the \$719,539 of 2021 and 2022 operational surpluses for transfer as follows: \$471,038 to General Corporate Stabilization RSA, \$32,688 to Corporate Services Stabilization RSA, \$14,077 to Protective Services Stabilization RSA, \$82,063 to Development Stabilization RSA, and \$119,673 to Community Services Stabilization RSA. In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		
139	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the revised waste services agreement, and the Mayor and CAO be authorized to sign the agreement on behalf of the Town.		
140	08-05-23	MOVED by Councillor Marr that the Town of Sundre Council approves the Joint Use and Planning Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre. In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson Opposed: Councillor Dalke		
141	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council approves the Lease Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre.		
142	08-05-23	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's Key Messages from the April 13, 2023, Municipal Area Partnership meeting as information.		
143	08-05-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:05 p.m.		
144	08-05-23	MOVED by Councillor Isaac that Council return to an open meeting at 8:20 p.m.		
145	08-05-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.		
		May 30, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
146	30-05-23	MOVED by Councillor Isaac that the Agenda be amended as follows: Item 6.1: Bylaw 2023-02, Replace Pages 10 and 25; item 12.: Addition of Item 12.2 - West Country Cruisers Invitation		
147	30-05-23	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting held on May 8, 2023 be approved as presented.		
148	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council give first reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw.		
149	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 26, 2023 at 6:00 p.m. for a Public Hearing for Bylaw 2023-02 Land Use Bylaw Amendment.		
150	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council accept the Q1 2023 Quarterly Financial Reports as information.		
151	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter from the Safety Codes Council approving the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as information.		
152	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council approve additional funding in the amount of \$4,500.00 for the Chamber of Commerce for 2023	Legislative Services/Corporate Services	Appendix #21
153	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council approve that the additional funds for the Chamber of Commerce be drawn from the General Corporate Stabilization Fund		

154	30-05-23	MOVED by Councillor Vardas that the Town of Sundre Council directs administration to open negotiations with the Chamber of Commerce for future funding with information to be brought forward to Fall Workshop	Legislative Services/Corporate Services	Appendix # 21a
155	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council approve additional funding in the amount of \$55,000.00 for the Aquaplex for 2023. In Favour: None. Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas DEFEATED		
156	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council approve additional funding in the amount of \$5,000.00 for the Aquaplex for 2023. In favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr. Opposed: Councillor Isaac, Councillor Vardas CARRIED	Legislative Services/Corporate Services	Appendix # 22
157	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council approve that the additional funds for the Aquaplex be drawn from the General Corporate Stabilization Fund. In Favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr. Opposed: Councillor Isaac, Councillor Vardas. CARRIED		
158	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council approve funding in the amount of \$15,000.00 in 2023 for the Chinooks Edge School Division. In Favour: None. Opposed: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas. DEFEATED	Legislative Services	Appendix # 23
159	30-05-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the appointment of Mr. Allan Tarnoczi to the Sundre Library Board, for a 3-year term beginning June 1, 2023, ending October 31, 2026	Legislative Services	Appendix # 24
160	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council accept the Departmental Reports for April 2023 as information		
161	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's April 2023 report as information		
162	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's April 2023 report as information		
163	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's March and April 2023 reports as information		
164	30-05-23	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of April 2023 as information		
165	30-05-23	MOVED by Councillor Dalke that the Town of Sundre Council accept the invitation to participate in the annual Innisfail Rodeo Parade, Saturday, June 17, 2023 at 10:30 a.m. Administration to prepare the Innisfail Rotary Rodeo Parade Registration Form	Legislative Services	Appendix #25
166	30-05-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the invitation for Mayor Warnock or designate, to participate in the West Country Cruisers awards presentation on July 1, 2023 at 1:30 p.m.	Legislative Services	Appendix # 26
167	30-05-23	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 7:30 p.m.		
Mayor Warnock called a 5 minute recess at 7:30 p.m.				
Mayor Warnock resumed the Closed Meeting at 7:35 p.m.				
168	30-05-23	MOVED by Councillor Isaac that Council return to an open meeting at 9:59 p.m.		
169	30-05-23	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 10:00 p.m.		
June 12, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
170	12-06-23	MOVED by Councillor Isaac that the Agenda be approved as presented		
171	12-06-23	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting held on May 30, 2023, be approved as presented.		
172	12-06-23	MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2023-04 being a bylaw to amend the Land Use Bylaw.		
173	12-06-23	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, June 26 th , 2023, at 6:00 p.m. for a Public Hearing to Bylaw 2023-04 Land Use Bylaw Amendment.		
174	12-06-23	MOVED by Councillor Marr that the Town of Sundre Council proclaim June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre.		

175	12-06-23	Moved by Councillor Marr that the Town of Sundre Council fly the Elder Abuse Awareness Day Flag at the Town of Sundre office June15, 2023, in the Town of Sundre. In Favour: Councillor Anderson and Councillor Isaac Opposed: Mayor Warnock, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Vardas. DEFEATED		
176	12-06-23	Moved by Councillor Isaac that the Town of Sundre Council direct Administration to draft a letter to Spruce to explain the future direction on Flag protocols in the future.	Legislative Services	Pending Review of Letter Appendix # 27
177	12-06-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the Sundre Municipal Library 2022 Year End Financial Report as information.		
178	12-06-23	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:15 p.m.		
179	12-06-23	MOVED by Councillor Dalke that Council return to an open meeting at 7:01 p.m.		
180	12-06-23	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:02 p.m.		
		June 26, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
181	26-06-23	That the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2023-02, being a "housekeeping" amendment to Land Use Bylaw Land Use Bylaw 2022-10		
182	26-06-23	That the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2023-04, by adding two (2) site specific exceptions to the Highway Commercial District (C-2) for the property legally described as Plan 6114JK, Lot 19; Civic Address: 104 Main Avenue East; and to allow the installation of two (2) "c-can" type storage containers for the west side bay, and the manufacturing of recreational style "cabins" in the east side bay, and further an amendment to the definition for Custom Manufacturing Establishments.		
183	26-06-23	MOVED by Councillor Vardas that the Agenda be amended as follows: 1. Replacement of RFD 8.2a 2. Replacement of the first page of Fire Department, May 2023 Departmental Report. 3. Bowden Parade		
184	26-06-23	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting held on June 12, 2023, be approved as presented.		
185	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council give Second reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw		
186	26-06-23	MOVED by Councillor Dalke that the Town of Sundre Council give Third and Final reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw.		
187	26-06-23	MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2023-04 being a Bylaw to amend the Land Use Bylaw		
188	26-06-23	MOVED by Councillor Anderson that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-04.		
189	26-06-23	MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2023-05 being a Bylaw to amend the Land Use Bylaw Map by redesignating a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).		
190	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council set Tuesday, September 5, 2023, at 6:00 p.m. for a Public Hearing to Bylaw 2023-05 Land Use Bylaw Amendment.		
191	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council re-address the one way and bring back to the Fall Workshop for clarification of the level of service.	Legislative Services	Fall Workshop
192	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council accept the attached Traffic Study of Highway 27 Eastbound at 7 th St. SW, as information.		
193	26-06-23	MOVED by Councillor Marr that the Town of Sundre Council accept the report from the Director of Corporate Services as information.		

194	26-06-23	<p>MOVED by Councillor Dalke that the Town of Sundre Council moves to set a reserve bid of \$145,000 for Lot 8, Block 1, Plan 4875FQ, Sundre, AB, and furthermore,</p> <p>The property identified by Roll No. 914000 will be offered for sale by public auction, at the Town Office on Wednesday, October 25th, 2023, at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,</p> <p>A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.</p>		
195	26-06-23	<p>MOVED by Councillor Vardas that the Town of Sundre Council moves to set a reserve bid of \$175,000 for THE NORTHERLY 280 FT. OF THE WESTERLY 580 FT. OF THE SW ¼ SEC.33, TWP 32, RGE 5, W5M Sundre, AB, and furthermore,</p> <p>The property identified by Roll No. 4305000 will be offered for sale by public auction, at the Town Office on Wednesday, October 25th, 2023, at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,</p> <p>A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.</p>		
196	26-06-23	<p>MOVED by Councillor Dalke that the Town of Sundre Council direct administration to proceed with the dog park project at a cost not to exceed \$30,000.00 plus GST, with funds to be drawn from the Municipal New Projects RSA.</p> <p>In Favour: Councillor Marr, Councillor Dalke</p> <p>Opposed: Councillor Anderson, Councillor Vardas, Councillor Petersen, Warnock</p> <p>DEFEATED</p>		
197	26-06-23	<p>MOVED by Councillor Vardas that council direct administration to bring information back based on the results of the eastside campground lands and further discussions with developers and bring information to a special council.</p> <p>In Favor: Councillor Anderson, Councillor Petersen, Mayor Warnock, Councillor Marr, Councillor Vardas</p> <p>Opposed: Councillor Dalke</p> <p>CARRIED</p>	Legislative Services	Special Council Meeting to be Scheduled
198	26-06-23	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre West Country Centre in the amount of \$1,500.00	Legislative Services	Appendix #28
199	26-06-23	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Chamber of Commerce Visitor Information Centre in the amount of \$9,941.35.	Legislative Services	Appendix #29
200	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Broncs, Bulls and Wagons in the amount of \$3,000.00.	Legislative Services	Appendix #30
201	26-06-23	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir & Handbells in the amount of \$750.00.	Legislative Services	Appendix #31
202	26-06-23	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Pickleball Association in the amount of \$1,000.00.	Legislative Services	Appendix #32
203	26-06-23	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Youth Hoops Basketball Camp in the amount of \$800.00.	Legislative Services	Appendix #33

204	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Allied Arts Society in the amount of \$5,000.00.	Legislative Services	Appendix #34
205	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for the Play 4 Sundre Kidz in the amount of \$500.00.	Legislative Services	Appendix #35
206	26-06-23	MOVED by Councillor Petersen that the Town of Sundre Council approve the transfer of \$1604.00 to the Council Discretionary Fund.		
207	26-06-23	MOVED by Councillor Petersen that the Town of Sundre Council directs administration to advertise that a 3rd intake of applications will not be considered.	Legislative Services	Appendix #36
208	26-06-23	MOVED by Councillor Marr that the Town of Sundre Council accept the Departmental Reports for May 2023 as information.		
209	26-06-23	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's, Councillor Marr's and Councilor Isaac's May 2023 reports as information.		
210	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council accept the Key Messages of Council for the month of May 2023 as information.		
211	26-06-23	MOVED by Councillor Peterson that the Town of Sundre Council accept the letter from Alberta Municipal Affairs Minister, Ric McIver as information.		Appendix #37
212	26-06-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 8:33 p.m.		
213	26-06-23	MOVED by Councillor Dalke that the Town of Sundre Council that Council return to an open meeting at 9:02 p.m.		
214	26-06-23	MOVED by Councillor Anderson that the Town of Sundre being that the agenda matters have been concluded the meeting adjourned at 9:03 p.m.		
		August 14, 2023 Special Open Council Meeting (Dog Park Decision)		
Res. #		Council Motion	Action	Status
215	14-08-23	MOVED by Councillor Anderson that the agenda be approved as amended. 1.Remove Item 6.1 – Closed Meeting		
216	14-08-23	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting held on June 26, 2023, be approved as presented.		
217	14-08-23	MOVED by Councillor Dalke that the Town of Sundre Council direct administration to proceed with the temporary off-leash dog park project at a cost not to exceed \$21,587.00 plus GST, with funds to be drawn from the Municipal New Projects RSA In Favour: Councillor Dalke, Councillor Marr, Councillor Petersen, Mayor Warnock Opposed: Councillor Vardas, Councillor Anderson CARRIED		
218	14-08-23	MOVED by Councillor Marr that the Town of Sundre Council approves accepting the AIC Construction tender and a revised total project budget of \$2.9 M, with the additional \$1,094,000 to be drawn from the Utility Lifecycling RSA, net of outside funding received for this project.		
219	14-08-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 3:42 p.m.		

