Regular Council Meeting
Town of Sundre Municipal Council Chambers
October 19, 2026
5:00 p.m.

1. Call to Order
Moment of Reflection

2. Public Hearing: None

3. Agenda – Amendments and Adoption
3.1 October 19, 2025
3.2 Councillor Absence (if applicable)

4. Adoption of Previous Minutes

4.1	September 28, 2026 Regular Meeting of Council Minutes	Pg. 1
4.2	October 5, 2026 Organizational Meeting of Council Minutes	Pg. 5

5. Delegation:

5.1	RFD RCMP Sundre Detachment Community Reports, Signed Community Priorities Plan & Crime Severity Index Report	Pg. 10
5.2	RFD Sundre Bike n Ski Club	Pg. 28

6. Bylaws/Policies:

6.1	RFD Bylaw 2026-17 Council Committees Bylaw: Amendment to Schedule "B"	Pg. 41
6.2	RFD Bylaw 2026-18 Council Procedural Bylaw	Pg. 67

7. Old Business:

7.1	RFD Appointment of Council to the Grant Review Committee	Pg. 101

8. New Business:

8.1	RFD Parkland Regional Library System Proposed Budget 2027	Pg. 103

9. Administration:

9.1	RFD Departmental Reports September 2026	Pg. 112

10. Council Committee Reports: None

11. Council Invitations / Correspondence: RFD Correspondence/Invitations Pg. 142

11.1	Invitation to Attend 2026 Remembrance Day Service	Pg. 143
11.2	Parkland Regional Library Systems Minutes and Newsletter	Pg. 145

12. Closed Meeting:
12.1 Advice From Officials, *Access To Information Act,* Section 29

13. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 4 of the Protection of Privacy Act (POPA). Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes, and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the POPA Coordinator at 403-638-3551 or email: townmail@sundre.com

Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
September 28, 2026
5:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, September 28, 2026, commencing at 5:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Jaime Marr
Councillor Todd Dalke
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Cheri Buchan

ABSENT: Councillor Paul Isaac

STAFF: Chief Administrative Officer, Linda Nelson
Deputy Chief Administrative Officer, Ray MacIntosh
Manager Community Services, Michael Keohane
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 4

DELEGATION: Sundre & District Municipal Library Manager, Joy Willihnganz

PRESS: 0

CALL TO ORDER: The meeting was called to order at 5:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING: None

INTRODUCTION: CAO Nelson introduced Michael Koehane as the Manager of Community Services.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 320-28-09-26 MOVED by Councillor Anderson that the agenda be approved as amended as follows:
ADD: Item 5.2 Adoption of the September 21, 2026 Special Closed Meeting of Council Minutes
ADD: Item 9.4 RFD Press Release
REMOVE: 13.1 Closed Meeting

CARRIED

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Initials

Councillor Absence: *Councillor Isaac notified the CAO that he would not attend the meeting per Council Procedural Bylaw, s.14.6.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 321-28-09-26 MOVED by Councillor Marr that the Minutes of the Regular Meeting of Council held on September 14, 2026 be approved as presented.

CARRIED

Res. 322-28-09-26 MOVED by Councillor Dalke that the Minutes of the Special Closed Meeting of Council held on September 21, 2026 be approved as presented.

CARRIED

DELEGATION: **Sundre Municipal Library**

Res. 323-28-09-26 MOVED by Councillor Buchan that the Town of Sundre Council direct administration to bring the Library's request to the fall workshop for discussion.

CARRIED

BYLAWS/POLICIES: None

OLD BUSINESS: **2026 Hospital Futures Legacy Gala**

Res. 324-28-09-26 MOVED by Councillor Petersen that the Town of Sundre Council direct administration to purchase a table of 8 for the 2026 Hospital Futures Gala, with funds to be drawn from the balance of the Council's Discretionary Fund to Local Organizations and the balance of $755.50 to be applied to their budgeted expense accounts in equal amounts to the individual Council members who attend.

In Favour: Councillor Petersen, Councillor Marr, Mayor Warnock, Councillor Buchan, Councillor Anderson

Opposed: Councillor Dalke

CARRIED

NEW BUSINESS: **2027 Fortis Franchise Agreement**

Res. 325-28-09-26 MOVED by Councillor Buchan that the Town of Sundre Council requests Fortis to increase the Franchise Fee to 17% effective January 1, 2027.

In Favour: Councillor Buchan, Mayor Warnock, Councillor Marr, Councillor Petersen, Councillor Anderson

Opposed: Councillor Dalke

CARRIED

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Initials

National Depression Screening Day Proclamation

Res. 326-28-09-26 MOVED by Councillor Anderson that the Town of Sundre Council proclaim October 8, 2026 as National Depression Screening Day in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.
In Favour: Mayor Warnock, Councillor Marr, Councillor Anderson, Councillor Petersen, Councillor Buchan
Opposed: Councillor Dalke

CARRIED

Pregnancy & Infant Loss Awareness Proclamation

Res. 327-28-09-26 MOVED by Councillor Buchan that the Town of Sundre Council proclaim October 15, 2026 as "Pregnancy and Infant Loss Awareness Day" in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.
In Favour: Mayor Warnock, Councillor Marr, Councillor Anderson, Councillor Petersen, Councillor Buchan
Opposed: Councillor Dalke

CARRIED

Press Release

Res. 328-28-09-26 MOVED by Councillor Marr that the Town of Sundre Council accept the Chief Administrative Officer's verbal report regarding the press release pertaining to the Launch of Development Partner RFP.

CARRIED

Mayor Warnock called a recess at 5:59 p.m.
Mayor Warnock reconvened the meeting at 6:05 p.m.

ADMINISTRATION: **Departmental Reports, June – August, 2026**

Res. 329-28-09-26 MOVED by Councillor Petersen that the Town of Sundre Council accept the June to August 2026 Departmental Reports as information.

CARRIED

COUNCIL COMMITTEE REPORTS: None

COUNCIL KEY MESSAGE: None

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Initials

COUNCIL INVITATIONS / CORRESPONDENCE: **National Police Federation**

Res. 330-28-09-26 MOVED by Councillor Marr that the Town of Sundre Council accept the Call to Action to the Government of Alberta provided by the National Police Federation as information.

CARRIED

ADJOURNMENT

Res. 331-28-09-26 MOVED by Councillor Anderson, that the agenda matters have been concluded the meeting adjourned at 6:23 p.m.

CARRIED

These Minutes approved this 19th Day of October 2026.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Organizational Meeting Minutes
Town of Sundre Municipal Council Chambers
October 5, 2026
5:00 p.m.

The Organizational Meeting of Council of the Municipality of Sundre was held on Monday, October 5, 2026, commencing at 5:00 p.m.

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

ABSENT: None

STAFF Chief Administrative Officer, Linda Nelson
Deputy Chief Administrative Officer, Ray MacIntosh
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC 0

PRESS 0

CALL TO ORDER Mayor Warnock called the Organizational Meeting to order at 5:00 p.m.

AGENDA ITEM **ADOPTION OF AGENDA**

Res. 332-05-10-26 MOVED by Councillor Isaac that the Town of Sundre Council adopt the Organizational Meeting of Council agenda as presented.

CARRIED

AGENDA ITEM **ASSIGNMENT OF SEATING**

Res. 333-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council seating arrangement be revised as follows, as viewed from the public gallery.
Councillor Marr, Councillor Buchan, Deputy Mayor Dalke, Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Isaac

CARRIED

AGENDA ITEM ***DEPUTY MAYOR APPOINTMENT***

Res. 334-05-10-26 MOVED by Councillor Petersen that the Town of Sundre Council re-confirms the Deputy Mayor schedule adopted at the Organizational Meeting held on October 27, 2025.

CARRIED

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Initials

AGENDA ITEM **SIGNING AUTHORITY**

Res. 335-05-10-26 MOVED by Councillor Dalke that the Town of Sundre Council designate Ray MacIntosh as a signing authority for the Town of Sundre.

CARRIED

AGENDA ITEM **SCHEDULE OF COUNCIL MEETINGS**

Res. 336-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approves the 2027 Meeting Calendar as presented.

CARRIED

Res. 337-05-10-26 MOVED by Councillor Anderson that the Town of Sundre Council change the Regular Meeting start time from 5:00 p.m. to 4:00 p.m.
In Favour: Councillor Anderson
Opposed: Councillor Dalke, Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Petersen, Councillor Buchan

DEFEATED

AGENDA ITEM **COUNCIL COMMITTEE APPOINTMENTS**

Res. 338-05-10-26 MOVED by Councillor Marr that the Town of Sundre Council approves All Council Members to the following committees of Council:
Bylaw & Policy Review Committee
Sundre Emergency Advisory Committee
Sundre Strategic Advisory Committee
Naming Committee

CARRIED

Res. 339-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council defer the Council appointment(s) to the Grants to Organizations Review Committee to the Regular Meeting of Council scheduled for October 19, 2026.

CARRIED

Res. 340-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Mayor Warnock, and Councillor Buchan to the ***Sundre Community Health Advocacy Committee*** for a one-year term, 2026-2027.

CARRIED

Res. 341-05-10-26 MOVED by Councillor Petersen that the Town of Sundre Council approve the appointment of Mayor Warnock, and Councillor Petersen to the ***Sundre Hospital Steering Committee (ad hoc)*** for a one-year term, 2026-2027.

CARRIED

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Initials

Res. 342-05-10-26 MOVED by Councillor Dalke that the Town of Sundre Council approve the appointment of Councillor Dalke and Councillor Marr as Alternate, to ***Greenwood Neighbourhood Place*** *for a one-year term, 2026-2027.*

CARRIED

Res. 343-05-10-26 MOVED by Councillor Petersen that the Town of Sundre Council approve the appointment of Councillor Anderson to the ***Sundre Municipal Library Board*** for a one-year term, 2026-2027.

CARRIED

Res. 344-05-10-26 MOVED by Councillor Marr that the Town of Sundre Council approve the appointment of Mayor Warnock, Councillor Buchan and Councillor Marr to the ***Intermunicipal Collaboration Committee*** for a one-year term, 2026-2027.

CARRIED

Res. 345-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Mayor Warnock to ***Mountain View Seniors' Housing*** for a one-year term, 2026-2027.

CARRIED

Res. 346-05-10-26 MOVED by Councillor Marr that the Town of Sundre Council approve the appointment of Councillor Dalke and Councillor Petersen as Alternate, to the ***Mountain View Regional Waste Management Commission*** for a one-year term, 2026-2027.

CARRIED

Res. 347-05-10-26 MOVED by Councillor Petersen that the Town of Sundre Council approve the appointment of Mayor Warnock, and Deputy Mayor Designate to the ***Intermunicipal Planning Commission*** for a one-year term, 2026-2027.

CARRIED

Res. 348-05-10-26 MOVED by Councillor Marr that the Town of Sundre Council approve the appointment of Mayor Warnock to the ***RAC10 (AB Health Rural Advisory Council)*** for a one-year term, 2026-2027.

CARRIED

Res. 349-05-10-26 MOVED by Councillor Marr that the Town of Sundre approve the appointment of Mayor Warnock to the ***Mid-sized Towns Mayor's Caucus (MTMC)*** for a one-year term, 2026-2027.

CARRIED

Res. 350-05-10-26 MOVED by Councillor Marr that the Town of Sundre approve the appointment of Mayor Warnock to the ***Central Alberta Mayor's & Reeve's Caucus*** for a one-year term, 2026-2027.

CARRIED

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Initials

Res. 351-05-10-26 MOVED by Councillor Dalke that the Town of Sundre Council approve the appointment of Councillor Dalke and Councillor Isaac as Alternate, to the ***Sundre & District Aquatic Society*** for a one-year term, 2026-2027.

CARRIED

Res. 352-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Councillor Marr as the Liaison between Council and the ***Central Alberta Economic Partnership*** for a one-year term, 2026-2027.

CARRIED

Res. 353-05-10-26 MOVED by Councillor Petersen that the Town of Sundre Council approve the appointment of Councillor Petersen to ***Sundre Hospital Futures – Attraction & Retention*** for a one-year term, 2026-2027.

CARRIED

Res. 354-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Councillor Buchan and Mayor Warnock as Alternate, to the ***Red Deer River Municipal Users Group*** for a one-year term, 2026-2027.

CARRIED

Res. 355-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Mayor Warnock to the ***Red Deer River Watershed Alliance*** for a one-year term, 2026-2027.

CARRIED

Res. 356-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Councillor Marr and Mayor Warnock as Alternate, to the ***Sundre & District Chamber of Commerce*** for a one-year term, 2026-2026.

CARRIED

Res. 357-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Councillor Marr and Councillor Anderson as Alternate, to the ***Sundre & District Historical Society*** for a one-year term, 2026-2027.

CARRIED

Res. 358-05-10-26 MOVED by Councillor Buchan that the Town of Sundre Council approve the appointment of Councillor Isaac to ***Sundre Forest Products / West Fraser Public Involvement Round Table*** for a one-year term, 2026-2027.

CARRIED

Res. 359-05-10-26 MOVED by Councillor Dalke that the Town of Sundre Council approve the appointment of Councillor Petersen to the ***Parkland Regional Library Board*** for a one-year term, 2026-2027.

CARRIED

AGENDA ITEM **BYLAW 2022-06 COUNCIL PROCEDURAL BYLAW**

Res. 360-05-10-26 MOVED by Councillor Marr that the Town of Sundre Council accept the CAO's brief review of Council Procedural Bylaw 2025-13 as information.

CARRIED

AGENDA ITEM **ADJOURNMENT OF ORGANIZATIONAL MEETING**

Res. 361-05-10-26 MOVED by Councillor Anderson to adjourn the October 5, 2026, Organizational Meeting of Council at 6:17 p.m.

CARRIED

These Minutes approved this 19th Day of October 2026

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Delegation: Sundre RCMP Detachment**
ORIGINATING DEPARTMENT	**Commander Legislative Services**
AGENDA ITEM	**5.1**

BACKGROUND/PROPOSAL:

The Detachment Commander is appearing before Council to present the Q1 Policing Report. This report provides a snapshot of Community Priorities, Community Consultations, Service Composition, and Crime Statistic for the Sundre Detachment. The Detachment Commander has also provided a Crime Severity Index Report for Council's review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion and presentation of report.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Detachment Commander's reports as information and further, thank the Detachment Commander for attending Council providing the Q1 reports and the Crime Severity Index Report.

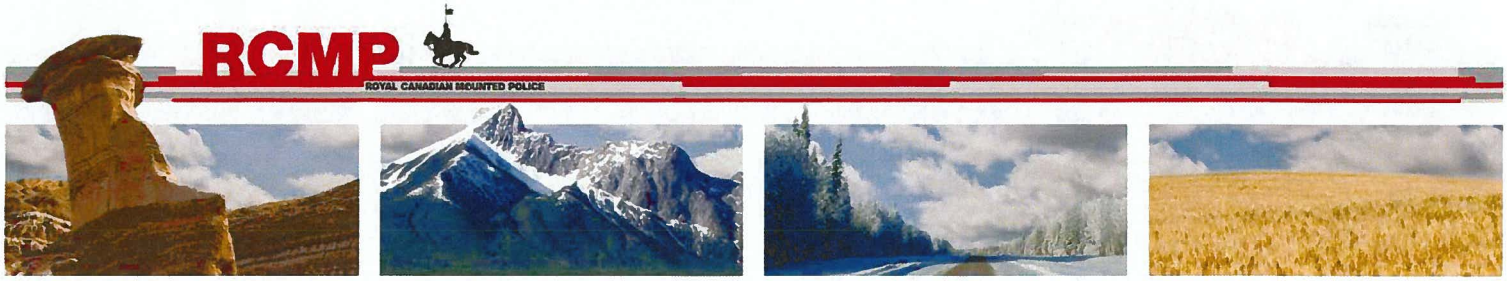
MOTION:

That the Town of Sundre Council accept the Detachment Commander's Q1 report and the Crime Severity Index Report as information only and further, thank the Detachment Commander for attending Council to provide the reports and to all the detachment members who are dedicated to keeping our community safe.

ATTACHMENTS:

Letter to Mayor Warnock;
Community Priorities and Consultations;
Provincial Service Composition;
Crime Statistics
Signed Community Priorities Plan
Crime Severity Index Report

Date Reviewed: October 15, 2026 CAO: Linda Nelson



September 25th, 2026

Sgt. Courtney Harding
Sundre RCMP Detachment Commander
Sundre, Alberta

Dear Mayor Warnock,

Please find attached the quarterly Community Policing Report for the period of April 1st to June 30th, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Sundre Detachment and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, the Alberta RCMP is also advancing the rollout of the newly approved black-and-white General Duty vehicle design. This redesign is not simply cosmetic. It reflects a commitment to being a modern, professional, and approachable police service while maintaining a clear connection to the RCMP's history.

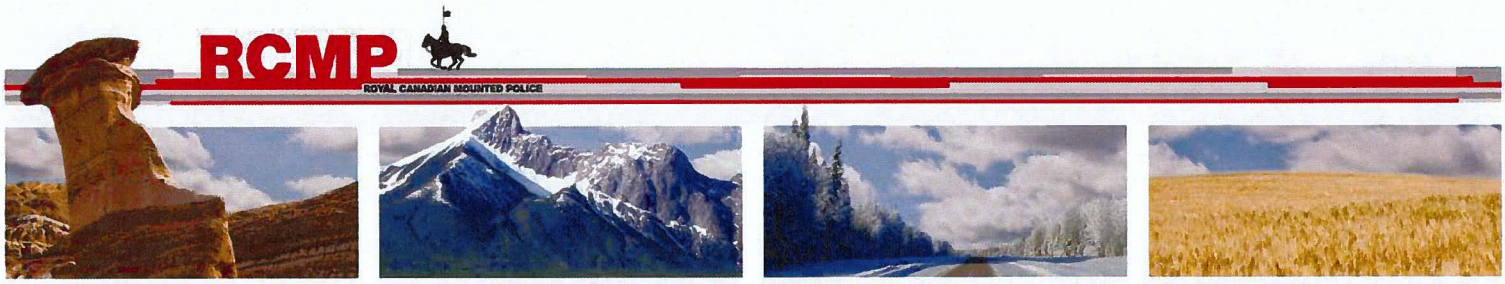
The updated look features white doors on a black base, along with high-visibility, reflective graphics to ensure the vehicles can be easily recognized in all conditions—day or night, in rural or urban settings, and across Alberta's diverse climates. This ensures RCMP vehicles are clearly identifiable as law-enforcement vehicles while remaining visually distinct as the RCMP.

Provinces, territories, and municipalities will be able to include local identifiers based on regional requirements. These variations allow for local flexibility and help demonstrate our connection with the communities we serve, while preserving a consistent, recognizable national RCMP identity.

Given the size and operational demands of the fleet, full conversion to the new design will take place gradually. Vehicles will transition to the new design as part of the natural replacement cycle, allowing older units to be retired without creating unnecessary incremental costs. This phased approach supports fleet consistency and modernization over time.

This modernization effort reflects the RCMP's ongoing commitment to ensuring members have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.



