



Regular Council Meeting
Town of Sundre Municipal Council Chambers
January 10, 2022
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
3.1 January 10, 2022 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 December 20, 2021 Regular Council Meeting Pg. 1
5. **Delegation:**
5.1 Expedition Consulting on MVRPRC Master Plan Pg. 3
6. **Bylaws/Policies: None**
7. **Old Business:**
7.1 Council Orientation - Public Participation Policy Review Pg. 4
8. **New Business**
8.1 RFD Penalty Waiver Request 950 Main Ave E Pg. 20
8.2 RFD Discussion on Strategic Planning Pg. 23
9. **Administration: None**
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence** Pg. 24
12.1 National Police Federation Letter Pg. 25
13. **Closed Meeting**
13.1 Advice from Officials, *FOIPP Act Section 17 and 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/
Via Teleconference
December 20, 2021

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, December 20, 2021, commencing at 6:00 p.m.

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

ABSENT: Councillor Chris Vardas

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr. Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke

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

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

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 340-20-12-21 MOVED by Councillor Isaac that the agenda be approved as amended to include:
1) Supplemental item 11.3 Mayor’s Report.
2) 13.2 FOIPP Section 19 Confidential Evaluations.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 341-20-12-21 MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on December 6, 2021, be approved as presented.

CARRIED

DELEGATION: None

BYLAWS/POLICIES: None

OLD BUSINESS: None

NEW BUSINESS: None

ADMINISTRATION: **Departmental Reports - November**

Res. 342-20-12-21 MOVED by Councillor Marr that the Town of Sundre Council accept the Departmental Reports for November 2021 as information.

CARRIED

Initials

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL REPORTS:

Res. 343-20-12-21 MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac’s report as information.

CARRIED

Res. 344-20-12-21 MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr’s report as information.

CARRIED

Res. 345-20-12-21 MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock’s report as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE: Correspondence to New Horizon Seniors Program

Res. 346-20-12-21 MOVED by Councillor Anderson that the Town of Sundre Council accept the correspondence to the New Horizon Seniors Program as presented, as information.

CARRIED

Mayor Warnock excused all public members at 6:21 p.m. and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Mayor Warnock called a recess at 6:21 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Public: None

CLOSED MEETING Topic of Closed Meeting

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

Res. 347-20-12-21 MOVED by Councillor Petersen that Council go into closed meeting at 6:28 p.m.

CARRIED

Res. 348-20-12-21 MOVED by Councillor Isaac that Council return to an open meeting at 7:40 p.m.

CARRIED

ADJOURNMENT

Res. 349-20-12-21 MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 7:41 p.m.

CARRIED

These Minutes approved this 11th Day of January 2022.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: January 10, 2022

SUBJECT: Mountain View Regional Parks, Recreation and Culture Master Plan presentation by Expedition Consulting

ORIGINATING DEPARTMENT: Economic Development & Community Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

The Towns of Olds, Didsbury, Carstairs, and Sundre, the Village of Cremona, and Mountain View County, came together collaboratively to develop a Regional Parks, Recreation and Culture Master Plan in 2009.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Since that time, each community has changed substantially, and all have experienced growth in residential, commercial, and industrial areas. As each community grows, new amenities, programs, and services will be needed to meet the needs of each community and region. To ensure investments in parks, recreation and culture best meet the needs of their communities and are completed strategically, the municipal partners came together once again to develop an updated master plan. The master plan includes an assessment of the current state of parks, recreation and culture infrastructure and service delivery, recommended priorities to meet current and future needs, and a prioritized implementation plan that will guide decisions related to parks, recreation and culture in the Mountain View region.

Parks, recreation and culture represent some of Sundre’s greatest assets. To maintain this strong position, we must plan accordingly. This plan will allow us to strategize on how to do this holistically, while also presenting options on how to leverage culture and recreation for tourism growth, as well.

COSTS/SOURCE OF FUNDING:

None. The plan’s cost was funded through a grant administered by the Town of Olds.

ALIGNMENT WITH STRATEGIC PLAN:

- 2. Service Delivery
- 3. Community Well-being.
- 4. Financial Stability
- 6. Regional Cooperation

ADMINISTRATION RECOMMENDATIONS:

Administration is recommending that the Town of Sundre Council accept the Mountain View Regional Parks, Recreation, and Culture Master Plan and presentation as information.