September 5, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
220	05-09-2023	MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2023-05, being an amendment to the Land Use Bylaw Map.		
221	05-09-2023	MOVED by Councillor Vardas that the Agenda be approved amended as follows: 1. Addition of 4 Items under FOIPP 24, Advice from Officials		
222	05-09-2023	MOVED by Councillor Marr that the Minutes of the Special Open Meeting of Council held on August 14, 2023 be approved as presented.		
223	05-09-2023	MOVED by Councillor Petersen that the Town of Sundre Council thank Ms. Lisa Nicholson for the Hope 4 MVC Kids Society presentation and accept the presentation as information.		
224	05-09-2023	MOVED by Councillor Vardas that the Town of Sundre Council give Second Reading to Bylaw 2023-05, being a Bylaw to amend the Land Use Bylaw Map by redesignation a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).		
225	05-09-2023	MOVED by Councillor Isaac that the Town of Sundre give Third and Final Reading to Bylaw 230-05, being a Bylaw to amend the Land Use Bylaw Map by redesignating a parcel legally described as Plan 1347GF, Block 1, Lots 8-12 from General Residential (R-2) to Central Commercial District (C-1).		
226	05-09-2023	MOVED by Councillor Anderson that the Town of Sundre give First Reading to Bylaw 2023-06 a Bylaw to Authorize Temporary Borrowing Facilities.		
227	05-09-2023	MOVED by Councillor Petersen that the Town of Sundre give Second Reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.		
228	05-09-2023	MOVED by Councillor Anderson that the Town of Sundre give Unanimous Consent to proceed to third reading by Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.		
229	05-09-2023	MOVED by Councillor Marr that the Town of Sundre give Third and Final Reading to Bylaw 2023-06 being a Bylaw to Authorize Temporary Borrowing Facilities.		
230	05-09-2023	MOVED by Councillor Vardas that the Town of Sundre Council accept the Q2 2023 Quarterly Financial Reports as information.		
231	05-09-2023	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of September 19th to 22nd, 2023 as Alberta Development Officers Week in the Town of Sundre.		
232	05-09-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept the Sundre RCMP Detachment 1st Quarter 2023 Statistics Report as information.		
233	05-09-2023	MOVED by Councillor Anderson that the Town of Sundre Council accept the update from Sundre & District Museum as information	Corp. Services / Communications post event information to website and Utility Insert	Appendix #38 Completed
234	05-09-2023	MOVED by Councillor Marr that Council go into closed meeting at 7:33 p.m. <i>Mayor Warnock called a 5 minute recess at 7:33 p.m.</i>		
235	05-09-2023	MOVED by Councillor Vardas that Council return to an open meeting at 8:34 p.m.		
236	05-09-2023	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:34 p.m.		



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

**9.1a CAO
ii. Appendixes**

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



Councillor Vardas and Volunteers - Grill Masters



9.1a(ii)
Appendix #28



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

July 4, 2023

Sundre West Country Centre
PO Box 2161
Sundre, AB T0M 1X0
Attn: Verna McFadden

Email: vernafreedom62@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Ms. McFadden,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved funding to assist with the purchase of a Zoll AED and to install handrails for emergency basement exits in the amount of \$1,500.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



www.sundre.com

9.1a(ii)
Appendix # 29



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

July 4, 2023

Sundre & District Chamber of Commerce
PO Box 1085
Sundre, AB T0M 1X0
Attn: Heather Hicks

Email: scoc@telus.net

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Hicks,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved funding to assist with the replacement of the Visitor Information Centre septic tank in the amount of \$9,941.35.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

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The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

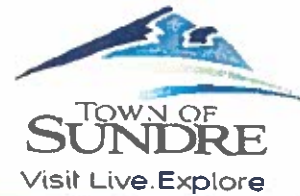
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cc: Council



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9.1a(ii)
Appendix #30



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

July 4, 2023

Broncs, Bulls and Wagons
PO Box 1218
Sundre, AB T0M 1X0
Attn: Dale Young

Email: bullsandwagons@sundrerodeo.com

Re: Town of Sundre Grants to Organizations Program

Dear Mr. Young,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with the promotion of your event in the amount of \$3,000.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



www.sundre.com

9.1a(ii)

Appendix #31



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

July 4, 2023

Sundre Community Choir & Handbells
PO Box 614
Sundre, AB T0M 1X0
Attn: Cheri Janke

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Janke,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with the purchase of new music and accessories for the bells and choir in the amount of \$750.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



9.1a(ii)
Appendix #32



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

July 4, 2023

Sundre Pickleball Association
Site 18, Comp 6, RR 1
Sundre, AB T0M 1X0
Attn: Marie Snippa

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Snippa,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with the purchase of a windscreen for the pickleball / tennis courts in the amount of \$1,000.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



www.sundre.com

9.1a(ii)
Appendix #33



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

July 4, 2023

Youth Hoops Basketball Camp
Box 21, Site 114, RR 3
Sundre, AB T0M 1X0
Attn: Annalise Fricker

Email: apfricker83@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Fricker,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with the purchase of "hustle awards" (water bottles, basketballs, lunch) in the amount of \$800.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

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

Sincerely,

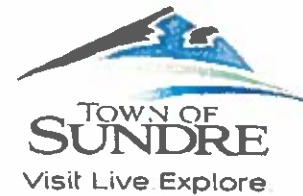
Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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9.1a(ii)
Appendix #34



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

July 4, 2023

Sundre & District Allied Arts Society
PO Box 1505
Sundre, AB T0M 1X0
Attn: Cindy Orr

Email: sundre.allied.arts@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Orr,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with the installation of flooring in the arts centre in the amount of \$5,000.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

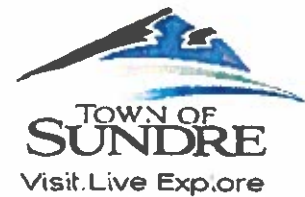
/file

cc: Council



www.sundre.com

9.1a(ii)
Appendix #35



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

July 4, 2023

Play 4 Sundre Kidz
1112 – 2 ST NE
Sundre, AB T0M 1X0
Attn: Nicky Vardas

Email: play4sundrekidz@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Ms. Vardas,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the June 26, 2023 Regular Council Meeting, Council approved your application for funding to assist with youth sport participation in the amount of \$500.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. Fifteen (15) 1st intake applications were received with a total request for funding in the amount of \$50,746.00. Eight (8) 2nd intake applications were received with a total request for funding in the amount of \$31,691.35. The Grants to Organization Committee and Town of Sundre Council must take into consideration the 2023 budget of \$50,000.00 into consideration. The total amounts of requests for the two intake in 2023 totaled more than was allocated for the entire year. There will not be a 3rd intake of applications in 2023.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



www.sundre.com

2023 GRANTS TO ORGANIZATIONS

The Town of Sundre is advising all organizations that the 3rd Intake of Grants to Organization Applications will not occur.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service.

In January and May, the Grants to Organization Committee and Town of Sundre Council took the 2023 budget of \$50,00.00 and distributed the funds over two separate intakes of applications. The Town received a total of fifteen (15) applications with a total of \$50,746.00 in funding requests for the 1st intake of 2023, and seven (7) applications with a total amount of \$24,096.00 in funding requests for the 2nd intake of applications. The total of these two intakes totaled more than what was allocated for the entire year.

Council and the Grants to Organization Committee look forward to the 1st intake of applications which will be due January 31, 2024.

For more information, please contact Legislative Services (403) 638-3551 or email: townmail@sundre.com

July 5, 2023

Sundre & District Chamber of Commerce
PO Box 1085
Sundre, AB T0M 1X0
ATTN: Mark Crouch, Chair

RE: ANNUAL FUNDING AGREEMENT

Dear Mark,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

On May 30, 2022, Council reviewed your request for additional annual funding in the amount of \$4,500.00. to operate the VIC. Council approved the amount requested for 2023 only, and directed administration to make arrangements to meet to discuss the Chambers plans for keeping the VIC sustainable in the future.

In the future, any organization requesting an increase to annual funding must submit the request by September 15th of the year preceding the request. The requesting organization will be required to submit sound justifications, as well as financial information, such as historical cash flow statements, budget, current year projections and expenditures and breakdowns.

Please note, annually funded organizations should be familiar with the Town's Multi-Year Business Planning and Budgeting Policy, as well as the Financial Framework and Strategic Plan, to ensure requests are compliant with Town requirements. Copies are available on request. Council will make their decisions within the constraints of the Town's budget as a whole, which includes acceptable increases to Town taxpayers, amount and number of requests for increases, both externally and internally, and justifications for increases.

Please let me know a date and time that would be convenient for you to meet to discuss the above.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre Aquaplex
PO Box 648
Sundre, AB T0M 1X0
ATTN: Doug Korek, President

RE: ANNUAL FUNDING AGREEMENT

Dear Doug,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

As a follow-up to the agreements, any organization requesting an increase to annual funding must submit the request by September 15th of the year preceding the request. The requesting organization will be required to submit sound justifications, as well as financial information, such as historical cash flow statements, budget, current year projections and expenditures and breakdowns.

Please note, annually funded organizations should be familiar with the Town's Multi-Year Business Planning and Budgeting Policy, as well as the Financial Framework and Strategic Plan, to ensure requests are compliant with Town requirements. Copies are available on request. Council will make their decisions within the constraints of the Town's budget as a whole, which includes acceptable increases to Town taxpayers, amount and number of requests for increases, both externally and internally, and justifications for increases.