Sincerely,

Sgt. Courtney Harding
Officer in Charge
Sundre Detachment

Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name
Sundre

Detachment Commander
Sgt. Courtney Harding

Report Date	Fiscal Year	Quarter
September 15, 2026	2026-27	Q1 (April - June)

Community Priorities

Priority #1: Enhancing Road Safety with a Focus on Speed Reduction

Updates and Comments:
Sundre Detachment members conducted regular daily patrols in the Town of Sundre with a focus on speed reduction in reported problem areas of Purple Park, 2nd Avenue NE, Highway 27@ the Hill (East side), Highway 27 @ Highway 22 construction area. RCMP officers brought in from neighboring jurisdictions working extra shifts were requested to patrol these zones, educating/enforcing drivers for speed reduction. 3 check stops were held in the Town of Sundre checking for sobriety and other infractions. 18 Impaired drivers were issued Immediate Roadside Sanctions for Impaired operation of a vehicle. RCMP Traffic Services and Alberta Sheriffs assisted Sundre Detachment with ensuring public safety on Town Roads the weekend of Sundre Pro Rodeo. Minimal issues were reported. Approximately 225 vehicle stops were completed during regular patrols. 25 Provincial charges were laid, and one Criminal Code Dangerous Operation of a Motor Vehicle investigation was completed on the east side of Sundre resulting in charges.

Priority #2: Drug Enforcement and Awareness (Impacts on Mental Health)

Updates and Comments:
Sundre Detachment initiated 7 drug investigations during Q1. Sundre RCMP continues to see an increase in the reporting of drug trafficking through Crimestoppers. All intelligence is submitted through PROS/SLEF to support broader enforcements. Drug investigations are complex, minimal information can be disclosed so not to compromise ongoing investigations. There remains a strong correlation between drug use and states of declined mental health. Sundre Detachment responded to

over 30 Mental Health Related complaints, which resulted in a few apprehensions and several RPACT referrals being made.

Priority #3: Police Visibility and Crime Reduction with a focus on Youth Engagement

Updates and Comments:
Daily patrols are completed within the Town of Sundre by Sundre RCMP. Regular contacts are made throughout the community with residents and businesses. All contact between RCMP and residents, patrols and traffic initiatives reduce crime just by being visible. Sundre Detachment made several contacts with Sundre Schools (youths) during Q1 for various reasons, including investigations. Two Sundre officers were coaches on youth teams, including provincial baseball and soccer. Sundre officers helped with the Bike Rodeo held at the Community Hall, played soccer with the U13 kids in May, visited at the Den, and contacts from the Sundre Pro Rodeo.

Community Consultations

Consultation #1

Date	Meeting Type
April 16, 2026	Town Hall

Topics Discussed

Mountain View County crime trends/statistics, Crime Reduction, Youth, Mental Health- RPACT, general Q and A

Notes/Comments:

A Town Hall was held at the Harmattan Hall in Mountain View County. Detachment Commanders from Olds, Didsbury and Sundre were present, as well as the Regional Police and Crisis Team. Approximately 40 county residents were in attendance, and presentations were given by RPACT and Crime Reduction strategy unit. The presentations generated some questions from County residents.

Consultation #2

Date	Meeting Type
April 21, 2026	Town Hall

Topics Discussed

Youth, Regional Police and Crisis Team, Sundre Crime statistics and trends, general Q and A

Notes/Comments:

A Town Hall was held at the Sundre Legion by Sundre Detachment. Presentations were given by Rocky Mountain House RPACT, and District Crime Reduction Partnership Liaison Youth Strategies Coordinator. Sundre Crime trends were provided.

Consultation #3

Date	Meeting Type
April 24, 2026	Community Connection

Topics Discussed

Coffee with a Cop

Notes/Comments:

Coffee with a Cop is held monthly by Sundre RCMP on the last Friday morning of every month at the Sundre McDonalds. This engagement provides area residents with opportunity to engage with local police officers, express concerns and ask questions.

Consultation #4

Date	Meeting Type
June 20, 2026	Community Connection

Topics Discussed

Sundre Pro Rodeo and Parade

Notes/Comments:

Sundre Detachment was active in the Town of Sundre the weekend of the Sundre Pro Rodeo, ensuring public safety, regular patrols and meetings with community members at all Rodeo events.

Consultation #5

Date	Meeting Type
May 2, 2026	Community Connection

Topics Discussed

Sundre Bike Rodeo

Notes/Comments:

Sundre attended the Bike Rodeo at the Community Hall to engage with local youth.

Consultation #6

Date	Meeting Type
May 7, 2026	Community Connection

Topics Discussed

Sundre RCMP engages with U13-U15

Notes/Comments:

Sundre RCMP officers played soccer with U-13 to U-15 team.

Provincial Service Composition

Staffing Category	Established Positions	Working	Temporary Absences	Hard Vacancies
Regular Members	8	6	2	0
Detachment Support	2	1	0	1

Notes:

1. Data extracted on June 30, 2026 and is subject to change.
2. Temporary Absences are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:
Police Officers: Of the eight established positions, 6 were working. Two officers were on leave.

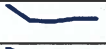
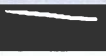
Detachment Support: 1 Detachment Services Assistant retired May 2026, leaving 1 DSA for the month of June 2026.

ROYAL CANADIAN MOUNTED POLICE

Sundre Provincial Detachment
Crime Statistics (Actual)
April - June: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

July 6, 2026

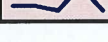
CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	2	1	0	0	N/A	N/A	-0.2
Sexual Assaults		0	0	2	3	0	N/A	-100%	0.3
Other Sexual Offences		4	0	4	1	0	-100%	-100%	-0.7
Assault		22	21	18	13	24	9%	85%	-0.4
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	1	1	3	N/A	200%	0.7
Criminal Harassment		6	17	10	6	7	17%	17%	-0.9
Uttering Threats		9	17	14	11	7	-22%	-36%	-1.0
TOTAL PERSONS		**42**	**57**	**51**	**35**	**41**	**-2%**	**17%**	**-2.4**
Break & Enter		17	13	21	4	4	-76%	0%	-3.5
Theft of Motor Vehicle		7	11	5	4	0	-100%	-100%	-2.1
Theft Over $5,000		3	4	6	2	3	0%	50%	-0.2
Theft Under $5,000		24	13	12	14	14	-42%	0%	-1.9
Possn Stn Goods		11	7	7	4	7	-36%	75%	-1.1
Fraud		12	10	22	13	26	117%	100%	3.1
Arson		2	3	0	0	2	0%	N/A	-0.3
Mischief - Damage To Property		44	26	30	18	8	-82%	-56%	-8.0
Mischief - Other		22	15	11	22	17	-23%	-23%	-0.3
TOTAL PROPERTY		**142**	**102**	**114**	**81**	**81**	**-43%**	**0%**	**-14.3**
Offensive Weapons		4	14	4	8	3	-25%	-63%	-0.8
Disturbing the peace		17	10	10	17	18	6%	6%	0.9
Fail to Comply & Breaches		18	14	11	21	8	-56%	-62%	-1.3
OTHER CRIMINAL CODE		3	10	5	12	16	433%	33%	2.8
TOTAL OTHER CRIMINAL CODE		**42**	**48**	**30**	**58**	**45**	**7%**	**-22%**	**1.6**
TOTAL CRIMINAL CODE		226	207	195	174	167	-26%	-4%	-15.1

RCMP
ROYAL CANADIAN MOUNTED POLICE

Sundre Provincial Detachment
Crime Statistics (Actual)
April - June: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

July 6, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	4	0	3	5	150%	67%	0.5
Drug Enforcement - Trafficking		2	4	0	2	3	50%	50%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		**4**	**8**	**0**	**5**	**8**	**100%**	**60%**	**0.5**
Cannabis Enforcement		0	4	0	1	0	N/A	-100%	-0.3
Federal - General		2	8	7	6	7	250%	17%	0.8
TOTAL FEDERAL		**6**	**20**	**7**	**12**	**15**	**150%**	**25%**	**1.0**
Liquor Act		1	4	2	2	7	600%	250%	1.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		17	37	26	26	31	82%	19%	1.7
Other Provincial Stats		47	34	23	38	40	-15%	5%	-1.0
Total Provincial Stats		**65**	**75**	**51**	**66**	**78**	**20%**	**18%**	**1.7**
Municipal By-laws Traffic		1	1	0	2	0	-100%	-100%	-0.1
Municipal By-laws		3	2	1	2	2	-33%	0%	-0.2
Total Municipal		**4**	**3**	**1**	**4**	**2**	**-50%**	**-50%**	**-0.3**
Fatals		0	0	0	0	2	N/A	N/A	0.4
Injury MVC		6	11	12	11	4	-33%	-64%	-0.4
Property Damage MVC (Reportable)		39	41	36	36	27	-31%	-25%	-2.9
Property Damage MVC (Non Reportable)		10	4	10	10	9	-10%	-10%	0.4
TOTAL MVC		**55**	**56**	**58**	**57**	**42**	**-24%**	**-26%**	**-2.5**
Roadside Suspension - Alcohol (Prov)		5	6	14	11	18	260%	64%	3.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		**139**	**122**	**127**	**182**	**128**	**-8%**	**-30%**	**3.8**
Other Traffic		**1**	**0**	**0**	**0**	**0**	**-100%**	**N/A**	**-0.2**
Criminal Code Traffic		**13**	**21**	**20**	**6**	**9**	**-31%**	**50%**	**-2.3**
Common Police Activities									
False Alarms		**6**	**11**	**11**	**6**	**13**	**117%**	**117%**	**0.9**
False/Abandoned 911 Call and 911 Act		**19**	**5**	**2**	**4**	**5**	**-74%**	**25%**	**-2.9**
Suspicious Person/Vehicle/Property		**12**	**24**	**39**	**27**	**18**	**50%**	**-33%**	**1.5**
Persons Reported Missing		**4**	**6**	**7**	**5**	**7**	**75%**	**40%**	**0.5**
Search Warrants		**0**	**3**	**0**	**0**	**0**	**N/A**	**N/A**	**-0.3**
Spousal Abuse - Survey Code (Reported)		**15**	**15**	**21**	**15**	**19**	**27%**	**27%**	**0.8**
Form 10 (MHA) (Reported)		**2**	**2**	**1**	**6**	**1**	**-50%**	**-83%**	**0.2**

Royal Canadian Mounted Police

Community Priorities Plan (CPP)

Alberta RCMP

Protected A once completed

This Community Priorities Plan is a made in Alberta plan built to address your specific community's needs. It will be created by your community in consultation with community partners and based on your unique concerns, circumstances and statistics. Should a Detachment's jurisdiction encompass multiple communities, each community will be consulted and the selected priorities will be a reflection of the entire Detachment area.

Detachment Information

Fiscal Year*

2026/27

District*

K SAD CPP / K SAD PPC

Submissions route to: Southern District Advisory NCO

Detachment*

Sundre

Detachment Commander*

Sgt. Courtney Harding

Community Consultation

Community & Rep(s)	Details	Suggested Priorities
Community Town of Sundre **Lead Rep** Mayor Richard Warnock **Additional Reps** Town of Sundre Council	**Date** 2026-03-25 **Rep Init** RW **Cmdr Init** CH ☑ Acknowledgement	**Priority** Enhancing Road Safety, with a focus on speed rec **Action** Conduct regular traffic patrols within the Town of Sundre educating vehicle drivers on safe operation of motor vehicles and enforcing speed limits. **Priority** Drug Enforcement and Awareness, impacts on Me **Action**

Community & Rep(s)	Details	Suggested Priorities
		Initiate and support at least one intelligence-driven drug investigation per quarter, coordinating with GIS/ALERT, and submit all intelligence through PROS/SLEF to support broader enforcement efforts. Monitoring drug related impacts on mental health, engaging community and court(probation) ordered supports/treatment when appropriate. Priority Police Visability and Crime Reduction with a focus Action Identify crime hotspots and execute targeted patrol/enforcement plans. Work with Crime Reduction units, conduct daily proactive patrols and offender checks, with outcomes tracked and reported. Engagement with local youth in Town.

Priorities & Objectives

Priority Title

Enhancing Road Safety with a focus on speed reduction

Objective

Reduction of speed related collisions and traffic incidents within the Town of Sundre through targeted enforcement at high-risk locations, a sustained public education campaign, and partnerships with schools, community groups, and municipal/provincial road authorities.

Measures & Targets

Measure Description	Target (From → To)
Check stops and proactive patrols timed to high risk periods (weekends, holidays, local events/school zones).	0 → 0 Count (#)
Impaired driving (alcohol and drug) enforcement including standardized file sobriety testing.	0 → 0 Count (#)

Measure Description	Target (From → To)
Distracted driving and seatbelt enforcement.	0 → 0 Count (#)
Education, and enforcement of provincial statutes.	0 → 0 Count (#)

Priority Title

Drug Enforcement and Awareness - impacts on mental health

Objective

Disrupt and reduce the presence and impact of illicit drugs in Sundre through coordinated enforcement, intelligence development, and partnerships with specialized units. Note: impacts on mental health.

Measures & Targets

Measure Description	Target (From → To)
Support and initiate drug investigations in collaboration with General Investigation Section, Crime Reduction Unit, Police Dog Services, Emergency Response Team and Alberta Law Enforcement Emergency Response Team.	0 → 0 Count (#)
Target trafficking networks contributing to rural crime and social harm.	0 → 0 Count (#)
Increase information sharing with regional partners and community sources.	0 → 0 Count (#)
Utilize lawful authorities (warrants, CDSA enforcement) to remove drugs from communities.	0 → 0 Count (#)

Measure Description	Target (From → To)
Utilize community referrals to mental health, RPACT teams, and court ordered treatment and monitoring programs.	0 → 0 Count (#)

Priority Title

Police Visibility and Crime Reduction with a focus on youth engagement

Objective

Increased police visibility and reduced crime in the the Town of Sundre through targeted proactive patrols in identified hot spots and sustained youth engagement that builds positive relationships with schools, families and community partners.

Measures & Targets

Measure Description	Target (From → To)
Proactive patrols in high crime areas and at peak times	0 → 0 Count (#)
Crime statistics (property crime, disturbances, mischief) compared to the year prior	0 → 0 Count (#)
Number of youth engagement events and participants	0 → 0 Count (#)
Number of school visits and partner organizations engaged	0 → 0 Count (#)

Endorsements & Acknowledgement

Community/Org

Town of Sundre

Date

2026-09-18

Name

Richard Warnock

Title

Mayor

Signature



Detachment Commander Acknowledgement

Name

Sgt. Courtney Harding

Date

2026-09-18

Signature

Sundre Provincial Detachment - 2025 Crime Severity Index 2026/07/22

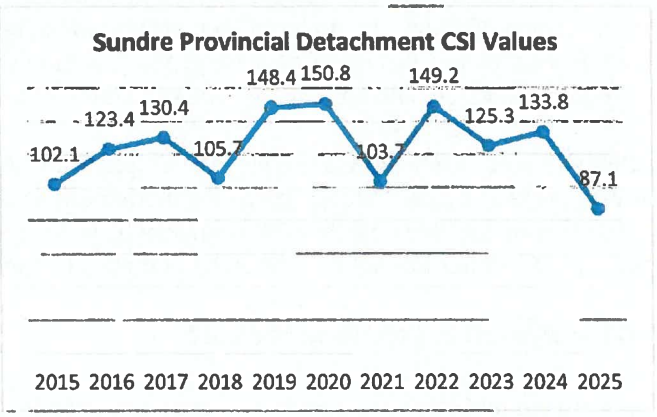
On July 22, 2026 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2025*. One portion of this report contained the caclulated CSI values for 2025, as well as revised values for 2024.

CSI Values

The Sundre Provincial Detachment's 2025 CSI value is 87.1. This is a decrease of 34.9% when compared to the newly revised 2024 CSI value of 133.8.

The overall CSI in Alberta for 2025 was 90.6, a 6.6% decrease when compared to 2024.

The chart to the right shows the CSI values for the Sundre Provincial Detachment from 2015 to 2025.



Main Contributors and Drivers to CSI

The table below contains the top 10 contributors to the Sundre Provincial Detachment's CSI in 2025.

Top 10 Contributors to CSI - 2025		
Crime Category	% of CSI	# of Offences
Break & Enter	21.5%	38
Fraud	18.8%	79
Assault	11.6%	58
Mischief To Property	6.2%	83
Other Criminal Code Offences	5.6%	61
Drug Enforcement - Trafficking	4.6%	6
Uttering Threats	4.2%	34
Offensive Weapons	3.3%	10
Theft Under $5,000	3.2%	40
Criminal Code Traffic	2.6%	41
Total for Top Ten	**81.5%**	**450**

In 2025 Break & Enter Offences accounted for 21.5% of the Sundre Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 81.5% of the Sundre Provincial Detachment's CSI.

The largest driver to the decrease in CSI from 2024 to 2025 was a decrease in Homicides offences. There were 1 less in 2025 than in 2024. This caused a CSI decrease of 20.7 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Homicides	-20.7	-1
Break & Enter	-8.1	-14
Other Sexual Offences	-7.8	-8

Top 2 CSI Increases from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Assault	3.0	-9
Fraud	2.9	17

What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by the Strategic Analysis and Research Unit.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2024 CSI value. When the 2026 CSI values are released in July 2027 there will also be revised 2025 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Sundre Bike'n Ski Club**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**5.2**

BACKGROUND/PROPOSAL:
A representative of the Sundre Bike'n Ski Club has requested to address Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
Verbal Report and PowerPoint Presentation.

ALIGNMENT WITH STRATEGIC PLAN
This item aligns with Council's Strategic Plan Pillar 1 Community and Economic Growth, Pillar 2 Community Wellbeing and Pillar 5 Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:
That Council accept the presentation from the representative of the Sundre Bike 'n Ski Club as information only and further thank all the members of the Sundre Bike 'n Ski Club for their dedication and contributions to our community.

MOTION:
That the Town of Sundre Council accept the presentation from the representative of the Sundre Bike 'n Ski Club as information only and further thank all the members of the Sundre Bike 'n Ski Club for their dedication and contributions to our community.

ATTACHMENTS:
PowerPoint Presentation

Date Reviewed: October 15, 2026 CAO: Linda McBurney

Bike n Ski Club: Positive Impact & Partnership with the Town of Sundre

Driving Community Wellness and Outdoor Recreation

The Bike n Ski Club is a volunteer-driven organization dedicated to Sundre's outdoor recreation.

- **Purpose:** To improve the quality of life and health of residents by promoting biking and skiing, and walking in Sundre. We build, maintain and groom trails for users of all ages and abilities.
- **Core Focus:** Facilitating four-season recreation, specifically mountain biking and walking/running in the spring/summer/fall and fat biking and cross-country skiing in the winter.
- **Community Stewardship:** Serving as primary maintenance for local trails, most notably the River Valley and Snake Hill Recreation Area.
- **Values:** Fostering a healthy, active community while engaging volunteers to promote environmental respect and sustainable outdoor practices.



We Have Successfully Developed & Maintained Extensive Multi-Use Trail Networks

Snake Hill Recreation Area & River Valley: Maintained and optimized over 18 kilometers of multi-use trails right in Sundre's backyard.

Winter Grooming: Successfully groomed winter trail networks to support cross-country skiing and fat biking in addition to walking and snowshoeing.

Summer Maintenance: Cleared and stabilized summer trails for mountain biking, walking, trail running, and hiking.

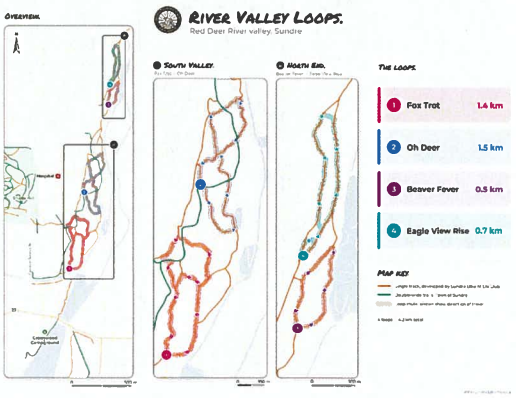
Safety & Navigation: Initiated wayfinding projects and installed standardized trail signage and updated maps to improve user safety and navigation.

