



Regular Council Meeting
Town of Sundre Municipal Council Chambers
February 24, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** 20250224 Bylaw 2025-02
3. **Agenda – Amendments and Adoption**
 - 3.1 February 24, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 February 10, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:** None
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-02 Land Use Bylaw Amendment Pg. 5
 - 6.2 RFD Bylaw 2025-01 Council Committees Bylaw, Schedule "G" Pg. 14
 - 6.3 RFD Policy A-013-00-POL Naming Policy Pg. 32
 - 6.4 RFD Bylaw 2025-03 Wildlife Feeding and Attractant Management Bylaw Pg. 39
 - 6.5 RFD Policy A-008-00-POL Flag Policy Pg. 46
 - 6.6 RFD Policy A-007-01-POL Social Media Policy Pg. 51
 - 6.7 RFD Bylaw 2025-05 Civic Address Bylaw Pg. 57
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Grants to Organizations Pg. 72
 - 8.2 RFD Sundre Grad Class Request Pg. 79
9. **Administration**
 - 9.1 RFD Departmental Reports January 2025 Pg. 81
10. **Council Committee Reports:**
 - 10.1 RFD Council Reports for January 2025 Pg. 104
 - 10.2 RFD Council Key Messages, January 2025 Pg. 108
11. **Council Invitations / Correspondence:**
 - 11.1 RFD Thank You Note – U9 Hockey Tournament Pg. 110
 - 11.2 RFD Thank You Letter – Sundre Municipal Library Pg. 113
12. **Closed Meeting:**
 - 12.1 Advice From Officials, *FOIPP Act, Section 24*
13. **Adjournment**



Regular Council Meeting Minutes
 Town of Sundre
 Municipal Council Chambers
 February 10, 2025
 4:00 P.M.

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

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

ABSENT: Councillor Chris Vardas, Councillor Connie Anderson

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

PUBLIC: 3

DELEGATION: 2 – West Fraser representatives Tom Daniels and Jason Foote

PRESS: 1

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

AGENDA – AMENDMENTS AND ADOPTION:

Res. 029-10-02-25 MOVED by Councillor Petersen that the agenda be approved as presented.
CARRIED

Councillor Absence: *Councillor Vardas and Councillor Anderson notified CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 030-10-02-25 MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on January 20, 2025 be approved as presented.
CARRIED

Initials

DELEGATION:

Res. 031-10-02-25

West Fraser Update

MOVED by Councillor Dalke that the Town of Sundre Council thank the representatives of West Fraser for the very informative presentation and to continue to work together to maintain our good neighbour relationship.

CARRIED

ADMINISTRATION:

None

BYLAWS/POLICIES:

None

OLD BUSINESS:

None

NEW BUSINESS:

Res. 032-10-02-25

Wear Red Canada Day Proclamation

MOVED by Councillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

CARRIED

Sundre Municipal Library Financial Reviewer

Res. 033-10-02-25

MOVED by Councillor Marr that the Town of Sundre Council approve the accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library’s financial reviewers.

CARRIED

Epilepsy Awareness Month – Purple Day Proclamation

Res. 034-10-02-25

MOVED by Councillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as “Purple Day” in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

CARRIED

2025 Hwy 27 Construction Preparedness – Noise Relaxation

Res. 035-10-02-25

MOVED by Councillor Isaac that the Town of Sundre Council approve the request for a relaxation to the Community Standards Bylaw 2023-09, Part 2 Noise, on certain days to be determined, to enable the Highway 27 construction contractor to work before 7:00 a.m. and after 10:00 p.m. during concrete pours and asphalt work.

CARRIED

Initials

FireSmart Grant

Res. 036-10-02-25

MOVED by Councillor Petersen that the Town of Sundre Council support the grant application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of developing a wildfire management plan / preparedness guide.

CARRIED

Request to Waive Rental Fee for Community Centre

Res. 037-10-02-25

MOVED by Councillor Issac that the Town of Sundre Council to fund the rental fee of \$367.50 for the use of the Sundre Community Centre for a Celebration of Life for Mr. Marty Butts on March 15, 2025, with funds to be drawn from Council’s Discretionary Contributions to Local Organizations

CARRIED

COUNCIL COMMITTEE

REPORTS:

None

COUNCIL KEY MESSAGE:

None

**COUNCIL INVITATIONS /
CORRESPONDENCE:**

Thank You Note from Sundre Historical Society

Res. 038-10-02-25

MOVED by Councillor Isaac that the Town of Sundre Council accept the thank you card from the Sundre & District Historical Society as information and appreciation.

CARRIED

2025 Women in Business Awards Luncheon

Res. 039-10-02-25

MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock and members of Council to attend the Annual Women in Business Awards Luncheon on March 7, 2025 and requests that administration purchase the required number of tickets for the Councillors who wish to attend. Individual Councillors to advise administration of their availability to attend.

Opposed: Councillor Isaac

CARRIED

Initials

CLOSED MEETING:

Res. 040-10-02-25 MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:16 p.m.

CARRIED

Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected.

Mayor Warnock called a break at 5:16 p.m.

Mayor Warnock reconvened the Closed Meeting at 5:22 p.m.

The following were in attendance for the Closed Meeting session:

Acting Chief Administrative Officer, Chris Albert

Director of Community Development, Benazir Thaha Valencia

Topic of Closed Meeting

12.1 Disclosure harmful to Intergovernmental Relations, *FOIPP Act, Section 21*

Director of Community Development left the Closed Meeting at 5:41 p.m.

12.2 Disclosure harmful to Intergovernmental Relations, *FOIPP Act, Section 21*

Acting Chief Administrative Officer left the Closed Meeting at 6:05 p.m.

12.3 Confidential Evaluation, *FOIPP Act, Section 19*

Res. 041-10-02-25 MOVED by Councillor Petersen that Council return to an open meeting at 6:37 p.m.

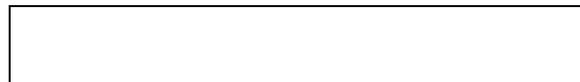
CARRIED

ADJOURNMENT

Res. 042-10-02-25 MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.

CARRIED

These Minutes approved this 24th Day of February 2025.



Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE:	February 24, 2025
SUBJECT:	Bylaw 2025-02 Land Use Bylaw Amendments
ORIGINATING DEPARTMENT:	Planning & Development
AGENDA ITEM:	6.1

BACKGROUND/PROPOSAL:

Bylaw 2025-02 are text amendments to Land Use Bylaw 2018-10 to provide administrative changes for clarity, consistency and promote new residential and industrial development opportunities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to Report to Council attached.

ALIGNMENT WITH STRATEGIC PLAN:

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

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to 2025-02.

MOTION:

That the Town of Sundre Council give second reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw; and

That the Town of Sundre Council give third reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw.

Attachments: Report to Council and Bylaw 2025-02

Date Reviewed: February 19 2025

CAO: *Linda Neba*



REPORT TO COUNCIL

COUNCIL DATE: February 24, 2025
SUBJECT: Bylaw 2025-02 Land Use Bylaw Amendment (Text Amendments)
REPORT WRITER: Planning and Development
AGENDA ITEM: 6.1a

BACKGROUND/PROPOSAL:

A Land Use Bylaw is a 'living' document designed to evolve alongside municipal growth. It establishes the rules and regulations for development within the Town and guides decisions on development permits and subdivisions.

The purpose of Bylaw 2023-02 is to amend Land Use Bylaw 2018-10 (LUB 2018-10) to provide administrative changes for clarity and efficiency. The following provides an overview of the amendments:

Enhance and diversify housing options in Sundre by introducing choices that cater to different needs, including the options for accessory suites, and single and semi-detached dwellings. These changes aim to promote sustainable growth, increase affordability, and support a more inclusive and adaptable housing market within the community:

- The addition of "Housing, Accessory Suite" as a discretionary use in the Low Density Residential (R-1), Estate Residential (R-4), and Serviced Estate Residential (R-4A) districts. This change allows for secondary dwelling units within these zones, providing more housing options while maintaining regulatory oversight to ensure compatibility with the surrounding community.
- Removing the requirement for the property owner to occupy the dwelling containing an accessory suite. Enforcing this requirement would also be challenging, and its removal ensures that the Town focuses on regulating the use of the property rather than the individual owner. This change aligns with best practices by prioritizing land use management while reducing unnecessary enforcement complexities.
- Permitting "Housing, Single Detached Dwelling" and adding "Housing, Semi-detached Dwelling" as a discretionary use in the Manufactured Home Subdivision District, allowing for more redevelopment options beyond manufactured or modular homes, providing greater flexibility in housing choices while ensuring appropriate planning considerations within the district.

Establish clear and consistent regulations by adding "Housing, Manufactured Home, not to exceed 20 years in age (CSA A277 or CSA Z240 models)" as a discretionary use in the Manufactured Home (R-3) 1.2 Manufactured Home Subdivision District, aligning it with the Manufactured Home Park District, which also has this included as a discretionary use.

Update to the Seasonal Residential District (S-R) Regulations based on consultations with Riverside Village Condo board. Riverside RV Village is seeking to change its current bylaws to allow larger RVs in the park. This change has been proposed in response to new CSA standards that now allow larger RVs to be built in Canada and transported on Alberta highways. In consideration of the changes to Riverside RV's bylaw, the town proposes to remove overly restrictive regulations that would be difficult to enforce.

Amend the Flood Plain Industrial District (I-2) to accommodate a proposed self-storage facility following a development permit application. The use would be similar to a sea can which is listed as discretionary. As the use will be in the flood plain area, the development will require to be flood proofed to prevent damage by floods as per the definition in the Land Use Bylaw under *Flood Proofing*.

Remove a Site-Specific Regulation in the Highway Commercial (C-2) District due to the vacancy of previous tenants. Bylaw 2023-04 is an administrative amendment, approved by Town of Sundre Council on June 26, 2023, to provide for a "site specific exception" to the Highway Commercial District (C-2) for the property legally described as Plan 6114JK, Lot 19; Civic Address 104 Main Avenue East to allow for the manufacturing of recreational type "cabins". Should the current tenant vacate the premises, the manufacturing of the recreational style "cabins" will expire, and all products and materials used are to be removed from the site, and the site-specific exception will no longer be valid. The tenant did vacate the property last year, and the site-specific exception no longer applies.

CONCLUSION:

The proposed amendments in Bylaw 2025-02 aim to enhance housing development options, improve regulatory clarity, and address enforcement challenges within the Town of Sundre's Land Use Bylaw. These changes support sustainable growth, align with community needs, and streamline regulations for more effective implementation.

RECOMMENDED ACTION:

That the Town of Sundre Council give second, third and final reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw.

Attachment: Bylaw 2025-02

Date Reviewed: February 19, 2025

CAO: Linda Nelson



**TOWN OF SUNDRE
BYLAW 2025-02**

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

WHEREAS, Section 639 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires Council to enact a Land Use Bylaw;

AND WHEREAS, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a Bylaw to amend a Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts the following amendments to Land Use Bylaw 2018-10.

Portions of Land Use Bylaw 2018-10 to be amended as follows:

PART TWO: DEFINITIONS

2. USE DEFINITIONS

~~**DELETE: Recreation Vehicle** means a vehicle or portable structure designed and intended to provide temporary living accommodation for travel or recreation purposes which either has its own motor power or is mounted to or drawn by another motorized vehicle; and without limiting the generality of the foregoing, includes a motor home, truck camper, tent trailer, fifth wheel, or travel trailer but does not include a mobile home or any vehicle or trailer over 2.44 m in width.~~

ADD: Recreation Vehicle means a vehicle or portable structure designed and intended to provide temporary living accommodation for travel or recreation purposes which either has its own motor power or is mounted to or drawn by another motorized vehicle; and without limiting the generality of the foregoing, includes a motor home, truck camper, tent trailer, fifth wheel, or travel trailer but does not include a mobile home or any vehicle or trailer over 2.60 m in width.

~~**DELETE: Recreation Vehicle – Park Model** means a recreation vehicle conforming to CAN-CSA series Z241, or the equivalent, mounted on a single chassis, on wheels, and is relocatable from time to time, may not exceed 538 sq. ft. (50 sq. m.) in size and to a maximum of 4.5 m. in height, may have a footprint of 12' x 44' (528 sq. ft.), 13' x 41' (533 sq. ft.) or 14' x 38' (532 sq. ft.) or similar but shall not exceed 538 sq. ft., and shall be identified with a CSA sticker and product number.~~

ADD: Recreation Vehicle – Park Model means a recreation vehicle conforming to CAN/CSA series Z241, or the equivalent, mounted on a single chassis on wheels, that is relocatable from time to time and has a minimum width of 2.6 m [8.5 feet] and a total maximum gross floor area of 50 sq m (538.2 sq ft) including the loft, if any.

PART THREE: GENERAL REGULATIONS

6.5 Accessory Suites

- a) ~~Accessory suites may only be situated in a detached dwelling, which is occupied by the registered owner.~~
- b) The number of accessory suites per detached dwelling is limited to one (1).
- c) Off-street parking will be provided in accordance with Section 3(1) of Part Three.
- d) ~~Accessory suites will only be permitted in R-2 districts where the subject parcel area is a minimum of 470 m² for interior parcels and 560 m² for corner parcels.~~

PART FOUR: LAND USE DISTRICT REGULATIONS

Low Density Residential District (R-1)

General Purpose: To provide an area for low-density residential development in the form of single detached dwellings and compatible uses, herein listed, which are connected to the municipal sewer and water systems.

Permitted Uses: Accessory Building
Home Office
Housing, Single Detached Dwellings
Protective Emergency Services
Public Parks

Discretionary Uses: Adult Care Residence
Alternate Energy Systems
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Group Homes, Limited
Home Occupation
ADD: Housing, Accessory Suite
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre

Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

Estate Residential District (R-4)

General Purpose: To provide an area for low-density residential development in the form of single detached dwellings and compatible uses, herein listed. Connection to municipal sewer and water systems is required, with exception to those properties not capable of connecting to municipal services due to their alignment adjacent to the provincial highway and identified in Table 1. However, with new development, including Accessory Suites, connection to municipal services must be made possible and connection to municipal services will be required.

Permitted Uses: Accessory Building
Home Office
Housing, Single Detached Dwellings
Public Parks
Protective Emergency Services

Discretionary Uses: Alternate Energy Systems
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Home Occupation
ADD: Housing, Accessory Suite
Housing, Garden Suite
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre

Serviced Estate Residential District (R-4A)

General Purpose: To provide an area for Single Detached Dwelling residential development on large sites and compatible uses, herein listed, which are connected to the municipal sewer and water systems.

Permitted Uses: Accessory Building
Home Office
Housing, Single Detached Dwellings
Public Parks

Discretionary Uses: Alternate Energy Systems
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Home Occupation
ADD: Housing, Accessory Suite
ADD: Housing, Garden Suite
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre

Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

Highway Commercial District (C-2)

DELETE: Site Specific Exception No. 2:

~~Plan 6114JK, Lot 19 (civic address 104 Main Avenue East) allowance for the manufacturing of recreational style “cabins” on the premises, with display of the “cabins” to be located in rear and east side yards of the property. If at any time, should the tenant vacate the premises, the Site Specific Exception will expire.~~

Manufactured Home District (R-3)

1.2 Manufactured Home Subdivision District

General Purpose: To provide an area for and to regulate the development and use of land for manufactured home subdivisions and other uses, herein listed, which are compatible with a residential area. The subdivision is comprehensively designed wherein manufactured homes are installed on privately owned lots. The area is to be connected to municipal sewer and water systems.

Permitted Uses: Accessory Buildings (detached garage and shed)
Addition and Attached Garage
Deck
Home Office
Housing, Manufactured Home, not to exceed 10 years in age (CSA A277 or CSA Z240 models)
Housing, Modular Home
ADD: Housing, Single Detached Dwelling
Public Parks
Protective Emergency Services
Public Utility Building

Discretionary Uses: Day Care Facility – Neighbourhood
Day Home Facility
Home Occupation
ADD: Housing, Semi-Detached Dwelling
ADD: Housing, Manufactured Home, not to exceed 20 years in age (CSA A277 or CSA Z240 models)
Public and Quasi-public uses
Temporary Residential Sales Centre

Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

Seasonal Residential District (SR)

General Purpose: To provide for and control the placement of Recreational Vehicles (motorhomes, 5th wheel, pull trailer) and Park Model Homes not designed for year-round occupancy, the placement of accessory structures and associated facilities.

1.0 General Regulations

~~DELETE: 1.2 Recreational Vehicle Construction~~

~~Only manufacturers that are members of and are recognized by the Canadian Recreation Vehicle Association (CRVA) and be licensed for manufacture of Recreation Vehicles shall build all Recreation Vehicle units, with the exception of Park Models, in a controlled factory environment. All Recreation Vehicles built in a certified factory must be CSA and/or ULC approved prior to leaving the factory. No Recreation Vehicle may be constructed on site.~~

~~If a Park Model is built outside a certified factory, it must have had inspections by all building disciplines prior to the unit being delivered to the lot. If a Park Model is constructed outside the~~

Town of Sundre's jurisdiction, proof of inspections must be provided to the Town prior to delivery of the unit, otherwise, the unit will be subject to being inspected by the Town's Inspection Agency at the owner's sole expense.

DELETE: 3.0 Recreation Vehicle Standards:

~~Maximum Length Recreation Vehicles: 12.2 m. (except Park Models)~~

~~Maximum Length Park Models: Removed~~

~~Maximum Width:~~

~~Recreation Vehicles: (except Park Models)~~

~~2.4 m. but extendable using factory installed slide-outs only~~

DELETE: 3.1 CSA Standards for Park Models

~~i. A Park Model is a home built on a single chassis with wheels meeting the national building standards code CSA Z241A.~~

~~ii. Park Model may not exceed 538 sq. ft. (50 sq. m.) in size and to a maximum of 4.5m. in height.~~

~~iii. Park Model may have a footprint of 12' x 44' (528 sq.ft.), 13' x 41' (533 sq. ft.) or similar sizing to a maximum of 538 sq. ft.~~

~~iv. Park Models shall be identified with a CSA sticker and product number.~~

3.3 Miscellaneous:

DELETE: All recreation vehicles must retain their travel ability and be livable with the removal of any additions. Axels, wheels and hitches must remain on the vehicle as well as all original doorways and doors. Park models may have hitches removed but they must remain available on the lot for immediate reinstallation if required.

ADD: "All recreational vehicles must retain their travel ability and be livable with the removal of any additions. With the exception of park models, axles, wheels and hitches must remain on the vehicle, as well as the original doorways and doors. Park models may have hitches, axles and wheels removed but hitches must remain available on the lot for immediate reinstallation and axle hangers must be maintained in good condition so axles with wheels can be installed if required."

Flood Plain Industrial District (I-2)

General Purpose: To provide an area for flood compatible industrial uses, and other uses, herein listed, which are acceptable in an area that lies within the 1:100-year floodplain of the Red Deer River.

Permitted Uses: Nil

Discretionary Uses: Accessory Building
Alternate Energy Systems

Automotive and Equipment Repair Shops
Automotive and Recreational Vehicle - Sales/Rentals
Auto wrecking yards
Cannabis Retail Store
Equipment and Storage Yard
General Industrial Uses, Minor Impact
ADD: Mini or Self Storage
Sea cans
Signs (except Billboards)
Public Utility building
Veterinary Services, Major
Any use that is similar, in the opinion of the Development Authority, to the
discretionary uses described above.