Administration will include the request in the fall workshop discussions, which will then be considered during the budget approval process.

Additionally, on May 30th, Council reviewed your request to increase the annual funding amount for 2023. Council approved an additional \$5,000.00 for 2023 only.

Please contact the Legislative Services Department if you have any questions.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre Hospital Futures
Bag 3
709 – 1 ST NE
Sundre, AB T0M 1X0
ATTN: Gerald Ingeveld, Chair

RE: ANNUAL FUNDING AGREEMENT

Dear Gerald,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

As a follow-up to the agreements, any organization requesting an increase to annual funding must submit the request by September 15th of the year preceding the request. The requesting organization will be required to submit sound justifications, as well as financial information, such as historical cash flow statements, budget, current year projections and expenditures and breakdowns.

Please note, annually funded organizations should be familiar with the Town's Multi-Year Business Planning and Budgeting Policy, as well as the Financial Framework and Strategic Plan, to ensure requests are compliant with Town requirements. Copies are available on request. Council will make their decisions within the constraints of the Town's budget as a whole, which includes acceptable increases to Town taxpayers, amount and number of requests for increases, both externally and internally, and justifications for increases.

Administration will include the request in the fall workshop discussions, which will then be considered during the budget approval process.

Please contact the Legislative Services Department if you have any questions.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre & District Historical Society
PO Box 314
Sundre, AB T0M 1X0
ATTN: Jane Atkins, Chair

RE: ANNUAL FUNDING AGREEMENT

Dear Jane,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

As a follow-up to the agreements, any organization requesting an increase to annual funding must submit the request by September 15th of the year preceding the request. The requesting organization will be required to submit sound justifications, as well as financial information, such as historical cash flow statements, budget, current year projections and expenditures and breakdowns.

Please note, annually funded organizations should be familiar with the Town's Multi-Year Business Planning and Budgeting Policy, as well as the Financial Framework and Strategic Plan, to ensure requests are compliant with Town requirements. Copies are available on request. Council will make their decisions within the constraints of the Town's budget as a whole, which includes acceptable increases to Town taxpayers, amount and number of requests for increases, both externally and internally, and justifications for increases.

Administration will include the request in the fall workshop discussions, which will then be considered during the budget approval process.

Please contact the Legislative Services Department if you have any questions.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre Race & Rodeo Association
PO Box 1218
Sundre, AB T0M 1X0
ATTN: Shane Crouch, President

RE: ANNUAL FUNDING AGREEMENT

Dear Shane,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

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Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre Community Van Society
PO Box 1556
Sundre, AB T0M 1X0
ATTN: Jack Goodall, Chair

RE: ANNUAL FUNDING AGREEMENT

Dear Jack,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

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Please contact the Legislative Services Department if you have any questions.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

July 5, 2023

Sundre & District Curling Club
PO Box 993
Sundre, AB T0M 1X0
ATTN: Kris Burkholder, Secretary

RE: ANNUAL FUNDING AGREEMENT

Dear Kris,

In 2022, Council directed administration to contact organizations that receive annual funding from the Town, and to formalize the arrangement through annual funding agreements that span a 4-year term. In 2023, the agreements were signed, and the annual funding amount for each organization was set by Council through the budgeting process.

As a follow-up to the agreements, any organization requesting an increase to annual funding must submit the request by September 15th of the year preceding the request. The requesting organization will be required to submit sound justifications, as well as financial information, such as historical cash flow statements, budget, current year projections and expenditures and breakdowns.

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Please contact the Legislative Services Department if you have any questions.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

9.1a CAO
iii. Council Expenses

SCHEDULE A - 2023 Expenditures to Date

Mayor Richard Warnock

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 15,000.00
10-Jan-23		South McDougall - Area Structure Plan (ASP)	Per Diem	\$ 150.00	\$ 14,850.00
10-Jan-23		South McDougall - Area Structure Plan (ASP)	Mileage	\$ 68.00	\$ 14,782.00
18-Jan-23	Red Deer	Red Deer River Municipal Users Group	Mileage	\$ 231.20	\$ 14,550.80
18-Jan-23	Red Deer	Red Deer River Municipal Users Group	Per Diem	\$ 280.00	\$ 14,270.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Mileage	\$ 142.00	\$ 14,128.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Per Diem	\$ 130.00	\$ 13,998.80
26-Jan-23	County	Municipal Aera Partnership	Mileage	\$ 68.00	\$ 13,930.80
26-Jan-23	County	Municipal Aera Partnership	Per Diem	\$ 110.00	\$ 13,820.80
8-Feb-23	Spruce	Spruce - Coordinate Response	Meeting Per Diem	\$ 80.00	\$ 13,740.80
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 13,597.73
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 13,412.73
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 35.00	\$ 13,377.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 13,097.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 13,037.73
14-Feb-23	County	Mountainview County ASP Meeteing	Meeting Per Diem	\$ 80.00	\$ 12,957.73
14-Feb-23	County	Mountainview County ASP Meeteing	Travel Per Diem	\$ 30.00	\$ 12,927.73
8-Mar-23	Calgary	Eco Growth	Mileage	\$ 163.20	\$ 12,764.53
8-Mar-23	Calgary	Eco Growth	Meeting Per Diem	\$ 80.00	\$ 12,684.53
8-Mar-23	Calgary	Eco Growth	Travel Per Diem	\$ 60.00	\$ 12,624.53
8-Mar-23	Calgary	Deshmesh Culture Centre	Meeting Per Diem	\$ 80.00	\$ 12,544.53
16-Mar-23	Drumheller	RDRMUG Executive	Mileage	\$ 231.20	\$ 12,313.33
16-Mar-23	Drumheller	RDRMUG Executive	Meeting Per Diem	\$ 80.00	\$ 12,233.33
16-Mar-23	Drumheller	RDRMUG Executive	Travel Per Diem	\$ 80.00	\$ 12,153.33
16-Mar-23	Drumheller	RDRMUG Board	Meeting Per Diem	\$ 120.00	\$ 12,033.33
21-Mar-23	Sundre	Mayors of South Central Alberta	Meeting Per Diem	\$ 100.00	\$ 11,933.33
22-Mar-23	Blackfalds	RDRWA	Mileage	\$ 156.40	\$ 11,776.93
22-Mar-23	Blackfalds	RDRWA	Meeting Per Diem	\$ 160.00	\$ 11,616.93
22-Mar-23	Blackfalds	RDRWA	Travel Per Diem	\$ 50.00	\$ 11,566.93
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Hotel	\$ 626.64	\$ 10,940.29
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Mileage	\$ 346.80	\$ 10,593.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Registration	\$ 350.00	\$ 10,243.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meals	\$ 81.75	\$ 10,161.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 280.00	\$ 9,881.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Travel Per Diem	\$ 120.00	\$ 9,761.74
30-Mar-23	Edmonton	AB Munis Presidents & Leadership Caucus	Meeting Per Diem	\$ 280.00	\$ 9,481.74
31-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 160.00	\$ 9,321.74
13-Apr-23	MVC	MAP Committee Meeting	Meeting Per Diem	\$ 80.00	\$ 9,241.74
13-Apr-23	MVC	MAP Committee Meeting	Travel Per Diem	\$ 30.00	\$ 9,211.74
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Mileage	\$ 209.44	\$ 9,002.30
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Meeting Per Diem	\$ 100.00	\$ 8,902.30
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Travel Per Diem	\$ 60.00	\$ 8,842.30
20-Apr-23	Sundre	AB Munis FOMG Climate Risk	Meeting Per Diem	\$ 60.00	\$ 8,782.30
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 7,942.30
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 7,872.30
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Meeting Per Diem	\$ 1,120.00	\$ 6,752.30
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Travel Per Diem	\$ 280.00	\$ 6,472.30
13-Jun-23	Drayton Valley	Leadership Caucus	Mileage	\$ 218.96	\$ 6,253.34
13-Jun-23	Drayton Valley	Leadership Caucus	Meeting Per Diem	\$ 200.00	\$ 6,053.34
13-Jun-23	Drayton Valley	Leadership Caucus	Travel Per Diem	\$ 80.00	\$ 5,973.34
16-Jun-23	Rocky Mountain	Minister Nixon	Mileage	\$ 108.80	\$ 5,864.54
19-Jun-23	Edmonton	Minister Dreeshen	Mileage	\$ 346.80	\$ 5,517.74
19-Jun-23	Edmonton	Minister Dreeshen	Meeting Per Diem	\$ 120.00	\$ 5,397.74
19-Jun-23	Edmonton	Minister Dreeshen	Travel Per Diem	\$ 120.00	\$ 5,277.74
21-Jun-23	Red Deer	Central AB Mayor	Mileage	\$ 142.80	\$ 5,134.94
21-Jun-23	Red Deer	Central AB Mayor	Meeting Per Diem	\$ 120.00	\$ 5,014.94
21-Jun-23	Red Deer	Central AB Mayor	Travel Per Diem	\$ 60.00	\$ 4,954.94

11-Jul-23	MVC	South McDougall Flats	Meeting Per Diem	\$ 100.00	\$ 4,854.94
11-Jul-23	MVC	South McDougall Flats	Travel Per Diem	\$ 30.00	\$ 4,824.94
12-Jul-23	Innisfail	Ind Machine Demo	Meeting Per Diem	\$ 120.00	\$ 4,704.94
12-Jul-23	Innisfail	Ind Machine Demo	Travel Per Diem	\$ 40.00	\$ 4,664.94
20-Jul-23	Red Deer	RDRMUG/RDRWSA Meeting	Mileage	\$ 142.80	\$ 4,522.14
20-Jul-23	Red Deer	RDRMUG/RDRWSA Meeting	Travel Per Diem	\$ 50.00	\$ 4,472.14
20-Jul-23	Red Deer	RDRMUG/RDRWSA Meeting	Meeting Per Diem	\$ 160.00	\$ 4,312.14

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,471.80
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,401.80