MOTION:

That the Town of Sundre Council accept the Mountain View Regional Parks, Recreation, and Culture Master Plan and presentation as information.

Date Reviewed: January 7, 2022

CAO: *Linda Nelson*



REQUEST FOR DECISION

COUNCIL DATE	January 10, 2022
SUBJECT	Council Orientation – Public Participation Policy Review
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

The Municipal Government Act, (MGA), s. 201.1, states that a Municipality must, in accordance with the regulations, offer orientation training to each Councillor, to be held within 90 days of taking the Oath of Office. This is also a requirement under s. 4.22 of the Council Code of Conduct Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The purpose of the Council Orientation is to impart knowledge and understanding of the MGA, and Town policies and procedures. The MGA is very specific in the topics that must be addressed in the training. All of Council have completed all of the mandatory training requirements, apart from the public participation training.

The Town of Sundre Public Participation and Engagement Policy was created in part to comply with this requirement, but also to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public. Public Participation and Engagement is a critical component to good governance.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priorities

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

The Town of Sundre Council accepts the Council Orientation Public Participation Policy review as presented for information, and to satisfy the final requirement for orientation training under s. 201.1 of the MGA and s. 4.22 of the Council Code of Conduct Bylaw.

MOTION:

The Town of Sundre Council accepts the Council Orientation Public Participation Policy review as presented for information.

Appendix 7.1a

Appendix 7.1b

Date Reviewed: January 7, 2022

CAO: *Linda Nelson*



TOWN OF SUNDRE POLICY

Policy Number:	A-010-00 POL
Policy Name:	PUBLIC PARTICIPATION AND ENGAGEMENT
Related Procedure Number:	A-010-00 PRO
Related Procedure Name:	Public Participation and Engagement Procedures
Replaces Policy No:	n/a
Resolution Number:	286-18-07-09
Approval Date:	July 9, 2018
Next Review Date:	July 2022
Responsible Department:	Legislative Services

1. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

2. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision a voice and to participate in the decision-making process;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interest;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation;
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.
- 5) To recognize that the goal of public participation is to ensure that the decision made is "best" for the community as a whole.

3. ENGAGEMENT POLICY STATEMENT

The Council and Administration of the Town of Sundre recognize that quality public participation is a critical component of good governance and as such, adequate resource will be allocated and the appropriate level of

public participation undertaken. The Town of Sundre is committed to public participation activities that are founded on the following principles:

Shared Responsibility and Commitment: Public participation leads to better decisions and is a shared responsibility of Council, Administration and the community;

Transparent and Accountable: The Town of Sundre communicates clearly and openly about public participation opportunities, its processes and provides factual and evidence-based information. It shares the outcomes of public participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community as a whole;

Inclusive and Accessible: The Town of Sundre endeavours to provide opportunities for public participation that take into account the diversity of needs, abilities, and viewpoints of the members of the community;

Appropriate and Responsive: Public participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information;

Evaluation and Continual Improvement: Public participation is a dynamic and evolving process that needs continual evaluation and adjustment to continuously improve and address the changing needs of the community.

4. DEFINITIONS

- 1) **"Chief Administrative Officer"** (CAO) means the chief administrative officer of the Municipality or their delegate, *MGA Section 205*;
- 2) **"Council"** means the elected officials of the Town of Sundre, *Municipal Government Act, Section 1.1(e)*;
- 3) **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality;
- 4) **"Municipality"** means the Town of Sundre;
- 5) **"Public Participation"** means two-way communication and collaborative problem solving processes adopted by the Town of Sundre to provide opportunities to the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement
- 6) **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - a) In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses, and workshops;
 - b) Digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - c) Written participation which may include written submissions, email, and mail-in-surveys, polls and workbooks, the Town of Sundre Citizen Communication and Request for Service Forms, and
 - d) Representative participation that may include being appointed to an advisory committee, ad hoc committee or citizen board.
- 7) **"Statutory Requirement"** means a requirement written into a law passed by the provincial or federal government (for example: *Municipal Government Act*);
- 8) **"Sustainable Governance"** means Development or decisions that meet the needs of the present without compromising the ability of future generations to meet their own needs central to the economic, environmental and social success of a community.