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

READ A FIRST TIME this 20th day of January 2025 Motion No. 017-20-01-25;

PUBLIC HEARING HELD this 24th day of February 2025;

READ A SECOND TIME this ___ day of _____ 2025 Motion No. _____;

READ A THIRD AND FINAL TIME this ___ day of _____ 2025 Motion No. _____.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2025
SUBJECT	RFD Bylaw 2025-01 "Council Committees Bylaw", Schedule "G" Ad Hoc Downtown ARP Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report.

The Bylaw & Policy Review Committee reviewed Schedule "G" on February 19, 2025.

ALIGNMENT WITH STRATEGIC PLAN

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

COSTS/FUNDING:

In-house staff time.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends all three readings to Bylaw 2025-01 "Council Committees Bylaw" as presented, by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

MOTION:

That Council rescinds Bylaw 2024-02 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2025-01 "Council Committees Bylaw", by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

That the Town of Sundre Council gives Second Reading to Bylaw 2025-01 "Council Committees Bylaw", by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

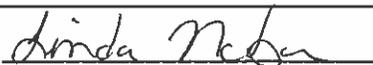
That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw", by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw", by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

ATTACHMENTS: Report to Council

Bylaw 2025-01 "Council Committees Bylaw" with Schedule "G"

Date Reviewed: February 20, 2025

CAO: 



REPORT TO COUNCIL

COUNCIL DATE: February 24, 2025
SUBJECT: Bylaw 2025-01 "Council Committees Bylaw", Schedule "G" Ad Hoc Downtown ARP Committee
REPORT WRITER: Legislative Services
AGENDA ITEM: 6.2a

BACKGROUND/PROPOSAL:

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

DISCUSSION:

The Bylaw Policy Review Committee has had an opportunity to review this Bylaw and recommended that Schedule "G" Area Redevelopment Plan Ad Hoc Committee, be incorporated into the Bylaw. The final draft is before Council this evening.

The Area Redevelopment Plan Ad Hoc committee will comprise 5 representatives from stakeholders such as individual service providers who have expertise and experience in the provision of downtown businesses, economic development, tourism; or Town electors who have an interest in the sustainability and growth of the Town of Sundre, with a majority being business owners with a valid business license in the Town of Sundre. By bringing together business owners, stakeholders, and Town representatives, the committee ensures the Area Redevelopment Plan reflects local needs and supports economic growth.

This collaborative forum encourages open dialogue and input to explore opportunities for revitalizing and enhancing the downtown area. The committee will offer feedback on Downtown Corridor Enhancement communication strategies, engage in idea sharing and discussions to incorporate public input into the drafting of the Area Redevelopment Plan, and assist administration during public information sessions.

Ultimately, this approach ensures the plan is practical, sustainable, and aligns with Council's Strategic Plan and the Town of Sundre's Municipal Development Plan's objectives for the development of the downtown area.

RECOMMENDED ACTION:

Administration recommends all three readings to Bylaw 2025-01 "Council Committees Bylaw" as presented, by adding Schedule "G", the Ad Hoc Downtown ARP Committee.

Date Reviewed: February 20, 2025 CAO:





TOWN OF SUNDRE

BYLAW NO. 2025-01

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE *MUNICIPAL GOVERNMENT ACT*, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:

1. NAME OF BYLAW

This Bylaw may be cited as "Council Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;

- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.

- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- 8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2. The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 3.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

15. EFFECTIVE DATE

- 15.1 All Schedules attached are part of and form part of this Bylaw.
- 15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

16. REPEAL

- 16.2 Bylaw 2024-02 and amendments thereto are hereby repealed.

Read for a first time on this ____ day of ____ 2025; Motion No. _____;

Read for the second time on this ____ day of ____ 2025; Motion No. _____;

Given Unanimous Consent to Proceed to a third reading this ____ day of ____ 2025;

Motion No. _____;

Read for the third time on this ____ day of ____ 2025; Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting.

Schedule "B"
TERMS OF REFERENCE
COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

II. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council's strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required to facilitate the timely review and recommendations on applications.

VII. CONFLICT OF INTEREST

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

Schedule "C"

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBILITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act shall be the chair of the Committee:

- (i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
- (ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
- (iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

Schedule E Terms of Reference Emergency Management Advisory Committee continued

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the *Municipal Government Act* is not required;
- b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

Schedule E Terms of Reference Emergency Management Advisory Committee continued

- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
- b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

Schedule "D"
TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE

I. STATEMENT OF PURPOSE

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local agencies and citizens.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor and 1 Councillor
- Mountain View County 2 Councillors
- 2 members at large
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. ROLES AND RESPONSIBILITIES

The Committee shall:

- Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.
- Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.
- Abide by the Town of Sundre Committees Bylaw

I. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year. Members at large shall be a term of two years and may be renewed at the discretion of Town of Sundre Council.

II. FREQUENCY OF MEETINGS

The committee shall normally meet during regular business hours on a weekday, on such dates and locations as determined at the discretion of the committee.

III. CONFLICT OF INTEREST

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

Schedule "E"

TERMS OF REFERENCE

SUNDRE STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

Under the *Municipal Government Act*, (MGA), councillors have the duty to: consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality. participate generally in developing and evaluating the policies and programs of the municipality, participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council, obtain information about the operation or administration of the municipality from the chief administrative officer, keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Council's effectiveness depends on councillors providing input on specific areas, while thinking and voting for the whole municipality.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Advisory)
- Staff members as designated by the Chief Administrative Officer (Advisory)
- Recording Secretary (Support Staff)
- A quorum shall consist of a majority of the current Council committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

- Attend the Orientation session during the first term of council.
- Participate in the Strategic Planning Session during the first term of council.
- Participate in the spring strategic advisory meeting. Review draft documents for further administrative research, and subsequent review at fall strategic advisory meeting.
- Participate in the fall strategic advisory meeting. Review draft budget documents for the debate and subsequent approval of Council at the regular council meetings in December.
- Review draft business plans for Town departments.
- Make best efforts to participate in the spring and fall open houses.
- Abide by the Town of Sundre Committees Bylaw

IV. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

V. FREQUENCY OF MEETINGS

- Orientation shall take place over 1 weekend, generally in November following the municipal election, this session is mandatory. More than one orientation session may occur over the four year term, according to best practices, (year 1 and year 3). Orientation sessions shall be coordinated and scheduled by the Chief Administrative Officer.

- Strategic Planning shall take place over 1 weekend in January following the municipal election, this session is mandatory.
- Spring Open House shall generally take place in March and shall be set at the Organizational meeting in the preceding year.
- Fall Open House shall generally take place in September and shall be set at the Organizational meeting in the preceding year.
- Spring strategic advisory meeting shall generally take place over three days in April and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the workshop, and all regulations for closed sessions shall be in effect. Typically, this meeting shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.
- Fall strategic advisory meeting shall generally take place over three days in October and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the meeting, and all regulations for closed sessions shall be in effect. Typically, this workshop shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.

VI. CONFLICT OF INTEREST

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

Schedule "F"

TERMS OF REFERENCE

SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new hospital/health complex.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor
- Town of Sundre Council Representative
- Mountain View County Council Representative
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Town of Sundre Director of Corporate Services (Non-Voting)
- Mountain View County CAO or designate (Non-Voting)
- 2 Town of Sundre Physicians, one from the Moose and Squirrel and one from Greenwood Family Physicians
- 1 Hospital Futures Committee Member
- Sundre Hospital Site Lead (Advisory, Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

The committee shall be responsible to:

- Meet with P3 Capital Partners Inc. on the requirements for a new Sundre hospital proposal.
- Review and approve communications related to the project.
- Review Request for Proposals (RFP) that will go out to public tender.
- Evaluate and interview proponents based on the proposals.
- Negotiate terms with potential shortlist partners for presentation to Town of Sundre Council.
- The CAO or their designate shall present the recommendations of the committee to Council for information or decision as appropriate.
- Abide by the Town of Sundre Committees Bylaw.

IV. TERM

The committee appointment for members of Council shall be for one (1) year, renewable by motion of Council at the annual Organizational Meeting. The Chair shall be the Mayor of the Town of Sundre for a term of one (1) year, reappointed each year at the Organizational meeting. All other committee members shall be appointed for the term of the committee. The committee shall disband on the date the hospital is officially opened.

V. FREQUENCY OF MEETINGS

Meetings are convened on an as needed basis and may include meetings with P3 Capital Partners Inc. as required. The committee will regularly report to Council.

VI. CONFLICT OF INTEREST

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

Schedule "G"

TERMS OF REFERENCE

AD-HOC DOWNTOWN ARP COMMITTEE

VII. STATEMENT OF PURPOSE

The Downtown ARP Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, assist in the drafting and implementation of a Downtown Area Redevelopment Plan.

VIII. COMPOSITION OF COMMITTEE

The Downtown ARP Committee shall be made up of a core group of eight (8) individuals:

- 5 representatives from stakeholders such as individual service providers who have expertise and experience in the provision of downtown businesses, economic development, tourism; or Town electors who have an interest in the sustainability and growth of the Town of Sundre, with a majority being business owners with a valid business license issued by the Town of Sundre
- Chief Administrative Officer, and/or designate; (non-voting)
- Director of Community Development; (non-voting)
- Economic Development Officer (non-voting)
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

IX. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

The establishment of an ARP Committee provides an important forum for identifying opportunities and provide input for the draft ARP.

The establishment of the ARP Committee provides a forum for open discussion and brainstorming of ideas that may be included in the writing and implementation of the Area Re-development Plan.

The committee will disband upon adoption of the Area Re-development Plan Bylaw by Council.

X. ROLES AND RESPONSIBILITIES

Staff Shall:

- Prepare an Expression of Interest Document for Advertising for membership on the committee.
- Prepare a Matrix for scoring, which shall use key words to identify relevant experience, suitability and/or ability to contribute positively to the committee, for all submitted Expressions of Interest.
- Prepare an agenda and topics for discussion at each committee meeting.

The Committee shall:

- Appoint a Chair;
- Provide feedback on Downtown Corridor Enhancement communication strategies.
- Participate in open discussion and idea sharing to:

- Discuss public input for consideration in drafting of the Area Re-development Plan Bylaw;
- Support administration at Public Information Sessions.

The CAO shall:

- Provide staff recommendations for appointments to the committee, based on the scoring matrix, for Council's consideration.
- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Ad Hoc Downtown ARP Committee;
- Appoint members to the Ad Hoc Downtown ARP Committee, based on recommendations of staff through an expression of interest process and scoring matrix.

XI. FREQUENCY OF MEETINGS

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



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT RFD Policy A-013-00-POL Naming Policy
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6.3

BACKGROUND/PROPOSAL:

Policy A-013-00-POL Naming Policy is a new Policy reviewed by the Bylaw & Policy Review Committee on February 19, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Policy.

Policies are adopted by resolution and are a reflection of Council's goals and objectives.

The Bylaw & Policy Review Committee has reviewed the Policy and is recommending approval of the Policy as presented.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve Policy A-013-00-POL, Naming Policy as recommended by the Bylaw & Policy Review Committee.

MOTION:

That the Town of Sundre Council approve Policy A-013-00-POL, Naming Policy as recommended by the Bylaws & Policy Review Committee, as presented.

Attachment: A-013-00-POL Naming Policy

Date Reviewed: February 20, 2025

CAO: Linda Nelson



TOWN OF SUNDRE POLICY # A-013-00-POL
POLICY NAME: Naming Policy

TOWN OF SUNDRE POLICY	
Policy Number	A-013-00-POL
Policy Title	Naming Policy
Approval Date	
Resolution Number	
Revision Date	
Date of Review	
Responsible Department	Legislative Services
Related Bylaws/Acts/Regulations	

1. Strategic Plan:

Policy aligns with Council's Strategic Plan Pillar 1 Community Development and Pillar 5 Sustainable and Responsible Governance

2. Purpose of the Policy:

To promote a distinctive and unique identity, based on the Town's history, culture, and heritage. To achieve this, a Naming Policy which will include a Names Reserve List and Naming Committee will be established and maintained to promote the identity, while ensuring expediency for the administration, proponents and the community to move ahead with named areas or facilities.

Policy Statement:

The Council of the Town of Sundre will have a process for the naming of development areas, roads, passive outdoor recreation areas, parks, trails, and municipal facilities that recognizes and commemorates significant life-long residents of the Town of Sundre, the Town's history, heritage, and natural features.

Definitions:

Development Area means an Area Structure Plan, a Concept or Outline Plan, or a Subdivision, including an amendment to any of the same.

Honourary Naming means allowing a name for a road without actually changing the official civic name or address.

Municipal (Public) Facility means any building, structure, or area of land owned or operated by the Town of Sundre.

Names Reserve List means a compilation of names maintained by the Names Reserve Committee to be assigned to a Development area, Road, Passive Outdoor Recreation Area, Park or Trail, or Municipal Facility within the Town of Sundre.

Park or Trail means an outdoor area of land used for active or passive recreational activities, owned or operated by the Town of Sundre.

Road means any type of thoroughfare as defined by the Town of Sundre designated specifically for vehicular use.

Sponsorship Naming Rights means the right granted by the Town of Sundre to name or rename a Town owned or operated facility (structure, passive outdoor recreation area, park, trail, road), or

parts of a Town of Sundre owned or operated facility in exchange for financial consideration (structure, passive outdoor recreation area, park, trail, road).

3. Guidelines

3.1 Names Reserve List

- a. In order to maintain a list of potential names for development areas, roads, passive outdoor recreation areas, parks, trails and public facilities, the Town will maintain a Names Reserve List.
- b. Names for the Names Reserve List must be:
 - i. The name of a Resident or Past Resident of the Town of Sundre (individual or family) whose accomplishments or contributions to the community are performed in an outstanding manner or to an uncommonly high standard that brings positive recognition to the Town of Sundre and benefits the residents of the Town;
 - ii. A name, other than that of a Resident or Past Resident (individual or family), that holds an historical significance to, celebrates the culture and heritage of the Town of Sundre, or reflects the geography, landscape or character of Sundre.
- c. Names will be brought forward to Council at the recommendation of the Naming Committee for decision or for inclusion as an addition to the Names Reserve List.

3.2 Honourary Re-Naming of Roads

- a. A request to rename an existing road, park or municipal facility with an honorary name is to be submitted to Council for approval.
- b. Honourary names may be derived from the Names Reserve List or to commemorate Veterans or Sovereign.
- c. Council may apply fees where appropriate.

3.3 Naming Process

- a. Proposed development area, road, passive outdoor recreation areas, park, trails and municipal owned or operated facilities names will be brought forward to Council for decision based on the recommendations of the Naming Committee.
- b. Where a naming theme has not been approved for a development area, the naming theme will be brought forward to Council for decision prior to the third reading of the Area Structure Plan, Concept Plan or Land Use Amendment (redesignation).
- c. Except for names from the Names Reserve List, where a theme is approved for a development area, the names of all roads and parks within the development area must be consistent with the theme, unless otherwise directed by Council.
- d. Names of roads and parks within a particular development area will be brought forward to Council for decision prior to the third reading of a Land Use Bylaw Amendment.
- e. All proposed names must be considered appropriate for use by administration and except where outlined below, a proposed name, regardless of the suffix, shall not duplicate, sound like or be phonetically similar to an existing name.
 - i. A road name may be a duplicate name of a development area, provided the road is located within the development area where the duplicate name would occur.
 - ii. A park name may be a duplicate name of a development area, provided the park is located within the development area where the duplicate name would occur.

- iii. A park name may be a duplicate name of a road, as long as the primary access to the park fronts onto the road where the duplicate name would occur.
 - iv. A municipal (public) facility name may be a duplicate name of the development area, provided the municipal (public) facility is located within the development area where the duplicate name would occur.
- f. The generic term “park” may not be assigned to development areas, passive outdoor recreation areas, roads, or municipal facilities unless it is defined as a park in this policy.

4. Responsibilities: Naming Committee

- a. To receive all applications for the naming of development areas or honorary names and make recommendation to Council for approval of the names.
- b. To evaluate and make recommendations to Council based on criteria as follows:
 - i. Emergency response use (e.g., confusion with similar names, redundancies);
 - ii. Signage limitations (i.e., number of characters or words);
 - iii. The possibility of misuse in a derogatory or profane manner;
 - iv. Documented proof demonstrating that the proposed commemorative name or honorary name meets one or more of the following:
 - Is the name of a Resident (current or past) of the Town of Sundre;
 - It is of historical significance and/or landmark;
 - Traditional usage of lands by Indigenous Peoples;
 - Extra-ordinary achievement (individual or family);
 - Significant cultural contribution to the Town of Sundre;
 - Recognizes the flora or fauna or a geographical feature of the Town of Sundre;
 - A Town of Sundre Resident who volunteers and gives extraordinary service to the community or humanitarian causes.

5. Sponsorship Naming Rights

5.1 The Town of Sundre will consider naming rights for all Town owned or operated facilities, including but not limited to, structures, roads, passive outdoor recreation areas, park and trails, on behalf of a Sponsor pursuant to a Sponsorship Agreement whereby the Sponsor provides cash, in-kind services, or in-kind/benefits to the Town of Sundre in return for permitted right of association with a Town of Sundre Facility;

5.2 Forms of Sponsorship include:

- Cash – a Sponsorship received in the form of money for naming rights;
- In-kind – goods and services, other than cash, of value to the Town of Sundre are received, provided always that the Council is satisfied that the provision of such goods and services is specifically related to the Sponsorship and therefore does not contravene the intent and effect of this policy.
- A combination of the above.

5.3 Sponsorship and Sponsorship Naming Rights revenues will be allocated by the Chief Administrative Officer or designated officer on behalf of Council, in accordance with the following commitments in order of priority:

- a. Fulfillment of Sponsorship and Naming rights obligations under the agreement;
- b. To fund the overall administrative costs and staffing to coordinate Corporate Sponsorship and Sponsorship Naming Rights;
- c. Other investment priorities identified through the Town of Sundre's operating and capital budget planning process.

5.4 The following will not be considered for prospective Sponsors and Sponsorship Naming Rights entities:

- a. Parties that could reflect negatively on the Town of Sundre's public image or prove detrimental to the Town's integrity and/or reputation or non-compliance of Town policy or strategies;
- b. Parties that are disqualified from doing business with the Town of Sundre due to ongoing litigation;
- c. Parties that promote religious, political, or potentially divisive messages specific to any group or subgroup of the residents of the Town of Sundre;
- d. Parties that are registered as local elector organizations or political parties.

5.5 Application for Sponsorship Naming Rights to be submitted to the Naming Committee for recommendation to Council for approval.

5.6 A Sponsor must obtain express prior approval from the Town of Sundre, acting in its sole discretion to approve the content of any sponsorship creative, branding, messaging, or other activation to be installed, placed, or deployed on any Town of Sundre owned or operated structure, road, park, trail, and outdoor passive recreation areas, including any approved use or reference to the Town of Sundre logo.

5.7 In making a decision, Council will have regard, without limitation, for the following:

- a. Potential, actual, or perceived conflicts of interest with the Sponsor;
- b. Any existing contracts with the Sponsor;
- c. Any existing regulatory applications from the Sponsor;
- d. Impacts to the Character, Integrity, and Safety of a Town of Sundre facility;
- e. Where the Sponsor may be detrimental to the Town's public image;
- f. Previous findings of violation of law.