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 15.00	\$ 6,656.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,493.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,213.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,153.73
28-Feb-23	Sundre	Sundre District & Historical Society (SDHS)	Meeting Per Diem	\$ 80.00	\$ 6,073.73
8-Mar-23	Calgary	Eco and Dashmesh Tour	Mileage	\$ 163.20	\$ 5,910.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Meeting Per Diem	\$ 160.00	\$ 5,750.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Travel Per Diem	\$ 60.00	\$ 5,690.53
21-Mar-23	Sundre	SDHS Monthly Meeting	Meeting Per Diem	\$ 80.00	\$ 5,610.53
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Mileage	\$ 346.80	\$ 5,263.73
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Hotel	\$ 417.76	\$ 4,845.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Parking	\$ 38.00	\$ 4,807.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Registration	\$ 200.00	\$ 4,607.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meals	\$ 41.18	\$ 4,566.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meeting Per Diem	\$ 280.00	\$ 4,286.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Travel Per Diem	\$ 120.00	\$ 4,166.79
18-Apr-23	Sundre	SDHS Regular Meeting	Meeting Per Diem	\$ 80.00	\$ 4,086.79
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 3,246.79
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 3,176.79
16-May-23	Sundre	SDHS Regular Meeting	Meeting Per Diem	\$ 80.00	\$ 3,096.79
20-Jun-23	Sundre	SDHS Regular Meeting	Meeting Per Diem	\$ 80.00	\$ 3,016.79

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,471.80
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,401.80

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
24-Jan-23	Sundre	Pool Committee Meeting	Meeting Per Diem	\$ 40.00	\$ 6,960.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,775.00
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,495.00
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 30.00	\$ 6,465.00
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,625.00
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,555.00

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 32.00	\$ 6,639.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,476.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,196.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,136.73
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,856.73
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,786.73
22-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,506.73
23-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,226.73
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Meeting Per Diem	\$ 1,120.00	\$ 4,106.73
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Travel Per Diem	\$ 280.00	\$ 3,826.73

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
03-Mar-23	Olds	MVSH Board Retreat	Meeting Per Diem	\$ 200.00	\$ 6,800.00
03-Mar-23	Olds	MVSH Board Retreat	Travel Per Diem	\$ 20.00	\$ 6,780.00
08-Mar-23	Calgary	ECO Growth/Desh Mest	Mileage	\$ 137.40	\$ 6,642.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Meeting Per Diem	\$ 160.00	\$ 6,482.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Travel Per Diem	\$ 60.00	\$ 6,422.60
04-Apr-23	Didsbury	Mountainview Fim	Mileage	\$ 74.80	\$ 6,347.80
20-Apr-23	Canmore	Council Spring Workshop	Travel Per Diem	\$ 70.00	\$ 6,277.80
21-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,997.80
22-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,717.80
23-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,437.80
16-May-23	Sundre	Hospital Futures	Meeting Per Diem	\$ 100.00	\$ 5,337.80
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Meeting Per Diem	\$ 1,120.00	\$ 4,217.80
24-May-23	Toronto	FCM - Federation of Cdn Municipalities	Travel Per Diem	\$ 280.00	\$ 3,937.80
29-May-23	Toronto	FCM - Federation of Cdn Municipalities	Parking	\$ 76.28	\$ 3,861.52

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	September 15, 2023
FOR MONTH(S) OF	June, July, and August 2023
911 DISPATCHES:	
	Emergency Response Numbers, 241 Year to Date June, July, and August 2023, Responses – 103 Total
Response Types:	<ul style="list-style-type: none"> ➤ Fires – 0 ➤ Outside Fires -1 ➤ Control Burn – Arrived on Scene – 1 ➤ Rubbish/Grass Fires – 7 ➤ Investigation of Smoke – 3 ➤ Electrical Public Hazard – 0 ➤ Alarms – No Fire – Steam or Smoke Mistaken – 12 ➤ Alarm – No Fire – detector activated – 4 ➤ Alarm – No Fire – miscellaneous – 2 ➤ False Alarms – internal or local alarm system – 2 ➤ Medical First Response – 39 ➤ Medical Assists – 14 ➤ Motor Vehicle Collisions - 12 ➤ Mutual Aid Requests – 2 ➤ Public Hazard – Miscellaneous – 2 ➤ Miscellaneous – 2 <p><u>Location Breakdown as Chart Below</u></p>
Results:	<ul style="list-style-type: none"> ➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p><u>June, July and August in House Training consisted of the following:</u></p> <ul style="list-style-type: none"> ➤ Unit and Equipment inspection, inventory, and usage ➤ Facility utility/services awareness, hazards, shutoff. ➤ River rescue, boat driving, safety, water safety, victim rescue ➤ Hydrant usage, Fire Bos deployment and operation Basic pump operation ➤ Motor Vehicle extrication, rope and angle rescue. ➤ Pentrox course, spinal and airway management. ➤ ATV and Chainsaw awareness training ➤ Live house burn exercise, ventilation, breaching, fire attack techniques <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ Public Naloxone Information session. ➤ Sundre Hospital Lusas information Session ➤ Sundre Cooking for Kindness ➤ GNP Charity Check stop

	<ul style="list-style-type: none"> ➤ Sundre Library Kick off to Summer. ➤ Junior Lifeguard Program ➤ Sundre High School Grad Parade ➤ Sundre Junior Firefighter Program ➤ Sundre Pro Rodeo Parade and Fireworks ➤ Tall Timber Kids Bike Parade ➤ Mountain View County Canada Day Breakfast ➤ Canada Day Car Show and Fireworks ➤ Attended two Industry Emergency Response exercises. ➤ SPOG Neighbors Day booth and Demonstration ➤ Public Relations and Education events posted on Sundre Fire Rescue Facebook page. ➤ SPOG Mock disaster exercise September 20th SFD to host part of event and observe/participate
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ SFD Hosted ICS-300 Completed ➤ NFPA 1002 Pump Operator September/October Completion ➤ Electrical Vehicle Extrication Course Completed ➤ Nozzle forward course September 9th & 10th completed. ➤ First Aid, Basic Life Support, CPR courses completed ➤ <u>RCMP Evidence Protection, Collection, Agency Collaboration Training RCMP September 27th</u> ➤ Advanced First Aid for 6 members October – December ➤ Swift Water rescue – October
<u>Fire Hall:</u>	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Furnace in Ambulance Bay to be replaced. RFD required. ➤ Remodel Training Room to incorporate EOC for Disaster Management. <u>Waiting for second Quote September 14th</u>
<u>SFD Units - Equipment</u>	
<u>Units:</u>	<ul style="list-style-type: none"> ➤ New Replacement Fire Truck Expected Delivery Changed to November 2023
	<ul style="list-style-type: none"> ➤ Requested Quotes from vendors for Unit 510 Replacement <u>Quotes higher than Budget requires Sundre and MVC council review/authorization.</u> ➤ Annual CVIP's completed <u>September 15th.</u> ➤ Pump Annual testing to be scheduled. <u>Completed September 11th</u>
<u>Equipment:</u>	<ul style="list-style-type: none"> ➤ Breathing Air Compressor failure- Repairs completed June 15,
<u>Safety Codes:</u>	
<u>Inspections -Occupancies</u>	<ul style="list-style-type: none"> ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<u>Status:</u>	<ul style="list-style-type: none"> ➤ Safety Codes Officer training 2 Members - 90% completed, 1 member complete. ➤ 4 Additional SFD Members to take training in 2023

INCIDENTS	Town of Sundre	Mountain View County	Clearwater County	Bighorn MD	Total	Last Month's Total	Year to Date Total
Fires					0	1	3
Outside Fires	1				1	3	4
Control Burn - Arrived on scene		1			1	0	3
Rubbish/Grass Fires	2	3	1	1	7	7	13
Investigation of Smoke	1	2			3	2	2
Electrical Public Hazard					0	2	2
Alarm -No Fire - Steam or Smoke mistaken	9	3			12	0	2
Alarm -No Fire - detector activated	2	2			4	0	4
Alarm No Fire – Miscellaneous		2			2		
False Alarms-internal or local alarm system	1	1			2	2	11
Gas Leak Miscellaneous					0	0	1
Gas Leak Natural Gas					0	0	0
Gas Leak Response to CO					0	1	3
Medical First Response	18	18	3		39		
Medical Assists	4	7	3		14	12	66
Medical Assists-stood down					0	0	0
Miscellaneous Rescues					0	0	0
Motor Vehicle Collisions	3	5	4		12	7	20
Mutual Aid Requests	1	1			2	1	3
Public Hazard - miscellaneous	2				2		
Miscellaneous		2			2	0	1
Total	44	47	11	1	103	38	241

DEPARTMENTAL REPORT

DEPARTMENT	Planning and Economic Development
SUBMITTED BY	Benazir Thaha Valencia, Manager of Planning & Economic Development
COUNCIL DATE	September 18, 2023
FOR MONTHS OF	June, July and August 2023
Development Permits:	June, July and August total: 17
Building Permits: <ul style="list-style-type: none"> June – 6 with total value of \$3,529,800 July – 5 with total value of \$180,870 August – 3 with total value of \$1,200,000.00 Permits were issued for a variety of commercial and residential projects: GTI's mixed use building, Dairy Queen, Veterinary Clinic, decks & hot tubs, accessory buildings, and signage	
Electrical Permits: June, July and August total: 7 Gas Permits: June, July and August total: 3 Plumbing Permits: June, July and August total: 2	
Real Property Reports	June, July and August total: 5
Area Structure Plans	<ul style="list-style-type: none"> Administration continues to collaborate with developer's representatives to develop a plan for adoption by Council (Sundre Hills, Mountain Springs);
Land Use Bylaw	<ul style="list-style-type: none"> Council adopted Bylaw 2023-02 a housekeeping amendment to the Land Use Bylaw; Council adopted Bylaw 2023-04 addressing site specific exceptions for commercial enterprise located on a property within the Highway Commercial District and an amendment to the definition of Custom Manufacturing Establishments; Council gave 1st reading to Bylaw 2023-05 a redesignation for a downtown property from General Residential to Central Commercial and set a Public Hearing date of September 5, 2023;
Municipal Development Plan	<ul style="list-style-type: none"> Administration continues with public consultation and the re-write of the plan; August 23 – public engagement session at the Sundre Library, 15 people attended August 25 – public engagement in conjunction with Neighbours Day,
Eastside Campsite & Passive Recreation Use Area	<ul style="list-style-type: none"> Administration held a successful Public Open House (70 attendees) on June 27;
Brookside Subdivision	<ul style="list-style-type: none"> Phase 1 servicing (water, sewer, storm) initiated by development / contractors; Collaborative on-site inspections conducted by Town's consulting engineer, water & wastewater staff and P & D staff;
UMP & Design Standards	<ul style="list-style-type: none"> Administration continues to collaborate with Operations, Water & Wastewater staff and the Town's consulting engineers to deliver updated documents for clarity and efficiency and to identify specific requirements for all development;
Attachments	<ol style="list-style-type: none"> 1. CAO Commercial / Industrial Report 2. CAO Home Occupation Report 3. Building Permit Statistics



MEMO

TO: Linda Nelson, CAO
 FROM: Betty Ann Fountain, Sr. Development Officer
 RE: June, July and August 2023 Commercial, Industrial, Institutional Projects