5. POLICY RESPONSIBILITIES

1) Council Responsibilities

- a) Council shall:
 - i. Consider input obtained through Public Participation;
 - ii. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - iii. Ensure appropriate resources (traditional and technological initiatives/innovation) to solicit Public Participation in accordance with this Policy;
 - iv. Promote and support Public Participation;
 - v. When hearing a concern from the public shall direct the citizen to the communication form (Schedule B) of this Policy, and request the citizen to complete the form and submit the form to the reception desk of the administration office, or assist the citizen in completing the form and submitting the form to the CAO on behalf of the citizen.

2) Administration Responsibilities

- a) The Chief Administrative Officer shall:
 - i. Implement approved Public Participation; and
 - ii. Consider timing, resources and engagement when developing and modifying Public Participation;
 - iii. Evaluate the effectiveness of the Public Participation and the tools used in a particular circumstance;
 - iv. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation and the tools used;
 - v. Develop the necessary procedures to implement this Policy;
 - vi. Assess the Policy and make recommendations to Council about the Public Participation and resourcing;

6. PUBLIC PARTICIPATION OPPORTUNITIES

The CAO shall develop and implement Public Participation in the following circumstances:

- i. Controversial topic;
- ii. introduction or review of new programs or services;
- iii. strategic priorities;
- iv. budget;
- v. business plans.

7. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation;
- b) All Public Participation will be undertaken in accordance with all existing municipal policies;
- c) This Policy shall be available for public inspection and may be posted to the Municipality's website;
- d) This Policy will be reviewed at least every four (4) years.

2) **Public Participation Standards**

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility;
- b) Public Participation activities will be conducted in a professional and respectful manner;
- c) Public Participation will consider early, ongoing and diverse opportunities to provide input;
- d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities;
- e) The results of Public Participation will be made available to Council and Municipal Stakeholders through media releases.

8. PUBLIC PARTICIPATION

- a) The CAO shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. Utilizing the most direct method of inviting the most affected members of the community to participate in the decision- making process;
 - v. The timing of the decision and time required to gather input;
 - vi. What information required, if any, to participate; and
 - vii. Available resources and reasonable costs.

9. CITIZEN COMMUNICATION WITH THE MUNICIPALITY

This section is intended to enable the Town of Sundre to promptly and effectively address program and service delivery concerns raised by citizens of the municipality.

This policy section will assist the municipality in providing excellent service to the public and contribute to continuous improvements of operations. The Town of Sundre strives to reduce customer dissatisfaction by:

- Providing a timely and accurate response to concerns; and,
- Using concerns as an opportunity to improve program and service delivery issues.

1. DEFINITION

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

2. COMMUNICATION

Citizens may also communicate with the Town to provide:

- An expression of approval or compliment for municipal staff member(s), program, product or process;
- A suggestion or idea submitted with the aim of improving services, programs, products or process.

3. PROCESS FOR COMMUNICATING

Concerns must be submitted to the Town, on the form labeled Schedule "B". All information on the form must be completed.

The reception desk shall log the form and forward a copy to the appropriate Department Head or designate. Within seven (7) business days of receipt of the submission, the reception desk shall acknowledge to the citizen in writing that the submission has been received (Schedule "C"). The citizen shall be provided with a tracking number to facilitate requests for updates to the status of the submission.

The Town shall investigate, and in doing so shall consider:

- Relevant municipal and provincial legislation;
- Relevant policies and procedures;
- Existing file documents;
- Employee(s) or member(s) of the public involved in the issue;
- Actions that may be taken to address the submission or improve municipal operations.

Within thirty (30) calendar days of receipt of the submission, the responding department shall provide a response in writing, phone or email to the citizen. The response shall include:

- Whether the concern was substantiated;
- If the concern is not substantiated, provide reason(s) for their decision; and,
- Any actions the municipality has or will take as a result of the concern.

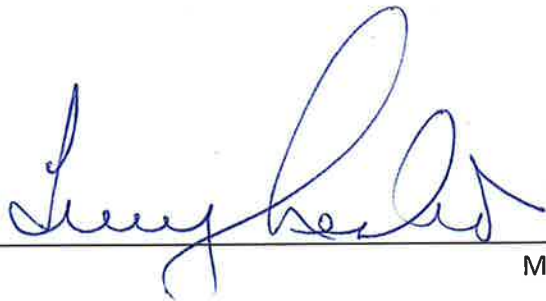
If the responding department is unable to provide a response within thirty (30) calendar days, they shall notify the citizen of the delay and provide an estimate of when a response will be provided.