5.8 All applications for Sponsorship will be evaluated for compliance with the guidelines and provisions of this policy.

6. Fees:

6.1 A fee of \$1,000.00 will be collected with the submission of an Application to the Naming Committee.

6.2 The fee will be returned to the applicant if:

- a. The name does not meet the guideline and provisions of this policy;
- b. The name is not approved by Council.

7. Schedule "A" Application to Naming Committee

8. End of Policy

Mayor Richard Warnock

Chief Administrative Officer



SCHEDULE "A" - APPLICATION TO NAMING COMMITTEE

The Town of Sundre encourages the selection of names that reflect, recognize and commemorate noteworthy Residents of the Town of Sundre, the Town's history and heritage, and the flora, fauna and natural features of the community for development areas, parks, major trails, municipal facilities and roads.

Applicant Information (please print clearly):

Name: _____

Civic Address: _____ Mailing Address: _____

Phone(hm/wk): _____ Phone (cell): _____

Email: _____

Proposal Information: *Please note, the applicant may incur costs associated with naming, renaming a park, road, municipal facility, or to assign an honorary name to a road, unless waived by the Town of Sundre Council*

Proposed Name: _____

Site Location: _____
(Address / Neighbourhood)

Municipal Address Change Required: yes no

Type of Application:

- Addition to the Names Reserve List
- Road Assignment
- Park Naming
- Honorary Naming

Municipal Facility Name / Renaming

Development Area / Subdivision

Other _____

Required Information:

- Justification for request
- Site locations & Context Map
- Site location & Context Map
- Biography / Write-up of proposed naming, including citations, articles, clipping files, etc.
- Community Response, Letters of Support
- Letters of support, Tentative Plan of Subdivision
- Written Consent of Family / Individual
- Fee \$1,000.00 (cash, cheque, debit or credit card)

Office Use Only: Receipt No. _____

Naming Committee: Town of Sundre
c/o CAO
PO Box 420, Sundre AB T0M 1X0
Email: townmail@sundre.com

Personal information is being collected under the authority of Section 58 of the Municipal Government Act and will be used for the processing of an application the name a development area, municipal facility, park, trail or road. The personal information will be included in reports to the Committee and Council that are available to the public. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection, and use of this information, contact the FOIPP Coordinator (403) 638-3551 or email: townmail@sundre.com



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2025
SUBJECT	Bylaw 2025-03 Wildlife Feeding and Attractant Management Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

A Council may pass bylaws for municipal purposes to regulate or deal with any development or thing in different ways under Section 8 of the *Municipal Government Act*, as amended from time to time.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The feeding of wildlife has caused concerns for the safety of citizens and the health of various species wildlife that co-exist in the Town of Sundre. The bylaw supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

The bylaw was reviewed by the Bylaw & Policy Review Committee.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

That the Town of Sundre Council give second reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

That the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

That the Town of Sundre Council give third and final reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

Attachment: Bylaw 2025-03 Wildlife Feeding and Attractant Management Bylaw

Date Reviewed: February 20, 2025

CAO: Amida Nelson



Bylaw 2025-03

PROHIBITION ON FEEDING WILDLIFE AND ATTRACTANT MANAGEMENT BYLAW

BEING a Bylaw of the Town of Sundre, in the Province of Alberta, respecting the safety, health and welfare of people and the protection of people and property, and the feeding of Wildlife and attractant management activities within the Town limits; and

WHEREAS, Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; a Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property; and

WHEREAS, pursuant to Section 8 of the *Municipal Government Act*, a Council may by bylaw regulate or prohibit certain activities, including the creation of offences and penalties; and

WHEREAS, Fish and Wildlife Enforcement Services has identified that feeding Wildlife attracts Wildlife and their prey to the area, contributing to habituated Wildlife and an increase in Wildlife and human interactions, creating subsequent risks and dangers, for both people and for Wildlife; and

WHEREAS, Council of the Town of Sundre wishes to prohibit the feeding of Deer to reduce associated risks and danger.

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta, duly assembled, enact as follows:

1. This Bylaw shall be called the "Prohibition on Feeding Wildlife and Attractant Management Bylaw".
2. Where the provisions of this Bylaw conflict with the provision of any other Bylaw of the Town of Sundre, this Bylaw shall prevail.

SECTION 1: PURPOSE

- 1.1 The Town of Sundre values its citizens, Wildlife and surrounding natural areas and the Wildlife that inhabit those areas. Feeding Wildlife brings more Wildlife into the Town and contributes to Wildlife and their offspring adapting to the urban environment, increasing the potential for problems or conflicts and increasing the risks to the health and safety of humans, as well as the health and safety of Wildlife.
- 1.2 The Town of Sundre supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.

SECTION 2: INTERPRETATION

- 2.1 Words or phrases as defined in the *Municipal Government Act*, the *Interpretation Act* or the *Wildlife Act, Revised Statutes of Alberta 2000; Chapter W-10*, or the *Wildlife Regulation (Alberta Regulation 143/1997 as amended from time to time)*, shall have the same meaning when used in this bylaw unless otherwise defined in Section 3.

SECTION 3: DEFINITIONS

In this Bylaw, unless context otherwise requires, the following definitions shall apply:

- 3.1 **“Attractant”** means any substance that could be reasonably expected to attract Wildlife or other edible substances made accessible to Wildlife, such as, but not limited to vegetable matter, pet food, oats, corn, fruit or fruit peels, bird seed, alfalfa or timothy hay, salt licks or mineral blocks;
- 3.2 **“Chief Administrative Officer or CAO”** means the person appointed to the position of CAO by Council within the meaning of the *Municipal Government Act*;
- 3.3 **“Council”** means the elected officials of the Town of Sundre, elected pursuant to the *Local Authorities Election Act, Revised Statutes of Alberta*;
- 3.4 **“Dangerous Wildlife”** means a bear, cougar, coyote, wolf or any other Wildlife species deemed dangerous by an Officer;
- 3.5 **“Feed”** means to lay, set out or provide a food source or an attractant that may attract Wildlife;
- 3.6 **“Officer”** means a Bylaw Enforcement Officer, Peace Officer, Fish and Wildlife Officer, Conservation Officer, a member of the Royal Canadian Mounted Police or any other designated Officer of the Province of Alberta;
- 3.7 **“Ungulates”** means animals, domesticated or wild, that has hoofs, including but not limited to white-tailed deer, mule deer, elk, and moose.
- 3.8 **“Vessel”** means a container such as, but not limited to, a cask, bottle, kettle, cup, bowl, barrel, receptacle, basin, equine or bovine food pail, canine or feline food dish and bird feeders;
- 3.9 **“Violation Tag”** means a municipal tag or similar document in a form approved by the Town of Sundre, authorized under the *Provincial Offences Procedures Act* as amended or issued by the Town pursuant to the *Municipal Government Act, R.S.A. 2000 cM-26* as amended, and issued for any offence in which a penalty may be paid out of court in lieu or appearing to answer a summons;
- 3.10 **“Violation Ticket”** means a Ticket issue pursuant to Part II of the *Provincial Offences Procedures Act, R.S.A. 2000 c.P-34*, as amended, and Regulations thereunder;
- 3.11 **“Wildlife”** means an animal that is not domesticated which may include but is not limited to white-tailed deer, mule deer, elk, and moose, birds of prey, fur-bearing animals, migratory game birds, non-game animals, non-license animals, and upland game birds;

SECTION 4: WILDLIFE FEEDING and ATTRACTANT MANAGEMENT

- 4.1 For reasons of public health and safety, and to avoid conflict between Humans and Wildlife, it is forbidden to feed any type of Wildlife within the boundaries of the Town of Sundre.
- 4.2 No person shall leave an attractant outside a residence, commercial, industrial, or institutional building, on a trail, or in a park, that results in the feeding of Wildlife.
- 4.3 Notwithstanding, Sections 4.1 and 4.2, a person or owner may place or permit the placement of an outdoor bird feeder containing bird feed, seeds, suet, nectar or any other attractant provided that the bird feeder is suspended on a cable or other device in such a manner that it is inaccessible to Wildlife other than birds.
- 4.4 Sections 4.1, 4.2 or 4.3 do not apply in the following situations:
- (i) the leaving of food as bait in a trap by an Officer to capture a sick or injured Wildlife inhabiting or habituating a commercial, industrial or institution or residence;
 - (ii) the leaving of food as bait by a licensed trapper, an employee of an Officer or pest control agency licensed by the province, in the performance of their duties.

SECTION 5: OBSTRUCTION

- 5.1 No person shall:
- (i) interfere with or attempt to obstruct an Officer who is attempting to capture, or who has captured, any Wildlife in accordance with the provisions of this bylaw;
 - (ii) remove, or attempt to remove, from possession of an Officer, any animal which has been seized;
 - (iii) induce or entice any Wildlife to enter an area where it may be safe from capture, or otherwise assist the Wildlife to escape capture.
- 5.2 No person shall provide false information to an Officer.

SECTION 6: ENFORCEMENT AND PENALTIES

- 6.1 Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw, they may serve upon such person an offence ticket allowing payment of the specified penalty as set out in Schedule "A" to this Bylaw, which shall be accepted by the Town of Sundre in lieu of prosecution for the offence or, may issue a Violation Ticket requiring a person to appear in court without the alternative of making a voluntary payment or may lay an information in respect of the offence.
- 6.2 An Officer shall keep an up-to-date record of all complaints, notices, and reports and a similar record of the disposition, therefore.
- 6.3 An Officer may, if prudent and safe, remove any vessel being utilized to feed Wildlife and dispose of the food.

- 6.4 An Officer will, if a vessel(s) is confiscated, advise the owner of the vessel that it will be held for a period thirty (30) and may be reclaimed. If after 30 days, the vessel is not reclaimed, it will be deemed abandoned and disposed of in a suitable manner.
- 6.5 Any person or owner who contravenes any provision of this bylaw for which a penalty is not set out in Schedule "A" of this bylaw is liable for a minimum penalty of \$75.00.
- 6.6 For the purposes of this Bylaw, an act or omission of an employee or agent of the person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent exercising the powers or performing the duties on behalf of the person under their agency relationship.
- 6.7 If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership that authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
- 6.8 An Officer is hereby authorized and empowered to issue a Violation Tag to any person or owner, where an Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 6.9 The Violation Tag shall state:
- (i) the name of the accused;
 - (ii) the nature of the offence;
 - (iii) the civic and mailing address of the accused;
 - (iv) the penalty payable for the offence; and
 - (v) the time period within which the penalty must be paid to avoid issuance of a Violation Ticket.
- 6.10 The person to whom a Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Sundre, the penalty specified on the Violation Tag.
- 6.11 If the penalty specified on a Violation Tag has not been paid within 14 days, then an Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act, as amended.
- 6.12 Notwithstanding, Section 6.8 of this Bylaw, an Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, as amended, to any person who an Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 6.13 A Violation Tag or Ticket may be issued to such person or owner, either by:
- (i) personally serving the Tag or Ticket on the accused, owner/operator, partner, or employee;
 - (ii) mailing the Tag or Ticket by Canada Post to the last known address of the accused;

(iii) leaving a copy of the Tag or Ticket at the accused's usual place of residence or business with another resident, business owner/operator or employee, who appears to be at least 16 years of age.

6.14 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by an Officer, provided however, that no more than one (1) Violation Tag shall be issued for each day that the contravention continues.

SECTION 7: ENACTMENT / EFFECTIVE DATE

7.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

7.2 Schedule "A" forms a part of this Bylaw.

7.3 This Bylaw shall take full force and effect upon Third and Final Reading.

Read for a first time on this ____ day of _____ 2025; Motion No. _____

Read for the second time on this ____ day of _____ 2025; Motion No. _____;

Given Unanimous Consent to Proceed to a Third Reading this ____ day of _____ 2025; Motion No. _____;

Read for the third time on this ____ day of _____ 2025; Motion No. _____.

Mayor

Chief Administrative Officer

SCHEDULE "A"

1. FEEDING DEER

Penalties	VOLUNTARY
First Offense	\$75.00
Second Offense	\$150.00
Subsequent Offenses	\$300.00

Note: Repeat or subsequent offences may be subject to fines that are "double in value"



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT RFD Policy A-008-00-POL Flag Policy
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6.5

BACKGROUND/PROPOSAL:

This Policy was originally approved by Council on February 27, 2017, and reviewed by the Bylaw & Policy Review Committee on February 19, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for Council to review Policies from time to time to ensure the Policies are reflective of Council's goals and objectives.

The Bylaw & Policy Review Committee has reviewed the Policy and is recommending the following amendments:

Revise Clause 3. Purpose of Policy to read "This Policy is to ensure that all Flags at Municipal Facilities are an all- inclusive representation of the community under the Town of Sundre Flag, flown and displayed in a consistent and appropriate manner in accordance with accepted national and provincial Flag Protocols and guidelines.

Remove Clause 4.2 "Community Flag"

Remove Clause 7.5 in its entirety.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve the amendments to Policy A-008-00-POL, Flag Policy as recommended by the Bylaw & Policy Review Committee.

MOTION:

That the Town of Sundre Council approve the amendments to Policy A-008-00-POL, Flag Policy as recommended by the Bylaws & Policy Review Committee.

Attachment: A-008-00-POL Flag Policy

Date Reviewed: February 20 2025

CAO: Jinda Nob



TOWN OF SUNDRE POLICY A-008-00 POL
POLICY NAME: Flag Policy

TOWN OF SUNDRE POLICY INDEX	
Policy Number	A-008-00 POL
Policy Title	Flag Policy
Approval Date	February 27, 2017
Resolution Number	
Revision Date	
Date of Review	January 2025
Responsible Department	Community Development - Community Services
Related Bylaws/Acts/Regulations	A-008-00 POL Flag Protocol Procedures

1. Strategic Plan Pillar 5: Sustainable and Responsible Governance

2. Policy Statement:

All Flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.

The Chief Administrative Officer (CAO), shall manage this policy on behalf of Council and will adhere to practices which are consistent with accepted guidelines and standards, to align with Canadian Heritage and Alberta Protocol and to set practices for local significant events or circumstances.

3. Purpose of the Policy:

This Policy is to ensure that all Flags at Municipal Facilities are an all-inclusive representation of the community under the Town of Sundre Flag flown and displayed in a consistent and appropriate manner in accordance with accepted national and provincial Flag protocols and guidelines. Flags will be flown on a permanent basis, as well as on a temporary basis, to raise awareness of significant causes or events that benefit, enrich, or honour the community and region.

4. Definitions:

- 4.1 "Canadian Heritage" means a branch of the federal government responsible for the cultural, civic and economic life of Canadians. This branch is responsible for the National Flag of Canada.
- 4.2 "Dignitary" means a person who holds a high rank of office, and may be a member of a municipal, provincial or federal government, chair of a committee or board, military officer, or emergency services officer.
- 4.3 "Employee" means a regular full-time, part-time, seasonal, contract or term employees, summer, internship or student on the municipal payroll.
- 4.4 "Flag" means a piece of cloth or bunting (usually rectangular in shape), of distinctive colour, design, emblem or symbol to represent nations, provinces, states or municipalities. "Flag" is also used to describe a banner: which looks like a flag, bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have flag status. For the purpose of this Policy, Flags include the National Flag of Canada, the Flag of Alberta, the Municipal Flag, Indigenous First Nation Treaty 6 and 7 and Metis Region 3, and Community Flags.

- 4.5 "Half-Mast" means a Flag flying halfway up a mast or pole and is a symbol of respect, mourning or distress.
- 4.6 "Heritage Flag Project" means the Flags erected on the Berm, on the east and west side of the Red Deer River Bridge. The Heritage Flag Project recognizes those individuals and societies that identify with a specific culture outside of Canada who have significantly contributed to building Sundre and have been present and active in the community since 1950 or earlier.
- 4.7 "Municipal Facilities" means any building, structure or area of land owned by or under the direction and control of the Town of Sundre. This includes treatment plants, fire halls, recreation facilities, community centre, parks, trails and bridges.
- 4.8 "Municipality" or "Municipal" means the Town of Sundre
- 4.9 "National Day" means July 1st, a day designated to mark the 1867 confederation creating the Dominion of Canada. Other National Days may be recognized: Day of Truth and Reconciliation, National Day of Mourning, and Remembrance Day.
- 4.10 "Order of Precedence" means the positioning of flags in priority of importance, order or rank.
- 4.11 "Standard or Sovereign" means the Flag used by the Royal Family or the Majesty's Representative (Governor General, Lt. Governor General, or Vice-Regal Persons).
- 4.12 "Town" means the Corporation of the Town of Sundre.

5. Displaying the Flag:

- 5.1 Flags will be flown on separate poles.
- 5.2 Flags shall be flown at the same height.
- 5.3 Flags flown in a group shall all be the same size.
- 5.4 Flags may be flown at night.

6. Precedence and Position of Flags:

- 6.1 When a single flag is flown, the Canadian Flag will be flown.
- 6.2 When two (2) flags are flown, the Canadian Flag and the Provincial Flag will be flown with the Canadian Flag positioned on the left when an observer faces the display.
- 6.3 When three (3) flags are flown, the Canadian Flag, the Provincial Flag, and the Town of Sundre Flag will be flown with the Canadian Flag positioned in the middle, Provincial Flag on the left, and the Town of Sundre Flag on the right when an observer faces the display.
- 6.4 Despite sections 6.1 to 6.3, the Canadian Heritage Guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). The Canadian Heritage Guidelines takes precedence over this Policy.
- 6.5 When dignitaries from outside of Canada are visiting the Town of Sundre, the Town of Sundre Flag may be replaced by the Flag of the dignitary's country, and the precedence of flags adjusted accordingly.
- 6.6 The Town of Sundre Flag will take precedence over any charitable and non-profit organization flags unless otherwise established by Canadian Heritage with the exception of the Poppy Flag. The Poppy Flag will take precedence over the Town of Sundre Flag from November 1 to November 12 annually.
- 6.7 The order of precedence for flags is:

- The National Flag of Canada;
- The flags of other Sovereign nations in alphabetical order (if applicable);
- The flags of the provinces and territories of Canada by date of joining confederation:

Ontario 1867	Prince Edward Island 1873
Quebec 1867	Saskatchewan 1905
Nova Scotia 1867	Alberta 1905
New Brunswick 1867	Newfoundland/Labrador 1949
Manitoba 1870	Northwest Territories 1870
British Columbia 1871	Yukon 1898
Nunavut 1999	
- The flags of municipalities;
- Banners of organizations;
- Historical flags.

7. Lowering Flags to Half-mast at Municipal Sites*

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

7.1 Flags will be lowered to half-mast in from sunrise to sunset as follows:

April 28	National Day of Mourning (for persons killed or injured in the workplace)
June 23	National Day of Remembrance for Victims of Terrorism
2 nd Sunday in September	Firefighter’s National Memorial Day
September 30	National Day of Truth and Reconciliation
November 11	Remembrance Day
December 6	National Day of Remembrance and Action on Violence Against Women

**Government of Canada: Canadian Heritage_Rules for half-masting the National Flag of Canada*

7.2 The Town will lower flags to half-mast from the time of notification of death until sunset the day of the funeral or memorial service at all Municipal sites applicable to this Policy for:

- 7.2.1 The Sovereign;
- 7.2.2 a member of the immediate Royal Family;
- 7.2.3 a current or former Governor General of Canada;
- 7.2.4 a current or former Prime Minister of Canada;
- 7.2.5 a current or former Lieutenant Governor of Alberta;
- 7.2.6 a current or former Premier of Alberta;
- 7.2.7 the current Mayor of the Town;
- 7.2.8 a current Councillor of the Town;
- 7.2.9 whenever the Prime Minister’s Officer or Canadian Heritage have lowered the flags at all Federal properties and buildings;
- 7.2.10 whenever the Alberta Premier’s Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings.