<u>Development / Building Permit</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
2023-D21	C-2	101 Main Ave. East	Sandwich Board Sign	n/a
2023-D22	C-2	104 Main Ave. East (west bay)	Retail General, Storage of Merchandise, Automotive Service (fleet maintenance), signage & 1 sandwich board, security fencing, sea can (under site specific exception)	n/a
2023-D29 & TSD B 0016	PS	709 – 1 ST NE (hospital)	New Signage (freestanding & fascia)	\$84,870
2023-D32 & TSD B	C-2	104 Main Ave East (east bay)	Manufacturing RV Style Cabins (under site specific exception)	\$50,000
TSD B 0008	C-2	829 Main Ave. West	GTI Mixed Use Building	\$1,200,000
TSD B 0013	I-1	801 – 5 Ave. SW	Pioneer Vet Clinic	\$2,300,000
2023-D37	C-1	412 Main Ave W	Sundre Car Wash	n/a

Legend:

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

Value: n/a = no building permit required



MEMO

TO: Linda Nelson, CAO
FROM: Betty Ann Fountain, Development Officer
RE: June, July and August 2023 Home Occupation Permits

HOME OCCUPATION:

<u>Home Office or Home Occupation</u>	<u>Permitted or Discretionary</u>	<u>Civic Address</u>	<u>Business to be Conducted</u>
2023-D25	Discretionary	602 – 4 Ave. SW	Bubble tea kits/freeze dried candy & game rentals (online sales)
2023-D27	Permitted	113 – 2 Ave NE	Fencing Contractor
2023-D35	Permitted	411 – 5 ST NW	Home Office – Landscaping Co.

Home Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

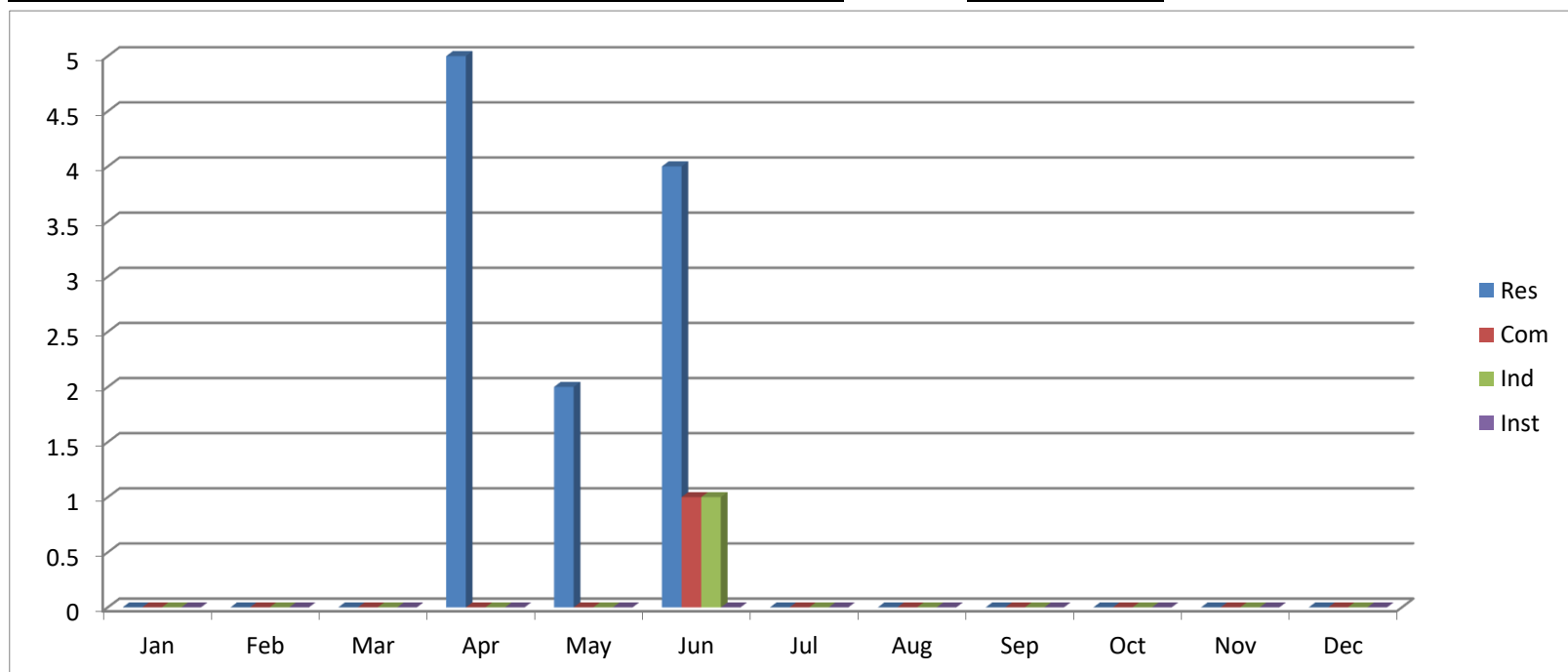
Bylaw 2023-02

Home Occupation means a business, occupation, trade, profession or craft carried on by an occupant of a dwelling and which does change the character of the building in which it is located. The Home Occupation may be located in the primary dwelling or in some cases a detached accessory building. A Home Occupation may include, but is not restricted to, hairdressings, esthetics, massage therapy, mental health therapy, medical/physician health care, travel agency, dressmaking, millinery, and similar domestic crafts, music and/or dance instruction, fitness instruction, minor repairs to household equipment and appliances, small engine repair, day home (childcare), and educational tutoring.

Home Office means development consisting of the use of a dwelling as a “desk-phone-computer” business only by a person who occupies the dwelling as their private residence. There shall be not warehousing of goods and not clients attending the home. All transactions with clients to be conducted by traditional mail services, phone or digitally. A Home Office may include, but is not restricted to, professional accounting and bookkeeping services, business and professional consultants, online catalogue sales and service, internet sales, contractors.

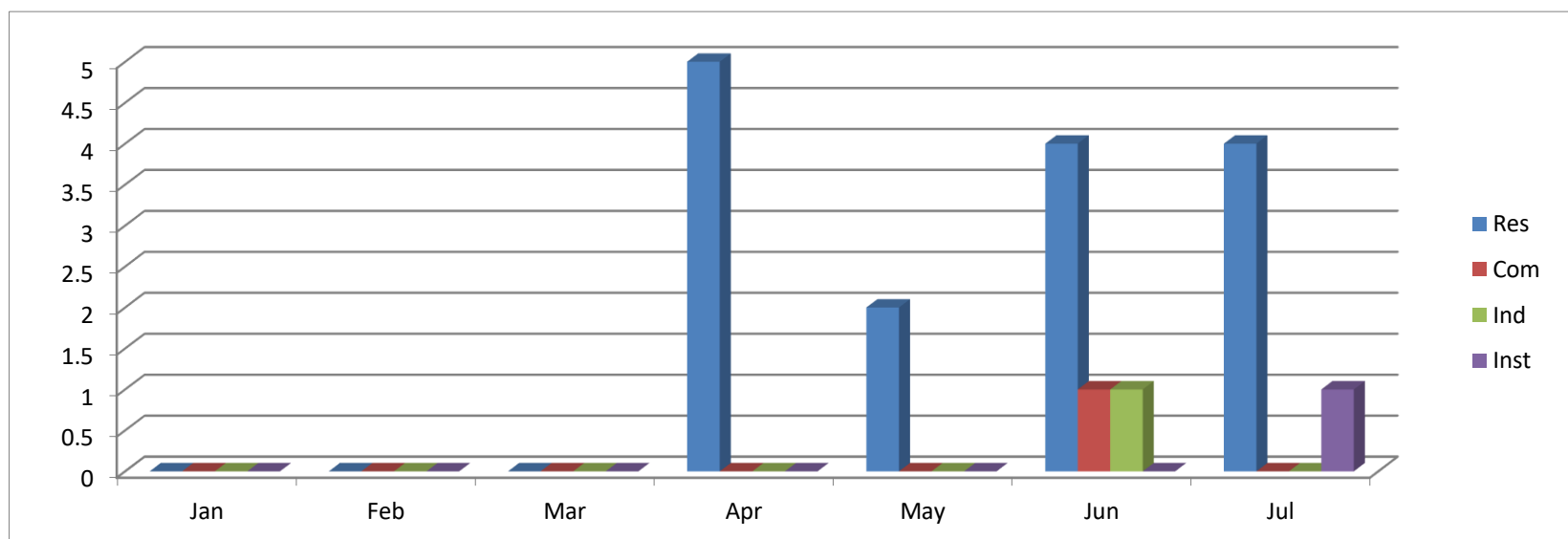
MONTHLY BUILDING REPORT FOR JUNE 2023

		Jun. 2023		2023 Year To Date			2022 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	1	1	\$ 400,000	0	0	\$ -
Bi-Level				1	1	\$ 360,000	0	0	0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	2	2	\$ 450,000
Multi-Family				0	0	\$ -	0	0	0
Mobile Homes	0	0	0	0	0	\$ -	1	1	\$ 350,000
Accessory Buildings		0	\$ -		1	\$ 5,000		3	\$ 45,000
Renovation/Addition	0	4	\$ 29,800	0	7	\$ 134,800	0	6	\$ 78,485
				0	0	\$ -			
Sub-Total	0	4	\$ 29,800	2	10	\$ 899,800	3	12	\$ 923,485
COMMERCIAL									
		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
		1	\$ 1,200,000		1	\$ 1,200,000		0	\$ -
		0	\$ -		0	\$ -		3	\$ 28,000
Renovation/Addition		1	\$ 1,200,000		1	\$ 1,200,000		3	\$ 28,000
		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
		1	\$ 2,300,000		1	\$ 2,300,000		0	\$ -
INDUSTRIAL		0	\$ -		0	\$ -		2	\$ 27,000
		1	\$ 2,300,000		1	\$ 2,300,000		2	\$ 27,000
		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
INSTITUTIONAL		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	6	\$ 3,529,800	2	13	\$ 4,419,800	3	17	\$ 978,485