The responding department shall file a copy of the submission and resolution with the reception desk. The reception desk shall maintain a file in accordance with the Town's records retention bylaw.

Submissions provided to the Town of Sundre shall be referred to the appropriate municipality or provincial agency when the matter is not within the control of the Town of Sundre.

Appendix: "A" Public Participation Spectrum
"B" Citizen Communication Form
"C" Response Letter Form

July 9, 2018 Meeting of Council



MAYOR



CHIEF ADMINISTRATIVE OFFICER



DATE



SCHEDULE "A"
POLICY A-010-00-POL

PUBLIC PARTICIPATION AND ENGAGEMENT



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
	← ADVISE →				
	← LISTENING →				
		← CONSULTING →			
			← ENGAGING →		
				← EMPOWERING →	
	INFORM	CONSULT	INVOLVE	COLLABORATE (requires CAO approval)	EMPOWER (requires CAO approval)
PURPOSE	To provide the public/stakeholders with objective information and advise them of issues/initiatives	To educate and collect public/stakeholder opinion to improve decisions	To stimulate public/stakeholder debate, clarify values & broaden the information base to improve decisions	To deliberate and work with public/stakeholders to improve the outcomes	CAO shall or designate shall work with the public/stakeholders with the outcome being joint decision making and implementation to improve community capacity
PROMISE	We will make you aware of issues/initiatives	We will listen, acknowledge and report concerns and aspirations about presented alternatives, and explain to the decision-maker how public input influenced the recommendation	We will work with public/stakeholders to ensure concerns are directly reflected in the alternatives developed, report the comments received and explain how the input contributed to recommendation(s)	We will actively involve you in developing alternatives and the recommendation	We will actively involve you in developing alternatives and the recommendations and listen to and consider ideas and concepts.
REPORTING	Administration record of notification and recording of comments	Administration report to decision-maker with comments received from consultation	Administration feedback mechanism to public/stakeholders and Administration report to decision-maker	Public/stakeholder participation in report/presentation to decision-maker	Public/stakeholder participation in report/presentation to decision-maker, may also include the delegation reporting directly to Council.
DECISION MAKER	Administration/Council	Administration/Council	Council	Council	Council



SCHEDULE "C"
POLICY A-010-00-POL

ACKNOWLEDGEMENT OF CITIZEN COMMUNICATION

Date:

Name

PO Box _____

Sundre, AB T0M 1X0

Dear Mr./Ms./Mrs. _____

Thank you for taking the time to inform the Town of Sundre of _____ *(record the concern/complement/request)*. We received your written submission on _____, 2018, and your submission has been assigned a tracking number of: _____.

The Town of Sundre will provide a response within thirty (30) calendar days of receiving your submission. If the matter is of an urgent nature, your submission will be dealt with in a timely manner in accordance to the need.

If you have any questions regarding the process, please do not hesitate to contact the Town at (403) 638-3551 or email: townmail@sundre.com

Yours Truly,

Name

Position

Orientation Checklist for Council 2021

Mayor Richard Warnock

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Completed Emergency Management for Elected Officials online December 21, 2021

Orientation Checklist for Council 2021

Councillor Todd Dalke

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Returning Councillor, training complete in last term

Orientation Checklist for Council 2021

Councillor Paul Isaac

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Returning Councillor, training complete in last term

Orientation Checklist for Council 2021

Councillor Jaime Marr

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Completed Emergency Management for Elected Officials online January 7, 2022

Orientation Checklist for Council 2021

Councillor Chris Vardas

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Completed Emergency Management for Elected Officials online January 9, 2022

Orientation Checklist for Council 2021

Councillor Owen Petersen

- **The role of municipalities in Alberta**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Municipal organization and functions;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **The municipality's code of conduct;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis, and October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed November 6, 2021. Orientation workshop by Susan Trylinski and Chris Davis

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Completed Emergency Management for Elected Officials online January 5, 2022