7.3 The Town will lower flags to half-mast on the day of the funeral or memorial service until the following morning at all Municipal sites applicable to this Policy for:

7.3.1 former Mayors and Councillors;

7.3.2 an employee of the Town who dies in the line of duty or by reason of the position they hold within the Town.

7.4 The CAO may lower flags to half-mast at any or all Municipal sites for such time and under such circumstances as deemed appropriate.

8. Disposal of Flags

When a flag becomes tattered or faded, and is no longer in a suitable condition for use, the Community Services Department will work with the Sundre Fire Department, to destroy the flag in dignified way as required by the Government of Canada.

The disposal of a flag may be handled in the following manner:

- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner, privately, without ceremony or public attention being drawn to the destruction of the material.
- Flags made of synthetic material (nylon or polyester) should not be burned due to environmental damage and potential fire hazard. They should be respectfully torn into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal – the shreds of fabric should not be reused or fashioned into anything.

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting

Mayor Richard Warnock

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT RFD Policy A-007-01-POL Social Media Policy
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6.6

BACKGROUND/PROPOSAL:

This Policy was originally approved by Council on January 21, 2013, amended by Council on March 25, 2024, and reviewed by the Bylaw Policy Committee on February 19, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for Council to review Policies from time to time to ensure the Policies are reflective of Council’s goals and objectives.

The Bylaw Policy Review Committee has reviewed the Policy and is recommending the following amendments:

- Revise** Clause 3.7 to read “Social Media channels” means common and popular social media sites used by the Town to share opinions and information, promote discussion, and build relationships.
- Remove** Clause 3.7 list of social media channels.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve the amendments to Policy A-007-01-POL, Social Media Policy as recommended by the Bylaw and Policy Committee.

MOTION:

That the Town of Sundre Council approve the amendments to Policy A-007-01-POL, Social Media Policy as recommended by the Bylaw and Policy Committee.

Attachment: A-007-01-POL Social Media Policy

Date Reviewed: February 20 2025	CAO: <i>Linda Nelson</i>
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TOWN OF SUNDRE POLICY #A-007-01-POL
POLICY NAME: Social Media

TOWN OF SUNDRE POLICY INDEX	
Policy Number	A-007-01-POL
Policy Title	Social Media
Approval Date	January 21, 2013
Resolution Number	35/13, 178-14-06-21
Revision Date	March 25, 2024
Resolution Number	096-25-03-24
Date of Review	2024
Responsible Department	Legislative/Economic Development
Related Bylaws/Acts/Regulations	MGA

1. Policy Statement

The Town of Sundre values and encourages communication with its residents and businesses and supports the use of social media as an additional communication tool for sharing information, encouraging dialogue with its citizens, and facilitating engagement by and with the community on Town hosted social media venues. Social media shall be a tool for relaying the initiatives, strategies and goals of the Town, publishing news stories and events in a timely fashion, correcting false or misleading information, and promoting the Town of Sundre as a place to Visit. Live. Explore.

2. Purpose

This Policy will establish guidelines and protocols that the Town of Sundre (including Council and all employees), will follow primarily in the use of its social media profiles, with additional guidance on the use of personal accounts, in order to:

- Promote a positive “voice” online.
- Set expectations in accordance with best practices.
- Mitigate risk, and
- Manage elector expectations.

3. Definitions

- 3.1 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Sundre.
- 3.2 "Director" or "Manager" means the staff member accountable for their department.
- 3.3 "Employee" means a person who is filling a position for the town. This includes permanent, part time, casual employees, and paid on call positions.
- 3.4 "Message" means any online communications including posts, blog posts, wall posts, tweets, document posting, video posting, comments, replies, direct messages, events, invitations, and any other means of online communication.
- 3.5 Misinformation is the sharing of inaccurate and misleading information in an unintentional way, creates the general impression that the information is correct, and has the potential to create doubt and confusion, reduce confidence in the Town, and reduce trust and cooperation between citizens. This includes disseminating only partial information, or one sided information.
- 3.6 "Official correspondence" means communications written, faxed, or emailed to the Town of Sundre that include the writer's name and contact information.

- 3.7 "Social Media channels" means common and popular social media sites used by the Town to share opinions and information, promote discussion, and build relationships
- 3.8 "Regular business hours" means 8:00 am - 4:00 pm, Monday - Friday, exclusive of statutory holidays, or as amended by Council from time to time.
- 3.9 "Social media user" means the people who post comments or questions on the social media channels populated by the town, or on other social media sites that reference Town business.
- 3.10 "Town" means the Town of Sundre as incorporated under the *Municipal Government Act* R.S.A. 2000, C. M-26 as amended.

4. Responsibilities

- 4.1 Town Council to:
 - 4.1.1 approve this policy and any amendments by resolution.
 - 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.
 - 4.1.3 understand and adhere to this policy.
- 4.2 Chief Administrative Officer to:
 - 4.2.1 administer this policy and approve procedures.
 - 4.2.2 ensure policy and procedure reviews occur.
 - 4.2.3 verify the implementation of this policy and its procedures.
- 4.3 Director or Manager to:
 - 4.3.1 ensure that all Department employees are familiar with the policy.
 - 4.3.2 administer the policy within the Department.
 - 4.3.3 recommend changes in policy and procedures.
- 4.4 Dedicated Social Media Personnel to:
 - 4.4.1 populate, manage, monitor, and maintain the Town's online presence (including website and social media)
 - 4.4.2 ensure the use of social media complies with all approved policies and procedures.
- 4.5 Employees to:
 - 4.5.1 understand and adhere to this policy and procedure.
 - 4.5.2 ensure any use of social media related to Town business is only for the purpose of fulfilling job duties.

5. Scope

This policy applies to all Town of Sundre departments, functions, employees, paid volunteers, consultants or contractors working on behalf of or as a representative of the Town, who use any official Town social media accounts.

This Policy applies to Staff and Council. If Councilors establish their own social media accounts, a disclaimer stating that the opinions presented are their own and do not reflect the official position of the Town. This policy does not relieve Councilors of their legal obligations under the Municipal Government Act, the Council Code of Conduct Bylaw, or any other applicable legislation.

6. Single Entity and Voice

- 6.1 The Town will conduct itself on social media sites as a single entity identified as the Town of Sundre in the username.
- 6.2 Town Departments shall participate in social media through preparing information regarding important events and communications for posting in Town social media sites through the dedicated social media personnel.

- 6.3 Town social media accounts will be maintained with a single "voice" being representative of the Town as a whole organization and be maintained as consistently as possible with the broader communication goals of the Town in mind.
- 6.4 The Town may use associated social media accounts for specific projects provided that the account is clearly linked to the Town's main social media accounts, is consistent with this policy, is maintained with the same principles as the main accounts and is limited to the lifespan and scope of the project. Information that may be "sensitive" shall be approved by the CAO prior to posting.
- 6.5 Dedicated Social Media Personnel will develop a social media "persona" for each area of social media activity i.e., a guideline for tone, language, attitude, writing style and other specifications for interacting with the community.

7. General Provisions

- 7.1 Social media messages of any kind will not be considered official correspondence.
- 7.2 Messages of any kind will not be considered official records of public opinion and will not be recorded as such. In some cases, comments may be forwarded to administration for information purposes.
- 7.3 The Town of Sundre cannot commit to replying to every comment; however, Dedicated Social Media Personnel will make every effort to respond to questions and comments posted on Town Social Media sites as quickly as possible during regular business hours as appropriate.
- 7.4 Posts and comments to and from the Town in connection with the transaction of public business are subject to the Freedom of Information and Protection of Privacy Act and may be disclosed to third parties.
- 7.5 While endeavoring to allow free and unfettered conversation, the Town will not tolerate comments that are offensive to an individual or organization, rude in tone, or abusive as determined by the Town. Content, comments, or links containing any of the following will not be allowed on the Town's social media channels and the Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
 - Comments not topically related to the particular social media article being commented on or to the social media site in general;
 - Slanderous or defamatory remarks, obscene language or sexual content;
 - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - Misinformation;
 - Promotion of commercial services or products other than significant sponsors, affiliations or business partnerships;
 - Comments in support of or opposition to political campaigns;
 - Promotion of illegal activities;
 - Information that may compromise the safety or security of the public or public systems;
 - Content that violates a legal ownership interest of any other party;
 - Content written in a language other than the official languages of Canada; or

- Any other content deemed unsuitable for the social media site.
- 7.6 Should a comment or post contravene any of the guidelines listed above, Dedicated Social Media Personnel shall make a copy of the comment for the record and delete the post. The offending user may be blocked from the Town's social media channels at the discretion of Town Administration.
 - 7.7 All content created by employees using Town Social Media channels must be professional, accurate, and consistent with the Town's policies and meet the Town's visual standards.
 - 7.8 Town social media profiles will all contain a disclaimer with information about the hours when responses can be expected, and the kind of dialogue permitted on the site. Dedicated Social Media Personnel will set up disclaimers when the social media account is set up.
 - 7.9 The Town of Sundre Council is committed to transparency and is accountable to the electors of the municipality. The public have a right to know when information is incorrect or is posted that misrepresents or misleads the public on any social media site.
 - 7.9.1 Rather than using digital tools to inform people and elevate civic discussion, social and digital platforms have been used to deceive, mislead, or harm others through creating or disseminating information that is incorrect, malicious, or one sided, with the intent to cause harm. In this case, the Town may correct the information by reporting the information at a regular council meeting, or by posting a Council statement on the Town of Sundre Website.
 - 7.9.2 In situations where misinformation is related to information that the Town is legally obligated to protect, such as where an individual's rights to privacy may be violated through the release of such information, the Town may correct the information by posting a Council statement on the Town of Sundre Website, to the extent that is legally permissible. Where information is protected, the Town of Sundre will at a minimum state the information is incorrect, and provide details related to legal responsibilities for protecting the information.

8. Ethical Social Media Conduct

- 8.1 Town Social Media channels shall be used for business communication and for the purpose of fulfilling job duties in accordance with Town goals and objectives and not for personal use.
- 8.2 Employees participating in any online discussion on their own are expected to conduct themselves at all times in accordance with accepted ethical conduct and practices. Use professional judgment even when on personal social media profiles. Employees are perceived as a representative of the Town, due to the nature of municipal government.
- 8.3 Ethical Social Media conduct includes:
 - Participant protection and respect are paramount;
 - Employees will use every effort to keep their interactions factual and accurate;
 - Employees will strive for transparency and openness in interactions;
 - Employees will provide links to credible sources of information to support their interactions, when possible;

- Employees will publicly correct any information that is later found to be in error;
 - Employees will protect privacy and permissions;
 - Employees will respect the rules of the social media site;
 - Employees will exercise caution and discretion when commenting publicly on issues, programs and policies related to Town activities, or any activities of other levels of government and shall not use their position to lend weight to the public expression of any personal views.
- 8.4 When participating online as their own person, employees should use a disclaimer. Inform people that your views are your own, and do not necessarily reflect the views of the Town of Sundre.
- 8.5 This policy is subject to the provisions of the Town of Sundre Employee Handbook.

9. **End of Policy**

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT Bylaw 2025-05 Civic Addressing Bylaw
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6.7

BACKGROUND/PROPOSAL:

A Council may pass bylaws for municipal purposes to regulate or deal with any development or thing in different ways under Section 8 of the *Municipal Government Act*, as amended from time to time.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It is prudent for Council to adopt a Civic Addressing Bylaw for the purpose to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

The bylaw was reviewed by the Bylaw & Policy Review Committee with the following recommendation:

Revised all references to the pronouns "his/her" to read "their". Refer to Bylaw 2025-05 attached.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2025-05, being the Civic Addressing Bylaw.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

That the Town of Sundre Council give second reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

That the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

That the Town of Sundre Council give third and final reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

Attachment: Bylaw 2025-05 Civic Addressing Bylaw

Date Reviewed: February 20, 2025

CAO: Andre Neban



**Bylaw 2025 -05
Civic Addressing Bylaw**

BEING a Bylaw of the Town of Sundre, in the Province of Alberta, to provide for the uniform urban civic addressing of residential, commercial, industrial and institutional properties.

WHEREAS, Section 8 of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; a Council may pass bylaws for municipal purposes to regulate, or deal with any development, or thing in different ways;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta, duly assembled, enact as follows:

1. Short Title:

This Bylaw shall be called the "Civic Addressing Bylaw".

2. Purpose:

The purpose of this Bylaw is to establish a civic addressing and street naming system; and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

3. Definitions

In this Bylaw, unless context otherwise requires, the following definitions shall apply:

"Addressing Officer" a person or persons delegated by the Chief Administrative Officer to ensure uniform civic addressing, and street naming is consistent with the guidelines of this Bylaw;

"Address Number" means the numeric portion of a Civic Address, which may include a number or letter as a prefix or suffix, is a point of service delivery, and may include land, buildings, suite or units within buildings;

"Annexed Property" or "Annexed Properties" means any Property which was annexed from Mountain View County after 2010;

"Applicant" means an organization, community league, the development industry, or member of the public or a member of Town Council;

"Council" means the elected officials of the Town of Sundre in the Province of Alberta;

"Chief Administrative Officer" or "CAO" means the person appointed to the position of CAO

by Council within the meaning of the *Municipal Government Act*;

“Civic Address” means an address assigned by the Town of Sundre consisting of an Address Number and the name of the Road by which Primary Access to the Property is gained;

“Honourary Name” means allowing a name for a street without actually changing the official civic address or street name;

“Municipal Facility” means any building, structure, or area of land owned by or under the direction and control of the Town of Sundre including but not limited to: storm water management facilities, wastewater treatment facilities, water treatment facilities, libraries, recreation facilities, and civic buildings;

“Owner” means:

- i. a Person who is shown as the owner of the property on the subject Certificate of Title issued by the Land Titles Office;
- ii. a Person who is recorded as the Owner of the property on the tax assessment roll of the Town of Sundre;
- iii. a Person who is an occupant of the property or premises pursuant to a rental or lease agreement, license or permit, or who otherwise occupies the property or premises with the permission or consent of the legal owner;
- iv. a Person who has purchased or otherwise acquired the land directly from the owner or from another purchaser, and who has not yet become the registered owner thereof;
- v. a Person holding himself out as a person having the powers and authority of ownership or control of the property or premises, or
- vi. any Person who for the time being, exercises the powers and authority of ownership or control of the property or premises;
- vii. a Person controlling or managing the property or premises under construction.

“Parcel” means the aggregate of one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office. This definition for a parcel is the same as that in Part 17 of the *Municipal Government Act*.

“Park” means an area of land used for active and/or passive recreational activities under the ownership and control of the Town of Sundre;

“Person” means an individual, partnership, corporation, trustee, executor or administrator;

“Primary Access Road” means the main driveway or road which give access to the Property;

“Property” or **“Premises”** means any property contained within the property lines as registered with Alberta Land Titles within the Town of Sundre and includes but is not limited to fences, sheds, garages, workshops, storage bins, buildings and other structures, landscaped areas, gardens and trees;

“Proposed Road” means land shown as a proposed road on a Tentative Plan of Subdivision that will be filed or registered in the Land Titles Office;

“Street Name” means the name assigned to a Road by the Town of Sundre;

“Road” means any thoroughfare, street, or highway, whether privately or publicly owned, existing or to be built, that the public is ordinarily permitted to use for the passage or parking of vehicles, and has the same meaning as Lane, Alley as defined in the Traffic Safety Act;

“Rural Address Sign” means a sign provided by the Province of Alberta or the Town of Sundre to Owners of Annexed Property which designates the Civic Address of the Property;

“Unit” means a portion or sub-unit of a building which is designed, or which forms a separate occupancy, including suites, bays, condominium units, or apartments.

4. Addressing Authority

4.1 The Chief Administrative Officer (CAO) has the authority to administer the civic addressing system for the Town of Sundre, and may, subject to the provisions of this Bylaw:

- i. assign a name to all new streets and development areas;
- ii. establish a system of address numbering for Properties;
- iii. assign a Civic Address to every Property;
- iv. change an Address Number or Street Name, in accordance with the provisions hereto.

4.2 The Chief Administrative Officer (CAO) may change an Address Number if in their opinion such change is required:

- i. to allow safe and reliable delivery of services to the Property;
- ii. to minimize confusion; or
- iii. to accommodate an adopted statutory plan for the area in which the Property is located.

4.3 Notwithstanding the foregoing, once the Chief Administrative Officer has assigned a Street Name, that name may not subsequently be changed except by resolution of Council.

4.4 The Chief Administrative Officer may delegate authority under this Bylaw as they see fit. Should the CAO delegate this authority, the delegated authority to be known as the “Addressing Officer” and it is typical that this person is employed in the Planning and Development Department of the Town of Sundre.

4.5 Nothing in this Bylaw precludes Council in its discretion from changing the Street Name or Civic Address of a Property, or both. In such cases the Town shall not be liable to the Owner for damages or loss resulting from the change.

4.6 The School Division approves school names and do not require review by the Chief Administrative Officer or Council. Administration shall be available for consultation and advice if requested.

- 4.7 Joint Use School sites where sports fields or other recreation amenities are jointly constructed will be named using a collaborative approach with the Town, the School Division and other funders who may be involved.
- 4.8 The Sundre Municipal Library Board approves library names and do not require review by the Chief Administrative Officer or Council. Administration shall be available for consultation and advice if requested.

5. General Guidelines for Addressing

- 5.1 The building numbers on parallel streets should be comparable: this implies that numbers on any one street should progress in the same direction as numbers on parallel streets.
- 5.2 Property numbering should be uniform based on street frontages: this implies that there should be uniform intervals within and between blocks.
- 5.3 Numbering should be consecutive or have even breaks: in general, increments of four (4) are used to allow for addressing expansion. If expansion or subdivision occurs where existing street number has increments of less than four, then alpha-numeric numbering should be used to maintain existing odd/even patterns. For example, if 104 1 Street is subdivided into two lots and the address increment on 1 Street is two, this would generate new addresses of 104A 1 Street and 104B 1 Street.
- 5.4 Even and Odd Numbers are allocated to opposite sides of streets or avenues: when possible, even numbers should be on the north side of avenues and on the west side of streets; odd numbers should be found on the south side of avenues and the east side of streets, as shown in Figure 1.