MONTHLY BUILDING REPORT FOR THE MONTH OF JULY 2023

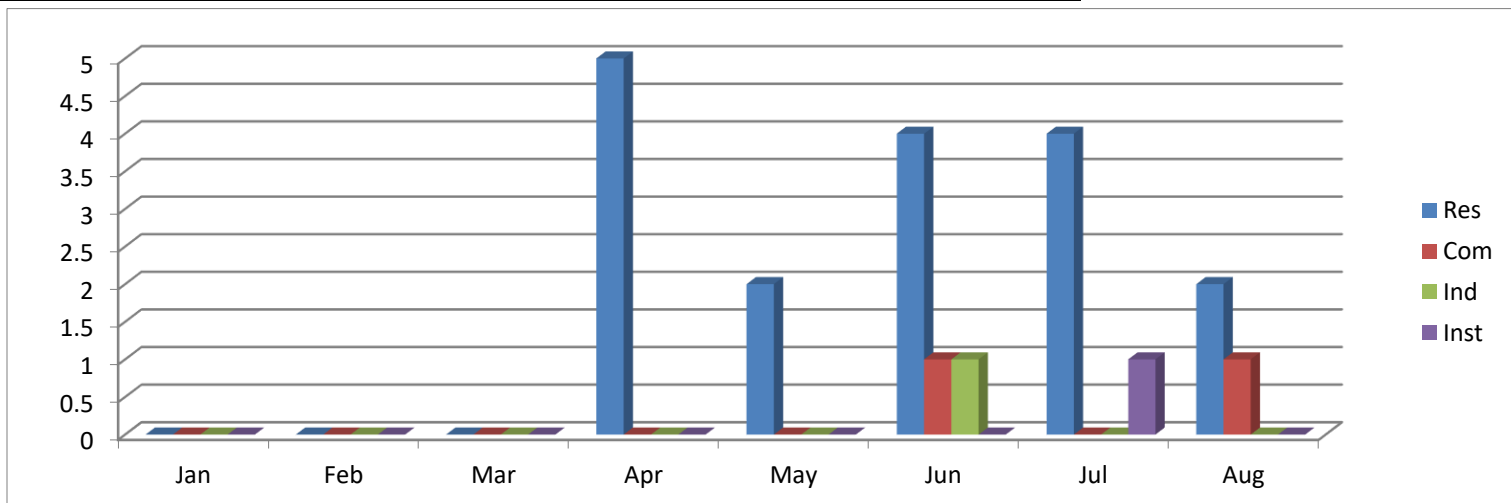
	Dwelling Units	Jul. 2023		2023 Year To Date			2022 Year to Date		
		No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	1	1	\$ 400,000	1	1	\$ -
Bi-Level				1	1	\$ 360,000	0	0	\$ -
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	4	4	\$ 950,000
Multi-Family				0	0	\$ -	0	0	\$ -
Mobile Homes				0	0	\$ -	1	1	\$ 350,000
Accessory Buildings		2	\$ 80,000	0	3	\$ 85,000		3	\$ 45,000
Renovation/Addition	0	2	\$ 16,000	0	9	\$ 150,800	0	8	\$ 108,885
				0	0				
Sub-Total	0	4	\$ 96,000	2	14	\$ 995,800	6	17	\$ 1,453,885
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0			1	\$ 1,200,000		0	\$ -
		0	\$ -		0	\$ -		4	\$ 108,000
		0	\$ -		1	\$ 1,200,000		4	\$ 108,000
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		1	\$ 2,300,000		0	\$ -
		0	\$ -		0	\$ -		2	\$ 27,000
		0	\$ -		1	\$ 2,300,000		0	\$ 27,000
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		1	\$ 84,870		1	\$ 84,870		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		1	\$ 84,870		1	\$ 84,870		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	5	\$ 180,870	2	18	\$ 4,600,670	6	21	\$ 1,588,885



Aug

MONTHLY BUILDING REPORT
FOR THE MONTH OF AUGUST 2023

	Aug. 2023			2023 Year To Date			2022 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows				1	1	\$ 400,000	0	0	\$ -
Bi-Level				1	1	\$ 360,000	0	0	\$ -
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.			\$ -	0	0	\$ -	4	4	\$ 950,000
Multi-Family			\$ -	0	0	\$ -	0	0	\$ -
Mobile Homes	0	0	\$ -	0	0	\$ -	2	2	\$ 600,000
Accessory Buildings		1	\$ 40,000	0	4	\$ 125,000		3	\$ 45,000
Renovation/Addition	0	1	\$ 60,000	0	10	\$ 210,800	0	14	\$ 143,385
			\$ -	0	0	\$ -			
Sub-Total	0	2	\$ 100,000	2	16	\$ 1,095,800	6	23	\$ 1,738,385
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		1	\$ 1,100,000		2	\$ 2,300,000		0	\$ -
		0	\$ -		0	\$ -		5	\$ 133,000
		1	\$ 1,100,000		2	\$ 2,300,000		5	\$ 133,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		1	\$ 2,300,000		0	\$ -
		0	\$ -		0	\$ -		2	\$ 27,000
		0	\$ -		1	\$ 2,300,000		2	\$ 27,000
									0
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		1	\$ 84,870		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 84,870		0	\$ -
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	3	\$ 1,200,000	2	21	\$ 5,800,670	6	30	\$ 1,898,385



DEPARTMENTAL REPORT

DEPARTMENT	Economic Development
SUBMITTED BY	Jonathan Allan
COUNCIL DATE	Sept 18, 2023
FOR MONTH OF	Summer 2023

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> VACANCY RATES <ul style="list-style-type: none"> Summer vacancy rate remained at the 7% mark as a proportion of square footage available in the C1 district downtown.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Continued to represent Mountain View Regional Film Office; Worked with filmmakers on “Project Six-shooter” film production, a portion of which was filmed in Sundre; Collaborated with Community Services regarding trails and pathway connections planning; Conducted several tours for potential international investors as part of Sundre’s participation in the Rural Entrepreneur Stream (RES); Continued research for Rural Renewal Stream for foreign worker attraction; Commenced preparations to conduct a provincial housing needs assessment; Attended east side campground open house;
TOPIC #2	Tourism Development
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Continued coordination of Explore Sundre tourism advertising campaign; Completed 2022 grant report for Travel Alberta. Approximately 50 million marketing impressions were reported in the 2022 marketing campaign across all media, including a successful online presence; Town of Sundre received a \$70,000 grant from Travel Alberta, utilized for the summer campaign which included substantial advertising across multiple mediums.
TOPIC # 3:	Broadband Fibre Optic Development
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Xplore Fibre deployment completed. Sundre officially a fibre optic-connected community.
TOPIC # 4:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Attended International Economic Development Council meeting in Calgary; Attended Central Alberta Business Summit in Red Deer; Attended regional economic developers meeting in Pigeon Lake; Met with Invest Alberta in Red Deer.
TOPIC # 5:	Communications
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Updated website(s) as necessary. Initiated promotion of Sundre through various mainstream media outlets, including Red Deer News Now, CBC Radio, and Calgary Herald.

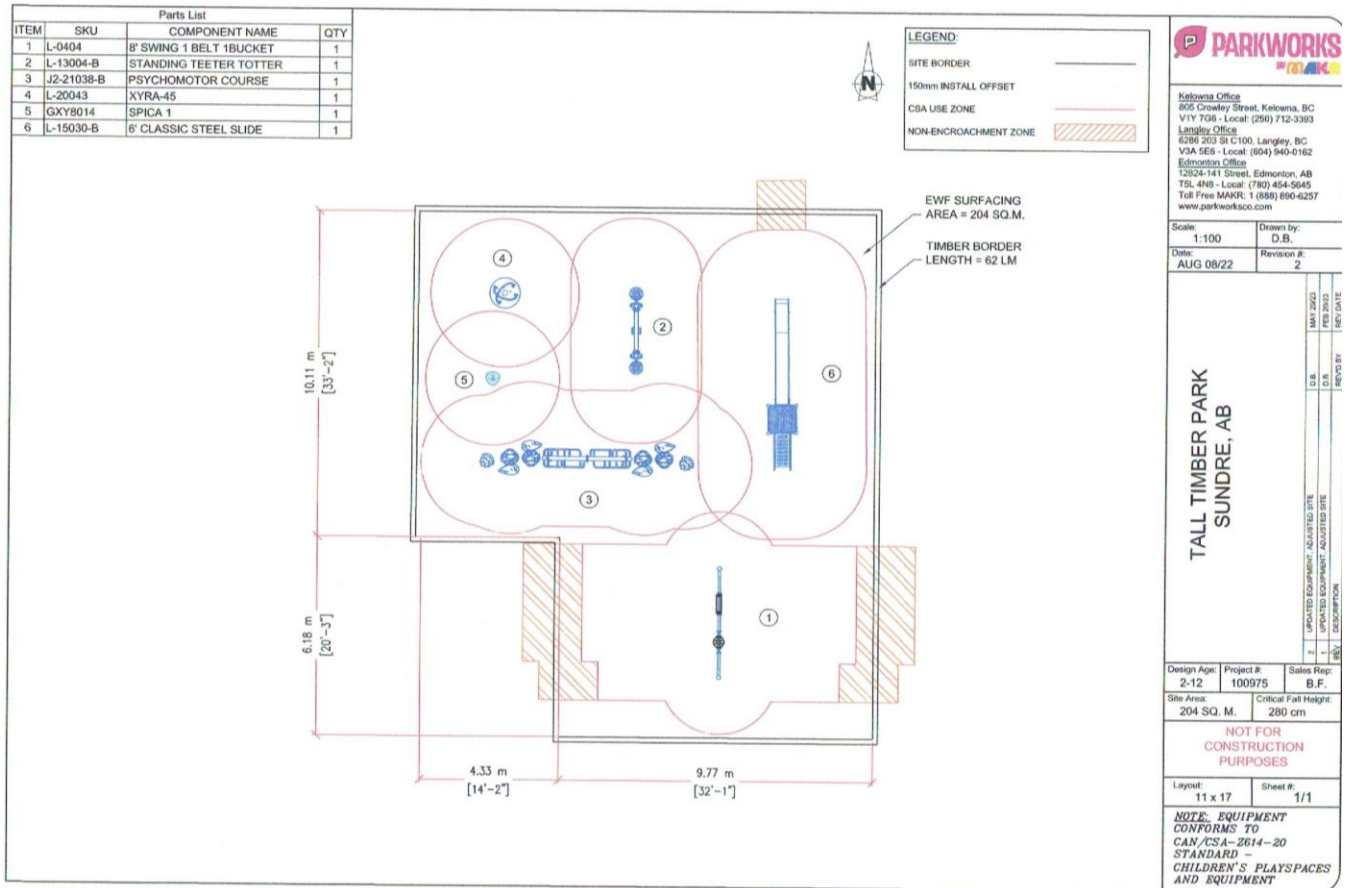
DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
COUNCIL DATE	September 18, 2023
FOR MONTH OF	Summer 2023

TOPIC #1	PARKS
	<ul style="list-style-type: none"> • 6 wooden Bridges were constructed and installed for access to sitting areas on the Main Avenue West (MR) Boulevards; • Gazebo construction commenced on the Main Avenue West (MR) Boulevard, completed anticipated in September; • Sod was removed at the lion's park around the new lights and mulched, area ready for planting next year; • A utility locate (first call) was scheduled in preparation of the new playground equipment for the Tall Timber playground (eastside intersection of 1 Ave NE and 9 St. NE). Expected installation is set for mid-September. Refer to Attachment #1
TOPIC #2	ARENA
	<ul style="list-style-type: none"> • The Dehumidifier was installed. An electrical box is required to be installed (box on back order, anticipate delivery late Sept.); • August 25, SPOG hosted the annual Neighbours Day. SPOG event coordinator reported that it was a successful event and well attended; • August 29, Ice allocation meeting with the youth user groups Happy to announce that Sundre Minor Hockey has an additional group this year U11 ,which means every age group will be represented this season.
TOPIC # 3:	COMMUNITY SERVICES
	<ul style="list-style-type: none"> • Completing user group agreements for the Arena and the Community Centre. • September 7 – preparations underway for the annual Welcome Back BBQ; • Preparing the seasonal schedule for the arena.