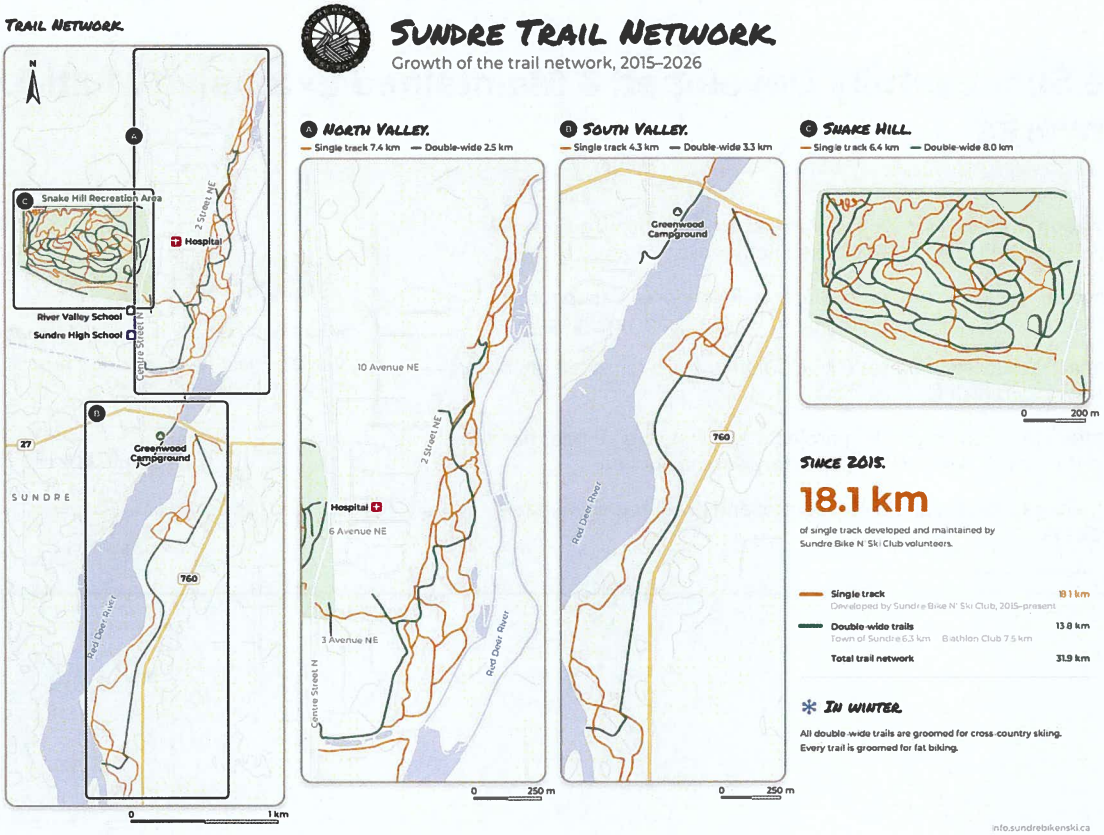
Sustainability: Managed seasonal erosion control and executed sustainable trail-building projects.

18+ km

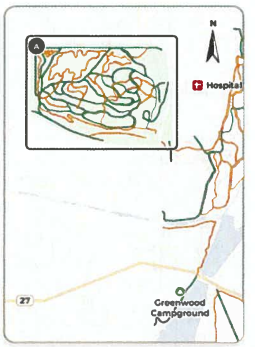
Maintained Single Track Trail Network

Providing year-round multi-use recreational infrastructure in Sundre.




Trail Network
Sundre Trail Network
Growth of the trail network, 2015–2026
A North Valley.
Single track 7.4 km — Double-wide 2.5 km
B South Valley.
Single track 4.3 km — Double-wide 3.3 km
C Snake Hill.
Single track 6.4 km — Double-wide 8.0 km
N
Snake Hill Recreation Area
Hospital
River Valley School
Sundre High School
2 Street NE
Centre Street N
Greenwood Campground
SUNDRE
27
760
Red Deer River
10 Avenue NE
6 Avenue NE
3 Avenue NE
0 1 km
0 250 m
0 200 m
Since 2015.
18.1 km
of single track developed and maintained by Sundre Bike N' Ski Club volunteers.
Single track 18.1 km
Developed by Sundre Bike N' Ski Club, 2015–present
Double-wide trails 13.8 km
Town of Sundre 6.3 km Biathlon Club 7.5 km
Total trail network 31.9 km
In winter.
All double-wide trails are groomed for cross-country skiing.
Every trail is groomed for fat biking.
info.sundrebikenski.ca

Overview.



Routes.

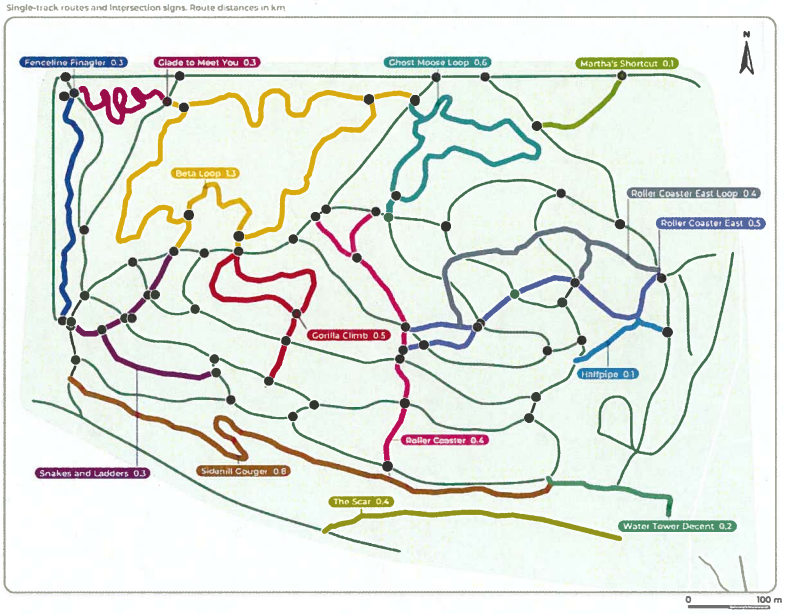
	km
Beta Loop	1.3
Sidehill Gouger	0.8
Ghost Moose Loop	0.6
Roller Coaster East	0.5
Gorilla Climb	0.5
Roller Coaster	0.4
Roller Coaster East Loop	0.4
The Scar	0.4
Snakes and Ladders	0.3
Fenceline Finagler	0.3
Glade to Meet You	0.3
Water Tower Decent	0.2
Halfpipe	0.1
Martha's Shortcut	0.1
Intersection sign, installed 2024	65
Other single track	
Double-wide trails, Biathlon Club	

Snake Hill Signs + Routes.

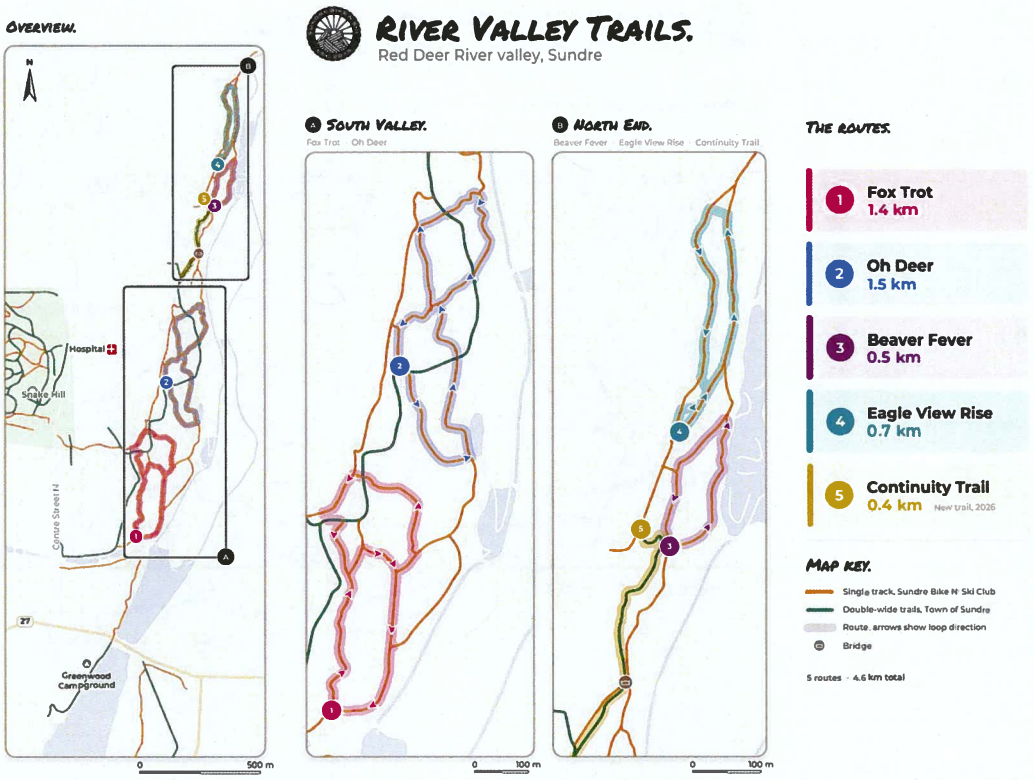
Signed single-track routes, Snake Hill Recreation Area

A Snake Hill Recreation Area.

Single-track routes and intersection signs. Route distances in km



info.sundretrikenski.ca


Overview.
River Valley Trails.
Red Deer River valley, Sundre
A South Valley.
Fox Trot · Oh Deer
B North End.
Beaver Fever · Eagle View Rise · Continuity Trail
The routes.
1 Fox Trot 1.4 km
2 Oh Deer 1.5 km
3 Beaver Fever 0.5 km
4 Eagle View Rise 0.7 km
5 Continuity Trail 0.4 km New trail, 2026
Map key.
Single track, Sundre Bike N' Ski Club
Double-wide trails, Town of Sundre
Route, arrows show loop direction
Bridge
5 routes · 4.6 km total
Hospital
Snake Hill
Centre Street N
27
Greenwood Campground
0 500 m
0 100 m
0 100 m
info.sundrebikenski.ca

Our community volunteers contribute hundreds of hours annually to preserve Sundre's trails.

- **Work Bees:** Organized multiple seasonal volunteer events for intensive trail clearing and maintenance.
- **Sweat Equity:** Mobilized dedicated local volunteers who collectively contribute hundreds of hours of unpaid labor annually. **Last year, volunteers contributed over 600 hours maintaining trails and providing event support and program delivery.**
- **Community Building:** Conducted skills clinics, group rides, and community events to foster engagement and outdoor education.
- **Local Pride:** Fostered a strong sense of ownership and civic pride over Sundre's natural recreational assets.



The Events Organized and Supported by the Bike n Ski Club

- **Snake Hill Backyard Ultra:** In May 2026, club members formed a sep organized the first backyard ultra. There were over 80 participants plus over 100 additional attendees from all over Alberta.
- **Snake Hill Slither:** An annual cross-country mountain bike race held at Snake Hill with over 100 people in attendance from all over Alberta. Race qualifier for Alberta Summer games and National Championships focused on youth racing.
- **Snakes and Ladders:** An annual cyclocross (trail oriented bike race using road bikes on Snake Hill) with over 100 participants. Because if this event, we received Venue of the Year award from Alberta Bicycle Association!!
- **Jack Rabbits:** Averaging 25 local youth registering to learn to cross country ski throughout the winters. Coaches are local volunteers who receive special training from Nordic Alberta at the expense of the club.
- **Many other local events:** Bike Rodeo, Kids of Mudd, Pedal for Pints, Fat Bike Races, Be The Change Run, weekly bike and cross country ski nights, Sundre Winterfest



High-Quality Trail Networks Drive Regional Tourism and Support Sundre's Local Economy

Regional Draw

Attracts visitors from Calgary, Red Deer, and surrounding municipalities for day trips and weekend stays.

Economic Boost

Drives foot traffic to local Sundre businesses, including restaurants, gas stations, and accommodations.

Town Profile

Enhances Sundre's reputation as a premier outdoor recreation destination in Central Alberta.

Livability & Community Growth

Increases the town's appeal for prospective residents and families seeking active, nature-oriented lifestyles. Provides opportunities for unscheduled and unorganized recreation that is low cost and barrier free. Improves mental/physical wellness.







Sustaining our trail infrastructure requires overcoming maintenance capacity and funding hurdles.

- **Infrastructure Needs:** Aging trail infrastructure requires specialized equipment, machinery, and materials for sustainable, long-term repairs. The Bike n Ski Club has purchased and provided over $30000 worth of equipment to maintain trails and support local events including: shed, sno dog, ginzu groomer, string trimmer,, snowmobile, renovator, roller, dump trailer, flat deck trailer, new bush hog mower, hand tools, picnic tables.
- **Financial Resources:** Consistent funding is required for tool and equipment fuel, maintenance and replacement, equipment and volunteer insurance, and professional trail assessments.






Strategic Partnership: Town of Sundre

A strategic partnership with the Town of Sundre will ensure sustainable outdoor recreation for generations to come.

Collaborative Framework

Proposing to contribute to and collaborate on the Master Recreation Plan, as well as assist with its implementation

Municipal Support

Seeking town assistance for completing wayfinding project in the River Valley as well as storage options for our equipment.

Joint Funding

Exploring joint grant applications for major trail upgrades and regional expansion projects.

Shared Vision

Solidifying Sundre's reputation as a top-tier destination for mountain biking, xc running and Nordic skiing through unified action.






Sundre Bike'n'Ski Club







REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Bylaw 2026-17 Council Committees Bylaw: Amendment to Schedule "B" Grant Review Committee**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**6.1**

BACKGROUND/PROPOSAL:
Council may pass Bylaws or amend a Bylaw 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.

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 2026-17 Council Committees Bylaw with the amendment to Schedule "B" Grant Review Committee as presented.

MOTION:
That Council rescind Bylaw 2025-12 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2026-17 "Council Committees Bylaw", by amending Schedule "B", Terms of Reference for the Grant Review Committee.

That the Town of Sundre Council gives Second Reading to Bylaw 2026-17 "Council Committees Bylaw", by amending Schedule "B", Terms of Reference for the Grant Review Committee.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2026-17 "Council Committees Bylaw", by amending Schedule "B", Terms of Reference for the Grant Review Committee.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2026-17 "Council Committees Bylaw", by amending Schedule "B", Terms of Reference for the Grant Review Committee.

ATTACHMENTS: Bylaw 2026-17 "Council Committees Bylaw" with Schedule "B"

Date Reviewed: October 15, 2026 CAO: Lenda Nelson

TOWN OF SUNDRE

REPORT TO COUNCIL

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Bylaw 2026-17 Council Committees Bylaw: Amendment to Schedule "B" Grant Review Committee**
ORIGINATING DEPARTMENT	**Legislative Services**

BACKGROUND:

Council may pass Bylaws or amend a Bylaw 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:

Council discussed appointing all members of Council to the Grants review Committee. The terms of reference for this committee is being brought forward for discussion for the purpose of appointing all members of Council to the Grant Review Committee.

Currently, the composition of the Grants Review Committee as prescribed in Schedule "B" of Bylaw 2026-15 is as follows:

I. COMPOSITION OF COMMITTEE

3 Councillors
Town of Sundre Chief Administrative Officer (Non-Voting)
Recording Secretary (Non-Member)

The amendment to Schedule "B" proposes:

I. COMPOSITION OF COMMITTEE

~~3 Councillors~~ **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.

And further,

V. TERM

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

ALIGNMENT WITH STRATEGIC PLAN

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

Date Reviewed: October 15, 2026 CAO: Lenda Nelson

TOWN OF SUNDRE

BYLAW NO. 2026-17

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

7.1 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).

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 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 *Access to Information Act*

(ATIA).

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 2026-15 and amendments thereto are hereby repealed.

Read for a first time on this _____ day of _____ 2026; Motion No. _____;

Read for the second time on this _____ day of _____ 2026; Motion No. _____;

Given unanimous consent to proceed to a third reading this _____ day of _____ 2026, Motion No. _____;

Read for the third time on this _____ day of _____ 2026; 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

- 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 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 Mayor shall serve as the Chair, 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 RESPONSIBLITIES

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.

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;

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 HEALTH ADVOCACY COMMITTEE

Definition – Health

The Province of Alberta, through Alberta Health and the *Alberta Health Act*, primarily defines health in terms of an accessible, comprehensive and patient-focused system, covering physical, mental, and social well-being.

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 organizations and citizens.

COMPOSITION OF COMMITTEE

- Town of Sundre - Mayor and 1 Councillor
- Mountain View County - 2 Councillors
- 1 member of the Hospital Futures Committee
- 1 member of the Sundre Health Profession Attraction and Retention Committee
- 1 member at large appointed by the Chair
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

II. ROLES AND RESPONSIBILITIES

The Committee shall:

- Provide information and identification of health needs that are in the best interest of our community.
- Create an engagement strategy for identified issues.
- To identify a maximum of 2 advocacy priorities at a time, to allow for more impactful advocacy on critical issues.
- There shall be a focus on identified priorities.
- Abide by the Town of Sundre Committees Bylaw

Elected Officials:

- The Chair shall be the Mayor of Sundre.
- The Chair is the official spokesperson for the Committee.
- The Chair is the approving authority for delegation(s) to the Committee.
- Report to respective Councils on priority items and committee key messages that may be used to approach other levels of governments or organizations.
- Meet with government and other organizations on agreed upon priority advocacy efforts.

Members at Large:

- Participate in meaningful discussions on health.
- Bring community health needs to the committee's attention, with a focus on -priority items identified by the committee.
- Report to respective individual committees or their organization based on key messages of the Sundre Community Health Advocacy Committee.

I. TERM

Committee appointments of Councillors shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting.

Members at large shall serve for a term of two (2) years and may be renewed at the discretion of the Town of Sundre Council.

II. FREQUENCY OF MEETINGS

- The committee shall meet during regular business hours on a weekday.
- The committee should meet on a Bi-monthly basis.
- Meetings may be rescheduled by the Chair if there is no new business to discuss and/or a special meeting is required.
- There shall be an annual hiatus for the months of July and August.

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.

<u>The Committee shall:</u>

- 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 on interest process and scoring matrix.

XI. FREQUENCY OF MEETINGS

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

Schedule "H"

TERMS OF REFERENCE

NAMING COMMITTEE

XII. STATEMENT OF PURPOSE

To review and consider all applications for the naming of development areas or honourary names and make recommendation to Council for approval/refusal of the names, based on the Town's history, culture, heritage, and natural features, and in accordance with the Council Naming Policy.

XIII. 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.

XIV. DUTIES AND POWERS

- Review Naming applications to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure all applications promote a distinctive and unique identity based on the Town's history, culture and heritage.
- To review names submitted to the committee that will be maintained on a Names Reserve List and make recommendation to Council.
- To review requests for the "honourary" naming of roads, trails, parks or municipal facilities and make recommendation to Council.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the Naming Policy adopted by Council, which includes policy pertaining to sponsorship naming rights, in accordance with Section 5 of the Council Naming Policy.

