



Bylaw and Policy Review Committee

AGENDA

Thursday, March 2, 2023

1:00 p.m. – 4:00 p.m.

Council Chambers

Attendance

Mayor Richard Warnock
Councillor Connie Anderson
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas
CAO, Linda Nelson
Administrative Support, Shantele Smith

- 1. CALL-TO-ORDER**
- 2. AGENDA-AMENDMENT AND ADOPTION**
- 3. ADOPTION OF PREVIOUS MINUTES**
 - 1.1 May 18, 2022, Minutes
- 4. OLD BUSINESS – N/A**
- 5. NEW BUSINESS**
 - 5.1 Arena Facility & Ice Allocation
- 6. ACTION ITEMS**
- 7. CONCLUDING REMARKS**
- 8. NEXT MEETING**
- 9. ADJOURNMENT**



Bylaw and Policy Review Committee

MINUTES

Wednesday, May 18, 2022

12:00 p.m. – 4:00 p.m.

Council Chambers

Attendance

Mayor Richard Warnock
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas CAO, Linda Nelson
Administrative Support, B.A. Fountain

Absent: Councillor Connie Anderson

1. CALL-TO-ORDER Mayor Warnock called the meeting to order at 12:30 p.m.

2. AGENDA-AMENDMENT AND ADOPTION

Councillor Vardas moved that the agenda was accepted as presented.

3. ADOPTION OF PREVIOUS MINUTES

Dalke moved The Thursday June 9, 2021, meeting minutes were accepted as presented.

4. OLD BUSINESS – None

5. NEW BUSINESS

CAO – overview of bylaw and policy definitions, creation and process to adopt

5.1 Public Participation Policy:

Discussion

- overview of policy, mandated by MGA, council & admin transparency, levels of communication / involvement, importance of completing citizen communication form, admin tracking & response
- Clarification regarding Petition (MGA s.219) and regulatory requirements, reason not included in Public Participation Policy

5.2 Council Procedural Bylaw

Discussion:

- Amendment for Clauses s.18.6, s.21.1, and s.21.2 for clarification
- Language clarification to defer or table motion to next meeting, usually to next

meeting

- Majority of council decides if a motion is to be deferred or tabled after debate of the deferring or tabling motion, but not the subject matter
- Administration will write clarifying clause s.18.6 (d) and (e)

5.3 Grants to Organizations Policy

Discussion:

- Overview of reason for policy (requests for funding to council and appropriateness of request)
- Council should have opportunity to investigate request
- Recommendation to grant funds Council decision
- Any person / group may make application for grant
- Council sees value in aiding community-based organizations (at modest level)
- Funds not intended to sustain the organization

Councillor Isaac joined the meeting at 1:20 p.m.

- Current yearly budget \$50,000
- Council determines grant amount to applicant

Debate to Amend Policy

- Criteria Questions - section 3.a **REMOVE** "If yes, was the project successful?"
- 4. Program Intent – **REMOVE** paragraph 2, line 2 "with a demonstrated need"
- Schedule "A" (committee scoring sheet) remove "scoring 1, 2, 3"
- 8.6 **ADD** to grants are not awarded for the "regular" staff salary/wages....
- Amend applications to 3 intakes, January 31, May 31, September 30
- Discussion: Current Council's discretionary fund \$2500;
 - allotted \$1500 to date
 - \$1000 for balance of 2022
 - Admin to review of budget amount for 2023

5.4 Financial Framework

CAO provided overview of framework adopted in 2018, document is Council's philosophy, suggested changes per Administration

Discussion: Restricted Reserve (surpluses)

- Capital budgeting procedures, reserve surpluses moved back into capital budget per department

- Operating surpluses – Council decides where monies are applied
- Workshop discussion forthcoming regarding when surpluses are “moved” or “applied”
- Transparency to public vital

5.5 Capital Financing and Debt Management Policy

- CAO overview of policy
- Amendments per Administrations recommendations 4.1, and 5.1.3
- 3.2 amendment % maximum debt number – to remain at 75%

5.6 Restricted Surplus Account Policy

- CAO overview of policy, movement of RSA amounts must be determined by motion of Council unless there is an emergent item with notification to Council by CAO

Discussion:

- No changes recommended, except to Clause 2.8
- **REMOVE** “allocated to each Restricted Surplus Account approved for” to “will be subject to approval of Council by motion on interest allocation based on the balance at December 31st each year”; and
- **REMOVE** “Any Restricted Surplus Account that has reached its maximum balance as stated in the Description will not receive an interest allocation until such time the balance falls below the stated maximum.”
- Council may discuss allocation of RSA interest amounts and disposition of monies to budget line(s)