Attachment #1

Tall Timber Playground Equipment





9.1d

DEPARTMENTAL REPORT

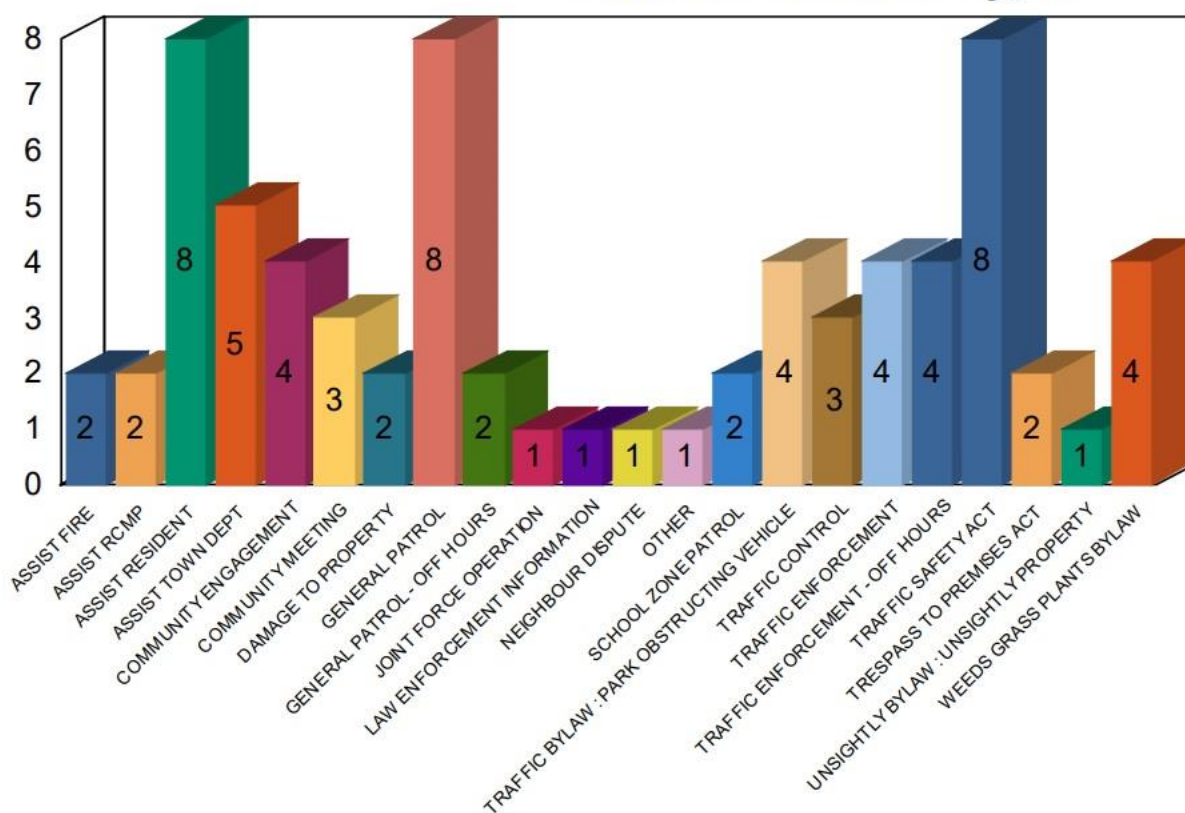
DEPARTMENT	Municipal Enforcement
SUBMITTED BY	CPO Sam Zhao
DATE	2023/07/01
FOR MONTH OF	June 2023

Calls for Service – June 2023

June total – 72

Year to date total – 464

Count of Incident Types



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
COUNCIL DATE	September 18, 2023
FOR MONTHS OF	June, July, August 2023

TOPIC #1	Explornet Fibre Optic
Progress	The contractor Crosscut has completed all main line installations of fibre conduit. Servicing will commence at customers request.
Action	<ul style="list-style-type: none"> During a post-ops meeting the company has some relocates for HWY 27 and some repairs to infrastructure to complete; They were very appreciative of the excellent working relationship established with the Town of Sundre.
TOPIC #2	Underground Utilities Assessment
Progress	McElhaney has completed a surface conditions review for roads, utilizing historical Town information, historical water main repairs and areas suspect of deterioration.
Next Steps	<ul style="list-style-type: none"> Final draft will be available for fall workshop
TOPIC #3	Hwy 27 Gas Main Relocation
Progress	A 4-inch gas main has been identified as being in conflict with Alberta Transportation's highway upgrade. Gas department will work with a local piping company to alleviate the conflict.
Next Steps	<ul style="list-style-type: none"> The gas department is scheduling the relocation of 2 commercial gas services prior to the gas main work to limit service interruptions
TOPIC # 3:	Gas Department Meter System Upgrades
Progress	The gas department has reported that 2 high volume meter sets require overhaul due to measurement, pressure regulating and pipe leaks.
Next Steps	<ul style="list-style-type: none"> These systems have been scheduled for upgrade to new accurate measurement metering and pipe repairs thus removing them from the Measurement Canada testing protocols
TOPIC # 4:	Roads Equipment Review
Progress	Staff and CAO have attended demonstrations throughout the summer months on several types of equipment for surface repairs
Next Steps	<ul style="list-style-type: none"> Staff are completing the final draft of recommendations for Council's review at Fall Workshop.
TOPIC # 5:	<u>Surface upgrades for pedestrian crossings</u>
Progress	At the 2 locations on Centre Street North, sidewalk entrances and removal of large concrete bollards has been scheduled
Success	<ul style="list-style-type: none"> 2 local companies and roads staff have completed this work improving the safety for pedestrians.

TOPIC # 6:	<u>Operational Review Assistance UMP/Development Standards</u>
Progress	Operations collaborated with Planning and Development in a review of the Utility Master Plan (UMP) and Development Design Standards. The Town's contracted engineers will review and update the documents.
Next Steps	<ul style="list-style-type: none"> An updated UMP, Development Design Standards and off-site levy bylaw are required to deliver clear and concise direction to developers.
TOPIC # 7:	Gas Engineering
Progress	A needs assessment is required due to ongoing and future development projects.
Next Steps	The department is reviewing and revising gas standards for new development with the assistance of an engineer familiar with gas co-ops.



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

BACKGROUND/PROPOSAL:

Council have provided reports for Council's review and information for the months of June, July, and August 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock's, Councillor Marr's and Councilor Petersen's reports for June, July and August 2023 as presented.

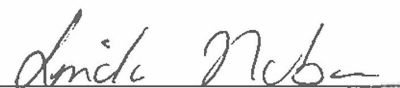
MOTION:

That the Town of Sundre Council accept Mayor Warnock's, Councillor Marr's and Councilor Petersen's reports for June, July, and August 2023 as information.

ATTACHMENTS:

- 11.1a - Mayor Warnock Report
- 11.1.b – Councillor Marr Report
- 11.1c - Councilor Petersen Report

Date Reviewed: September 15, 2023

CAO: 

*COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF MAYOR RICHARD WARNOCK*

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com
For the Month of June/July/August 2023

Bylaw Policy Review Committee

Date of Meeting: No Meeting

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Emergency Management Advisory Committee

Date of Meeting: No Meeting

--

Intermunicipal Collaboration Committee

Date of Meeting: June 15

The ICC Meeting set up the parameters for a June 29 Workshop that worked on the overview of the Sundre east side Campground and Passive Recreation use area.

Mountain View Senior's Housing

Date of Meeting: July 6

MVSH Foundation Board met on June 21 for the quarterly meeting including details of the fund raising annual Golf Tournament being held on Sept 14th at Olds golf course. The MVSH regular board meeting was held on July 6 – with financial and remaining 2023 capital budgets reviewed, confirming that the budget is on track with annual expectations.

Mountain View Regional Waste Management Committee

Date of Meeting: July 24

MVRWMC regular board meeting with agenda items – Landfill operations report, Statement of financial results, Recycling contracts, Emergency response planning, Operation and Capital budget updates and Preliminary 2024 Budget.

Intermunicipal Planning Commission

Date of Meeting: No Meeting

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Red Deer River Municipal Users Group

Date of Meeting: July 20

RDRMUG meeting was held in conjunction with a Red Deer Water Treatment plant tour. This was very informative and everyone got the opportunity to ask questions because of the complex and costly nature of this facility.

Red Deer River Watershed Alliance

Date of Meeting: No Meeting

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Sundre Petroleum Operators Group**Date of Meeting:** No Meeting**Sundre Wellness Advocacy Committee****Date of Meeting:** No Meeting**Other:****Date of Meeting:** June/July/August

June 05 – Guest Speaker at the Sundre Seniors Supportive Facility Seniors Week Breakfast -

June 07 – Attended the Sundre Family Pharmacy annual customer appreciation BBQ

June 10 – Attended the Sundre Rodeo Facility Tour

June 12 – Sundre Regular Council meeting – Agenda and Minutes – www.sundre.com

June 13 – Attended the ABMunis Leadership Caucus held in Diamond Valley- this was a great opportunity to network with many elected officials on some major issues such as the drought, traffic studies and upcoming budget issues.

June 17 – Attended to promote Sundre at the Town of Innisfail parade, including receiving a ribbon for the “Explore Sundre” logo on the Town truck.

June 19 – Grant review committee meeting to review for Council the second intake of requests for the community grant program.

June 19 – Meeting with Minister Nixon and Minister Dreeshan on the Highway 27 Overlay project.

June 21 – Coffee with the Mayor at Sundre Senior Supportive Living

June 21 – Central Alberta Mayors and Reeves meeting in Red Deer.