XV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review all applications for the naming of development areas or honourary names and make recommendation to Council for approval/refusal of the names, based on the requirements in the Council Naming Policy.
- 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 character or words);
  iii. The possibility of misuse in derogatory or profane manner.
- To review documented proof that demonstrates that the proposed commemorative name or honourary name meets one or more of the following:
  i. Is the name of a Resident (current or past) of the Town of Sundre;
  ii. It is of historical significance and/or landmark;
  iii. Traditional usage of lands by Indigenous Peoples;

iv. Extra-ordinary achievement (individual or family);

v. Significant cultural contribution to the Town of Sundre;

vi. Recognizes the flora or fauna or a geographical feature of the Town of Sundre;

vii. A Town of Sundre Resident who volunteers and gives extraordinary service to the community or humanitarian causes.

- To ensure the guidelines and all requirements of the Council Naming Policy are complied with in the review of all applications.
- The CAO shall research, and draft all reports to the Committee and Council, and shall present all recommendations of the Committee to Council for decision.

XVI. TERM

The Committee appointment shall be renewable by Motion of Council at the Organizational Meeting. The Mayor shall serve as the Chair of the Committee.

XVII. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair.

Schedule "I"
TERMS OF REFERENCE
WASTEWATER FACILITY CONSTRUCTION OVERSIGHT COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Aberta. Alberta Environment and Parks has approved the technology, and the next stage is the construction of the facility. The purpose of the Wastewater Facility Construction Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning, development and construction phases of the facility.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Albera Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd.
- Representative of Construction Team
- 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.

- Monitor project status during construction, including schedule adherence.
- Ensure compliance with building codes, regulations, and safety standards.
- Report regularly to the Council on project milestones

IV. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

V. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

<u>The CAO shall:</u>

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

<u>The Council shall:</u>

- Approve the Terms of Reference for the Wastewater Facility Construction Oversight Committee.

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.

VII. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

VIII. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "J"
TERMS OF REFERENCE
WASTEWATER FACILITY TECHNOLOGY OVERSIGHT COMMITTEE (Ad Hoc)

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Aberta. Alberta Environment and Parks has approved the technology, and the next stage is the construction of the facility. The purpose of the Wastewater Facility Technical Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning and implementation phases of the facility.

IX. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Albera Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd. (Vice President of Technology)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

X. COMMITTEE ROLES AND RESPONSIBILITIES

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

- Monitor project status during implementation, including schedule adherence.
- Ensure compliance with regulations and safety standards.
- Report regularly to the Council on project milestones

XI. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

XII. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

<u>The CAO shall:</u>

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

<u>The Council shall:</u>

- Approve the Terms of Reference for the Wastewater Facility Technical Oversight Committee;

XIII. 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.

XIV. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

XV. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "K"
TERMS OF REFERENCE
VISITOR INFORMATION CENTRE RESEARCH REVIEW COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Council of the Town of Sundre has directed the Chief Administrative Officer to research questions resulting from a Chamber of Commerce Board meeting. The Visitor Information Centre Research Review Committee (the "committee") is an Ad Hoc committee and has been formed to review and provide feedback on the results of the research. The intent is to discuss and negotiate the working arrangement between the Town of Sundre and the Sundre and District Chamber of Commerce as it pertains to the operation of the Visitor Information Centre.

II. COMPOSITION OF COMMITTEE

The committee shall be made up of a core group of five (5) individuals:

- Town of Sundre Mayor;
- Two (2) Town of Sundre Councillors;
- President of the Sundre and District Chamber of Commerce;
- Two (2) Chamber of Commerce Board Members;
- Chief Administrative Officer(non-voting).

- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

- The Committee has no delegation decision making power from Council.

IV. ROLES AND RESPONSIBILITIES

<u>The Committee shall:</u>

- Appoint the Mayor as Chair;
- Review and provide feedback on the research conducted by the CAO;
- Discuss the operation on the Visitor Information Centre going forward;
- Abide by the Town of Sundre Committees Bylaw.

<u>The CAO shall:</u>

- Research and prepare a report containing facts on the following three (3) questions, and present the findings to the committee:
    - Is the Visitor Information Centre located on Crown lands, or is the building on a separate title;
    - What can the building legally be used for;
    - Who has legal ownership of the building.

<u>The Recording Secretary Shall:</u>

- Prepare an agenda and topics for discussion at each committee meeting;
- Record the minutes from each committee meeting.

<u>The Council shall:</u>

- Approve the Terms of Reference for the Visitor Information Centre Research Review Committee;
- Appoint members to the Visitor Information Centre Research Review Committee.

V. FREQUENCY OF MEETINGS

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

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.

VII. TERM

The Committee is Ad Hoc in nature and shall disband once discussions have concluded.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Council Procedural Bylaw 2026-18**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**6.2**

BACKGROUND/PROPOSAL:

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates an amendment to Council's Procedural Bylaw. In addition to these amendments, Council requested that the recording of votes be eliminated from the bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council Strategic Plan Pillar 5 Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2026-18.

COSTS/FUNDING:

n/a

MOTION:

That Council repeal Bylaw 2025-13 and amendments thereto.

That the Council of the Town of Sundre give First Reading to Bylaw 2026-18, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Second Reading to Bylaw 2026-18, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2026-18, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Third and Final Reading to Bylaw 2026-18, being the Council Procedural Bylaw

Attachments: Bylaw 2026-18 Council Procedural Bylaw *(reference: s. 9.4.2; s. 12.7; s. 13.0; s. 22.4)*

Date Reviewed: October 15, 2026 CAO: Linda Nelson

TOWN OF SUNDRE

REPORT TO COUNCIL

COUNCIL DATE	**October 19, 2026**
SUBJECT	**Council Procedural Bylaw 2026-18**
ORIGINATING DEPARTMENT	**Legislative Services**

BACKGROUND:

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates an amendment to Council's Procedural Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The amendments to the Council Procedural Bylaw are as follows:

Amend: 9.0 CLOSED MEETINGS OF COUNCIL

9.4.2 the basis on which, under an exception to disclosure in ~~Division 2 or Part 1~~ **Part 1, Division 2** of the ~~*Freedom of Information and Protection of Privacy*~~ ***Access to Information Act*** or under the regulations, the part of the meeting is to be closed.

Amend: 12.0 DELEGATIONS

12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal **matters protected under** ~~Freedom of Information and Protection of Privacy~~ **Access to Information legislation** ~~issues~~.

Amend: 13.0 ORDER OF BUSINESS AT MEETINGS (re-numbering accordingly)

Add to: 13.1 (i) Administration **(Departmental Reports, Second meeting of each month)**

Remove: 13.1 (k) MAP

Add to: 13.1 ~~(l)~~ **(j)** Council Committee Reports **(First meeting of each month)**

Date Reviewed: October 15, 2026 CAO: Amida Mcbain

Town of Sundre

BYLAW 2025-13

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Council Procedural Bylaw".

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

2.1 '**ACT**' means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, and can be referred to as the MGA.

2.2 '**AGENDA**' means the list and order of business items for any meeting of Council or Committees.

2.3 '**BYLAW**' means a bylaw of the Town.

2.4 '**CAO**' means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.

2.5 '**CHAIRPERSON**' means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.

2.6 '**CLOSED MEETING OF COUNCIL**' means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.

2.7 '**COUNCIL**' means the Mayor and Councillors of the Town of Sundre.

2.8 '**COUNCIL COMMITTEE**' means a committee, board or other body established by Council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.

2.9 '**COUNCIL MEETING**' means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in

reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

2.10 '**DELEGATION**' means a person or group of persons wishing to appear before the Council to address a specific matter.

2.11 '**DEPUTY MAYOR**' means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.

2.12 '**ELECTRONIC OR OTHER COMMUNICATION FACILITIES**' means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.

2.13 '**EX-OFFICIO**' means membership by virtue of one's office.

2.14 '**MAYOR**' means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.

2.15 '**MEMBER**' means a Member of Council duly elected and continuing to hold office.

2.16 '**NOTICE OF MOTION**' means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.

2.17 '**POINT OF INFORMATION**' means a request or statement to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.

2.18 '**POINT OF ORDER**' means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.

2.19 '**POINT OF PREVILEGE**' means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regard to a negative personal remark.

2.20 '**PRESIDING OFFICER**' means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.

2.21 '**PUBLIC HEARING**' means a meeting of Council convened to hear matters pursuant to the *Act*.

2.22 '**QUORUM**' means a majority of Members of Council as prescribed by the *Act*.

2.23 '**SPECIAL COUNCIL MEETING**' means a meeting called by the Mayor a majority of Council pursuant to the *Act*.

2.24 '**TOWN**' means the Corporation or the Town of Sundre.

3.0 APPLICATION

3.1 This bylaw applies to all meeting of Council.

3.2 The precedence of the rules of governing the procedure of Council is:

(a) the *Municipal Government Act*,
(b) other provincial legislation,
(c) this Bylaw,

(d) Bourinot's Rules of Order.

3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.

3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.

3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.

3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.

4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.

5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.

5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.

5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:

(a) Oath of Office,
(b) Assignment of Seating,
(c) Deputy Mayor Appointment,
(d) Signing Authority,
(e) Schedule of Meetings, and
(f) Council Committee Appointments

5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.

5.6 Appointments of Council Members to Committees shall be for term of one (1) year. Councillor may be appointed to the same committee at the annual organizational meeting.

6.0 REGULAR MEETINGS OF COUNCIL

6.1 Council shall hold no less than two (2) Regular Council meetings per month.

6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the *Act* that the Regular Meeting will be held elsewhere in the community.

6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.

6.4 Regular Meetings of Council shall commence at 5:00 p.m.

6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.

6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the *Act*.

7.0 SPECIAL COUNCIL MEETINGS

7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.

7.2 The Chief Elected Official:

(a) may call a special council meeting whenever the official considers it appropriate to do so, and;

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 PUBLIC HEARINGS

All Public Hearings shall be convened as follows:

8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.

8.3 At the commencement of a Public Hearing, the Chairperson shall:

8.3.1 state the matter to be considered at the hearing;

8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;

8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

8.3.4 request that administration staff present a report on the issue at hand;

8.3.5 request that the Development Authority provide their position on the proposed bylaw; and

8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.

8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:

8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;

8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;

8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;

8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.

8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

8.5.1 be in legible writing;

8.5.2 name the individual authorized to speak;

8.5.3 indicate the proposed bylaw to be spoken to; and

8.5.4 be signed by the person giving the authorization.

8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.

8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.

8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.

8.9 The Chairperson will allow staff to make closing comments.

8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.

8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 CLOSED MEETING OF COUNCIL *(In Camera)*

9.1 The *Act* permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.

9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except as Motion to revert to a meeting held in public.

9.3 For the purposes of the *Act*, a meeting or part of a meeting is considered to be closed to the public if:

9.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,

9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or

9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:

9.4.1 the part of the meeting that is to be closed, and

9.4.2 the basis on which, under an exception to disclosure in ~~Division 2 or Part 1~~ Part 1, **Division 2** of the ~~*Freedom of Information and Protection of Privacy*~~ ***Access to Information Act*** or under the regulations, the part of the meeting is to be closed.

9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Act* may deliberate and make its decision in a meeting closed to the public.

9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

Bylaw 2020-05 9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In-Camera) under the following conditions:

a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
b) All printed material to be provided for the Closed Meeting of Council will be "watermarked" with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

10.0 AGENDA

10.1 The Agenda shall list the items and order of business for the meeting.

10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.

10.3 Copies of the Agenda shall be provided to the following:
(a) members of Council,
(b) representatives of the local news media,
(c) all staff who are entitled to receive copies, and
(d) published on the Town website.

10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.

10.5 Council Members shall present matters for consideration on the Agenda by submitting a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be bought forward and include the proposed motion.

10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.

10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.

10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
(a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
(b) provided to the CAO prior to the commencement of the meeting; and
(c) approved by a majority vote of Council.

11.0 COMMUNICATIONS

11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:

(a) be printed, typewritten or legibly written,
(b) clearly set out the matter at issue and the request made of Council,
(c) be signed by the writer, and include the printed name and address of the writer,
(d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.

11.2 On receipt of a communication for Council the CAO, may:

(a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
(b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
(c)place a copy of the communication in each member's mailbox.

12.0 DELEGATIONS

12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.

12.2 Delegations are scheduled at the discretion of the CAO, subject to:

(a) the volume of material on any given agenda;
(b) the number of requests for a specific meeting date and urgency of request; or
(c) subject matter.

12.3 The written submission will indicate the following information:

(a) complete name of the presenter(s) and contact information (i.e. Mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
(b) nature and purpose of the delegation and the material to be covered / presented; and
(c) any PowerPoint presentation or other material to be used or presented at the meeting.

12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.

12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.

12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.

12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal ~~Freedom of Information and Protection of Privacy~~ **matters protected under Access to Information legislation** ~~issues~~.

12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing

to speak about such matters are requested to present their concerns and opinions at the scheduled public meting where their comments can be considered along with all other submissions.

13.0 ORDER OF BUSINESS AT MEETINGS

13.1 The normal order of business for the regular meeting of Council shall be as follows:

(a) Call to Order,
(b) Public Hearing (If Required),
(c) Agenda – Amendments and Adoption,
(d) Adoption of Previous Minutes,
(e) Delegations,
(f) Bylaws,
(g) Old Business,
(h) New Business,
(i) Administration ***(Departmental Reports, Second meeting of each month)***
~~(k) MAP~~
(~~l~~j) Council Committee Reports *(~~Second~~ **First** meeting of each month)*
(~~m~~k) Correspondence
(~~n~~l) Closed Meeting (If Required),
(~~o~~m) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 QUORUM

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

(a) failure to constitute a quorum, or
(b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 ADJOURNMENT

15.1 A Council meeting shall adjourn no later than 10:00 p.m. unless a two-thirds majority of Members present agree to an extension of the meeting beyond 10:00 p.m. by resolution.

15.2 A Member may move a motion to adjourn a Meeting at any time, except when:

(a) another Member has the floor,
(b) a call for a vote has been made,
(c) the Members are voting, or
(d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

15.3 A motion to adjourn shall be put without comment or debate.

16.0 CANCELLATION OF MEETINGS

16.1 Council meetings may be cancelled:

(a) by a majority of Council at a previous meeting, or
(b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
(c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

16.2 Special Council meetings my be cancelled:

(a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
(b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

17.0 MINUTES OF COUNCIL

17.1 The chief administrative officer shall ensure that:

17.1.1 minutes of each council meeting:

(a) are recorded in the English language without note or comment,
(b) include the names of the Councillors present at the council meeting,
(c) are given to council for adoption at the subsequent council meeting, and
(d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.

17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.

17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.

18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.

18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.

18.4 When a motion has been made and is being considered, no Member may make any other motion except to:

(a) amend the motion,
(b) refer the main motion to some other group for consideration,
(c) postpone the main motion to a specified meeting date, or
(d) recess the Meeting.

18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.

18.6 The following motions shall not be debatable by Council:

(a) Adjournment
(b) Request for Recess
(c) Point of Order
(d) The subject matter of a Referral Motion
(e) The subject matter of a Motion to Table the Matter to Another Meeting

18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.

18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.

18.9 Members of the public gallery during a Council meeting:

(a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
(b) shall maintain order and quiet, and
(c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.

18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.

18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.

18.12 When a Member is addressing the Presiding Officer every other Member shall:
(a) remain quiet and seated,
(b) not interrupt the speaker except on a Point of Order, and
(c) not carry on a private conversation.

18.13 When a Member is addressing Council the Member shall:
(a) not speak disrespectfully of other Members,
(b) not shout, raise his/her voice or use offensive language, and
(c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.

18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.

18.15 No member shall, subject to the *Act*, leave the Council Chambers after a question is put to a vote until the vote is taken.

18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.

18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE

19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.

19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.

19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.

19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.

20.2 The Presiding Officer shall ask the mover of the motion to speak first.

20.3 The Presiding Officer shall ask for those in favour of the motion to speak.

20.4 The Presiding Officer shall ask for those opposed to the motion to speak.

20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.

20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.

20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

21.1 A motion to postpone any matter shall include in the motion:
(a) a specific time to which the matter is postponed, or
(b) provision that the matter is to be postponed indefinitely.

21.2 A motion to postpone a matter is amendable and debatable.

21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.

21.5 A Member who is moving a referral motion shall be required to include in the motion:
(a) the terms on which the motion is being referred,
(b) the time when the matter is to be returned, and
(c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.

22.2 A motion shall be declared lost when it:
(a) does not receive the required number of votes; or
(b) receives an equal division of votes.

22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.

~~22.4 The CAO shall record the names of those who vote against a motion in the Minutes.~~

22.~~5~~**4** A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.

22.~~6~~**5** No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.

22.~~7~~**6** When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.

22.~~8~~**7** It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION

23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:

(a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
(b) specify the meeting proposed to bring the matter for reconsideration;
(c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.

23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:

(a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or
(b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.

23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.

23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.

23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.

24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.

24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.

24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.

24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.

24.7 After a Member has made a motion for second reading of a Bylaw, Council may:

(a) debate the substance of the Bylaw, and
(b) propose and consider amendments to the Bylaw.

24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.

24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:

(a) a motion for third reading of the Bylaw shall be made,
(b) Council shall vote on the motion without amendment or debate,

(c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.

24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

24.11 In conformance with the *Act*:

(a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and

(b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 URGENT BUSINESS

25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:

(a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,

(b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and

(c) the matter shall not be one which should be dealt with by giving written notice.

26.0 RECESS

26.1 Any Councillor may move that Council recess for a specific period.

26.2 A motion to recess must not be used to interrupt a speaker.

26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:

(a) Notice is given to the public of the meeting, including the way in which it is to be conducted;

(b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and

(c) The facilities enable all meeting's participants to watch and/or hear each other.

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS

28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town's Legislative Service Department in advance to be provided with the access number.

28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town's Legislative Services Department in advance to be added to the speakers list and provided with the access number.

28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.

28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.

28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.

28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

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

29.0 REPEAL

Town of Sundre Bylaw No 2025-08 and amendments thereto are hereby repealed.

Read A First Time this 8th day of December 2025, Motion No. 414-08-12-25;

Read A Second Time this 8th day of December 2025, Motion No. 417-08-12-25;

Given Unanimous Consent For Third And Final Reading this 8th day of December 2025, Motion No. 418-08-12-25;

Read A Third And Final Time this 8th day of December 2025, Motion No. 419-08-12-25.

_____

Mayor Richard Warnock

_____

Chief Administrative Officer, Linda Nelson

Town of Sundre
BYLAW 2026-18

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Council Procedural Bylaw".

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

2.1 '**ACT**' means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, and can be referred to as the MGA.

2.2 '**AGENDA**' means the list and order of business items for any meeting of Council or Committees.

2.3 '**BYLAW**' means a bylaw of the Town.

2.4 '**CAO**' means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.

2.5 '**CHAIRPERSON**' means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.

2.6 '**CLOSED MEETING OF COUNCIL**' means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.

2.7 '**COUNCIL**' means the Mayor and Councillors of the Town of Sundre.

2.8 '**COUNCIL COMMITTEE**' means a committee, board or other body established by Council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.

2.9 '**COUNCIL MEETING**' means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in

reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

2.10 '**DELEGATION**' means a person or group of persons wishing to appear before the Council to address a specific matter.

2.11 '**DEPUTY MAYOR**' means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.

2.12 '**ELECTRONIC OR OTHER COMMUNICATION FACILITIES**' means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.

2.13 '**EX-OFFICIO**' means membership by virtue of one's office.

2.14 '**MAYOR**' means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.

2.15 '**MEMBER**' means a Member of Council duly elected and continuing to hold office.

2.16 '**NOTICE OF MOTION**' means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.

2.17 '**POINT OF INFORMATION**' means a request or statement to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.