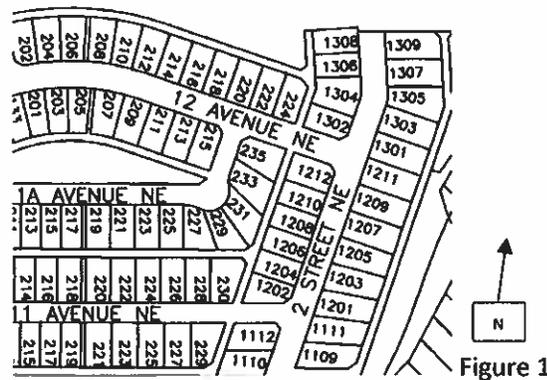
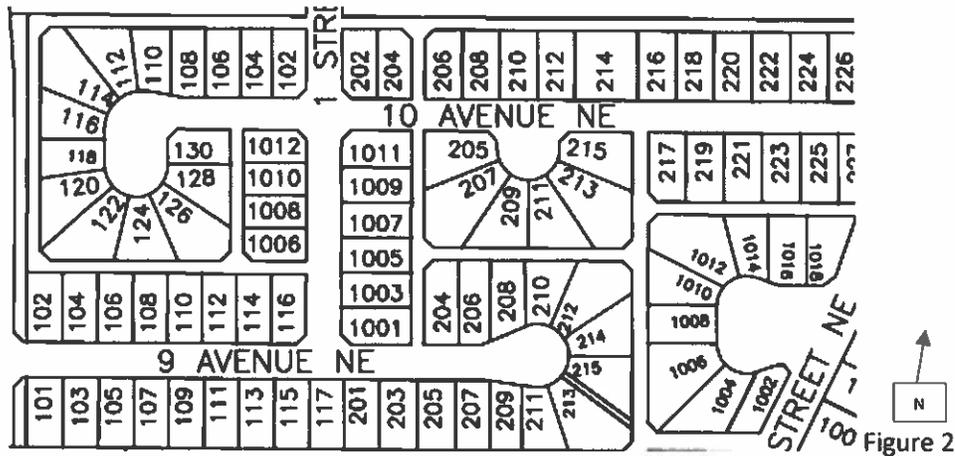


Figure 1

- 5.5 Lots are numbered appropriately, using the “Consecutive” and “100 Block” systems: the numbering system should allow for expansion to accommodate future growth. By using the “Consecutive” and “100 Block” systems, lots are numbered appropriate to their configuration and to sufficiently allow for expansion. The 100 Block system should be used in grid-based areas where roadways are numbered. On curvilinear streets and cul-de-sacs where roadways are named, consecutive numbering in increments of four (4) should be used, assigned in a

clockwise direction. On crescents or roadways with more than one access, odd/even numbering should be used if possible. Once the odd/even pattern has been established on a curvilinear road, it does not change, as shown in Figure 2.



5.6 The address of a property should reflect the name of the right of way from which it is accessed. If the access road is off a street, the property should be addressed off the street. If the access is off the avenue, the property should be addressed off the avenue. Comprehensive developments having internal private roads (e.g., condominiums, townhouse developments, shopping malls, etc.) may have addresses assigned to the parcels, buildings, entrances facing the private roadway where the designation of these roads conforms to the naming theme utilized in the subdivision.

5.7 Numbering Buildings with Entrances to Multiple Streets (Corner Lots): in some cases, buildings have multiple entrances to different roadways. A location number should be assigned based on the most prominent entrance point. If the main entrance is off the street, the addressing should be off the street. If the main entrance is off the avenue, the addressing should be off the avenue.

5.8 Honourary Street Names: in the case of honorary street names, both current and honorary names shall be included on street signage; however, the current civic addressing shall remain unchanged. Examples of honorary names for roads may include honouring a local pioneer, a local community leader, volunteer or veterans.

- 5.9 Internal Numbering: should reflect the following schedule to the extent that it is applicable:
- i. basement units are numbered 1 – 99. Examples for this type of numbering are motels, hotels, apartment buildings;
 - ii. ground floor units are numbered 101 – 199. Where an internal number greater than 1999 is required to be generated for a give floor, it is permissible to proceed into the next series (i.e., 201 – 299) provided those numbers are not used elsewhere in the same structure;
 - iii. succeeding floors are numbered in accordance with the preceding guidelines, with the exception that the first numbers or numbers for each unit are the respective floor numbers;

- iv. internal numbers should be assigned in a clockwise manner, commencing from the reference address entrance to the building or respective floor.

6. New Roads and Development Areas

6.1 The Chief Administrative Officer or designated authority shall ensure that Concept or Outline Plans, Redesignation applications and subdivision applications are presented to the Town complete with appropriate subdivision name, street names, types, and numbering schemes.

6.2 Street names present considerable significance in providing a sense of identity to the Town and its communities. An effective and orderly roadway naming system also provides an easy means of identification, assists in the recognition of particular locations, and enhances the ease of movement within the Town.

6.3 In order to create and maintain an effective and orderly system for the naming of subdivisions and roadways in Sundre, the Town of Sundre Planning and Development Department shall ensure:

- i. all roadway names contain a street type (avenue, crescent, way etc.) in accordance with this Bylaw;
- ii. where appropriate, subdivision and roadway names should reflect the unique natural, cultural, and historical features, events, and persons in the Sundre area;
- iii. roadway names should be encouraged to reflect the community, subdivision, or neighbourhood in which the street is located;
- iv. subdivision and roadway names should not be difficult to pronounce or spell, and must be socially and culturally acceptable;
- v. subdivision and roadway names should not be identical or similar-sounding;
- vi. continuous roadways should have one (1) name unless a bend in the roadway sharper than 110° makes a change in name practical and/or desirable;
- vii. Cul-de-sacs accessible from the same through-street should share the same name as the through-street;
- viii. hyphenated, apostrophe, or abbreviated names shall be discouraged;
- ix. three-or-more word street names (not including the street type) shall not be permitted;
- x. street names shall not exceed 14 characters in length, excluding the street type;
- xi. words used as street types (green, park, view etc.) should not be permitted for use in compound names selected as roadway names;
- xii. street types "Crescent" and "Close" should share the same name as that used for the intersection roadway;
- xiii. street types "Way" and "Bay" should not be used with the same street name;
- xiv. street types "Road" and "Drive" should not be used with the same street name;
- xv. private roadway names (condominiums / commercial or industrial parks) shall be reviewed by the Chief Administrative Officer or designate to ensure compatibility with the public roadway system and compliance with this Bylaw.

7. Internal and External Notification

7.1 The Planning and Development Department will ensure an effective method of communicating the names of new subdivision, roadways, parks and the civic addresses assigned to properties is efficiently managed in a timely manner. Schedule "B" of this Bylaw identifies the key stakeholders to be notified, amended from time to time as necessary.

8. Property Owner Responsibilities

8.1 Property Owners shall:

- i. affix to the primary structure located on the property, the civic address number assigned by the Chief Administrative Officer or designate;
- ii. the civic address number shall be affixed so that it is plainly visible from the road to which the property is addressed;
- iii. where the civic address number is not visible from the Road if mounted on the primary structure, the owner shall display the Address Number on a sign erected in a location that is plainly visible from the Road;
- iv. when construction is taking place on a property the Owner shall ensure that the address number is displayed in a manner in which it is plainly visible from the Road (i.e., spray painted onto the foundation of new construction, or temporary signage posted);
- v. where there is more than one unit within a structure, the address number assigned to each unit must be displayed on or beside the front door to the unit;
- vi. Address Numbers shall not be less than 15 cm (6 inches) in height;
- vii. Address Numbers shall be in a contrasting colour to the surface on which they are displayed;
- viii. Owners shall affix the Address Number of the property on a detached accessory building (garage) accessed from a lane.

8.2 The Owner shall maintain the Address Number or Rural Address Sign in good condition and shall not cause or allow the visibility of the Address Number or Rural Address sign to be obscured from the Road.

9. Names Advisory Committee

9.1 The Chief Administrative Officer may form a Naming Committee. The Committee shall review all submissions for the naming of development areas, subdivisions, roads, parks, trails and municipal facilities.

9.2 The committee will review the applications with names based on the following criteria:

- i. contributions to the Town, province or country;
- ii. compliments Council's Strategic Plan, Mission, Vision and Values;
- iii. the potential to invoke pride, tradition or innovation;
- iv. a Town of Sundre Resident who volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes;
- v. a Town of Sundre Resident who achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or great honour to the Town of Sundre.
- vi. The Town of Sundre CAO or designate, shall establish and maintain a "Names Reserve List" which may be used in selecting names for development areas, subdivisions, parks, trails roads and municipal facilities. A request to have a name added to the Names Reserve List must be submitted in writing to the Chief Administrative Officer. Requests shall be evaluated in accordance with the criteria outlined in this Bylaw.

9.3 Developers may submit requests to the Planning and Development Department for names to be "assigned" for future phases of developments.

9.4 Once a particular name has been selected and approved in the naming of a development area, park, trail, road or municipal facility, the name shall be removed from the Names Reserve List.

9.5 The committee will provide recommendations to Council for final approval. In addition, the Chief Administrative Officer or the Naming Committee as designated, shall examine any other matters referred to it by the Town of Sundre Council related to naming issues.

10. Transition of Annexed Properties

10.1 An Annexed Property retains its existing address assigned by the Province of Alberta until such time as a new Civic Address is assigned.

10.2 The Chief Administrative Officer may assign a new Civic Address to Annexed Properties or change a street name, or both, if in the opinion of the Chief Administrative Officer a new Civic Address is required:

- i. to allow safe and reliable delivery services to the property;
- ii. to minimize confusion; or
- iii. to accommodate an adopted statutory plan for the area in which the property is located.

10.3 Owners of Annexed Properties that are assigned a new Civic Address are eligible to be reimbursed by the Town for re-addressing expenses as follows:

- i. to a maximum of \$3,000 for commercial properties;
- ii. to a maximum of \$500 for residential properties.

11. Offences and Penalties

11.1 A person who contravenes any provision of this Bylaw is guilty of an offence and liable upon summary conviction to the fine of:

1 st Offence	\$250.00
2 nd Offence	\$500.00
3 rd and Subsequent Offence	\$1,000.00

11.2 Where a Peace Officer or Bylaw Enforcement Officer believes that a person has contravened any provision of this Bylaw, the Officer may, in addition to any other remedy used by the Town, serve upon the person a violation ticket, in the form used by the Town, allowing payment of the penalty as set out in Section 12 of this Bylaw, which payment will be accepted by the Town in lieu of prosecution for the offence.

12. Effective Date

This Bylaw shall come into full force and effect on the date of third and final reading.

13. Schedules

13.1 Schedule "A" Street Types

13.2 Schedule "B" Address Notification Template

14. REPEAL

14.1 Bylaw 730 and any amendments thereto are hereby rescinded on the date that this Bylaw comes into full force and effect.

Read for a first time on this ____ day of _____ 202__; Motion No. _____;

Read for the second time on this ____ day of _____ 202__; Motion No. _____;

Given Unanimous Consent to Proceed to a Third Reading this ____ day of _____ 202__;
Motion No. _____;

Read for the third time on this ____ day of _____ 202__; Motion No.
_____.

Mayor

Chief Administrative Officer

Schedule "A"

STREET TYPES

Hierarchy of Roads: Highways (federal or provincial) > Arterial > Collectors > Local Roads

Type	Abbreviation (Canada Post)	Description
Alley		Applied generally to narrow roadways that allow for rear or side access to properties, may be municipal owned roads or private
<i>Arterial</i>		A high-capacity urban road that sits below highway on the road hierarchy in terms of traffic flow
Avenue	AVE	A roadway (minor or major) that runs east and west
Bay		An eyebrow shaped minor roadway usually from a local or minor collector road and has not intersecting roadways other than service lanes
Bend		Applied to road adjacent or near the curved part of a moving body of water (river, creek, stream etc.)
Boulevard	BLVD	A primary collector or arterial
Byway		Applied to a little travelled side road
Cape		A short minor roadway ending in a cul-de-sac and has not intersection roadways other than service lane; usually applies to water feature lots
Centre	CTR	Applied to Centre Street or Centre Avenue, usually the crossroad that defines the "centre" of a municipality
Circle	CIR	A collector or primary collector spine roadway with access from the same or two arterials and can continue on both sides of the arterial – same as a Drive or Road
Circuit	CIRCT	Applied to a road, which follows a course around a periphery
Close		A "P" shaped, or racquet shaped minor roadway and has no intersecting roadways other than service lanes
Common		A "P" shaped, or cul-de-sac or racquet shaped minor roadway
<i>Connector</i>		A low to moderate capacity road to move traffic from local streets to arterial roads

Court	CRT	A short minor roadway with driving lanes usually separated with a median or green space and ending in a turn around and has no intersecting roadways other than service lanes
Cove		Applied to a cul-de-sac near water
Crescent	Cres	Applied to a “U” shaped minor roadway with two accesses on the same roadway, usually a collector road
Crossing	CROSS	Applied to a road which crosses a geographical feature such as a place where a railroad track crosses a roadway
Cul-de-Sac	CDS	Applied to a street or passage that is closed at one end
Dale		Applied to a road located in a valley
Dell		Applied to a road located in a valley, especially if surrounded by trees and woods
Diversion	DIVERS	Applied to a road which deviates from a standard or regular course
Drive	DR	A collector or primary collector spine roadway with two access points from the same or two arterials and can continue on both sides of the arterial (same as a Circle or Road; e.g., linkage may be via a Gate)
End		Applied to a road which lies at the terminal point of something
Esplanade	ESPL	Applied to a level, open road or pedestrian walk along a shore
Expressway	EXPY	Applied to a high-speed, divided road with grade separations at important intersections with other roadways
Extension	EXTEN	Applied to a road which forms a distinct continuation of another roadway
Gardens	GDNS	Applied to a minor roadway where vegetation is noticeable
Gate		A short roadway providing access to a subdivision area from a major collector connecting to an internal community roadway system such as Drives, Crescents, or Commons
Green		A “P” shaped, or cul-de-sac or racquet shaped minor roadway and is adjacent to or forms the perimeter road of an open space
Grove		A minor roadway that usually traverses through a tree belt or is serving a subdivision that will have tree lined boulevards and medians
Heath		A “P” shaped, or cul-de-sac, or racquet shaped minor roadway adjacent to or embraces an open space

Heights	HTS	Applied to roadways that take advantage of hills or escarpments
Highway	HWY	Refers to a major provincial or federal roadway with no or limited access (e.g., TransCanada Hwy, QEII, Hwy 27, Hwy 22, Hwy 760)
Hill		Applied to a minor road located on lands with a noticeable slope
Hollow		Applied to a road in a small valley or basin
Island		Generally applied to a road that extends on to a piece of land surrounded by water
Landing		Applied to a cul-de-sac generally located near water
Lane		Applied to a narrow road, often private (not to be confused with a municipally owned road, laneway or alley that serves as rear or side access to residential or commercial properties)
Link		A short minor roadway linking two roadways or two subdivision cells or phases
Lookout	LKOUT	Applied to an elevated road affording a wide view for observation
Loop		Applied to a road which forms a closed or partly open curve
Manor		Applied to a minor roadway that may signify estate style properties, or a private road
Mews		Applied to a type of cul-de-sac
Mount		Applied to minor roadway located on a hill or escarpment
Parade		Applied to a road adjacent to a place for walking or strolling
Park		Applied to a minor roadway located adjacent to or embracing an open space area
Parkway	PKY	Applied to a restricted or limited access roadway that can accommodate high volumes of traffic, creating a well-defined corridor in an urban context and passes through a park, or has park-like conditions or landscaped surroundings (similar to major highways or expressways)
Passage	PASS	Applied to a narrow roadway with limited access
Path		Applied to a narrow roadway with limited vehicle access (typically for walking, hiking, biking)
Place	PL	A short minor roadway ending in a cul-de-sac and has not intersecting roadways other than service lanes

Plaza		Originally established to accommodate shopping centre names. Used instead of address descriptions, or when street type is no longer appropriate unless used for a minor roadway encircling or adjacent to an open square or market-place
Promenade	PROM	Applied to a road adjacent to a public place for walking or strolling
Point	PT	Applied to a cul-de-sac generally located near water or located on an area overlooking a ravine or valley
Ridge		Applied to a road near or through a range of hills or mountains
Rise		Applied to a minor road which has a noticeable slope throughout most of its length
Road	RD	A collector or primary collector spine roadway with two access points from the same or two arterial roads and can continue on both sides of the arterial (same as Circle or Drive)
Row		Applied to a road dominated by a specific kind of enterprise or occupancy
Run		Applied to a road adjacent to or near a natural area (originally meant as a path used by animals)
Square	SQ	A minor roadway that perimeters or embraces an open space
Street	ST	A roadway (minor or major) that runs north and south
Terrace	TERR	Applied to a road adjacent to a row of houses or apartments on raised ground
Trail		A primary collector or arterial roadway linking with another primary collector or arterial or with access from a highway or expressway, usually no structures or lots have direct access (driveways) to the roadway although they may front onto a roadway – same as a Boulevard
View		Applied to a minor road located on lands with a noticeable slope and offers a scenic view of an area
Villas		Generally applied for private roadways, may be available for any minor roadway
Walk		Applied to pedestrian walkways
Way		Applied to a minor roadway which may change direction

SCHEDULE "B"

NOTIFICATION

TOWN OF SUNDRE
PO Box 420
717 Main AV W
Sundre, AB T0M 1X0

ADDRESS NOTIFICATION

Date

Dear Sir or Madame,

The following civic address(es) has/have been issued to the registered property owner(s). A drawing/map has been included with this notification for clarity.

Subdivision Name (if applicable): _____ Phase: _____

Legal Land Description: Plan _____, Block _____, Lot _____

Town of Sundre Civic Address: _____ (see complete list attached)

Please contact Planning & Development (403) 638-3551 or townmail@sundre.com if you have any questions or concerns regarding the information provided.

Regards,

Name
Position / Addressing Officer

Internal Notifications:	External Notifications:
Utilities/Taxes:	Fortis:
Fire Department:	Telus:
Director Community Development	Oldman River Region Urban GIS:
Operations Manager (Gas Dept):	RCMP:
Water & Wastewater:	Sundre & District Emergency Medical Services (EMS):
Comm. Serv. Manager:	Parkland Regional Planning Services:
Peace Officer / Bylaw Officer:	Property Owner / Developer / Consultant:
	Master File



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT Grants to Organizations 1st Intake 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES: See attached report

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council approve the Grants to Organizations funding for The Sundre Men's Shed in the amount of \$1,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Olds & Kiwanis Music Festival in the amount of \$500 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place (Sundre Senior's Connection) in the amount of \$1,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for GNP The Den S.Y.C. in the amount of \$2,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Royal Canadian Legion in the amount of \$5,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations for Sundre Aquaplex in the amount of \$1,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations In-Kind funding for Rokit Vocal Studios in the amount of \$420 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Rokit Vocal Studios in the amount of \$0.00 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Historical Society in the amount of \$4,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncs, Bulls & Wagons in the amount of \$3,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Mainavekizclub in the amount of \$500 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir in the amount of \$0.00 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Association in the amount of \$5,000 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue in the amount of \$0.00 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Festival in the amount of \$1,500 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Slingshot Garage in the amount of \$0.00 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors SPRUCE in the amount of \$500 or an amount of \$_____ to be awarded at the discretion of Council.

That the Town of Sundre Council approve the Grants to Organizations funding for Sundre Citizens on Patrol in the amount of \$500 or an amount of \$_____ to be awarded at the discretion of Council.

Attachment: Report to Council
Minutes of Feb. 3 Committee Meeting
Historical Grant Awarded 2019-2024

Date Reviewed: February 19, 2025	CAO: <u>David Nelson</u>
----------------------------------	--------------------------



COUNCIL DATE: February 24, 2025
SUBJECT: Grants to Organizations
REPORT WRITER: Legislative Services
Agenda Item: 8.1a

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council has approved \$50,000 in funding for the 2025 Grants to Organizations program.