5.7 Multi Year Business Planning and Budgeting Policy

- CAO overview of policy and recommendations for amendment to s.5.6 \$50,000 to \$100,00 (extraordinary dollar amounts allocated to CAO for emergent or regulatory scenario), examples provided

5.8 Emergency Management Agency Bylaw

- CAO overview of policy
- See highlights and strikethroughs for amendments
- Recommend inclusion of additional agencies recommended by the Muni Emergency Mgmt Agency s.6.3 ex: AHS, SPOG, RCMP etc.

6. ACTION ITEMS

- Investigate MGA s.219 Petitions
- Review “budget line” for 2023 council’s discretionary fund for possible increase
- Update Bylaws and Policies per discussion and agreement of Council
- Prepare RFD’s for Council Meetings in June

7. CONCLUDING REMARKS

Excellent discussion / debate, clear and concise decisions

8. NEXT MEETING TBD

9. ADJOURNMENT The meeting was adjourned at 2:45 p.m.

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
- Recording Secretary (Non-Member)

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.



TOWN OF SUNDRE POLICY #E-004-00 POL
POLICY NAME: Arena Facility & Ice Allocation

TOWN OF SUNDRE POLICY INDEX	
Policy Number	E-004-00 POL
Policy Title	Arena Facility & Ice Allocation Policy
Approval Date	June 24, 2019
Resolution Number	271-24-06-10
Revision Date	March 13, 2023
Date of Review	Annually
Responsible Department	Community Services
Related Bylaws/Acts/Regulations	Rate Bylaw, Arena User Agreement, Concession Lease Agreement, Sundre Minor Hockey Association By-Laws and Regulations (7.03 Fan Control)

1. Policy Statement

The Town of Sundre recognizes the public benefit of programs and services provided to the residents in Sundre and surrounding area. The Town is committed to support organizations through the provision of an arena facility in the community. The Town will ensure bookings are allocated fairly and equitably amongst user groups and community organizations as per the provisions established within this policy.

2. Purpose For Policy

- 2.1 To operate the arena and its ice resources in a cost effective and fiscally sustainable manner.
- 2.2 To ensure bookings are allocated fairly to all community organizations and to maximize use of the facilities.
- 2.3 The policy is intended to aid staff and users to properly book ice time and to minimize booking conflicts.
- 2.4 Preference will be given to local-organizations/groups.

3. Definitions

- 3.1 **"Agreement"** shall mean the Arena Users Facility Agreement.
- 3.2 **"Clubroom"** shall mean the area located above the lobby at the arena facility and is typically used to view ice functions.
- 3.3 **"Concession Lease Agreement Holder"** shall mean the person(s)/organization who has a lease agreement with the Town for running the concession located at the arena.
- 3.4 **"Facility"** shall refer to any and all Town owned recreation facility.
- 3.5 **"Ice Surface"** shall mean the large concrete slab that is typically covered in ice during the winter months but can be used in off season months for non-ice sports and activities.

- 3.6 **"Manager"** shall mean the Community Services Manager.
- 3.7 **"Non-Local"** shall mean Users who reside outside of the Town of Sundre and surrounding service area.
- 3.8 **"Rental"** shall mean a single or multiple booking.
- 3.9 **"Storage"** shall mean any area located within a facility that is reserved for exclusive use of equipment, clothing or miscellaneous sport paraphilia of a regular group or individual for a specific time or season.
- 3.10 **"Users"** shall mean anyone who wishes to book and utilize the facility.

4. Responsibilities:

4.1 Community Services Manager

Is responsible to ensure user groups adhere to the Ice Allocation procedures and maximize ice rental revenue while minimizing facility expenses.

4.2 Community Services Assistant

Is responsible for maximizing ice rental opportunities while ensuring zero double bookings by using the Town booking system. The Community Services Assistant issues ice contracts and prepares ice rental invoices as per agreement.

4.3 Employees

Are responsible to maintain the ice facility and ensure all facility guests follow the arena rules and regulations.

4.4 User Responsibilities

4.4.1 To complete and sign a user agreement prior to facility use;

4.4.2 To submit a schedule of event activities, including 'in charge' person during rental/use of the facility;

4.4.3 To make full payment for the facility rental prior to use;

4.4.4 Cancellation of rental of less than 72 hours prior to the event shall result in the total loss of the rental fee, unless the booking is reallocated to another user. Youth and Adult sports groups who cancel blocked booked ice rentals will make every effort to re-sell the ice rental to their database through word of mouth and/or social media.