2.18 '**POINT OF ORDER**' means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.

2.19 '**POINT OF PREVILEGE**' means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regard to a negative personal remark.

2.20 '**PRESIDING OFFICER**' means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.

2.21 '**PUBLIC HEARING**' means a meeting of Council convened to hear matters pursuant to the *Act*.

2.22 '**QUORUM**' means a majority of Members of Council as prescribed by the *Act*.

2.23 '**SPECIAL COUNCIL MEETING**' means a meeting called by the Mayor a majority of Council pursuant to the *Act*.

2.24 '**TOWN**' means the Corporation or the Town of Sundre.

3.0 APPLICATION

3.1 This bylaw applies to all meeting of Council.

3.2 The precedence of the rules of governing the procedure of Council is:

(a) the *Municipal Government Act*,
(b) other provincial legislation,
(c) this Bylaw,

(d) Bourinot's Rules of Order.

3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.

3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.

3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.

3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.

4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.

5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.

5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.

5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:

(a) Oath of Office,
(b) Assignment of Seating,
(c) Deputy Mayor Appointment,
(d) Signing Authority,
(e) Schedule of Meetings, and
(f) Council Committee Appointments

5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.

5.6 Appointments of Council Members to Committees shall be for term of one (1) year. Councillor may be appointed to the same committee at the annual organizational meeting.

6.0 REGULAR MEETINGS OF COUNCIL

6.1 Council shall hold no less than two (2) Regular Council meetings per month.

6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the *Act* that the Regular Meeting will be held elsewhere in the community.

6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.

6.4 Regular Meetings of Council shall commence at 5:00 p.m.

6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.

6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the *Act*.

7.0 SPECIAL COUNCIL MEETINGS

7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.

7.2 The Chief Elected Official:

(a) may call a special council meeting whenever the official considers it appropriate to do so, and;

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 PUBLIC HEARINGS

All Public Hearings shall be convened as follows:

8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.

8.3 At the commencement of a Public Hearing, the Chairperson shall:

8.3.1 state the matter to be considered at the hearing;

8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;

8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

8.3.4 request that administration staff present a report on the issue at hand;

8.3.5 request that the Development Authority provide their position on the proposed bylaw; and

8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.

8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:

8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;

8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;

8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;

8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.

8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

8.5.1 be in legible writing;

8.5.2 name the individual authorized to speak;

8.5.3 indicate the proposed bylaw to be spoken to; and

8.5.4 be signed by the person giving the authorization.

8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.

8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.

8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.

8.9 The Chairperson will allow staff to make closing comments.

8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.

8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 CLOSED MEETING OF COUNCIL *(In Camera)*

9.1 The *Act* permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.

9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except as Motion to revert to a meeting held in public.

9.3 For the purposes of the *Act*, a meeting or part of a meeting is considered to be closed to the public if:

9.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,

9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or

9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:

9.4.1 the part of the meeting that is to be closed, and

9.4.2 the basis on which, under an exception to disclosure in Part 1, Division 2 of the *Access to Information Act* or under the regulations, the part of the meeting is to be closed.

9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Act* may deliberate and make its decision in a meeting closed to the public.

9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

Bylaw 2020-05 9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In-Camera) under the following conditions:

a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;

b) All printed material to be provided for the Closed Meeting of Council will be "watermarked" with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

10.0 AGENDA

10.1 The Agenda shall list the items and order of business for the meeting.

10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.

10.3 Copies of the Agenda shall be provided to the following:
(a) members of Council,
(b) representatives of the local news media,
(c) all staff who are entitled to receive copies, and
(d) published on the Town website.

10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.

10.5 Council Members shall present matters for consideration on the Agenda by submitting a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be bought forward and include the proposed motion.

10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.

10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.

10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
(a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
(b) provided to the CAO prior to the commencement of the meeting; and
(c) approved by a majority vote of Council.

11.0 COMMUNICATIONS

11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:

(a) be printed, typewritten or legibly written,
(b) clearly set out the matter at issue and the request made of Council,
(c) be signed by the writer, and include the printed name and address of the writer,
(d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.

11.2 On receipt of a communication for Council the CAO, may:

(a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
(b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
(c)place a copy of the communication in each member's mailbox.

12.0 DELEGATIONS

12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.

12.2 Delegations are scheduled at the discretion of the CAO, subject to:

(a) the volume of material on any given agenda;
(b) the number of requests for a specific meeting date and urgency of request; or
(c) subject matter.

12.3 The written submission will indicate the following information:

(a) complete name of the presenter(s) and contact information (i.e. Mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
(b) nature and purpose of the delegation and the material to be covered / presented; and
(c) any PowerPoint presentation or other material to be used or presented at the meeting.

12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.

12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.

12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.

12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal matters protected under Access to Information legislation.

12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the

scheduled public meting where their comments can be considered along with all other submissions.

13.0 ORDER OF BUSINESS AT MEETINGS

13.1 The normal order of business for the regular meeting of Council shall be as follows:

(a) Call to Order,
(b) Public Hearing (If Required),
(c) Agenda – Amendments and Adoption,
(d) Adoption of Previous Minutes,
(e) Delegations,
(f) Bylaws,
(g) Old Business,
(h) New Business,
(i) Administration *(Departmental Reports – Second meeting of each month)*
(j) Council Committee Reports *(First meeting of each month)*
(k) Correspondence
(l) Closed Meeting (If Required),
(m) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 QUORUM

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

(a) failure to constitute a quorum, or

(b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 ADJOURNMENT

15.1 A Council meeting shall adjourn no later than 10:00 p.m. unless a two-thirds majority of Members present agree to an extension of the meeting beyond 10:00 p.m. by resolution.

15.2 A Member may move a motion to adjourn a Meeting at any time, except when:

(a) another Member has the floor,
(b) a call for a vote has been made,
(c) the Members are voting, or
(d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

15.3 A motion to adjourn shall be put without comment or debate.

16.0 CANCELLATION OF MEETINGS

16.1 Council meetings may be cancelled:

(a) by a majority of Council at a previous meeting, or
(b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
(c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

16.2 Special Council meetings my be cancelled:

(a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
(b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

17.0 MINUTES OF COUNCIL

17.1 The chief administrative officer shall ensure that:

17.1.1 minutes of each council meeting:

(a) are recorded in the English language without note or comment,
(b) include the names of the Councillors present at the council meeting,
(c) are given to council for adoption at the subsequent council meeting, and
(d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.

17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.

17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.

18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.

18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.

18.4 When a motion has been made and is being considered, no Member may make any other motion except to:

(a) amend the motion,
(b) refer the main motion to some other group for consideration,
(c) postpone the main motion to a specified meeting date, or
(d) recess the Meeting.

18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.

18.6 The following motions shall not be debatable by Council:

(a) Adjournment
(b) Request for Recess
(c) Point of Order
(d) The subject matter of a Referral Motion
(e) The subject matter of a Motion to Table the Matter to Another Meeting

18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.

18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.

18.9 Members of the public gallery during a Council meeting:

(a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
(b) shall maintain order and quiet, and
(c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.

18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.

18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.

18.12 When a Member is addressing the Presiding Officer every other Member shall:

(a) remain quiet and seated,
(b) not interrupt the speaker except on a Point of Order, and
(c) not carry on a private conversation.

18.13 When a Member is addressing Council the Member shall:
(a) not speak disrespectfully of other Members,
(b) not shout, raise his/her voice or use offensive language, and
(c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.

18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.

18.15 No member shall, subject to the *Act*, leave the Council Chambers after a question is put to a vote until the vote is taken.

18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.

18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE

19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.

19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.

19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.

19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.

20.2 The Presiding Officer shall ask the mover of the motion to speak first.

20.3 The Presiding Officer shall ask for those in favour of the motion to speak.

20.4 The Presiding Officer shall ask for those opposed to the motion to speak.

20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.

20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.

20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

21.1 A motion to postpone any matter shall include in the motion:
(a) a specific time to which the matter is postponed, or
(b) provision that the matter is to be postponed indefinitely.

21.2 A motion to postpone a matter is amendable and debatable.

21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.

21.5 A Member who is moving a referral motion shall be required to include in the motion:
(a) the terms on which the motion is being referred,
(b) the time when the matter is to be returned, and
(c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.

22.2 A motion shall be declared lost when it:
(a) does not receive the required number of votes; or
(b) receives an equal division of votes.

22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.

22.4 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.

22.5 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.

22.6 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.

22.7 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION

23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:

(a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
(b) specify the meeting proposed to bring the matter for reconsideration;
(c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.

23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
(a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or
(b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.

23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.

23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.

23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.

24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.

24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.

24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.

24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.

24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
(a) debate the substance of the Bylaw, and
(b) propose and consider amendments to the Bylaw.

24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.

24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
(a) a motion for third reading of the Bylaw shall be made,
(b) Council shall vote on the motion without amendment or debate,
(c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.

24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

24.11 In conformance with the *Act*:

(a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
(b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 URGENT BUSINESS

25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
(a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
(b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
(c) the matter shall not be one which should be dealt with by giving written notice.

26.0 RECESS

26.1 Any Councillor may move that Council recess for a specific period.

26.2 A motion to recess must not be used to interrupt a speaker.

26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
(a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
(b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
(c) The facilities enable all meeting's participants to watch and/or hear each other.

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS

28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town's Legislative Service Department in advance to be provided with the access number.

28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town's Legislative Services Department in advance to be added to the speakers list and provided with the access number.

28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.

28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.

28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.

28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

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

29.0 REPEAL

Town of Sundre Bylaw No 2025-13 and amendments thereto are hereby repealed.

Read A First Time this ___ day of _____ 2026, Motion No. _____;

Read A Second Time this ___ day of _____ 2026, Motion No. _____;

Given Unanimous Consent For Third And Final Reading this ___ day of _____ 20256, Motion No. _____;

Read A Third And Final Time this ___ day of _____ 2025, Motion No. _____.

_____
Mayor Richard Warnock

_____
Chief Administrative Officer, Linda Nelson

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Council Appointments**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**7.1**

BACKGROUND/PROPOSAL:

Council members are appointed to Committees, Boards and Commissions annually at the Organizational meeting in October. Council deferred the appointment of Council members to the Grants Review Committee at the Organizational Meeting held on October 5, 2026 until such time as the Terms of Reference for the committee were amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council discussed appointing All Council Members to the Grants Review Committee. Council adopted the amendments to Schedule "B" of Bylaw 2026-17, Council Committees Bylaw, at the Regular Meeting of Council held on October 19, 2026.

ALIGNMENT WITH STRATEGIC PLAN

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

MOTIONS:

That Council appoint All Council Members to the Grant Review Committee as identified in Bylaw 2026-17, Council Committees Bylaw, Schedule "B" Terms of Reference, Grant Review Committee.

ATTACHMENTS:

2026-2027 Appointment List

Date Reviewed: October 15, 2026 CAO: Linda Nelson

2026-2027 Council Appointments

Committees of Council

	Oct. 2026 to Oct. 2027	
Committees of Council	**Member(s)**	**Meetings / Time Commitment**
Bylaw & Policy Review Committee	All Members of Council	As required
Sundre Emergency Advisory Committee	All Members of Council	As required
Sundre Strategic Advisory Committee	All Members of Council	April 9-11, 2027 Spring Session and October 22-24, 2027 Fall Session *(weekend out of town)*
Naming Committee	All Members of Council	As required
Grant Review Committee	**All Members of Council**	Feb. 10 & Oct. 6, 2-4 p.m. *(Intake dates are January 31, and September 30th)*
Sundre Community Health Advocacy Committee	Mayor Warnock 1 Town of Sundre Councillor Buchan *(includes MVC Reeve and 1 Councillor; 2 members of the Sundre Hospital Futures Committee and Hospital Manager)*	Meet during regular business hours on a weekday, Sundre Council Chambers on dates as determined at the discretion of the committee
Sundre Hospital Steering Committee (ad hoc)	Mayor Warnock 1 Town of Sundre Councillor Petersen Town of Sundre CAO MVC Reeve & CAO 1 Member, Hospital Futures 2 local Physicians P3 Capital Partners Inc.	Meet during regular business hours on a weekday, Sundre Council Chambers on dates as determined at the discretion of the committee

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Parkland Regional Library Board Proposed Increase to 2027 Requisition**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.1**

BACKGROUND/PROPOSAL:

The Town of Sundre is a Board Member of the Parkland Regional Library Board (PRLS). Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. PRLS budgets are prepared with conservative estimates. For 2026, there was an increase to the municipal per capita requisition to $9.99. For calculating the municipal levy for 2027, Parkland will be using the Population Estimates and Projects supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

DISCUSSION:

See attached 2027 Parkland Regional Library Board Proposed Budget Document. Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. The Town of Sundre will be required to pay the per capita amount as determined by the Board vote.

ALIGNMENT WITH STRATEGIC PLAN

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

COST ANALYSIS

An increase to the per capita amount can be accounted for in the 2027 budget, and the $2,850 increase can be brought back to Council as part of the 2027 budget approval.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Parkland Regional Library Board's proposed 2027 budget with a per capita rate of $11.05.

MOTION:

That the Town of Sundre Council approve the Parkland Regional Library Board's proposed 2027 budget with a per capita rate of $11.05.

OR

That the Town of Sundre withdraw from the Parkland Regional Library System

Date Reviewed: October 15, 2026 CAO: Amda Nch

Parkland Regional Library System

Proposed BUDGET 2027

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2027 Budget

Salary uses current grid with step awarded

		Present Budget 2026		Proposed Budget 2027	
	Income				
1.1	Provincial Operating Grant	1,045,242		1,045,774	
1.2	On Reserve, On Settlement Grant	156,647		156,647	
1.3	Membership Fees	2,234,174		2,485,636	
1.4	Alberta Rural Library Services Grant	452,928		386,652	
1.5	Interest Income	50,000		46,000	
	TOTAL Income	**3,938,991**		**4,120,709**	
	Support Materials & Services Direct to Libraries				
2.1	Alberta Rural Library Services Grant	452,928		386,652	
2.2	Allotment Funds Issued to Libraries	253,392		254,866	
2.3	Computer Maint.Agree. Software licenses	242,398		257,770	
2.4	Cooperative Collection Fund	25,000		25,000	
2.5	eContent Platform fees, Subscriptions	73,000		73,000	
2.6	On Reserve, On Settlement Grant expenses	84,756		84,756	
2.7	Freight	1,200		1,200	
2.8	Internet Connection Fees	9,600		10,290	
2.9	Library Services Tools	8,000		6,500	
2.10	Marketing/Advocacy	20,000		20,000	
2.11	Member Library Computers	67,092		102,000	
2.12	Outlets - Contribution to Operating	600		600	
2.13	ILL Postage for libraries	2,300		1,950	
2.14	Records purchased Cataloguing	9,000		9,000	
2.15	Supplies purchased (mylar, library supplies)	17,600		19,500	
2.16	Vehicle expense	58,000		58,000	
2.17	Workshop/Training expense	16,000		16,000	
	PRL Circulating Collections				
2.18	Audio Book	5,000		5,000	
2.19	eContent	85,000		90,000	
2.20	Large Print	12,000		12,000	
2.21	Programming Kits	5,000		5,000	
2.22	Professional Development Materials (formerly reference)	3,600		3,600	
	TOTAL Support Materials & Services Direct to Libraries	**1,451,466**		**1,442,684**	
	Cost of Services				
3.1	Audit	23,500		23,500	
3.2	Bank expenses	1,200		1,000	
3.3	Bank Investment Fees	4,700		5,000	
3.4	Building-Repairs/Maintenance	27,250		27,250	
3.5	Dues/Fees/Memberships	13,000		13,000	
3.6	Insurance	26,500		27,000	
3.7	Janitorial/Snow removal/Outdoor maintenance expense	38,000		37,000	
3.8	Photocopy	4,000		7,000	
3.9	Salaries	1,844,451		1,877,500	
3.10	Salaries - Employee Benefits	391,024		390,000	
3.11	Staff Development	18,000		18,000	
3.12	Supplies/Stationery/Building	21,400		20,275	
3.13	Telephone	11,000		11,000	
3.14	Travel	3,500		3,500	
3.15	Trustee expense	26,000		20,000	
3.16	Utilities	34,000		34,000	
	TOTAL Cost of Services	**2,487,525**		**2,515,025**	
TOTAL Expenses (library materials & cost of service)		**3,938,991**		**3,957,709**	
	Capital expense			65,000	Van
				60,000	HQ Comp.
				30,000	Building
				8,000	Equip.
TOTAL Capital Expense				163,000	
	AMOUNT PER CAPITA REQUISITION	**9.99**		**11.05**	

Population 224,945 times AMOUNT PER CAPITA

Pop increase of 1,774 over 2026

Notes for the Parkland Regional Library System Budget 2027

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2027, the Executive Committee is recommending the $11.05 budget, which is a $1.06 increase over the 2026 budget. This budget includes capital expense purchases, which is a change from the old process.

In an effort to maintain the level of reserves as recommended by the auditors and revamp the reserves to correctly reflect the fiscal position of the organization in a more easily understood

format, the Executive Committee recommended that the capital expenses be reflected in the actual budget, rather than using an additional supplement.

The budget assumes that the Government of Alberta operating grant will remain at the 2023 rate of $4.75 per capita, calculated using the 2019 Alberta Municipal Affairs population list. It also assumes that the Rural Library Services Grant will remain at $5.60 per capita, based on the same 2019 population figures.

Points within the budget to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027. (This does not include the Alberta Rural Library Services Grant which is a direct payment from funds Parkland receives, which is out of PRLS' control and based on funding from the Government)
- For 2027, twenty expense lines are projected to remain unchanged from 2026, nine will see increases, and seven will decrease
- To balance the budget, it will be necessary to increase the municipal requisition/levy by $1.06. This is primarily to allow the inclusion of capital required for maintaining Parkland's current service structure
- Computer Software License costs are increasing – these costs have been significant, resulting in changes to software licenses in order to protect from dramatic cost increases in this area (line 2.3)
- Internet Connection fees have increased slightly due to pricing beyond Parkland's control (line 2.8)
- Member Library Computers (line 2.11) has changed from reflecting the .30 cent per capita allotment to the actual cost of the computers required for member libraries
- Supplies purchased (line 2.15) reflects the actual cost of these library supplies, which previously had some of the direct costs for the libraries coming from Supplies/Stationery (line 3.12)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase. No COLA was added. The increase to the salary line equals approximately 1.8%. (line 3.9)

Provincial grants amount to approximately 38.6% of PRLS' total income (lines 1.1, 1.2, 1.4), based on the $11.05 budget.