Eighteen (18) applications were received on or before the deadline of January 31, 2025 with a total request of \$56,019.00.

The Grant Review Committee met on February 3rd to review the 18 applications received. The Committee is recommending that a total amount of \$26,920.00 in grants to various organizations be considered by Council.

Approval of the Committee's recommendations will leave a balance of \$23,080.00 for Grant Funding for the 2nd Intake of applications due September 30th.

A copy of the February 3, 2025 Grant Review Committee Minutes are attached.

RECOMMENDED ACTION:

That Council approve the recommended funding by the Grant Review Committee in the total amount of \$26,920.00 or award alternative grant funding to an applicant at Council's discretion.

Date Reviewed: February 19, 2025

CAO: Linda Nelson

Grant Review Committee Meeting

FEBRUARY 3, 2025 at 2:00 p.m.

Sundre Municipal Council Chambers

In Attendance:

Mayor Richard Warnock, Chair

Councillor Chris Vardas

Councillor Connie Anderson

ABSENT: Paul Isaac, Councillor

Town of Sundre Administration:

Linda Nelson, CAO

Betty Ann Fountain, Legislative Executive Assistant

1. **AMENDMENTS TO AGENDA:** Agenda approved by Consensus of Committee

2. **GRANT APPLICATION REVIEW**

The Committee reviewed 18 application(s) that were submitted by the deadline date of January 31, 2025. The total amount of funds requested: \$51,019.

Total Budget Amount 2025: \$50,000 for two (2) intakes per Policy A-012-000 POL.

January 31, 2025 Intake: \$25,000

September 30, 2025 Intake: \$25,000

Below is the listing of the Grant Applications received for the 1st Intake along with the amount requested and the amount recommended by the Committee.

Application No.	Organization	Description of Request for Grant	Amount Requested	Recommendation of Committee
2025_01	The Sundre Men's Shed	for equipment & project supplies	\$ 5,000	\$ 1,000
2025_02	Olds & District Kiwanis Music Festival	Support & promotion of amateur music festival	\$700	\$ 500
2025_03	West Country Cruisers	Support & promotion of annual event	\$ 2,000	\$ 1,000
2025_04	Greenwood Neighbourhood Place	Sundre Seniors' Connection – facilitator fees, hall rental, program supplies	\$ 2,000	\$ 1,000
2025_05	GNP The Den S.Y.C.	Youth Retreat – facilitator fees, food & accommodations	\$ 3,000	\$ 2,000
2025_06	Sundre Royal Canadian Legion	Construction of cement base for rehabilitation of war memorial	\$ 5,000	\$ 5,000
2025_07	Sundre Aquaplex	Support for Triathlon <i>For EMS & Lifeguards</i>	\$ 5,000	\$ 1,000
2025_08	Rockit Vocal Studios	In-Kind, rental of Community Centre <i>1 weekend rental fee</i>	\$ 1,680	\$ 420

2025_08	Rockit Vocal Studios	Promotion of music, art-focused workshops	\$ 2,000	\$ 0.00
2025_09	Sundre & District Historical Society	Support for 2025 Winterfest	\$ 4,641	\$ 4,000
2025_10	Sundre Broncs, Bulls & Wagons	Promotion of Annual Event	\$ 5,000	\$ 3,000
2025_11	Mainavekidzclub	Support for after-school program(snacks,crafts,recreation)	\$ 1,000	\$ 500
2025_12	Sundre Community Choir	Purchase of new music	\$ 1,000	\$0.00
2025_13	Sundre Rodeo & Race Association	Advertising & Enhanced Policing	\$10,000	\$5,000
2025_14	Sundre Volunteer Search & Rescue	Folding Tables and Chairs	\$ 1,998	\$0.00
2025-15	Foothills Bluegrass Music Festival	Promotion & Advertising	\$ 2,000	\$ 1,500
2025-16	Slingshot Garage	Promotion, Advertising, Shirts & Prizes	\$ 2,000	\$0.00
2025-17	Sundre Seniors SPRUCE	Facility Rental / Refreshments	\$ 1,000	\$ 500
2025-18	Sundre Citizens on Patrol	Training, 1 st Aid Training, Gas Coupons	\$ 1,000	\$ 500
Total	18 Applications	TOTAL AMOUNT OF REQUESTS	\$56,019.00	\$26,920.00

Conclusions/Recommendations

Action Items	Person Responsible	Deadline
Bring recommendations to Council Meeting	Linda/Betty Ann	Feb. 24, 2025
Send out letters to organizations	Linda/Betty Ann	Feb. 25, 2025

3. NEXT MEETING: TBD

4. ADJOURNMENT: 3:15 p.m.

HISTORICAL TRACKING: GRANTS TO ORGANIZATIONS

8.1c

GRANTS APPROVED 2019 - 2024

1ST TIME APPLICATIONS

2025 SUBMISSIONS (NO APPROVAL IN 2024)

NAME	2019	2020	2021	2022	2023	2024	2025	YR TO DATE
AB Institute Wildlife Conserv.						\$ -		\$ -
Adam's Army						\$ 1,500.00		\$ 1,500.00
B.S. Productions	\$ 700		\$ 900			\$ 2,550.00		\$ 4,150.00
Burden Bearers			\$ 500					\$ 500.00
Burger Baron			\$ 1,384					\$ 1,384.00
Byma Land & Cattle Ltd.			\$ 3,000					\$ 3,000.00
Children's Emporium						\$ 3,000.00		\$ 3,000.00
Community Gazebo Project	\$ 1,500		\$ 1,500					\$ 3,000.00
Crude Energy (store front)						\$ 3,000.00		\$ 3,000.00
Foothills Bluegrass Music Festival				\$ 1,500	\$ 2,000	\$ 2,000.00		\$ 5,500.00
Foothills Lodge Aux. Association		\$ 1,500						\$ 1,500.00
Grad Class Prom Committee		\$ 2,472			\$ 1,700	\$ 1,200.00		\$ 5,372.00
Greenwood Neighbourhood Place	\$ 5,000	\$ 1,725			\$ 2,000	\$ 2,000.00		\$ 10,725.00
Head to Toe Style		\$ 1,500						\$ 1,500.00
Hope 4MVC Kids Society			\$ 1,000					\$ 1,000.00
Main Avenue Kidz Club	\$ 500				\$ 1,000	\$ 1,000.00		\$ 2,500.00
Mountain View High School Rodeo		\$ 1,500				\$ 2,500.00		\$ 4,000.00
Mtn View Trading Post (store front)						\$ -		\$ -
Olds & District Kiwanas Music Festival		\$ 250		\$ 500	\$ 600	\$ 500.00		\$ 1,850.00
Original "T"			\$ 3,000			\$ 5,000.00		\$ 8,000.00
Play 4 Kidz Sundre	\$ 500		\$ 500	\$ 500	\$ 500			\$ 2,000.00
Red Deer River Watershed Alliance	\$ 500							\$ 500.00
River Valley School	\$ 15,000							\$ 15,000.00
Rockit Vocal Studios						\$ -		\$ -
Royal Services		\$ 1,500						\$ 1,500.00
Rusty Brush Arts & Gifts	\$ 1,000							\$ 1,000.00
Sling Shot Garage (Wagons West RV)	\$ 1,500			\$ 1,500	\$ 1,100	\$ 1,000.00		\$ 5,100.00
SPRUCE		\$ 2,500	\$ 350					\$ 2,850.00

<u>NAME</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>YR TO DATE</u>
Suds & Sundre (storefront awning)					\$ 5,000			\$ 5,000.00
Sundre & District Allied Arts Centre				\$ 4,000	\$ 5,000			\$ 9,000.00
Sundre & District Cemetary				\$ 1,000				\$ 1,000.00
Sundre & District Chamber of Commerce	\$ 10,600				\$ 9,941			\$ 20,541.35
Sundre & District Curling Club	\$ 15,000	\$ 20,012	\$ 9,500	\$ 41,580				\$ 86,092.00
Sundre & District Historical Society	\$ 3,065	\$ 2,000		\$ 2,825	\$ 2,400	\$ 3,400.00		\$ 13,690.00
Sundre & District Aquatic Society						\$ 2,077.00		\$ 2,077.00
Sundre Bike & Ski Club		\$ 6,000		\$ 4,050				\$ 10,050.00
Sundre Broncs, Bulls & Wagons				\$ 3,000	\$ 3,000	\$ 3,000.00		\$ 9,000.00
Sundre Citizens on Patrol				\$ 1,000		\$ 440.00		\$ 1,440.00
Sundre Community Choir & Handbells					\$ 750	\$ 500.00		\$ 1,250.00
Sundre Daycare Centre	\$ 1,500		\$ 2,500	\$ 2,000		\$ 1,500.00		\$ 7,500.00
Sundre Hospital Futures	\$ 751							\$ 751.00
Sundre Karate						\$ -		\$ -
Sundre Minor Hockey		\$ 3,986		\$ 1,653				\$ 5,639.00
Sundre Motor Inn	\$ 5,000							\$ 5,000.00
Sundre Municipal Library	\$ 588		\$ 956	\$ 270		\$ 140.00		\$ 1,954.00
Sundre Palliative Care Association		\$ 2,000						\$ 2,000.00
Sundre Pickleball			\$ 10,000	\$ 2,200	\$ 1,000	\$ 2,000.00		\$ 15,200.00
Sundre Rodeo & Race Association	\$ 5,750	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000.00		\$ 28,250.00
Sundre Rodeo Parade				\$ 3,000				\$ 3,000.00
Sundre Royal Cdn Legion								
Sundre Volunteer Search & Rescue			\$ 3,242		\$ 2,000	\$ 2,897.00		\$ 8,139.00
Sundre West Country Centre	\$ 2,770	\$ 8,568		\$ 1,000	\$ 1,500			\$ 13,838.00
Sundre Winter Indoor Walking Group	\$ 413			\$ 1,136	\$ 1,604	\$ 1,296.00		\$ 4,449.00
The DEN Youth Centre			\$ 5,000	\$ 2,250		\$ 1,000.00		\$ 8,250.00
The Flipp'n Barn		\$ 1,449						\$ 1,449.00
The Sundre Men's Shed								
West Country Cruisers - Sundre					\$ 1,500	\$ 1,500.00		\$ 3,000.00
Youth Hoops Basketball					\$ 800			\$ 800.00
TOTAL BY YEAR	\$ 73,656	\$ 63,982	\$ 47,853	\$ 81,986	\$ 49,618	\$ 52,024.00		\$ 357,790



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT Waiver of Arena Rental Fees for Grad Class 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.2

BACKGROUND/PROPOSAL:

The organizing committee of the 2025 Grad Class is requesting Council waive the Arena rental fee for their 2025 celebration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The 2025 grad class are requesting that Council waive the rental fee for the use of the Arena from June 23 – 28th for setting up and take down of their event.

The graduating class has offered to offset their request by extending their services during May Queen, May 7-10 to assist with any jobs around the community.

ALIGNMENT WITH STRATEGIC PLAN

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

COSTS/FUNDING:

The rental fee for the Arena, June 23-28, 2025, is as follows:

\$750.00 for event day, plus \$175.00 for additional days

GST \$81.25

Total Rental Fee: \$1,706.25

ADMINISTRATION RECOMMENDATIONS:

At Council's discretion.

MOTION:

That the Town of Sundre Council approve the fee waiver for the Arena in an amount not to exceed \$1,706.25 (GST included), to be funded from Council Discretionary Contributions to Local Organizations, for the 2025 Grad Class Celebration, June 23-28, 2025.

OR

That the Town of Sundre Council deny the request for a fee waiver for the for the 2025 Grad Class Celebration, June 23-28, 2025.

Attachment: Letter of February 11, 2025

Date Reviewed: February 20, 2025

CAO: *Amida Naba*

February 11, 2025

Dear Mayor Warnock, Council and Ms. Nelson,

I am writing you this letter on behalf of the Sundre High School Grad Committee, we have found ourselves in the situation where we have limited funds, as many of you know a large portion of the funds that go toward the graduation ceremony comes from the May Queen event but from changes to this event, our class not being the winning class in the previous years, and the decline in ability of many students to participate due to their employment and other obligations, it has left us in the position that we will have to fundraise for the ability to give our graduates that ceremony that they deserve.

Graduation will take place on June 27, 2025, and we have all agreed that the Sundre Arena is the venue that will best accommodate our needs. We are hoping that you are willing to donate the Arena facility from June 23rd to 28th, this time will allow us to set up for the event and then the take down and clean up after.

We understand that you as the governing body for the Town of Sundre must receive requests all the time and out of respect to you and the taxpayers of our community, the graduating class would like to offer their assistance. As mentioned earlier in my letter our funds for the graduating ceremony are raised through May Queen, the class would like to extend their services during May Queen, which falls on the 7th- 10th of May, if the Town has any jobs around the community that we can assist with.

This is the event that our graduates and families have been waiting for, please help us create an event that they will remember.

Thank you for your time and consideration of this request.

Sincerely,



Cheri Buchan



REQUEST FOR DECISION

COUNCIL DATE February 24 2025
SUBJECT RFD January 2025 Departmental Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for January 2025 are provided to Council for their review and information:

- a) Chief Administrative Officer
- b) Fire Chief
- c) Community Development (Planning & Development / Community Services)
- d) Community Peace Officer
- e) Operations
- f) Economic Development
- g) Sundre Municipal Library

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the January 2025 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the January 2025 Departmental Reports as information.

ATTACHMENTS:

January 2025 Departmental Reports

Date Reviewed: February 20, 2025 CAO: Linda Nelson

9.1a(i)

	#/D/M/Y	January 06, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	2
001	06-01-25	MOVED by Councillor Anderson that the agenda be approved as presented			
<i>Councillor Attendance by Phone: Councillor Dolke notified CAO in compliance of s.14.6 of Council's Procedural Bylaw</i>					
002	06-01-25	MOVED by Council or Vardas that the Minutes of the Regular Council Meeting of Council held on December 16, 2024 be approved as presented			
003	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council thank Mr. Stevenson for attending Council and accept his presentation as information			
004	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Services Department and congratulate and thank each member of the team for their commitment and dedication to our community			
005	06-01-25	MOVED by Council or Marr that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Planning and Development Department and congratulate and thank each member of the team for their commitment and dedication to our community			
006	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 2 - 8, 2025 as "Senior Week" in the Town of Sundre and that the Mayor be authorized to sign the declaration on behalf of Council and the citizens of Sundre	Legislative Services	Completed Appendix #1	
007	06-01-25	MOVED by Council or Anderson that the Town of Sundre Council approve the partnership between the Town of Sundre and the Hospital Futures Committee, in collaboration with P3 Capital Partners to further the efforts of the Town of Sundre in seeking avenues for the construction of a new hospital/campus of care in the Town of Sundre, and further, that Council approve funding in the amount of \$22,500.00 in support of this initiative, with funds to be drawn from the General Corporate Stabilization Restricted Surplus Account			
008	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to sign the agreement with the Sundre Hospital Futures Committee and P3 Capital Partners			
009	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 4:52 p.m.			
<i>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. There are no Motions of Council expected</i>					
<i>Mayor Warnock called a break at 4:52 p.m.</i>					
<i>Mayor Warnock reconvened the closed meeting at 4:57 p.m.</i>					
<i>The Director of Corporate Services left the Closed Meeting at 5:25 p.m.</i>					
010	06-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:07 p.m.			
011	06-01-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:08 p.m.			
	#/D/M/Y	January 20, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	10
012	20-01-25	MOVED by Councillor Marr that the agenda be approved as amended as follows: 1. Replace Pg. 3 of January 20th Agenda, due to error in Minutes of January 6, 2025			
013	20-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on January 6, 2025 be approved as amended: 1. Revise Motion Number Res. 007-06-01-25 to reflect the correct amount of funding for P3 Partnership from \$25,000.00 to \$22,500.00			

014	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Sundre Fire Department, and congratulate and thank each member of the department for putting your lives on hold to respond at a moment's notice to an emergency, for putting yourself in danger on a continuous basis, for participating in community events and educating the public on fire safety, and for your commitment and dedication to our community		
015	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the year end report from the CAO on the successes achieved by the Community Peace Officer / Bylaw Officer, and congratulate and thank each member of the team for their commitment and dedication to our community, and for ensuring our community is a safe and secure place where we can live, work, play and raise our families		
016	20-01-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the December 2024 Departmental Reports as information		
017	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw and further;		
018	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, February 24, 2025 at 4:00 p.m. for a Public Hearing to Bylaw 2025-02 Land Use Bylaw Amendment		
019	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council support the application to Alberta Seniors, Community and Social Services for the Town to co-host the Seniors' Week launch on June 7, 2025		
020	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council accept the report from the Director of Corporate Services as information		
021	20-01-25	MOVED by Mayor Warnock that the Town of Sundre Council direct administration to bring the existing Social Media Policy to the Bylaw Policy Review Committee for review for the purpose of clarification to information that has come forward	Legislative Services	Pending. Committee Meeting Date to be set
022	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock's report for December 2024 as information		
023	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for October, November and December 2024 as information		
024	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report for November and December 2024 as information		
025	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the Year 2024 as information		
026	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:05 p.m.		
<i>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. There are no Motions of Council expected</i>				
<i>Mayor Warnock called a break at 5:05 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 5:12 p.m.</i>				
<i>CAO left the Closed Meeting at 5:45 p.m.</i>				
027	20-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:28 p.m.		
028	20-01-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:29 p.m.		



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 –8, 2025 to be Seniors' Week in

Community Town of Sundre

A handwritten signature in black ink that reads "Richard Warnock".

Official Title Richard Warnock, Mayor

Official Signature

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

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services



CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: February 24, 2025

Council requested periodic updates on the new businesses operating in Town at the Strategic Advisory Committee Meeting, held in October 2023.