4.4.4.1 Any cancellations caused by storms, floods, power failures, acts of God or business interruptions caused by mechanical failure of the Town of Sundre equipment, will be considered unavoidable and the individual/group/organization will not be charged for cancellations of this nature, nor will the Town be held responsible for any losses, whatsoever, arising from cancellations.

4.4.4.2 During playoff season only, where the third game is not required, the ice time shall be returned to the Town to offer to other users, at the rate typically charged to that user group. There shall be no charge to the users that return the ice to the Town.

4.4.4.3 Cancellations are accepted by email: facilitybookings@sundre.com or phone 403-638-2042.

- 4.4.5 To adhere to the facility rules, regulations and policies of the Town of Sundre;
- 4.4.6 The permit holder must be in attendance at the facility for the entire rental period and accept responsibility for their guests; and
- 4.4.7 To treat the staff and visitors of the facility with respect.

5. Guidelines

- 5.1 The Town of Sundre will ensure that the facility is booked in an efficient and effective manner.
- 5.2 All rentals must take place within the regular/normal operational hours of the facility.
- 5.3 Any rental requests that would take place or extend outside of regular/normal operational hours must receive prior approval from the Community Services Manager.
- 5.4 The Town of Sundre reserves the right to refuse rental to any individual or organization at its sole discretion.
- 5.5 User groups shall designate an individual to serve as the spokesperson and signing authority for the group.
- 5.6 In the event of a booking, contract or scheduling conflict, users must resolve the issues.
- 5.7 In the event of a booking, contract or scheduling conflict that cannot be resolved by users, the Community Services Manager shall make the decision as to which booking takes precedence.
- 5.8 All Users will be required to sign a User Agreement prior to each season.
- 5.9 Storage room users will be required to sign a Storage Agreement prior to each season.
- 5.10 All facility rentals must comply with all insurance, security, public health and safety regulations.
- 5.11 The arena is a 'non-smoking' facility, including outside of the facility 5 (five) meters of doorways, windows, and air intakes.
- 5.12 Alcohol is not permitted in the facility including: lobby, clubroom, dressing rooms, ice surface, players/timekeepers box, and spectator stands.
- 5.13 Any group/organization that wishes to serve/consume alcoholic beverages will enter into a facility rental agreement and provide, AGLC Liquor License, Security, servers required to have ProServe Certification, and PAL (Party Alcohol Liability) insurance with Town of Sundre named as additional insurer.
- 5.14 Damage deposits may be applied at the discretion of the Manager as deemed necessary.

6. Rates, Fees and Payments

- 6.1 All rental rates will be as per the current Town of Sundre Rate and Fee Bylaw. Payments are accepted in cash, cheque, MasterCard or VISA.
- 6.2 There will be no charge for the use of the sound system.

- 6.3 There will be no charge for use of the dressing rooms and showers.
- 6.4 All irregular/casual and special events shall pay all required rates and fee in full at least 5 working days prior to date of scheduled rental.
- 6.5 Regular user groups will be invoiced as per Arena User Agreement for the respective operational season(s).
- 6.6 Any outstanding account will be charged a penalty on a monthly basis as per the Rate and Fee Bylaw.
- 6.7 Any renter with a history of outstanding accounts shall be required to provide payment in full prior to date of scheduled rental.
- 6.8 Any renter with a history of delinquent accounts will be refused future rentals to all town owned/operated facilities.
- 6.9 The normal order of priority for ice times will be as follows:
 - Special Events/Tournaments
 - Town of Sundre Public Programs
 - Scheduled League Games (require pre-season booking)
 - Local Youth Sport/Community Organization
 - Local Adult Sport/Community Organization
 - Non Local Youth Sport/Community Organization
 - Non Local Adult Sport/Community Organization
 - Commercial Bookings

7. Concession

- 7.1 The Concession is owned by the Town of Sundre and shall be leased out to an organization for its operation. The lease holder will not sublet the concession.
- 7.2 Outside food sales are not permitted while the concession is open.
- 7.3 If access is required to the concession by a non-lease holder, an agreement is required between the lease agreement holder and the group/organization wanting use/access to the concession. Town of Sundre employees shall not permit access to the concession to anyone other than the agreement holder.

8. Approval

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

9. End of Policy

Mayor, Richard Warnock

CAO, Linda Nelson

Date