Parkland Regional Library System
Requisition Comparison for 2026 - 2027

	2026		2027		Requisition change
	billing population	per capita 9.99	billing population	per capita 11.05	2026 to 2027
ALIX	783	7,822.17	783	8,652.15	829.98
ALLIANCE	166	1,658.34	166	1,834.30	175.96
AMISK	219	2,187.81	219	2,419.95	232.14
BASHAW	848	8,471.52	848	9,370.40	898.88
BAWLF	412	4,115.88	412	4,552.60	436.72
BENTLEY	1,042	10,409.58	1,042	11,514.10	1,104.52
BIG VALLEY	331	3,306.69	331	3,657.55	350.86
BIRCHCLIFF SV	211	2,107.89	211	2,331.55	223.66
BITTERN LAKE	216	2,157.84	216	2,386.80	228.96
BLACKFALDS	11,415	114,035.85	11,415	126,135.75	12,099.90
BOWDEN	1,280	12,787.20	1,280	14,144.00	1,356.80
CAMROSE	18,772	187,532.28	19,984	220,823.20	33,290.92
CAMROSE COUNTY	8,504	84,954.96	8,504	93,969.20	9,014.24
CARSTAIRS	5,313	53,076.87	5,313	58,708.65	5,631.78
CASTOR	803	8,021.97	803	8,873.15	851.18
CLEARWATER M D	11,865	118,531.35	12,335	136,301.75	17,770.40
CLIVE	775	7,742.25	775	8,563.75	821.50
CORONATION	868	8,671.32	868	9,591.40	920.08
CREMONA	437	4,365.63	437	4,828.85	463.22
CZAR	248	2,477.52	248	2,740.40	262.88
DAYSLAND	789	7,882.11	789	8,718.45	836.34
DELBURNE	919	9,180.81	919	10,154.95	974.14
DIDSBURY	5,070	50,649.30	5,070	56,023.50	5,374.20
DONALDA	226	2,257.74	226	2,497.30	239.56
ECKVILLE	1,014	10,129.86	1,014	11,204.70	1,074.84
EDBERG	126	1,258.74	126	1,392.30	133.56
ELNORA	288	2,877.12	288	3,182.40	305.28
FLAGSTAFF COUNTY	3,660	36,563.40	3,660	40,443.00	3,879.60
FORESTBURG	807	8,061.93	807	8,917.35	855.42
GULL LAKE	226	2,257.74	226	2,497.30	239.56
HALF MOON BAY SV	65	649.35	65	718.25	68.90
HARDISTY	548	5,474.52	548	6,055.40	580.88
HAY LAKES	456	4,555.44	456	5,038.80	483.36
HEISLER	135	1,348.65	135	1,491.75	143.10
HUGHENDEN	213	2,127.87	213	2,353.65	225.78
INNISFAIL	7,985	79,770.15	7,985	88,234.25	8,464.10
JARVIS BAY SV	213	2,127.87	213	2,353.65	225.78
KILLAM	918	9,170.82	918	10,143.90	973.08
LACOMBE	14,258	142,437.42	14,258	157,550.90	15,113.48
LACOMBE COUNTY	10,283	102,727.17	10,283	113,627.15	10,899.98
LOUGHEED	225	2,247.75	225	2,486.25	238.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	143,440.05	13,759.86
NORGLENWOLD SV	306	3,056.94	306	3,381.30	324.36
OLDS	9,209	91,997.91	9,209	101,759.45	9,761.54
PAINTEARTH COUNTY	1,990	19,880.10	2,082	23,006.10	3,126.00
PARKLAND BEACH SV	168	1,678.32	168	1,856.40	178.08
PENHOLD	3,484	34,805.16	3,484	38,498.20	3,693.04
PONOKA	7,331	73,236.69	7,331	81,007.55	7,770.86
PONOKA COUNTY	9,998	99,880.02	9,998	110,477.90	10,597.88
PROVOST	1,900	18,981.00	1,900	20,995.00	2,014.00
PROVOST MD	2,071	20,689.29	2,071	22,884.55	2,195.26
RED DEER COUNTY	19,933	199,130.67	19,933	220,259.65	21,128.98
RIMBEY	2,470	24,675.30	2,470	27,293.50	2,618.20
ROCHON SANDS SV	97	969.03	97	1,071.85	102.82
ROCKY	6,765	67,582.35	6,765	74,753.25	7,170.90
ROSALIND	162	1,618.38	162	1,790.10	171.72
SEDGEWICK	761	7,602.39	761	8,409.05	806.66
STETTLER	5,695	56,893.05	5,695	62,929.75	6,036.70
STETTLER COUNTY	5,666	56,603.34	5,666	62,609.30	6,005.96
SUNBREAKER COVE SV	131	1,308.69	131	1,447.55	138.86
SUNDRE	2,672	26,693.28	2,672	29,525.60	2,832.32
SYLVAN LAKE	16,275	162,587.25	16,275	179,838.75	17,251.50
WHITE SANDS	174	1,738.26	174	1,922.70	184.44
	223,171	2,229,478.29	224,945	2,485,642.25	256,163.96

Brief Notes – September 2027

INCOME

1.1 The Provincial Operating Grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at $4.75 per capita using 2019 population statistics

1.2 The On Reserve, On Settlement grant from the PLSB for reserve populations within Parkland's service area. It is calculated at $10.35 per capita; $4.75 operating grant used by PRLS and $5.60 funding for First Nations initiatives (line 2.6)

1.3 Estimated requisition to municipalities to balance budget increased to $11.05 to cover capital purchases

1.4 Grant received for service to rural residents at a rate of $5.60 per capita; based on the PRLS membership agreement, the grant is dispersed directly to member libraries as directed by municipalities and municipal districts that do not appoint a library board

1.5 Decrease reflects the changes in interest rates and estimated returns on investments in RBC investment program and the operating bank account

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

2.1 Estimate, based on statement from PLSB, grant entirely dispersed - see line 1.4 above

2.2 Reflects materials allotment rate of $1.13 per capita

2.3 Line increased due to dramatic increase costs for maintenance agreements SoftChoice for Microsoft Office suite. Changes implemented to software provided on public computers have mitigated the overall budget increase. Other software providers are also increasing their fees by an average of 5% per year. This line also includes purchases of non-capital hardware and misc. I.T. items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks

2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection

2.5 This line maintained for eContent platform fees and subscription for the TAL (The Alberta Library) core of eResources and other library license agreement renewals like eMagazines

2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at $5.60 for library service to the Indigenous residents of Parkland's six First Nations Reserves

2.7 Held at 2026 level - for vendor freight costs for library materials, in-house collections, IT equipment, and shipment of computers for repairs and/or replacement parts

2.8 Increased to account for price increases for internet service provision to member libraries and HQ

2.9 Decreased slightly to $6,500 – tools to assist with cataloguing library materials like WebDewey, as well as Audio Cine, Survey Monkey, Loomly etc.

2.10 Held at 2026 level - used to provide tools for marketing, advocacy, and other initiatives for member libraries and PRLS

2.11 This line used to reflect .30 cents per capita (plus the remainder of costs to come from reserves). In 2027, the budget includes the actual cost of providing computers for member libraries without using reserve funds

2.12 Held at $600 - operating funding provided to PRLS' three outlet libraries as set by board policy, if local library outlet's sponsoring society provides matching funds

2.13 Reduced to reflect actual cost – includes both interlibrary loan postage reimbursement to libraries and interlibrary Loans sent from HQ for libraries

2.14 Purchase cataloguing records

2.15 Increased slightly to reflect actual cost - used for purchasing library material processing items such as laminated book covers, multimedia cases, as well as library cards

2.16 Held at 2026 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel prices

2.17 Held at $16,000 - includes costs for all workshops, conferences, projects, and training activities for member libraries, library managers, staff, and boards

PRLS Circulating Collections

2.18 Held at 2026 level to support the physical audiobook collection

2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements

2.20 Held at 2026 level $12,000 to support Large Print collection

2.21 Held at 2026 level $5,000 to build new kits and replace consumables in current kits for programming in member libraries

2.22 Held at 2026 level $3,600 for reference and professional materials in both print and eResources used by member libraries and PRLS staff

COST OF SERVICES

3.1 Held at 2026 level. Covers MNP's agreement to provide audit services, as well as costs for annual letter from PRLS lawyers required for the audit

3.2 Reduced slightly to $1,000 - covers the cost of enhanced electronic banking services and cheques

3.3 Increase slightly to $5,000 based on review of actual over a three-year period. Management fee for the RBC investment program

3.4 Held at 2026 level $27,250 - actual costs reviewed. Covers maintenance and repair, however not capital repairs or replacement

3.5 Held at 2026 level $13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Rural Municipalities of Alberta (RMA) etc.)

3.6 Increased slightly to $27,000 based on actual and anticipated increases - covers five vehicles, general liability, cyber, bond and crime insurance, building and contents, as

well as employee drivers abstracts and reimbursements for business use on personal vehicles. Parkland also pays content insurance for its outlet libraries

3.7 Reduced slightly to $37,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal

3.8 Increased to cover increased costs for providing printed material for training. Reflects contract and usage fees for photocopiers

3.9 Reflects current staff levels, with eligible staff receiving a step on the grid but no COLA

3.10 Reflects predicted costs for staff benefits, including but not limited to LAPP and Blue Cross based on current staff levels

3.11 Held at the 2026 amount – to fund PRLS staff attend and travel to continuing education activities such as seminars, conferences and courses, along with staff performance and support items and activities

3.12 Supplies line covers the cost of book processing supplies, general office supplies including stationery, and any other building supplies

3.13 Held at 2026 level - includes line charges, toll free number, mobile telephones, and long-distance costs

3.14 Held at 2026 level – Based on 5-year review of actual expenses to travel including $0.57 km reimbursement when staff are unable to use PRLS staff vehicles

3.15 Reduced due to the suspension of the Advocacy Committee; includes travel, honorarium and expenses for Executive Committee meetings, external meetings for trustees, and to support trustee activities using virtual and in-person meetings

3.16 Held at 2026 level of $34,000 - based on review of actual costs and then estimated

Also included is a document comparing the change in requisition paid by each municipality in 2026 and 2027.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Departmental Reports – September 2026**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**9.1**

BACKGROUND/PROPOSAL:

The following Departmental Reports for September 2026 are being provided to Council for their review and information:

a) Chief Administrative Officer
b) Corporate Services
c) Fire Chief
d) Community Development
e) Operations
f) Economic Development

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 September 2026 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the September 2026 Departmental Reports as information.

ATTACHMENTS:

September 2026 Departmental Reports

Date Reviewed: October 15, 2026 CAO: Linda Nelson

	#/D/M/Y	September 14, 2026 Regular Council Meeting	STRATEGIC PLAN PILLAR			# of Public Attending Council
Res. #	Date	Council Motion		Action	Status	3
277	14-09-26	MOVED by Councillor Isaac that the agenda be approved as amended. ADD: Item 8.4, RFD Land for Hospital Site; ADD: Item 8.5, RFD Request for Proposals Campus of Care Partnership; REVISE ORDER OF AGENDA ITEMS: Move 8.4 and 8.5 ahead of 8.1				
Councillor Absence: Councillor Dalke notified the CAO that he would not attend the meeting per Council Procedural Bylaw, s. 14.6						
278	14-09-26	MOVED by Councillor Marr that the Minutes of the Special Meeting of Council held on July 23, 2026 be approved as presented				
279	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council accept the presentation from the representatives of the Sundre & District Chamber of Commerce as information and thank the Sundre & District Chamber of Commerce for the services and programs they provide to our community, and their support of area businesses	Pillars 1 Community and Economic Growth and Pillar 5 Sustainable & Responsible Governance			
280	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council support the request from the representative of the Cochrance Tourism Association to investigate a regional Destination Management Organization (DMO)	Pillars 1 Community and Economic Growth and Pillar 5 Sustainable & Responsible Governance			
Councillor Isaac left the Chambers at 5:45 p.m.						
Councillor Isaac returned at 5:46 p.m.						
281	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council repeal Bylaws: 755 (2001 Water Utiity Bylaw); Bylaw No. 756 (2001 Sewer Rate Bylaw); Bylaw No. 757 (2001 Gas Utility Operations & Rate Bylaw) and Bylaw No. 2019-05 (Water Conservation Amended 2024 Bylaw) and all or any amendments thereto				
282	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give first reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre	Pillar 4 Reliable & Supportive Infrastructure; Pillar 5 Sustainable & Responsbile Governance			
283	14-09-26	MOVED by Councillor Anderson that the Town of Sundre Council give second reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre				
284	14-09-26	MOVED by Councillor Isaac that the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre				
285	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give third and final reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre				
286	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council repeal Bylaw 2023-10 Backyard Chicken Pilot Program Bylaw				

287	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council give first reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts	Pillar 2 Community Wellbeing & Pillar 5 Sustainable & Responsible Governance		
288	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council give second reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts			
289	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts			
290	14-09-26	MOVED by Councillor Anderson that the Town of Sundre Council give third and final reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts			
291	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council give first reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre	Pillar 2 Community Wellbeing, Pillar 4 Reliable and Supportive Infrastructure, Pillar 5 Sustainable and Responsible Governance		
292	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give second reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre			
293	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre			
294	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give third and final reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Route Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.			
295	14-09-26	MOVED by Councillor Anderson that the Town of Sundre Council repeal Bylaw 2026-05 "Council Committee Bylaw"			
296	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council give first reading to Bylaw 2026-15 being the "Council Committee Bylaw"	Pillar 2 Community Wellbeing & Pillar 5 Sustainable & Responsible Governance		
297	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council give second reading to Bylaw 2026-15 being the "Council Committee Bylaw"			
298	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-15 being the "Council Committee Bylaw"			

299	14-09-26	MOVED by Councillor Isaac that the Town of Sundre Council give third and final reading to Bylaw 2026-15 being the "Council Committee Bylaw"			
300	14-09-26	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to continue negotiations on land for the new Campus of Care	Pillar 5: Sustainable & Responsible Goverance		
301	14-09-26	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to proceed with the Request for Proposals for a Public Private Partnership between the Town of Sundre and a Preferred Partner for the Sundre Campus of Care	Pillar 5: Sustainable & Responsible Goverance		
Mayor Warnock called a recess at 6:23 p.m.					
Mayor Warnock reconvened the meeting at 6:31 p.m.					
302	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council accept the Q2 2026 Quarterly Financial Reports, as information	Pillar 5: Sustainable & Responsible Goverance		
303	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council proclam the week of September 14th to 18th, 2026 as Alberta Development Officers Week in the Town of Sundre, and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Pillar 1 Community & Economic Growth & Pillar 5 Sustainable & Responsible Governance		
304	14-09-26	MOVED by Councillor Anderson that the Town of Sundre Council support the Hospital Futures request for the fee waiver for the rental of the Community Centre, November 12-15, 2026 and that the funds be drawn from Council's Discretionary Fund to Local Organizations in an amount not to exceed $577.50	Pillar 2 Community Wellbeing & Pillar 5 Sustainable & Responsible Governance		
305	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Anderson's verbal report for June - August 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
306	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Buchan's verbal report for June - August 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
307	14-09-26	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's written report for June - August 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
308	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Councilaccept Councillor Marr's verbal report for June 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
309	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Petersen's verbal report for June - August 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
310	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock's written and verbal report for June - Augusy 2026 as information	Pillar 5: Sustainable & Responsible Goverance		
311	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the months of June - August 2026 as information	Pillar 5: Sustainable & Responsible Goverance		

312	14-09-26	MOVED by Councillor Marr that the Town of Sundre Council accept the invitation to attend the 2026 Hospital Futures Legacy Gala on November 14 at the Sundre Community Centre, and that Mayor Warnock provide a short video greeting (30 seconds) for inclusion in the opening video for the event; and further, that Council direct administration to provide information regarding the cost of purchasing a table(s) at the next Council meeting September 28th	Pillar 5: Sustainable & Responsible Goverance			
313	14-09-26	MOVED by Councillor Buchan that the Town of Sundre Council go into Closed Meeting at 7:17 p.m.				
Mayor Warnock called a break at 7:17 p.m.						
Mayor Warnock reconvened the closed meeting at 7:25 p.m.						
Deputy CAO left the closed meeting at 7:40 p.m.						
314	14-09-26	MOVED by Councillor Isaac that Council return to an open meeting at 8:08 p.m.				
315	14-09-26	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 8:09 p.m.				
	#/D/M/Y	**September 21, 2026 Special Closed Council**	**STRATEGIC PLAN PILLAR**			**# of Public**
Res. #	**Date**	**Council Motion**		**Action**	**Status**	**0**
316	21-09-26	MOVED by Councillor Isaac that the agenda be approved as presented				
317	21-09-26	MOVED by Councillor Anderson that Council go into a Closed Meeting at 3:02 p.m.				
318	21-09-26	MOVED by Councillor Dalke that Council return to open meeting at 4:06 p.m.				
319	21-09-26	MOVED by Councillor Isaac, being that the agenda matters have been concluded the meeting adjourned at 4:07 p.m.				
	#/D/M/Y	**September 28, 2026 Regular Council Meeting**	**STRATEGIC PLAN PILLAR**			**# of Public**
Res. #	**Date**	**Council Motion**		**Action**	**Status**	**4**
320	28-09-26	MOVED by Councillor Anderson that the agenda be approved as amended as follows: *ADD: Item 5.2 Adoption of the September 21, 2026 Special Closed Meeting of Council Minutes; ADD: Item 9.4 RFD Press Release; REMOVE: 13.1 Closed Meeting*				
Councillor Isaac notified the CAO that he would not attend the meeting per Council Procedural Bylaw, s.14.6						
321	28-09-26	MOVED by Councillor Marr that the Minutes of the Regular Meeting of Council held on September 14, 2026 be approved as presented				
322	28-09-26	MOVED by Councillor Dalke that the Minutes of the Special Closed Meeting of Council held on September 21, 2026 be approved as presented				
323	28-09-26	MOVED by Councillor Buchan that the Town of Sundre Council direct administration to bring the Library's request to the fall workshop for discussion	Pillar 1 Community & Economic Growth, Pillar 2 Community Wellbeing, Pillar 5 Sustainable & Responsible Governance	Legislative Services	Pending workshop discussion	

324	28-09-26	MOVED by Councillor Petersen that the Town of Sundre Council direct administration to purchase a table of 8 for the 2026 Hospital Futures Gala, with funds to be drawn from the balance of the Council's Discretionary Fund to Local Organizations and the balance of $755.50 to be applied to their budgeted expense accounts in equal amounts to the individual Council members who attend. *In Favour: Councillor Petersen, Councillor Marr, Mayor Warnock, Councillor Buchan, Councillor Anderson. Opposed: Councillor Dalke*	Pillar 1 Community & Economic Growth, Pillar 5 Sustainable & Responsible Governance	Legislative Services	Table of 8 purchased. Council members to pay for spouse $100.00 if attending, Council members attending will be charged equal amount of share of $755.50
325	28-09-26	MOVED by Councillor Buchan that the Town of Sundre Council requests Fortis to increase the Franchise Fee to 17% effective January 1, 2027. *In Favour: Councillor Buchan, Mayor Warnock, Councillor Marr, Councillor Petersen, Councillor Anderson. Opposed: Councillor Dalke*	Pillar 5: Sustainable & Responsible Goverance		
326	28-09-26	MOVED by Councillor Anderson that the Town of Sundre Council proclaim October 8, 2026 as National Depression Screening Day in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre. *In Favour: Mayor Warnock, Councillor Marr, Councillor Anderson, Councillor Petersen, Councillor Buchan. Opposed: Councillor Dalke*	Pillar 2 Community Wellbeing		Appendix # 4 Proclamation posted at Town office, website and social media page
327	28-09-26	MOVED by Councillor Buchan that the Town of Sundre Council proclaim October 15, 2026 as "Pregnancy and Infant Loss Awareness Day" in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre. *In Favour: Mayor Warnock, Councillor Marr, Councillor Anderson, Councillor Petersen, Councillor Buchan. Opposed: Councillor Dalke*	Pillar 2 Community Wellbeing		Appendix # 43 Proclamation posted at Town office, website and social media page
328	28-09-26	MOVED by Councillor Marr that the Town of Sundre Council accept the Chief Administrative Officer's verbal report regarding the press release pertaining to the Launch of Development Partner RFP	Pillar 5: Sustainable & Responsible Goverance		
Mayor Warnock called a recess at 5:59 p.m.					
Mayor Warnock reconvened the meeting at 6:05 p.m.					
329	28-09-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the June to August 2026 Departmental Reports as information	Pillar 5: Sustainable & Responsible Goverance		
330	28-09-26	MOVED by Councillor Marr that the Town of Sundre Council accept the Call to Action to the Government of Alberta provided by the National Police Federation as information	Pillar 5: Sustainable & Responsible Goverance		
331	28-09-26	MOVED by Councillor Anderson, being that the agenda matters having been concluded, the meeting adjourned at 6:23 p.m.			

counselling ALBERTA

PROCLAMATION

OCTOBER 8, 2026

NATIONAL DEPRESSION SCREENING DAY

WHEREAS: Counselling Alberta is committed to providing affordable and professional counselling services that help build better lives for Albertans. Since 2005, National Depression Screening Day (NDSD) has raised community awareness by offering a free and anonymous online screening tool for depression; and

WHEREAS: Depression is the most treatable mental health issue, early treatment promotes faster recovery and prevents long-term effects on individuals and their families; and

WHEREAS: In 2025, of the 2,286 Albertans who participated in the NDSD online screening test, 63 percent were recommended to seek further evaluation; and

WHEREAS: During the week of October 5-11, 2026 Albertans are encouraged to check in on their mental health and take the free online screening test at areyoufeelingok.com; and

NOW THEREFORE, I, Mayor Richard Warnock, on behalf of the Town of Sundre Council and Citizens of Sundre, do hereby proclaim October 8, 2026, to be designated as National Depression Screening Day in the Town of Sundre.