New Business List January 1 - January 31, 2025

Adam's Army Charitable Foundation – Thrift Store; 101 – 3 ST SW

Under New Management:

n/a

Home Office to Date (Permitted Use in Residential Districts)

Electrical Contractor (Salvador Electric)

Home Occupation to Date (Discretionary Use in Residential Districts)

n/a

SCHEDULE A - 2025 Expenditures to Date**TOTAL COUNCIL BUDGET 2025: \$79,000****TOTAL EXPENDITURES TO DATE (January 31, 2025) \$3696.55****BALANCE: \$75,303.45****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
8-Jan-25	Edmonton	Meeting with Minister Schulz	Mileage	\$ 385.56
8-Jan-25	Edmonton	Meeting with Minister Schulz	Accommodations	\$ 239.17
8-Jan-25	Edmonton	Meeting with Minister Schulz	Per Diem	\$ 120.00
8-Jan-25	Edmonton	Meeting with Minister Schulz	Travel Per Diem	\$ 120.00
9-Jan-25	Sundre	Mayors Caucus - Teams Meeting	Per Diem	\$ 120.00
14-Jan-25	MVC	MVC Sundre Airport	Per Diem	\$ 100.00
14-Jan-25	MVC	MVC Sundre Airport	Travel Per Diem	\$ 30.00
17-Jan-25	Sundre	RDRWA - Zoom Meeting	Per Diem	\$ 120.00
23-Jan-25	Sundre	MTMC - Minister McIver - Teams Meeting	Per Diem	\$ 80.00
23-Jan-25	Sundre	Sundre Chamber of Commerce Meeting	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Mileage	\$ 158.76
28-Jan-25	Red Deer	Red Deer Polytechnic	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Travel Per Diem	\$ 50.00
29-Jan-25	MVC	MVC - Hospital	Mileage	\$ 75.60
29-Jan-25	MVC	MVC - Hospital	Per Diem	\$ 80.00
29-Jan-25	MVC	MVC - Hospital	Travel Per Diem	\$ 30.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Red Deer	CAEP Meeting	Milage	\$ 158.76
16-Jan-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
16-Jan-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Milage	\$ 43.85
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Per Diem	\$ 120.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Travel Per Diem	\$ 20.00

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Sundre	Library Board Meeting	Per Diem	\$ 80.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
No expense claims to date				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
No expense claims to date				

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
No expense claims to date				

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Per Diem	\$ 120.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Travel Per Diem	\$ 20.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Mileage	\$ 43.85
Jan. 22-24	Calgary	ITA Gathering 2025	Registration	\$150.00
Jan. 22-24	Calgary	ITA Gathering 2025	Accommodations	\$329.56
Jan. 22-24	Calgary	ITA Gathering 2025	Per Diem	\$ 360.00
Jan. 22-24	Calgary	ITA Gathering 2025	Travel Per Diem	\$ 40.00
22-Jan-25	Calgary	ITA Gathering 2025	Mileage	\$ 181.44

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	24 February 2025
FOR MONTH(S) OF	January 2025
911 DISPATCHES:	
	Emergency Response Numbers, 027 – 2025 Total January 2025 - 027
Response Types:	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken – 1 ➤ Alarm – No Fire – Detector Activated – 2 ➤ Controlled Burn – Arrive on Scene – 2 ➤ Fire – Machinery/Electrical – 1 ➤ Gas Leak – Natural Gas – 1 ➤ Investigation of Smoke - 1 ➤ Medical First Response – 14 ➤ Motor Vehicle Collision – 4 ➤ Rubbish or grass fire (no dollar loss) -1
Results:	➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p>January 2025 consisted of the following:</p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting <ul style="list-style-type: none"> ○ Truck Checks ○ Hall Duties ➤ Recruit Training <ul style="list-style-type: none"> ○ Traffic Control ○ Set-up and Operations ○ Radio Basics ○ Accountability ○ Ventilation ○ Fire Behaviors ○ Forward and Reverse Lays ○ Tagging Hydrants ○ Portable Ponds ○ Rural Fires ○ Vehicle Extraction <ul style="list-style-type: none"> ▪ Removing glass/windshields ▪ Outer/Inner Survey ▪ Basic Cribbage ▪ Medic in access ▪ Communication ➤ NFPA 1001 <ul style="list-style-type: none"> ○ Ladders ○ Ropes ○ Hose-line Skills ○ Interior Hose-line work

	<ul style="list-style-type: none"> ○ Extinguishers ➤ Radio Channel Reviews ➤ GPS Introduction ➤ Gas Monitors ➤ CO Sensor ➤ Primary Search Practice ➤ Reduced Profile Maneuvers ➤ Drags and Carries ➤ 3 Vehicle Scenarios <ul style="list-style-type: none"> ○ Dash Roll ○ Roof Removal ○ Trunk Tunnel <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ None to Report
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ NFPA 470 – Hazmat – End Feb 2025 ➤ NFPA 1001 completion Q2 ➤ High Performance CPR Recertification – March 2, 2025 ➤ Standard First Aid, O2 Airway, CPR BLS – March 22-23, 2025 ➤ NFPA 1021 – April 2025 ➤ Nozzle Forward May 2025 ➤ Big Rig Rescue (requesting 6 spots) – June 2025 ➤ Farm Rescue – (requesting 6 spots) June 2025 ➤ Advanced First Aid – Q3
<u>Fire Hall:</u>	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Eaves troughing has temporary repairs, Obtaining quote for permanent repair by Q2 ➤ Parking Blocks to be Installed ➤ Quoting Additional Electrical Plugs in Washing Machine and Dryer Area
<u>SFD Units - Equipment</u>	
<u>Units:</u>	<ul style="list-style-type: none"> ➤ Unit #560, preconstruction ongoing with Mountainview County. ➤ New Unit #540 Ordered – expected date of Delivery 3rd Qtr -2025 ➤ Unit #541 in primary service. ➤ Unit 510 Replacement ordered – expected delivery Q1, 2025 delayed due to backorder of components <p>❖ Sundre Fire Department received New Pumper Unit 521.</p>
<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"> ➤ 5 Additional SFD Members to take training in 2024-2025 ➤ 2 Members to be accredited Designation of Powers for the Town of Sundre

**Attachments: Incident Location Breakdown
Town of Sundre and Mountain View County Incident Hours**

Sundre Fire Departmental Report Attachments



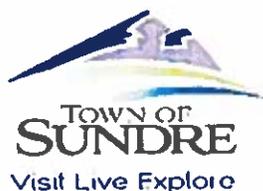
Sundre Fire Department Incident Location Breakdown



January 2025

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month Total	Last Month's Total	Year to Date Total
Outside Fires - Investigation					0	0	0
Control Burn - Arrived on scene		2			2	1	2
Fire - Machinery/Equipment	1				1	0	1
Fire - Motor Vehicle					0	0	0
Fire - Structure					0	1	0
Fire - Investigation (Explosion)					0	0	0
Investigation of Smoke	1				1	0	1
Alarm -No Fire - Unknown Odours					0	1	0
Alarm -No Fire - Steam or Smoke mistaken	1				1	2	1
Alarm -No Fire - detector activated	1	1			2	0	2
Alarm No Fire - accidental miscellaneous					0	0	0
False Alarm – Confirmed telephone					0	0	0
False Alarms-internal or local alarm system					0	0	0
Gas Leak Odor - Natural Gas -Investigated	1				1	0	1
Medical First Response	11	3			14	15	14
Medical - Stood Down					0	0	0
Medical Assist (lift)					0	0	0
Medical Assists					0	0	0
Miscellaneous Rescues					0	0	0
Motor Vehicle Collision	1	2		1	4	4	4
Mutual Aid Request					0	0	0
Public Hazard - Electrical					0	0	0
Public Hazard - Gasoline or Fuel					0	0	0
Public Service - Citizens trapped in Elevator					0	0	0
Public Service - Miscellaneous					0	0	0
Rescue					0	0	0
Rubbish or grass Fire (no dollar loss)		1			1	1	1
Rupture – Water Pipes					0	0	0
Total	17	9	0	1	27	25	27

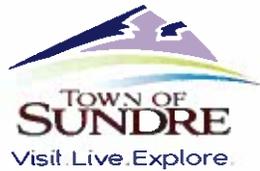
Sundre Fire Department



January 2025		2025 Town Of Sundre Year to Date				2025 Mountain View County Year to			
INCIDENTS	Incident Time in Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responde rs	Total Incident Hours
Alarm No Fire	1.0		0		0.0		0		0.0
Alarm -No Fir	1.0	1	1	3	3.0		0		0.0
Alarm -No Fir	1.5		0		0.0	1	1.5	3	4.5
Alarm -No Fir	2.0				0.0		0		0.0
Alarm -No Fir	3.5				0.0		0		0.0
Alarm -No Fir	2.0				0.0		0		0.0
Alarm -No Fir	1.0	1	1	2	2.0		0		0.0
Alarm -No Fir	1.5		0		0.0				0.0
Contolled Bu	1.0				0.0	1	1	5	5.0
Contolled Bu	1.5				0.0	1	1.5	6	9.0
False Alarm -	1.0		0		0.0		0		0.0
Fire - Investig	1.5				0.0		0		0.0
Fire - Machin	1.0	1	1	6	6.0		0		0.0
Fire - Machin	2.0				0.0		0		0.0
Fire - Motor V	1.0		0		0.0				0.0
Fire - Motor V	1.5				0.0		0		0.0
Fire - Motor V	2.0				0.0		0		0.0
Fire - Motor V	2.5				0.0		0		0.0
Fire - Structur	1.0		0		0.0				0.0
Fire - Structur	1.5				0.0		0		0.0
Fire - Structur	2.0				0.0				0.0
Fire - Structur	2.5				0.0		0		0.0
Fire - Structur	4.0		0		0.0				0.0
Fire - Structur	4.5		0		0.0				0.0
Fire - Structur	5.5				0.0		0		0.0
Fire - Structur	9.0				0.0		0		0.0
Gas Leak/Nat	1.0	1	1	5	5.0				0.0
Investigation	1.0	1	1	7	7.0				0.0
Medical Assis	1.0		0		0.0		0		0.0
Medical First	1.0	10	10	34	34.0	3	3	9	9.0
Medical First	1.5	1	1.5	2	3.0		0		0.0
Medical First	2.0		0		0.0		0		0.0
Medical First	2.5		0		0.0		0		0.0
Medical Stoo	1.0		0		0.0		0		0.0

January 2025

January 2025		2025 Town Of Sundre Year to Date				2025 Mountain View County Year to			
INCIDENTS	Incident Time in Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responde rs	Total Incident Hours
Motor Vehicl	1.0		0		0.0		0		0.0
Motor Vehicl	1.5	1	1.5	7	10.5	1	1.5	5	7.5
Motor Vehicl	2.0		0		0.0	1	2	3	6.0
Motor Vehicl	2.5		0		0.0		0		0.0
Motor Vehicl	3.5		0		0.0		0		0.0
Mutual Aid R	3.0		0		0.0		0		0.0
Outside Fires	1.0		0		0.0		0		0.0
Outside Fires	1.5		0		0.0		0		0.0
Outside Fires	2.0		0		0.0		0		0.0
Outside Fires	3.0		0		0.0		0		0.0
Public Hazard	1.0		0		0.0				0.0
Public Hazard	1.0				0.0		0		0.0
Public Hazard	1.5				0.0		0		0.0
Public Service	1.0		0		0.0				0.0
Public Service	1.0		0		0.0				0.0
Rescue- misc	2.0				0.0		0		0.0
Rescue - Misc	2.5				0.0		0		0.0
Rubbish or gr	1.0		0		0.0	1	1	5	5.0
Rubbish or gr	1.5		0		0.0		0		0.0
Rubbish or gr	2.0						0		0.0
Rubbish or gr	2.5		0				0		0.0
Rubbish or gr	3.0		0				0		0.0
Rubbish or gr	3.5		0				0		0.0
Rupture – Wa	1.0		0		0.0				
Total	--N/A--	17	18	66	70.5	9	11.5	36	46



DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	February 24, 2025
FOR MONTH OF:	January 2025
TOPIC / PROJECT #1	Development Permits
	Development Permits were issued for: <ul style="list-style-type: none"> - Change of Use to 'retail, general' - Home Office - Mixed Use Development (includes Commercial Daycare & Residential) - Detached Garage - Change of Use to 'day Care-Commercial'
TOPIC / PROJECT #2	Building Permits
	Building Permits were issued for: <ul style="list-style-type: none"> - Rooftop Solar Panels - Change of use to 'retail' - Detached Garage
TOPIC / PROJECT #3	Safety Code Permits
	Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 0 Gas Permits: 0 Plumbing: 0
TOPIC / PROJECT #4	Compliance Stamps/Letters (from Real Property Reports)
	Real Property Reports are submitted to the Town with a request for a Stamp/Letter of Compliance to facilitate the sale of a property. Total of 1 Compliance completed.
TOPIC / PROJECT #5	Mountain Springs Area Structure Plan
	Traffic Impact Assessment was received from Mountain Springs – update was sent to Alberta Transportation and Town’s Engineer for review and comments. Ongoing discussions on TIA Review
TOPIC / PROJECT #6	Downtown Area Redevelopment Plan
	Background Research and project setup (Project Management Plan) complete. Terms of Reference for an Ad-Hoc Committee have been prepared.
TOPIC / PROJECT #7	Land Use Bylaw
	Land Use Bylaw amendments (text amendments) were presented to Council on January 20, 2025 for First Reading. Public Hearing has been set for February 24, 2025. The Text amendments proposed aim to enhance housing options, improve regulatory clarity, and address enforcement challenges within the Town of Sundre’s Land Use Bylaw.

ATTACHMENT: January 2025 Building Permit Statistics



MEMO

TO: Linda Nelson, CAO
 FROM: Chelsea Kruger, Development Assistant
 RE: January 2025 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Development / Building Permit No.</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
2025-D01	C-1	101 – 3 Street SW	Change of Use to 'retail'	

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: Chelsea Kruger, Development Assistant
RE: **January 2025 Home Office/Occupation Permits**

Home Office or Home Occupation	Permitted or Discretionary	Civic Address	Business to be Conducted
Home Office 2025-D02	Permitted	SW9-33-5-W5M	Electrician Services

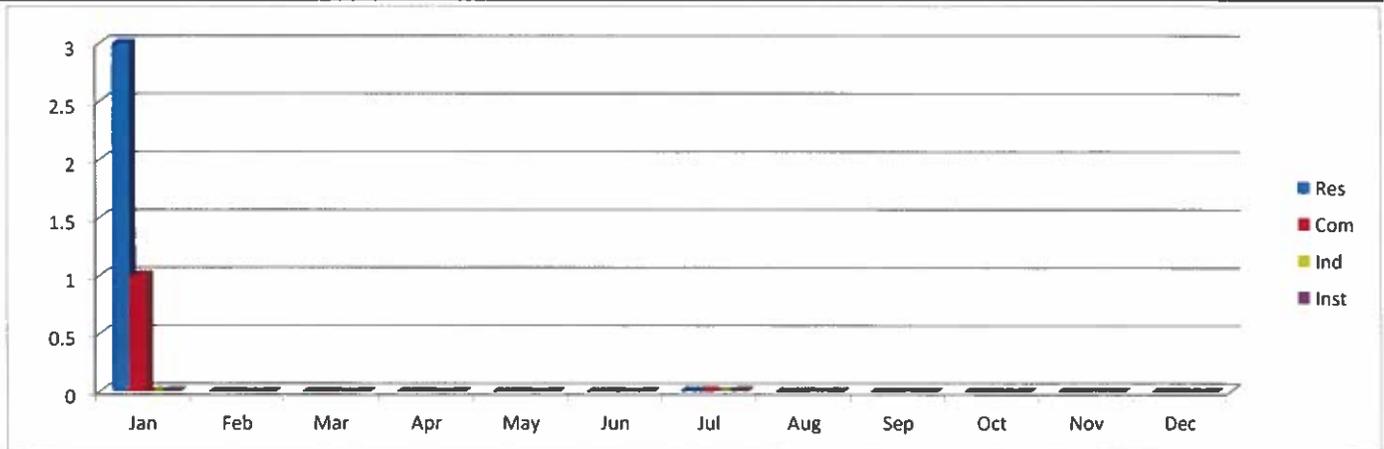
Home Office/Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

Home Office - business is a less intensive home-based business, usually a “desk, computer and telephone” business that requires no deliveries, no storage of products, generally does not generate any non—essential traffic, has no walk-in clientele and are essentially “invisible” within a residential neighbourhood. For example, web design, document transcription, contractor services (electrician, plumber).

Home Occupation - business is a more intensive home-based business which may generate additional traffic, may have clients attending the home, and offer services that require the storage of products. For example, hair dressing, seamstress, massage therapy, esthetics, and day homes.

MONTHLY BUILDING REPORT FOR THE MONTH OF JANUARY 2025

	JAN. 2025			2025 Year To Date			JAN. 2024		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows	0	0	\$ -	\$ -	\$ -	\$ -			
BI-Level			\$ -	\$ -	\$ -	\$ -	0	0	\$ -
Duplex/Semi Det.			\$ -	\$ -	\$ -	\$ -			
Multi-Family/Mixed Use	0	0	\$ -	\$ -	\$ -	\$ -	24	1	\$ 1,000,000
Mobile Homes	0	0	\$ -	\$ -	\$ -	\$ -	0	0	\$ -
Accessory Buildings		1	\$ 50,000		1	\$ 50,000		0	\$ -
Renovation/Addition		2	\$ 31,700		2	\$ 31,700		0	\$ -
			\$ -			\$ -			
Sub-Total	0	3	\$ 81,700	0	3	81700	24	1	\$ 1,000,000
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		1	\$ 500		1	\$ 500		1	\$ 800,000
Sub.Tot		1	\$ 500		1	\$ 500		1	\$ 800,000
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
Sub.Tot		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	4	\$ 82,200	\$ -	4	\$ 82,200	24	2	\$ 1,800,000



2025_Template Monthly Building Report



DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Community Services
SUBMITTED BY:	Geoff Whittaker, Acting Community Services Manager
COUNCIL DATE:	February 24, 2025
FOR MONTH OF:	January 2025
TOPIC #1	<p>Facilities</p> <p>Community Gym Regular User Groups Keeping the Gym Busy:</p> <ul style="list-style-type: none"> • Tae Kwon Do • Gymnastics • Walking Club • Pickleball • New volleyball group added to the list of regular users <p>Additional Gym Uses:</p> <ul style="list-style-type: none"> • Set up for Trappers Banquet • Birthday parties <p>Arena</p> <ul style="list-style-type: none"> • Arena remains busy with all regular user groups • Hosted U11 and U18 Minor Hockey Tournaments - Opened second floor lounge bar for U18 tournament • Multiple private rentals and birthday • Put up a new wall advertisement • granted Sundre Minor Hockey permission to have Livebarn set-up
TOPIC #2	<p>Maintenance</p> <p>Mid-season maintenance at the arena has been completed</p> <p>Continued maintenance of permanent and temporary outdoor rinks (weather dependent) - They are getting lots of use</p> <p>Centratech performed all the annual fire safety inspections</p>
TOPIC #3	<p>Other Events / Meetings</p> <p>Working with Bike & Ski Club to set up Cross Country ski tracks on Eastside Passive Recreation & Campground lands.</p>

DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	2025/02/24
FOR MONTH OF:	January 2025

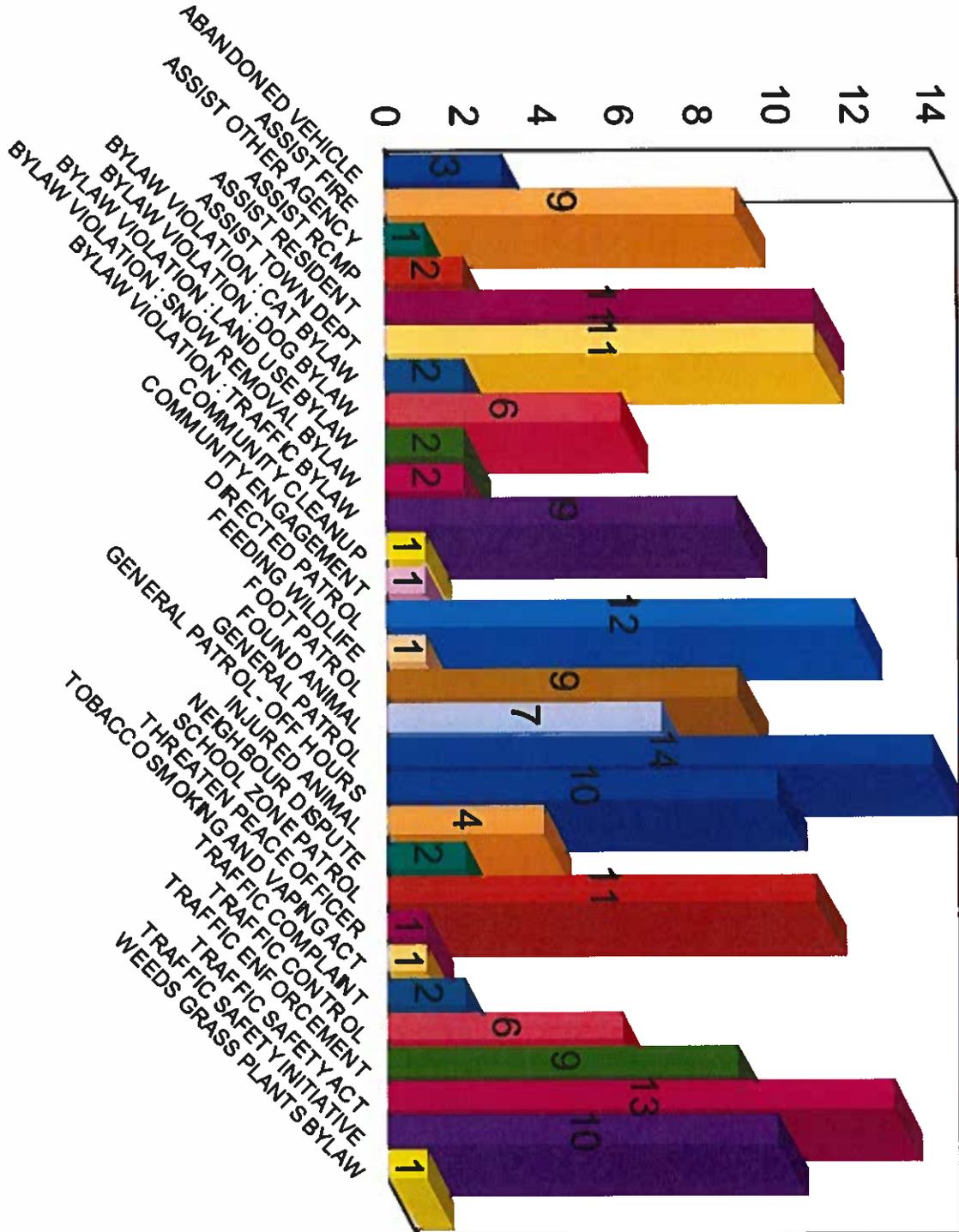
TOPIC #1	Calls for Service – January
STATUS OF PROJECT Completed:	SEE ATTACHED
Action Steps / Successes	Municipal Enforcement responded to 173 calls for service in the month of January 2025

Attachment #1

Municipal Enforcement assisted Sundre Fire Dept with 9 calls for Service ranging from Motor Vehicle collisions to Medical First Response calls.