Orientation Checklist for Council 2021

Councillor Connie Anderson

- **The role of municipalities in Alberta**

✓ Completed January 6, 2022 with CAO

- **Municipal organization and functions;**

✓ Completed January 6, 2022 with CAO

- **Key municipal plans, policies and projects;**

✓ Completed October 29-31, Fall Workshop

- **Roles and responsibilities of council and councillors;**

✓ Completed January 6, 2022 with CAO

- **The municipality's code of conduct;**

✓ Completed October 25, 2021 at Council Organizational meeting

- **Roles and responsibilities of the chief administrative officer and staff;**

✓ Completed January 6, 2022 with CAO

- **Budgeting and financial administration;**

✓ Completed October 29-31, Fall Workshop

- **Public Participation Policy.**

(On agenda for January 10, 2022)

- **Emergency Management for Elected Officials**

✓ Completed Emergency Management for Elected Officials online January 8, 2022



REQUEST FOR DECISION

COUNCIL DATE	January 10, 2022
SUBJECT	Penalty Waiver Request for 950 Main Ave E
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

The property owner of 950 Main Avenue E, Mr. Tim Hus, has submitted a request to waive the penalties on Roll 909000.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priorities

- 1.1 Improve communication and transparency with our stakeholders.
- 4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council waive \$1,008.00 of the assessed penalties, which consists of the \$900.00 calculated on October 1, 2020 plus the compounding portion of that amount calculated on January 1, 2021.

MOTION:

The Town of Sundre Council waive a portion of the assessed penalties on Roll 909000 in the amount of \$_____.

OR

The Town of Sundre Council waive no portion of the assessed penalties on Roll 909000

Appendix 8.1a

Date Reviewed: January 7, 2022

CAO: *Linda Nelson*



REPORT TO COUNCIL

COUNCIL DATE: January 10, 2022
SUBJECT: Penalty Waiver Request for 950 Main Ave E
ORIGINATING DEPARTMENT: Corporate Services
AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

The property owner of 950 Main Avenue E, Mr. Tim Hus, has submitted a request to waive the penalties on Roll 909000.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In 2012 main lines for water and wastewater were installed on the east side of town as part of the hotel construction project. To minimize future road disruptions to the area, Council decided to also have the service lines to affected properties installed during construction, while excavations were already open. The costs for the additional installations were funded through Town funds and a borrowing agreement with Totem Developments, requiring the Town to repay the debt as property owners connect and pay the established fee.

In 2019, Mr. Hus connected to Town services and on November 27, 2019 was invoiced the \$15,000.00 connection fee. On January 20, 2020 Mr. Hus disputed the charge to the Town of Sundre Council and on June 22, 2020 Council moved to waive no portion of the connection fee. Established practice for outstanding accounts receivable is to charge a monthly penalty of 2.5%, however as the decision was before Council, no penalties were charged during this period.

June 25, 2020 – Mr. Hus was notified of Council’s decision and the outstanding invoice amount was due in 30 days or if left unpaid would be transferred to the tax roll and subject to applicable penalties.

August 4, 2020 – outstanding \$15,000.00 balance transferred to tax account

September 30, 2020 – 2020 Tax Levy paid, connection fee invoice left outstanding

October 1, 2020 - \$900.00 penalty assessed based on 6% of \$15,000.00 outstanding balance

January 1, 2021 - \$1,908.00 penalty assessed based on 12% of \$15,900.00 outstanding balance

July 1, 2021 - \$103.38 penalty assessed based on 6% of 2021 Tax Levy outstanding

October 1, 2021 - \$103.38 penalty assessed based on 6% of 2021 Tax Levy outstanding

December 21, 2021 – account paid in full including connection fee and all assessed penalties

Regarding additional amounts transferred to the tax account, Administration normally may exempt penalties on recently added amounts, typically less than 30 days, in consideration of allowing sufficient time to remedy the situation. As the transfer occurred more than 30 days prior to the October 2020 penalty date this was not contemplated at the time.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Strategic Plan Priorities

- 1.1 Improve communication and transparency with our stakeholders.
4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council waiving no more than \$1,008.00 of the assessed penalties, which consists of the \$900.00 calculated on October 1, 2020 plus the compounding portion of that amount calculated on January 1, 2021.