Proclaimed this 28th day of September, 2026

R E Warnock

Mayor Richard Warnock

PROCLAMATION

PREGNANCY AND INFANT LOSS AWARENESS DAY

WHEREAS pregnancy loss, infant loss, and child loss affect thousands of families each year, leaving lasting impacts on parents, siblings, grandparents, and communities; and

WHEREAS many families experience grief in silence and may face their loss without adequate awareness, understanding, or support from those around them; and

WHEREAS Oak's Tree of Love, a Northern Ontario initiative founded in memory of Oak Beaudyn Noel, supports families who have experienced pregnancy loss, infant loss, and child loss through memory boxes, remembrance projects, advocacy, awareness, and community support; and

WHEREAS this proclamation honours the memory of Oak Beaudyn Noel and all babies and children gone too soon while recognizing the importance of supporting bereaved families in our communities; and

WHEREAS Pregnancy and Infant Loss Awareness Day provides an opportunity to acknowledge the lives of babies and children gone too soon, honour their memories, and recognize the strength and resilience of grieving families; and

WHEREAS increasing awareness helps reduce stigma, encourages compassionate support, and reminds bereaved families that they are not alone in their grief journey, while communities across Canada and around the world observe October 15 in remembrance of babies and children who are deeply loved and forever remembered;

NOW THEREFORE, I, Richard Warnock, Mayor, on behalf of Council and citizens, do hereby proclaim October 15, 2026, as Pregnancy and Infant Loss Awareness Day in The Town of Sundre and encourage all residents to recognize, remember, and support families who have experienced the loss of a baby or child.

Dated: September 28, 2026

R Warnock

Richard Warnock, Mayor

SCHEDULE A - 2026 Expenditures to Date

TOTAL COUNCIL BUDGET 2026: $79,000

TOTAL EXPENDITURES TO DATE (Sept. 30, 2026) $63,571.99

BALANCE: $15,428.01

Mayor Richard Warnock *Annual Allowance:* *$22,000* **Expenses to Date**

Date	Hosting Town	Description	Expense (less Tax)	Cost
6-Jan-26	Sundre	RAC10 Planning Meeting	Per Diem	$ 80.00
8-Jan-26	Sundre	MTMC Board Meeting	Per Diem	$ 80.00
14-Jan-26	Calgary	Boundary Commission	Mileage	$ 175.20
14-Jan-26	Calgary	Boundary Commission	Travel Per Diem	$ 60.00
14-Jan-26	Calgary	Boundary Commission	Per Diem	$ 120.00
14-Jan-26	Calgary	Boundary Commission	Accommodations	$ 210.00
15-Jan-26	Drumheller	RDRMUG Meeting	Mileage	$ 248.20
15-Jan-26	Drumheller	RDRMUG Meeting	Travel Per Diem	$ 80.00
15-Jan-26	Drumheller	RDRMUG Meeting	Per Diem	$ 160.00
16-Jan-26	Sundre	RDRWA Board Meeting	Per Diem	$ 80.00
17-Jan-26	Sundre	Council Strategic Plan Meeting	Per Diem	$ 280.00
19-Jan-26	Crossfield	MTMC Crossfield	Mileage	$ 116.80
19-Jan-26	Crossfield	MTMC Crossfield	Travel Per Diem	$ 40.00
19-Jan-26	Crossfield	MTMC Crossfield	Per Diem	$ 80.00
26-Jan-26	Red Deer	RAC10 Meeting	Mileage	$ 163.30
26-Jan-26	Red Deer	RAC10 Meeting	Travel Per Diem	$ 50.00
26-Jan-26	Red Deer	RAC10 Meeting	Per Diem	$ 200.00
28-Jan-26	Sundre	Sundre Chamber of Commerc	Per Diem	$ 40.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Mileage	$ 153.50
29-Jan-26	Red Deer	Red Deer Polytecnic	Travel Per Diem	$ 50.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Per Diem	$ 100.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	$ 60.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	$ 134.16
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	$ 280.00
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	$ 198.45
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Mileage	$ 390.92
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Travel Per Diem	$ 120.00
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Accommodations	$ 960.58

Mayor Warnock Con't					
Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Registration	$	747.13
Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Per Diem	$	280.00
12-Feb-26	Sundre	Sundre Chamber of Commerce	Per Diem	$	80.00
Feb 17-19	Edmonton	International Indigenous Tourism Conference	Registration	$	1,575.00
17-Feb-26	Edmonton	International Indigenous Tourism Conference	Per Diem	$	280.00
16-Feb-25	Edmonton	International Indigenous Tourism Conference	Travel Per Diem	$	120.00
feb 16-19	Edmonton	International Indigenous Tourism Conference	Accommodations	$	1,587.04
18-Feb	Edmonton	International Indigenous	Per Diem	$	280.00
19-Feb-26	Edmonton	International Indigenous	Per Diem	$	280.00
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Mileage	$	275.94
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Per Diem	$	200.00
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Travel Per Diem	$	80.00
6-Mar-26	Olds	Women in Business Awards	Mileage	$	58.25
6-Mar-26	Olds	Women in Business Awards	Per Diem	$	160.00
6-Mar-26	Olds	Women in Business Awards	Travel Per Diem	$	20.00
9-Mar-26	Edmonton	Minister's Awards Dinner	Mileage	$	390.92
9-Mar-26	Edmonton	Minister's Awards Dinner	Per Diem	$	160.00
9-Mar-26	Edmonton	Minister's Awards Dinner	Travel Per Diem	$	120.00
10-Mar-26	Sundre	GNP Budget Meeting	Per Diem	$	40.00
11-Mar-26	Rocky Mtn H	Prayer Breakfast	Per Diem	$	80.00
11-Mar-26	Rocky Mtn H	Prayer Breakfast	Travel Per Diem	$	40.00
12-Mar-26	Sundre	MTMC Board / Teams	Per Diem	$	80.00
17-Mar-26	Sundre	GNP Board Meeting	Per Diem	$	80.00
19-Mar-26	Sundre	RDRMUG Board meeting /	Per Diem	$	80.00
19-Mar-26	Sundre	Sundre Chamber Board	Per Diem	$	80.00
20-Mar-26	Sundre	RDRWA Board / Teams	Per Diem	$	80.00
24-Mar-26	Sundre	Red Deer River Basin/ Teams	Per Diem	$	40.00
26-Mar-26	Edmonton	ABMunis Spring Leaders	Mileage	$	390.92
26-Mar-26	Edmonton	ABMunis Spring Leaders	Per Diem	$	280.00
26-Mar-26	Edmonton	ABMunis Spring Leaders Caucus	Travel Per Diem	$	120.00
27-Mar-26	Edmonton	ABMunis Spring Leaders	Per Diem	$	160.00
10-Apr-26	Red Deer	Council Strategic Advisory	Mileage	$	160.97
10-Apr-26	Red Deer	Council Strategic Advisory	Travel Per Diem	$	50.00
10-Apr-26	Red Deer	Council Strategic Advisory	Per Diem	$	280.00
11-Apr-26	Red Deer	Council Strategic Advisory	Per Diem	$	280.00
12-Apr-26	Red Deer	Council Strategic Advisory	Per Diem	$	240.00
16-Apr-26	Sundre	SCOC Board Meeting	Per Diem	$	80.00
28-Apr-26	Sundre	GNP Board Meeting	Per Diem	$	80.00
8-May-26	Wolf Creek/Pc	CAEP AGM	Travel Per Diem	$	60.00

Mayor Warnock Con't						
8-May-26	Wolf Creek/Pc	CAEP AGM	Per Diem	$	240.00	
14-May-26	Sundre	MTMC Board Meeting - Teams	Per Diem	$	80.00	
15-May-26	Sundre	RDRWA Board Meeting -	Per Diem	$	80.00	
19-May-26	Sundre	GNP Board Meeting	Per Diem	$	80.00	
21-May-26	Drumheller	RDRMUG Meeting	Mileage	$	271.11	
21-May-26	Drumheller	RDRMUG Meeting	Travel Per Diem	$	80.00	
21-May-26	Drumheller	RDRMUG Meeting	Per Diem	$	160.00	
27-May-26	Sundre	RAC10 - Zoom Meeting	Per Diem	$	80.00	
4-Jun-26	Edmonton	FCM Conference	Mileage	$	372.30	
4-Jun-26	Edmonton	FCM Conference	Travel Per Diem	$	120.00	
4-Jun-26	Edmonton	FCM Conference	Per Diem	$	280.00	
5-Jun-26	Edmonton	FCM Conference	Per Diem	$	280.00	
6-Jun-26	Edmonton	FCM Conference	Per Diem	$	280.00	
7-Jun-26	Edmonton	FCM Conference	Per Diem	$	280.00	
15-Jun-26	Sundre	Sundre Chamber Meeting	Per Diem	$	80.00	
17-Jun-26	Sundre	GNP Board Meeting	Per Diem	$	80.00	
19-Jun-26	Sundre	RDRWA AGM Online	Per Diem	$	80.00	
23-Jun-26	Sundre	Heartland Health Online	Per Diem	$	80.00	
24-Jun-26	Red Deer	AB Munis Summer Caucus	Mileage	$	153.30	
24-Jun-26	Red Deer	AB Munis Summer Caucus	Travel Per Diem	$	50.00	
24-Jun-26	Red Deer	AB Munis Summer Caucus	Per Diem	$	280.00	
9-Jul-26	Sundre	Midsized Towns Mayors	Per Diem	$	80.00	
9-Jul-26	Sundre	Sundre Chamber Board	Per Diem	$	80.00	
20-Jul-26	Beaverlodge A	Meeting with Beaverlodge CAO	Per Diem	$	280.00	
20-Jul-26	Beaverlodge A	Meeting with Beaverlodge CAO	Travel Per Diem	$	280.00	
21-Jul-26	Sundre	GNP AGM & Board Meeting	Per Diem	$	80.00	
10-Aug-26	Sundre	Heartland RAC10 - Online	Per Diem	$	80.00	
13-Aug-26	Sundre	Chamber Meeting	Per Diem	$	80.00	
18-Aug-26	Sundre	GNP Board Meeting	Per Diem	$	80.00	
3-Sep-26	Innisfail	CAEP	Mileage	$	110.38	
3-Sep-26	Innisfail	CAEP	Travel Per Diem	$	40.00	
3-Sep-26	Innisfail	CAEP	Per Diem	$	80.00	
14-Sep-26	Sundre	Health Advisory Council	Per Diem	$	80.00	
15-Sep-26	Sundre	GNP Board Meeting	Per Diem	$	80.00	
17-Sep-26	Sundre	RDRMUG Meeting	Per Diem	$	80.00	
18-Sep-26	Sundre	RD Watershed Alliance	Per Diem	$	80.00	
22-Sep-26	Edmonton	ABMunis EOEP	Per Diem	$	280.00	
22-Sep-26	Edmonton	AB Munis Conference	Travel Per Diem	$	120.00	
23-Sep-26	Edmonton	AB Munis + MTMC	Per Diem	$	280.00	
24-Sep-26	Edmonton	AB Munis + MTMC	Per Diem	$	280.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Accommodations	$	2,349.20	
Sept 21-25	Edmonton	AB Munis Annual Conference -	Registration	$	229.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	Warnock To Date
25-Sep-26	Edmonton	ABMunis + Minister Nixon	Per Diem	$	280.00	$23,757.57

Councillor Connie Anderson *Annual Allowance:* *$9,500*

Date	Hosting Town	Description	Expense (less Tax)	Cost	
17-Jan-26	Sundre	Council Strategic Plan	Per Diem	$ 280.00	
March 25-27	Edmonton	AB Munis Spring Leaders	mileage	$ 390.92	
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	$ 280.00	
March 25-27	Edmonton	AB Munis Spring Leaders Caucus	Travel Per Diem	$ 80.00	
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	$ 160.00	
9-Apr-26	Red Deer	Spring Council Strategic	mileage	$ 76.65	
9-Apr-26	Red Deer	Spring Council Strategic	Travel Per Diem	$ 25.00	
10-Apr-26	Red Deer	Spring Council Strategic	Per Diem	$ 280.00	
11-Apr-26	Red Deer	Spring Council Strategic	Per Diem	$ 280.00	
12-Apr-26	Red Deer	Spring Council Strategic	Per Diem	$ 240.00	
12-Apr-26	Red Deer	Spring Council Strategic	mileage	$ 76.65	
12-Apr-26	Red Deer	Spring Council Strategic	Travel Per Diem	$ 25.00	
23-Apr-26	Edmonton	APEGGA Awards Dinner	mileage	$ 390.91	
24-Apr-26	Edmonton	APEGGA Awards Dinner	Travel Per Diem	$ 120.00	
8-May-25	Ponoka	CAEP Meeting	mileage	$ 240.90	
8-May-26	Ponoka	CAEP Meeting	Travel Per Diem	$ 60.00	Anderson to Date
8-May-26	Ponoka	CAEP Meeting	Per Diem	$ 200.00	$3,206.03

Councillor Owen Petersen *Annual Allowance:* *$9,500*

Date	Hosting Town	Description	Annual	Cost
13-Jan-26	Sundre	Sundre Hospital Futures	Per Diem	$ 80.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	$ 183.96
04-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	$ 40.00
05-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	$ 280.00
04-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	$ 134.16
05-Feb-26	Calgary	Brownlee Emerging Trends	Registration	$ 198.45
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Mileage	$ 390.92
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Travel Per Diem	$ 120.00
17-Feb-26	Edmonton	Int'l Indigenous Toursim Conf	Registration	$ 1,575.00
17-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	$ 280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	$ 280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	$ 280.00
Feb 16-19	Edmonton	Int'l Indigenous Toursim	Accommodations	$ 1,587.04
10-Mar-26	Sundre	Hospital Futures meeting	Per Diem	$ 80.00
March 25-27	Edmonton	AB Munis Spring Leaders	Mileage	$ 390.92
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	$ 280.00
March 25-27	Edmonton	AB Munis Spring Leaders Caucus	Per Diem	$ 160.00
March 25-27	Edmonton	AB Munis Spring Leaders	Travel Per Diem	$ 120.00
12-May-26	Sundre	Sundre Hospital Futures	Per Diem	$ 80.00

Councillor Petersen Con't

09-Jun	Sundre	Sundre Hospital Futures	Per Diem	$	80.00	
06-Sep	Sundre	Hospital Futures meeting	Per Diem	$	120.00	
Sept 22-25	Edmonton	AB Munis Annual Conference	Mileage	$	390.92	
Sept 22-25	Edmonton	AB Munis Annual Conference	Travel Per Diem	$	120.00	
Sept 22-25	Edmonton	AB Munis Annual Conference	Accommodations	$	1,938.20	
Sept 22-25	Edmonton	AB Munis Annual Conference	Per Diem	$	760.00	Petersen to Date
Sept 22-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	$10,624.57

Councillor Todd Dalke ***Annual Allowance:*** ***$9,500***

Date	Hosting Town	Description	Expense (less Tax)	Cost		
Sept 21-25	Edmonton	AB Munis Annual Conference	Accommodations	$	2,234.92	
Sept 21-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	Dalke to Date
Sept 21-25	Edmonton	AB Munis Annual Conference -	Registration	$	425.00	$ 3,334.92

Councillor Jaime Marr ***Annual Allowance*** ***$9,500***

Date	Hosting Town	Description	Expense (less Tax)	Cost		
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	$	183.96	
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	$	40.00	
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	$	198.45	
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	$	280.00	
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodation	$	134.16	
6-Mar-26	Olds	Women in Business	Mileage	$	61.32	
6-Mar-26	Olds	Women in Business	Travel Per Diem	$	20.00	
20-Mar-26	Sundre	Grant Committee Meeting	Per Diem	$	160.00	
Jan-March	Sundre	SDHS/Museum Committee mee	Per Diem	$	120.00	
April 10-12	Red Deer	Council Strategic Advisory Comr	Mileage	$	160.97	
April 10 -12	Red Deer	Council Strategic Advisory	Travel Per Diem	$	40.00	
April 10 -12	Red Deer	Council Strategic Advisory	Per Diem	$	800.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Accommodations	$	2,117.57	
Sept 21-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	Marr to Date
Sept 21-25	Edmonton	AB Munis Annual Conference -	Registration	$	425.00	$5,416.43

Councillor Paul Isaac ***Annual Allowance:*** ***$9,500***

Date	Hosting Tow	Description	Expense (less Tax)	Cost	
17-Jan-26	Sundre	Council Strategic Planning Ses	Per Diem	$	280.00
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conf	Mileage	$	390.92
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conf	Travel Per Diem	$	120.00
Feb 17-19	Edmonton	Int'l Indigenous Tourism Conf	Registration	$	1,575.00
Feb 17-19	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	$	280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	$	280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	$	280.00
feb 16 - 19	Edmonton	Int'l Indigenous Tourism Conf	Accommodations	$	1,587.04
11-Mar-26	Sundre	Aquatic Society meeting	Per Diem	$	40.00
18-Mar-26	Sundre	Aquatic Society meeting and	Per Diem	$	80.00

Councillor Isaac Con't

9-Apr-26	Red Deer	Strategic Advisory Committee M	Mileage	$	84.32	
9-Apr-26	Red Deer	Strategic Advisory Committee M	Travel Per Diem	$	25.00	
10-Apr-26	Red Deer	Strategic Advisory Committee	Per Diem	$	280.00	
11-Apr-26	Red Deer	Strategic Advisory Committee	Per Diem	$	280.00	
12-Apr-26	Red Deer	Strategic Advisory Committee	Mileage	$	84.32	
12-Apr-26	Red Deer	Strategic Advisory Committee	Travel Per Diem	$	25.00	
12-Apr-26	Red Deer	Strategic Advisory Committee	Per Diem	$	240.00	
June 9-10, 2025	Edmonton	AB Forest Production	Accommodations	$	198.94	
June 9-10, 2025	Edmonton	AB Forest Production	Mileage	$	372.30	
June 9-10, 2025	Edmonton	AB Forest Production	Per Diem	$	120.00	
June 9-10, 2025	Edmonton	AB Forest Production	Travel Per Diem	$	120.00	
June 9-10, 2025	Edmonton	AB Forest Production	Meals	$	47.76	
13-Jun-26	Eckville	Lunch After Participating in	Meals	$	14.20	
Sept 21-25	Edmonton	AB Munis Annual Conference	Travel Per Diem	$	120.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Mileage	$	398.58	
Sept 21-25	Edmonton	AB Munis Annual Conference	Accommodations	$	2,349.20	
Sept 21-25	Edmonton	AB Munis Annual Conference -	Registration	$	229.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Per Diem	$	1,080.00	Isaac to Date
Sept 21-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	$11,656.58