June 24 – Sundre Rodeo Parade Day – Fantastic morning being able to participate with Council members in support of our great Town.

June 26 – Sundre Regular Council Meeting – Agenda and Minutes – www.sundre.com

June 27 – Attended the East Side Lands Open House held at the Sundre Library, a very well attended event that gave the public opportunities to see a concept plan and give their comments on the East Side Campground and Passive Outdoor Recreation Area.

June 28 – Attended and gave a congratulations speech on behalf of Sundre and Council to the 2023 grads along with Chinooks Edge School division and Minister Nixon.

July 01 – Council Barbeque was held at the Sundre Museum with the Canada Day celebrations and car show – Great attendance for this event and many thanks to Museum staff and volunteers as well as all of Sundre Council and administration that helped make this a great day.

July 11 – Mountain View County – South MdDougall Flats area structure plan meeting.

July 14 – Attended the ABMunis Sustainability & Environment Committee meeting held in Stettler with a supported tour of the Stettler Waste Water Wetlands. An amazing project that is one of two in the Province of Alberta.

Aug 09 = Coffee with the Mayor at the Sundre Senior Supportive Living.

Aug 14 – Sundre Special Council Meeting – Agenda and Minutes – www.sundre.com

Aug 16 – Highway 27 overlay project meeting with Sundre Forest Products.

Aug 16 -- Highway 27 overlay project meeting with Sundre Contracting.

Aug 17 – Highway 27 overlay project with most affected Sundre Business Owners.

Aug 18 – Attended representing Sundre and Council at the Museum High Tea.

Aug 19 – Attended and gave a Sundre welcome at the Outdoor Archery tournament held at the Painted Warriors facility in Bergen.

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



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

For the Month of JUNE

Regular Council Meetings:

Date(s): June 12 and 26

Attendance at the regular meetings of Council, contributing to the decision-making process.

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: June 19, 2023

Met at council chambers 9am to 10am – discussed 2nd grant stream, little to no funds left after this intake, may need to revise 3 intakes back to 2.

Sundre Municipal Library Board

Date of Meeting: June 21, 2023

New board member, summer reading program full swing, Possible partnership with MVSH. The library does a great job of sharing their information via their reports but an active board with many great community partnerships and programs in the works. Highly encourage council members to get out and do the story walk on trail adjacent highway.

Sundre Aquatic Society

Date of Meeting: May 30, 2023 and June 20, 2023

Unable to attend the May 30th meeting due to council meeting.

Welcome new board – members seem active and are currently reviewing policies, capital projects, maintenance issues, town funding and future maintenance. All directors will be given formal positions as per bylaws. Hold on wall removal in gym space for now. Was able to share incoming increased funding for the 2023 year – anticipate more discussion between town and Aquaplex in near future. Looking at doing a newsletter for members.

June 24th – Parade

July 2nd – Duck Race 1:30pm, BBQ 11:30am – 1:30pm, Free Swim 10am – noon, Face Painting and kid activities, tickets are on sale around town or contact me (fundraiser for hot tub)

SPOG

Date of Meeting: TBD

Nothing to report. Aware SPOG is a go for September – more information to follow when available.

Other:

Date of Meeting:

June 8, 2023 – 6pm Ladies Elected Officials Meeting in Calgary

June 10, 2023 – 1pm Rodeo Familiar Tour and BBQ – Missed this event

June 12, 2023 – 6pm Regular Council Meeting

June 15, 2023 – Joint council meeting Town and MVC 10:30am – 11:30am

June 24, 2023 – Rodeo breakfast and parade

June 26, 2023 – 6pm Regular Council Meeting

June 27, 2023 – East Side Campground Open House at Library

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



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

For the Month of JULY

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: TBD

Nothing to report.

Sundre Aquatic Society

Date of Meeting: TBD

July 2, 2023 - The Duck Race Fundraiser

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

July 1, 2023 - Canada Day Celebration: Serving Community BBQ 10:30am - 1:30pm

July 5, 2023 - Library Board Training: Alberta Libraries via Zoom 7pm-8pm *Able to attend 1/3 July board development online training sessions.

July 15, 2023 - Bowden Parade 9am - 3pm

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



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

For the Month of AUGUST

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: August 30, 2023

Appointed new board member, redesignated signing authorities, wrap up of summer program.
Discussion of new hire, appointment of new treasurer and budget.

Sundre Aquatic Society

Date of Meeting: TBD

Nothing to report.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

August 14, 2023 - Special Council Meeting 3pm - 3:30pm
Museum Meeting: August 15, 2023 7pm-8pm

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



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

For the Month of June, July, and August 2023

Regular Council Meetings:

Date(s): June 12, June 26

Attended the Regular Meetings of Council, participating in the decision-making process.

Emergency Management Advisory Committee

Date of Meeting: n/a

Grant Review Committee

Date of Meeting: June 6

Reviewed Grant Applications for 2nd intake, made recommendations at June 26 Council meeting

Sundre Search & Rescue

Date of Meeting: n/a

Sundre & District Historical Society

Date of Meeting: June 20

Attended Sundre & District Historical Society meeting and discussed society business.

Sundre Wellness Advocacy Committee

Date of Meeting: n/a

Meeting postponed to September.

Special Council Meeting

Date of Meeting: August 14, 2023

Called into a Special Council meeting on August 14th while on a family vacation.

Other:

Parade Participation

Date: June 17, 2023

Rode in the Innisfail Parade with Mayor Warnock and Councillor Dalke.

Canada Day Council BBQ

Date: July 1, 2023

Council hosted the Canada Day BBQ at the Sundre Museum –everyone enjoyed a burger or hotdog, and cupcake. Thank you to everyone that helped make this a great day.



REQUEST FOR DECISION

COUNCIL DATE	September 18, 2023
SUBJECT	Council Key Messages
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.2

BACKGROUND/PROPOSAL:

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

ALIGNMENT WITH STRATEGIC PLAN

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

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the month of June, July, and August 2023 as information.

ATTACHMENTS:

11.2a Key Messages from the Office of Council for June, July, and August 2023

Date Reviewed: September 15, 2023 CAO: 

FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH OF June, 2023

June 12, 2023

Council received the 2022 Year End Financial Report from the Sundre Library and were pleased with the detailed and transparent information in the report, and the great service that the Library provides to the region.

Council declared June 15, 2023, as World Elder Abuse Awareness Day in the Town of Sundre. Since its inception, organizations from around the world have held events to raise awareness of elder abuse. Preventing and addressing elder abuse is a shared responsibility and requires engagement and action on the part of all sectors of society. This begins with knowledge. By understanding the nature and scope of elder abuse, all community members can take proactive steps to help prevent these situations.

June 26 2023

Council held two Public Hearings for 2 Bylaw Amendments and were pleased to give Second and Third Reading to the Bylaws, based on the information received at the Public Hearings. Anyone interested in learning more about the Bylaws can contact the Planning and Economic Development Department at the Town Office.

Council was pleased to award grant funding to 8 applicants. This ends the grant intakes for 2023, further funding applications will be reviewed in January 2024.

FROM THE DESK OF THE MAYOR

June was an exciting month for Sundre! The Open House for the upcoming east side Passive Use Recreation Area/Campground was attended by more than 70 Sundre and surrounding community residents, who provided some amazing comments and feedback. Remember, your feedback and ideas are critical to shaping the future of our Great Town. We appreciate those that shared their thoughts with us and thank you for taking the time to attend.

June also was the Month of the Sundre Rodeo and what a great weekend event! Thank you to all the dedicated hard working Sundre Rodeo Volunteers and the Parade Committee; without their hard work, this spectacular event would not take place each year. Thank you all and we are already looking forward to next year.

Congratulations to the Sundre Museum, the Town of Sundre Staff and our outstanding Council for hosting another GREAT Canada Day event and Barbeque. The antique car show had 109 entrants and many awards were given out, including the first ever Mayor's choice award that I had the honor of presenting on behalf of Sundre Council.

In closing, Sundre continues to welcome visitors and is a great place to call home. I am confident that as we all work together, we will make this summer fantastic for everyone!

Respectfully,
Richard Warnock, Mayor





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FROM THE OFFICE OF THE MAYOR AND COUNCIL

MESSAGES FOR THE MONTH OF July, 2023

July has come and gone with a definite mixture of good and hard times this year. It was good to be with Council at the July 1st barbeque and I wish to thank them and the great staff that worked so hard to prepare, cook and serve so many residents and visitors to Sundre.

Unfortunately, the rain came just before the end, and as we all know, that severe storm resulted in the devastating tornado that hit near Didsbury and Carstairs. Our thoughts and prayers went out to all those that suffered this traumatic event.

On a good note, Councillor Marr and I represented Sundre by participating in the Bowden Daze parade with many other elected officials from Central Alberta. Additionally, the Town of Stettler invited members of ABMunis to tour their wetlands that serve waste water treatment in their community which I attended as Sundre is at the headwaters of the Red Deer River and we hold pristine water in such high regard. This was an amazing tour of an environmentally friendly treatment that happens right here in our province.

I saw a resident picking up waste on our pathways during their walk, and to see such care and respect for our community made me so proud to be Mayor of Sundre. Keep it up everyone, as this benefits us all!

Have a great August.

Richard Warnock
Mayor - Town of Sundre

KEY MESSAGES FOR THE MONTH OF AUGUST 2023

As our summer council hiatus came to its end, looking back over the month of August, thinking of the devastation the wildfires have played on many communities, I am so thankful our Town was spared, knowing we must always be prepared for these extreme events within our Emergency Management plan, and highly skilled emergency response team.

With the ongoing air quality challenges, we witnessed resilience and the strength of our community as our health care workers continued to serve tirelessly, and our residents supported each other in true Sundre spirit.

Looking forward, fall will be very busy with the work to be done by Council and Administration, including the upcoming Budget preparations and the continued work on our two major projects, lagoon upgrade and highway 27 deep service replacements that are necessary to grow our community.

All Town residents are welcome to visit the Town Council Chambers for the annual fall open house on September 14th, between 1:00 and 4:00 pm, which seems to be the most popular time, based on higher levels attendance at the last two Town information events. Council and Administration will be available to answer your questions on upcoming projects and levels of service.

I hope you have had the opportunity to visit the west end berm to see the amazing work completed with the final phase of this project, which is now nearing completion. This project was built with accessibility in mind, to ensure that there are no barriers to access for wheelchairs, scooters and strollers. The bridges provide connection across the bio-swale for easy access to the businesses adjacent to the boulevard, and the gazebo will provide a sheltered space for all. These projects add beauty and professionalism to our vibrant Town, always making it better for everyone.

Mayor Richard Warnock