COSTS/SOURCE OF FUNDING:

\$1,008.00 to be removed from 2021 penalty revenue earned



REQUEST FOR DECISION

COUNCIL DATE	January 10, 2022
SUBJECT	Discussion on Strategic Planning
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Discussion on strategic planning.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to be brought forward at Council.

ADMINISTRATION RECOMMENDATIONS:

To be determined.

MOTION:

To be determined.

Date Reviewed: January 7, 2022

CAO: *Linda Nelson*



REQUEST FOR DECISION

COUNCIL DATE January 10, 2022
SUBJECT Correspondence
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 12.

BACKGROUND/PROPOSAL:

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

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council accept the correspondence from the National Police Federation as presented, as information.

ATTACHMENTS:

12.1 Letter from the National Police Federation **Appendix 12.1**

Date Reviewed: January 7, 2022

CAO: *Linda Nelson*



**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**



12.1

150 METCALFE STREET, SUITE 2201
OTTAWA ON K2P 1P1

www.npf-fpn.com

December 8, 2021

His Worship Richard Warnock
Mayor of Sundre
PO Box 420
Sundre, AB
T0M 1X0
Email: richard.w@sundre.com

Dear Mayor Warnock,

Richard

On behalf of the National Police Federation (NPF) I write to you today to share a recent [Pollara Strategic Insights survey](#) completed on the eve of the Government of Alberta's (GoA) release of the Alberta Provincial Police Service (APPS) Transition Study and released last week by the NPF.

Support for the Alberta RCMP has held strong in ongoing surveys over the past year despite the heavy politicization on the issue. Establishing a provincial police force remains a very low priority for Albertans with almost 2/3 saying it "does not help at all" and 70% opposing replacing the RCMP.

The NPF welcomed the long-awaited PricewaterhouseCooper (PwC) Transitional Study as it reconfirmed that not only would Albertans be receiving fewer trained police officers versus the RCMP, but the APPS would cost taxpayers more than \$550 million, representing \$188.3 million a year in lost federal contributions on top of the transition costs of over \$366 million. Albertans would be paying more and getting less, as the proposed APPS policing model would see only 1,613 fully trained officers versus the Alberta RCMP's current 3,097. We all know rural policing is complex and situations can evolve quickly. Alberta needs more fully trained officers, not fewer.

Beyond the numbers, we have heard repeatedly from Albertans and municipalities that they are happy with the services the Alberta RCMP provides and would like to continue having them be a part of their communities. In November, we had the privilege of meeting with municipal elected officials at both the Alberta Municipalities as well as the Rural Municipalities of Alberta tradeshows where we heard firsthand the positive impact RCMP Members have had in your communities and how we can continue to work to improve public safety in the province. We also recently attended the United Conservative Party convention where it was clear that the proposed APPS does not have broad support.

Support for the Alberta RCMP doesn't just come from local politicians, it also comes from Albertans. The Pollara Strategic Insights survey showed that 80% of Albertans in RCMP-served communities remain satisfied with RCMP policing. The GoA should focus on the priorities that matter to Albertans: decreasing rural response times, increasing resources for police, finding solutions to the revolving jailhouse door, and tackling crime in our communities.

We hope you will join us in calling on the GoA to listen to Albertans and invest in the existing Alberta RCMP rather than wasting hundreds of millions of dollars on a transition no-one is asking for. From

January 10th to April 1st, the GoA will be hosting “engagement sessions” throughout the province and we would encourage all elected officials to attend these meetings and speak up for their constituents and communities. We encourage all municipal governments to speak out publicly against this expensive and politicized police transition and keep the pressure on the GoA to walk away from this costly proposal.

If you require any additional details on the APPS and what the NPF is doing to support your communities, please visit KeepAlbertaRCMP.ca. If you have any questions or comments or would like to schedule a meeting, please feel free to contact Colin Buschman, Western Government Relations Advisor, at CBuschman@NPF-FPN.com.

The working relationship we have developed with you and city councillors is extremely important to us and we are always happy to meet with you and all communities across Alberta to better understand what Albertans really want and need.

Thank you again for your attention and ongoing support.

Regards,



Brian Sauvé
President



Michelle Boutin
Vice-President



Kevin R. Halwa
Director, Prairie/North Region



Jeff McGowan
Director, Prairie/North Region

*It was great to speak with
you and councillors at
the SUMA Trade Show
last month!*

*Have a happy holiday
season.*



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