Count of IncidentTypes





DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	February 24, 2025
FOR MONTH OF:	January 2025

TOPIC / PROJECT #1	Wastewater Dept. Wastewater Flushing
STATUS OF PROJECT In progress: Completed: Yes	A section of Myron Thompson Way requires flushing of the sewer system in preparation for the upcoming overlay by Alberta Transportation and Economic Corridors
Action Steps / Successes	The area was successfully flushed.
TOPIC / PROJECT #2	Gas Dept. IMP and QMP document preparation
STATUS OF PROJECT In progress: Yes Completed:	The gas department is preparing the annual IMP (Integrity Management Plan) and QMP (Quality Management Plan) to bring to Council in the near future.
Action Steps / Successes	The 2025 IMP is more complex with new regulatory requirements. This document is a major part of our SLMS (Safety Loss Management System). Staff are completing a self-audit on our operations. This outcome will be brought to Council in the near future.
TOPIC / PROJECT #3	Roads Dept. Snow Management
STATUS OF PROJECT In progress: Completed: Yes	The roads operators have been completing snow and ice management throughout town. Large windrows and storage piles are being removed to proper storage areas to reduce melt water and debris
Action Steps / Successes	All roads have had snow removal from December to January. Maintenance of areas will continue
TOPIC / PROJECT #4	Gas Mapping requirement
STATUS OF PROJECT In progress: Completed: Yes	The Alberta Rural Utilities requires submission of our annual updates and access to the gas as-builts.
Action Steps / Scheduled Events / Successes	During the 2024 leak survey the department added GIS of the gas system to be completed. During the survey all pipelines are checked for leaks and the contractor was able to map the system. This will allow the gas department to meet the above requirements.
TOPIC / PROJECT #5	Tool inventory
STATUS OF PROJECT In progress: Completed: Yes	The Fleet, Gas and Roads departments are undergoing a review and updating the catalogue of tooling in fleet units and the shop. This will expedite the replacement if a theft or fire occurs.
Action Steps / Scheduled Events / Successes	Estimated completion by March/April



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	February 24, 2025
FOR MONTH OF:	January 2025

TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Under the Alberta Advantage Immigration Program, <ol style="list-style-type: none"> a. 2 Rural Entrepreneur Stream meetings and/or town tours were conducted with prospective international investors in the month of January. b. Weekly correspondence with multiple others. 2) Attended a meeting with Calgary developers on potential development downtown; 3) The Downtown Area C-1 vacancy rate has reduced again to a new historic low of 2.0%. <ol style="list-style-type: none"> a. Note that a new vacancy in the C2 highway commercial area was not counted since it is out of the C1 district. b. Continued focus with developers on mixed use developments.
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Final strategic organizational development plan submitted; ongoing minor changes undertaken until document is completed in February. <ol style="list-style-type: none"> a. Next steps: <ol style="list-style-type: none"> i. Begin work with partner municipalities on devising joint policies in support of film-friendliness. ii. Budget preparation.
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Attended workshop with Stormy Lake Consulting in support of the Sundre Tourism Association. 2. Continued online promotion of Sundre through social media and curated content creation. <ol style="list-style-type: none"> a. Next steps: continuing promotional activities in support of year-round tourism. 3. Editing and developing 2025 Visitor Guide has commenced.

TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	1. Collaborating with Planning department in their preparations for new downtown Area Redevelopment Plan (ARP).
TOPIC #5	Events and Festivals
STATUS OF PROJECT Ongoing	Winterfest planning is ongoing.
Action Steps / Successes	1. Winterfest & the Mountain Survivalist Competition (MSC) organization continued. a. Collaborated with Festivals & Events Coordinator in organizing a kids carnival during Winterfest.

DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Joy Willihnganz
DATE	24 February, 2025
FOR MONTH OF	Jan – Dec 2024 (Year in Review)

TOPIC #1	Programs for All Ages
ISSUES:	Support community wellness by providing a variety of opportunities for recreation, entertainment, and to celebrate art and culture.
RESOLUTIONS/SUCSESSES:	The library delivered a variety of programs throughout the year Children/Youth Programs: 99 sessions; 1,686 participants Adult/Senior Programs: 96 sessions, 1,165 participants Multigenerational/Family Programs: 17 sessions, 314 participants Digital Literacy Programs: 26 sessions, 51 participants Take & Make Kits: 17 sessions, 395 participants Total Sessions: 255; Total Participants: 3,611.
TOPIC #2	Community Awareness
ISSUES:	Build community awareness of library offerings and services
RESOLUTIONS/SUCSESSES:	The library participated in 43 programs and events specifically targeted toward outreach and library awareness throughout the year including: Library service to the Seniors Lodge, Winterfest, SPOG, Halloween Extravaganza, daycare programming). The library was pleased to partner with the Sundre Museum to provide outreach programming during Culture Days – again celebrating Sundre ranking #8 nationally in this event. Total Programs: 43, Total Participants: 853.
TOPIC # 3:	Community Well-Being
ISSUES:	Provide a space for groups to meet and or offer their own programs
RESOLUTIONS/SUCSESSES:	Library space was made available for a variety of other groups and organizations in the community including: Moccasin House, Metis Local, McDougal Chapel, Palliative Care, RVS & SHS Wellness Workers, SCOPA, PCN (Primary Care Network), GNP, MVFRN, Sundre Creative Arts, Sundre Soccer Club, and Palliative Care. These meetings occurred on 81 occasions and welcomed 776 people into the library.



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT RFD Council Committee Reports January 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 10.1

BACKGROUND/PROPOSAL:

Mayor Warnock and Councillor Marr have provided reports for Council's review and information for the month of January 2025.

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 and Councillor Marr's reports for January 2025 as presented.

MOTIONS:

That the Town of Sundre Council accept Mayor Warnock's report for January 2025 as information.

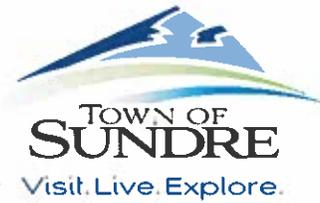
That the Town of Sundre Council accept Councillor Marr's report for January 2025 as information.

ATTACHMENTS:

10.1a Mayor Warnock's report

10.1b Councillor Marr's report

Date Reviewed: February 20, 2025 CAO: Linda Nelson



**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 January 2025

Bylaw Policy Review Committee

Date of Meeting:

No Meeting

Emergency Management Advisory Committee

Date of Meeting:

No Meeting

Intermunicipal Collaboration Committee

Date of Meeting:

No Meeting

Mountain View Senior's Housing

Date of Meeting:

No Meeting

Mountain View Regional Waste Management Committee

Date of Meeting:

No Meeting

Intermunicipal Planning Commission

Date of Meeting:

No Meeting

Red Deer River Municipal Users Group

Date of Meeting:

Todd Dalke – Council representative

Red Deer River Watershed Alliance

Date of Meeting: Jan 17

Regular Board Meeting held by Teams – The Board outlined the Committees and required attendance by board members – and an overview of the Water Smart Program.

Sundre Petroleum Operators Group

Date of Meeting:

No Meeting

Sundre Wellness Advocacy Committee

Date of Meeting: Jan 09

Meeting held at Town Office – a presentation was brought to the committee by Mr. Anton Walker on the use of AI as support in all medical applications in our municipality. Other agenda items included Advocacy for Mental Health Treatment for Sundre and Area. Also Councillor Johnson gave a report on the AKKnow funding platform.

Other: January Meetings

Date of Meeting:

Jan 04 – Mid Sized Towns Mayor’s Caucus – Executive Meeting held by Zoom – To set the agenda and the presentation materials for the January 09 Regular Caucus Meeting.

Jan 06 – Regular Council Meeting – Agenda and Minutes at www.sundre.com

Jan 07 – Minister of Environment & Protected Areas meeting with Minister Schulz to discuss the completion of the Lagoon testing and next steps to expedite the necessary licensing so that this can move towards completion.

Jan 09 – Mid Sized Towns Mayor’s Caucus Regular meeting hosted by Drayton Valley – The agenda dealt with the supplemental funding model to assist mid sized towns with the aging infrastructure requirements and next steps that will be brought to the working committee with Minister McIver.

Jan 14 – Sundre Airport Concept Plan meeting held at Mountain View County Office – to prepare the abatement zone to include both runways.

Jan 17 – Mid Sized Towns Mayor’s Caucus – Executive Meeting to go over the upcoming Minister McIver working group meeting. The work done by Town of Sundre Director of Finance was presented as an alternative ask to the Minister. The Committee is going forward with the ask for an annual supplemental funding model.

Jan 18 – Accepted the invitation from the Sundre Legion to attend and give opening remarks to the Installation of Officers ceremony.

Jan 20 – Regular Council Meeting – Agenda and Minutes at www.sundre.com

Jan 22 – Attend coffee with the Mayor at the Sundre Seniors Supportive Living – was great with a very good question and answer session.

Jan 23 – Mid Sized Towns Mayor’s Caucus – Meeting with Minister McIver and Premier Smith’s staff member TJ Keil to discuss the commitment of the Minister to continue the meetings with a working group focus on mid-sized towns supplemental funding.

Jan 23 – Sundre and District Chamber of Commerce AGM – Held at the Sundre VIC

Jan 28 – Attended the Red Deer Polytechnic update meeting – with an overview of the student participation programs integrating with partners in the workforce.

Jan 31 – Meeting with Minister Nixon regarding the work being done by the MTMC and the activities being presented by the Sundre Wellness Advocacy Committee.

**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 JANUARY

Bylaw Policy Review Committee

Date of Meeting: TBD

No meeting scheduled

Emergency Management Advisory Committee

Date of Meeting: TBD

No meeting scheduled

GNP / FCSS

Date of Meeting: January 15, 2025

FCSS budget is calendar year. Top 5 requests for services from GNP was: 1. Housing, 2. CPP/OAS/AISH, 3. Sr Health Benefits, 4. Income Support, 5. Food Security. Stats: Number of calls or walk-ins: 30 Seniors, 8 Adults, 1 Family, 15 Children. GNP 25-year anniversary upcoming – board would like to give back to the community looking at planting a tree or installing a bench via town programs. Strategic Plan is reviewed annually, I find this surprising and suggested modifying the document into short, medium, and long-term plans. GNP Casino is upcoming, volunteers welcome. Live Auction at the Legion May 31st. Charity Checkstop date will be moved to September, 2025 due to construction concerns.

SDHS & Museum (Alternative)

Date of Meeting: January 16, 2025

Board is actively seeking out unique fundraising opportunities. They have an online auction happening this spring. They have a rental opportunity – looking for ways to increase revenue.

Sundre Aquatic Society (Alternative)

Date of Meeting: No meeting

No meeting scheduled

WELLNESS

Date of Meeting: January 9, 2025

Daycare. Two presentations.

Other:

Date of Meeting:

January 6, 2025 – Regular Council Meeting
January 7, 2025 – Sundre Tourism Interview 4pm-5pm
January 20, 2025 – Regular Council Meeting
January 29, 2025 – Alberta Victim Services zoom mtg: 1pm – 2pm



REQUEST FOR DECISION

COUNCIL DATE February 24, 2025
SUBJECT RFD Council Key Messages January 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 10.2

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 and the Town's website.

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 January, 2025 as information.

ATTACHMENTS:

10.2a Key Messages from the Office of Council for January 2025.

Date Reviewed: February 20 2025

CAO: Amida Nebr



FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH of JANUARY, 2025

January 6, 2025

The Federal Government is proposing the creation of several new electoral ridings in Alberta due to population growth. A candidate for the Conservative Party of Canada in the proposed new riding of Yellowhead appeared before Council as a delegation.

The CAO presented a report on the year end successes for Community Services and Planning & Development. The reports are posted on the Town's website for resident's information.

Council approved a partnership between the Town of Sundre and the Hospital Futures Committee, in collaboration with P3 Capital Partners to further the efforts of the Town of Sundre in seeking avenues for the construction of a new hospital/campus of care in the Town of Sundre.

January 20, 2025

The CAO presented a report on the year end successes for the Municipal Enforcement Department and the Fire Department. The reports are posted on the Town's website for resident's information.

Council gave First Reading to textual amendments to the Land Use Bylaw. A public Hearing on the Bylaw has been set for February 24, 2025.

Dear Residents:

On January 2nd, 2025, the Town of Sundre began the process for accepting nominations for Council candidates for the 2025 election. If you are putting your name forward, there is a heavy time commitment as the Council must serve and consider the entire Town of Sundre as a whole, when making decisions in Council. Please, be assured that your sitting Mayor and Council are, and will continue to serve our residents in all current Town business, as we are required to do under the Municipal Government Act.

2024 was an incredible year for the Town of Sundre, with more capital projects being completed than in the past 7 years. In fact, the Town of Sundre is being featured at the Alberta Water/Wastewater Associations conference this year with regard to the success and massive reductions in water loss and inflow and infiltration to the Town's wastewater treatment facility, which will be attended by operators all across Alberta.

Please review the Town of Sundre website, under Latest News, (1/2 way down the home screen), under 2024 Departmental Summary to read about all of our Town successes for 2024. Please note, there will be an additional update in March, once all departments have reported to Council.

As your Mayor, I am looking forward to continued successes in 2025, and to these projects continuing into 2026 and beyond.

Respectfully
Mayor Warnock



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2025
SUBJECT	RFD Thank you Note from U9 Hockey Tournament
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Council has received a Thank You Note from the Sundre U9 Huskie Howl Black and White Hockey Squads.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The U9 Hockey Tournament was held at the Sundre Arena, February 7 -9, 2025. Eight teams participated in the tournament, from as far away as Lacombe. Organizers of the event stated the tournament was a fantastic success.

Included in the note is a special mention by the U9 Tournament organizers, coaches and players of a Town staff member who "went above and beyond".

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the thank you card from the Sundre U9 Huskie Howl Black and White Squads with appreciation and as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept the thank you card from the Sundre U9 Huskie Howl Black and White Squads with appreciation and as information.

ATTACHMENTS:

11.1a_Thank you card

Date Reviewed: February 20, 2025

CAO: Linda Nebe

11.1a



Thank You
For supporting our U9 Tournament



Town of Sundre,

Shale SHYBACK 15 #
LARRY SPEIGH #17
Renn Rock #6

SUNDRE HUSKIES U9 BLACK

COOPER WILICK #11
HUCK HUS 12
LUKE HAMMAM #9
MAY JENSEN #2
BECK #1
WANNERS #5
AWYCH #14
WILLI HENRY MARTINEAU #4
#8 # JORDAN BOAT #10
KURT CLUMMIS #20

GRAYE #3 Slade #7
SUNDRE HUSKIES U9 WHITE

Archie #9 Bensyn #10
Grady #16
Logan #1
Horlin #12 Noah #8
Ryker #1
Bodhi #14 Chase #14
Lincoln #18

**Thank you for your donation
to our U9 Huskie Howl
Hockey Tournament. We sure
felt the love and support from
our community as we
embraced the opportunity to
learn and grow while playing
a game we all love!**

Thank you for working with
SMH so we can host home
tournaments!

Geroge is an amazing
staff member who went above & beyond.



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2025
SUBJECT	RFD Thank You Letter – Sundre Municipal Library
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.2

BACKGROUND/PROPOSAL:

Council has received a Thank You Letter from the Sundre Municipal Library

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre Municipal Library has written to Council to express their heartfelt gratitude for Council’s continued support of the Library.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Thank you Letter from the Sundre Municipal Library with appreciation and as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept the Thank you Letter from the Sundre Municipal Library with appreciation and as information.

ATTACHMENTS:

11.2a_Thank You Letter

Date Reviewed: February 21, 2025	CAO: <i>Amanda Neber</i>
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Sundre Municipal Library

403-638-4000 prl.ab.ca/sundre

Dear Valued Library Supporter,

On behalf of the Friends of the Sundre Municipal Library, we would like to extend our heartfelt gratitude for your continued support of our library. Your generosity and commitment have played an integral role in enhancing the services we provide to our community. As a small but close-knit community, we deeply value the partnership between our library, local businesses, local community organizations, and local government—together, we create a vibrant and thriving space for learning, connection, and growth.

As a token of our appreciation, we are pleased to present you with a calendar showcasing local library patrons and their favorite books. Each month features a different member of our community, highlighting the diverse literary tastes. It is our hope that this calendar serves as a reminder of the importance of supporting our shared mission of community engagement and lifelong learning.

Once again, thank you for being a valued partner in our efforts to foster a love of reading and education in our community.

Warm regards,

A handwritten signature in cursive script, appearing to read "Wendy Murphy".

Wendy Murphy
Friends of the Library Chair
Sundre Municipal Library