Councillor Cheri Buchan ***Annual Allowance:*** ***$9,500***

Date	Hosting Tow	Description	Expense (less Tax)	Cost	
17-Jan	Sundre	Strategic Planning	Per Diem	$	280.00
22-Jan-26	Sundre	RhPAP Seminar	Per Diem	$	40.00
22-Jan-26	Sundre	Munis 101	Per Diem	$	140.00
29-Jan-26	Sundre	Munis 101	Per Diem		$140.00
Jan 22 & 29	Sundre	EOEP Course - Munis 101	$ 295	$	295.00
12-Feb-26	Sundre	Virtual Presentation - Brownl	Registration	$	145.95
12-Feb-26	Sundre	Virtual Presentation - Brownlee Emerging Trends	Per Diem	$	280.00
26-Feb-26	Sundre	Joint ICC Meeting	Per Diem	$	60.00
09-Apr-26	Red Deer	Strategic Advisory Committee Spring Workshop (return trip)	Mileage	$	160.97
09-Apr-26	Red Deer	Strategic Advisory Committee Spring Workshop	Travel Per Diem	$	20.00
10-Apr-26	Red Deer	Strategic Advisory Committee Spring Workshop	Per Diem	$	280.00
11-Apr-26	Red Deer	Strategic Advisory Committee Spring Workshop	Per Diem	$	280.00

Councillor Buchan Con't

12-Apr-26	Red Deer	Strategic Advisory Committee Spring Workshop	Per Diem	$	240.00	
12-Apr-26	Sundre	Strategic Advisory Committee Spring Workshop	Travel Per Diem	$	20.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Travel Per Diem	$	120.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Accommodations	$	2,234.92	
Sept 21-25	Edmonton	AB Munis Annual Conference	Per Diem	$	1,060.00	
Sept 21-25	Edmonton	AB Munis Annual Conference	Registration	$	675.00	Buchan to Date
Sept 21-25	Edmonton	AB Munis Annual Conference - EOEP Course	Registration	$	425.00	$5,575.89

TOWN OF SUNDRE

CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: **October 19, 2026**

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 – September 30, 2026
Little Red Sol Ltd.; Health Services, 116 Centre St. N. (southside)
Mad Dog Mutts; Dog Grooming, Bay 10 200 Main Ave. W.
Macro Mechanical, Heavy Vehicle & Equipment Repairs, Bay 3, 774 Main AVE. W.
Parallel Group (Dollarama), 110 Main Ave. W.
Maria's Dental Hygiene, 116 Centre St. N. (moved from 110 Main Ave. W.)
Bow River Physio Health Clinic, Bay 4, 200 Main Ave. W. (moved from 116 Centre St. N.)
MW Fresh Market, Bay 4 – 605 Main Ave. E. (Grocery - organic and locally grown products)
Flipping Burgers (Food Truck), 701 Main Ave. West (Tues to Friday at King's Motel)
Dollarama – 110 Main Ave. W. (renovations have commenced, opening day TBD)
Giddy Up Coffee House, 1005 Main Ave. E.
Viet Delight, Bay 3, 101 Main Ave. E.
Sundre Delivery & Mailbox Solutions, Bay 5, 774 Main Ave W.
Tidy Life Builders Corp., Bay 3, 102 – 2 ST SW *(General Contractors)*
Alyn Pilates Studio, 114 Centre St. N.
Direct Outdoor Gear, 102 – 6 ST NW
Sundre Delivery & Mailbox Solutions, 774 Main Ave. W.

Closed Businesses:
Harvest Heights, Bay 3, 101 Main Ave. E.
Coldwell Banker (Realty), Bay 1, 102 – 2 ST SW
Sunshine Vapes, #2, 586 Main Ave. W.
Whispering Willow, 114 Centre ST. N.
Save-a-ton, Bay 4, 586 Main Ave. W.
Crude Energy, Bay 1, 104 Main Ave. E
Mountain View Trading Post, Bay 2, 104 Main Ave. E.

Under New Management: January 1 – September 30, 2026
Boondox Restaurant – Rakesh Singh, located at 101 – 3 ST SW

Home Office, January 1 – September 30, 2026 (Permitted Use in Residential Districts):
The Tire Guy, Mobile Auto Service, 35 Noblefern Way
ECG Cleaning Services, 201 - 6 St. SW
Andrew Cook Generalized Contracting, 207 – 9 Ave. NE
Royal Services, Plumbing & Heating Company, 230 – 11 Ave NE
Westwater Plumbing & Heating, 209 – 6 ST SW

Home Occupation January 1 – September 30, 2026 (Discretionary Use in Residential Districts):
Esthetician (Wax Bar) – 12 Edengrove Close NW
Jones & Hein Realty and Consulting, 303B Centre St. N
Threadsetters Custom Embroidery, 404 - 5 ST NW
Piano Studio – 4 Noblefern Way SW

TOWN OF SUNDRE
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DEPARTMENTAL REPORT

DEPARTMENT:	**Corporate Services**
SUBMITTED BY:	**Ray MacIntosh**
COUNCIL DATE:	**October 19, 2026**
FOR MONTH OF:	**September, 2026**

TOPIC / PROJECT #1	Customer Service – phone calls, walk-in, tax certificates
STATUS OF PROJECT **In progress:**	Statistics that will be tracked and reported monthly: • 478 Phone calls responded • 174 walk-in customers assisted • 12 tax certificates issued
TOPIC / PROJECT #2	Budgeting and Reporting
STATUS OF PROJECT **In progress**	August reports sent to Directors on September 10 No budget amendments required 2027 Budget requests and justifications completed
Action Steps / Successes	Pending review and discussion at Fall Workshop.
TOPIC / PROJECT #3	Human Resources
STATUS OF PROJECT **In progress**	Peace Officer position is vacant. Bylaw position will wait until Peace Officer is filled.
Action Steps / Successes	Recruiting is ongoing

TOWN OF SUNDRE

DEPARTMENTAL REPORT

DEPARTMENT	**Fire Department**
SUBMITTED BY	**Ross Clews Fire Chief**
COUNCIL DATE	**October 19, 2026**
FOR MONTH(S) OF	**September 2026**
911 DISPATCHES:	
	Emergency Response Numbers, 350 Year to Date **September 2026 - 36**
Response Types:	➢ Fire-Vehicle - 1 ➢ Investigation of Smoke – 2 ➢ Motor Vehicle Collision – 4 ➢ Medical First Response – 10 ➢ Medical – LZ For STARS – 1 ➢ Medical – Stood Down – 4 ➢ Medical – Stood Down on Scene – 2 ➢ Gas Leak – Response to Carbon Monoxide Leak – 2 ➢ Public Hazard – Misc. – Alarm False – 1 ➢ Public Service – Citizens Trapped in Elevator – Stood Down - 1 ➢ Public Service – Assist Police or other agency – 1 ➢ Alarm - Detector activated – Stood Down En Route – 1 ➢ Alarm – Detector Activated – Stood Down – 4 ➢ Alarm – Detector Activated – Alarm False – 1 ➢ False Alarm – Verbal report to Fire Department – 1
Results:	➢ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	**September 2026 weekly training consisted of the following:** ➢ Monthly Officer Meetings ➢ Monthly General Meeting/Truck Checks ➢ River rescue shore, and water operations training theory and practical ➢ River Boat, operation safety, launching and river operation training ➢ Vehicle extrication training basic and advanced ➢ Hose line handling, advancement, hydrant and pump operation training ➢ Rope rescue, knot tying, lifting and hauling systems, mechanical advantage training, belaying operations, equipment hoisting ➢ Unit operation and driver training ➢ Hall Duties, organization, optimization, repairs as required ➢ First aid, CPR, Lucas CPR Machine refresher, Medical First Response practical ➢ Complete firefighter onboarding training for 2 new members **Formal Courses** ➢ NFPA 1001 Level I, full course, practical and written exam 8 members completed ➢ Two Swift Water Rescue Courses 3-day course, 20 total candidates completed (Alberta Provincial Fire Training Grant Utilized)

	Community/Public Relations Events ➢ Bucket Brigade at Harvest Fest ➢ Pumpkin Carving October 30
Formal Courses in-Progress/Upcoming:	➢ NFPA 1001 Level II – Q3 & Q4 ➢ Red Cross Advanced First Aid course and refresher Q3 & Q4 ➢ NFPA 470 Hazmat certification course
Fire Hall:	
Building/Maintenance:	➢ Bi-Annual SCBA compressor service and Air Quality Test
SFD Units - Equipment	
Units:	➢ Unit 541 repairs completed ➢ 540 and 592 trailer wiring completed ➢ 560 shoreline repairs and valve actuator repaired Warranty ➢ When convenient 540 to go back to RMP Red Deer for factory equipment completion and warranty repairs
Safety Codes:	
Inspections -Occupancies	➢ Inspections scheduled on Request – Complaint Basis ➢ Dollarama Inspection and occupancy completed
Status:	

Attachments: Incident Location Breakdown

Sundre Fire Department
Incident Location Breakdown

September 1 - 30, 2026

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month(s) Total	Year to Date Total
Fire - Motor Vehicle		1			1	2
Investigation of Smoke	1	1			2	5
Alarm -No Fire - detector activated Stood Down Enroute		1			1	4
Alarm -No Fire - detector activated Stood Down	3				3	3
Alarm -No Fire - detector activated - Alarm False	2				2	2
False Alarms-verbal report to fire station - Stood Down	1				1	1
Gas Leak - Response to Carbon Monoxide Alarm	1	1			2	4
Medical First Response	6	4			10	155
Medical First Response - LZ for STARS			1		1	1
Medical - Stood Down at Hall	2	2			4	16
Medical - Stood Down On Scene		2			2	12
Motor Vehicle Collision	2	2			4	29
Public Hazard - Miscellaneous - Alarm False	1				1	1
Public Service - Citizens Trapped in Elevator - Stood Down	1				1	1
Public Service - assist police or other agency			1		1	4
Total	**20**	**14**	**2**	**0**	**36**	**350**

TOWN OF SUNDRE
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DEPARTMENTAL REPORT

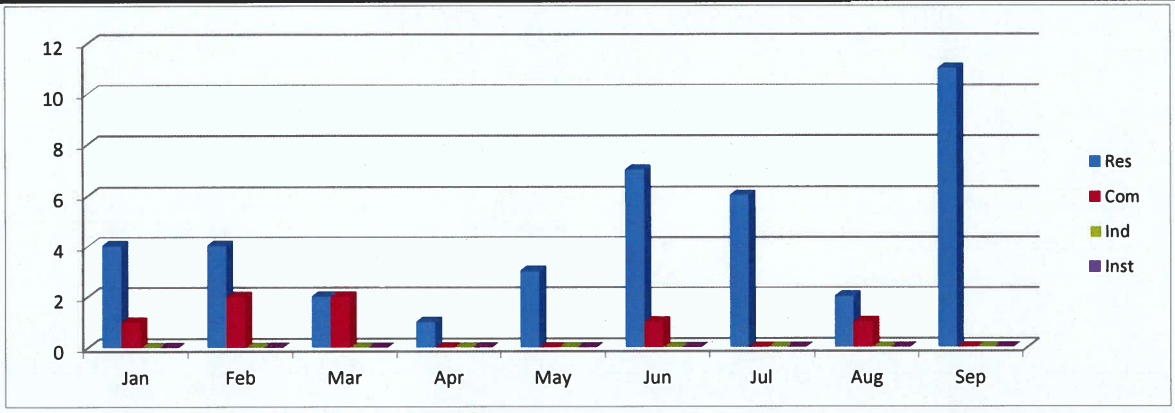
DEPARTMENT:	**Community Development - Planning & Development**
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	October 19, 2026
FOR MONTH OF:	**September 2026**
TOPIC / PROJECT #1	**Development Permits**
Status of Project: Ongoing	Development permits ensure land use aligns with local planning, zoning, and safety regulations.
ACTION/SUCCESSES:	Total of 3 Development Permits: - Single Detached Dwelling with Attached Garage - Temporary Seasonal Decoration Sale - Detached Garage
TOPIC / PROJECT #2	**Building Permits**
Status of Project: Ongoing	Building permits are required to ensure construction meets safety codes, standards and regulations.
ACTION/SUCCESSES:	A total of 10 Building Permits were issued for: - Single Detached Dwelling - Rooftop Solar Panels x 8 - Detached Garage
TOPIC / PROJECT #3	**Safety Code Permits**
Status of Project: Ongoing	Safety code permits ensure that construction and installations comply with technical safety standards to protect public health and safety.
ACTION/SUCCESSES:	A total of 28 Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 16 Gas Permits: 7 Plumbing: 5
TOPIC / PROJECT #4	**Compliance Stamps/Letters** (from Real Property Reports)
Status of Project: Ongoing	RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.
ACTION/SUCCESSES:	Total 7 Compliance reviews completed.
TOPIC / PROJECT #5	**Development Inquiries**
Status of Project: Ongoing	Development inquiries were responded to, providing property owners, developers, and the public with information regarding development requirements, processes, and applicable policies and bylaws.
ACTION/SUCCESSES:	• Responded to development-related inquiries and provided guidance on applicable processes and requirements. • Assisted applicants and property owners with preliminary development questions.
TOPIC / PROJECT #6	**Downtown Area Redevelopment Plan**
Status of Project: Completed	Completed Phase 4 – Writing the ARP Draft

ACTION/SUCCESSES:	• ARP Committee meeting held on September 30, 2026: - Reviewed draft ARP - Discussed Next Steps and schedule including date for Open House and Council approval process. **Open house: October 28, 2026, 5-7pm at the Sundre Library**
TOPIC / PROJECT #7	**Administration**
Status of Project: Completed	Administrative activities focused on supporting internal operations, staff coordination, professional development, and preparation for upcoming Council and organizational initiatives.
ACTION/SUCCESSES:	• Council Fall Workshop preparation • P&D attended the ADOA conference in Olds • Attendance at the APPI conference in Calgary
TOPIC / PROJECT #8	**Public Lands Applications**
Status of Project: Ongoing	Continued processing public lands applications and coordinating required documentation, approvals, and land-use requirements.
ACTION/SUCCESSES:	• Access to the Trailhead and parking lot - Approved • Fencing around Veterans Park - Approved • Renewal process for REC81008, including updating the survey plan to reflect the Cenotaph and fencing improvements – Underway.

ATTACHMENT: September 2026 Building Permit Statistics

MONTHLY BUILDING REPORT
FOR THE MONTH OF SEPTEMBER 2026

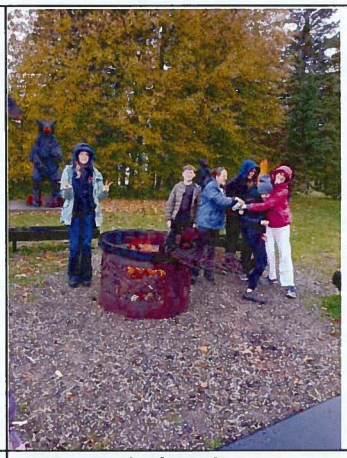
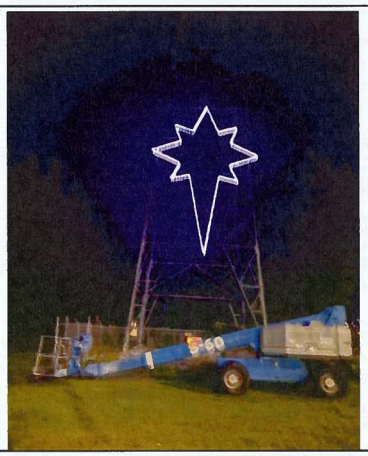
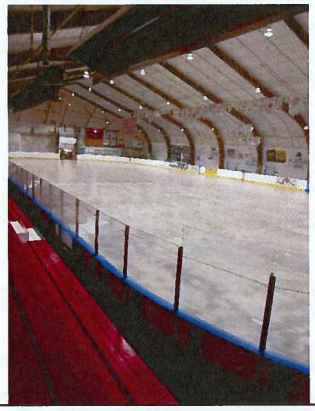
	Sept. 2026			2026 Year To Date			SEPT.2025 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey				0	0	$ -	0	0	$ -
Bungalows	1	1	$ 400,000	4	4	$ 1,925,000	2	2	$ 730,000
Bi-Level				0	0	$ -	3	3	$ 1,250,000
				0	0	$ -	0	0	$ -
Duplex/Semi Det.				0	0	$ -	5	5	$ 1,240,000
Multi-Family				1	1	$ 643,000	12	6	$ 2,580,000
Mobile Homes	0	0	$ -	0	0	$ -	3	3	$ 605,000
Accessory Buildings		1	$ 25,000	0	6	$ 111,200		9	$ 179,700
Renovation/Addition	0	9	$ 171,500	0	27	$ 366,525	0	17	$ 521,900
Sub-Total	1	11	$ 596,500	5	39	$ 3,049,725	25	45	$ 7,111,600
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
COMMERCIAL									
Building Starts		0	$ -		1	$ 40,000		1	$ 350,000
Renovation/Addition		0	$ -		6	$ 396,900		3	$ 220,500
		0	$ -		7	$ 436,900		4	$ 570,500
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
INDUSTRIAL									
Building Starts		0	$ -		0	$ -		1	$ 55,000
Renovation/Addition		0	$ -		0	$ -		2	$ 15,000
		0	$ -		0	$ -		3	$ 70,000
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
INSTITUTIONAL									
Building Starts		0	$ -		0	$ -		0	$ -
Renovation/Addition		0	$ -		0	$ -		2	$ 90,000
		0	$ -		0	$ -		2	$ 90,000
TOTAL	**Dwelling Units**	**No. of Permits**	**Building Value**	**Dwelling Units**	**No. of Permits**	**Building Value**	**Dwelling Units**	**No. of Permits**	**Building Value**
	1	**11**	**$ 596,500**	**5**	**46**	**$ 3,486,625**	25	55	$ 7,842,100



COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES

DEPARTMENT	**Community Development- Community Service**
SUBMITTED BY	Benazir Thaha Valencia – Director of Community Development
COUNCIL DATE	October 19, 2026
FOR MONTH OF	September 2026

TOPIC #1	**Community Centre**
Status of Project: Ongoing	The Community Centre is a well-used facility with regular user groups, special events, and community meetings, supported by daily gym floor maintenance to ensure a clean and functional space for all activities.
ACTION/SUCCESSES:	Regular User Groups keep gym busy: • Volleyball group • MVTKD • Basketball • Gymnastics Other bookings: • Birthdays • Weddings • Funerals • Daycare Meetings: • Arena User Meetings • SMH Meetings • SMB Meetings • Private Use Bookings
TOPIC #2	**Parks and Amenities**
Status of Project: Ongoing	Parks are regularly maintained to support seasonal use, with upkeep focused on cleanliness, landscaping, and ensuring safe, accessible spaces for public enjoyment and recreation.
ACTION/SUCCESSES:	**Autumn events included:** **Park Cleanup and Maintenance:** • Sailing Trip Group Cleanup Creek and Flower Beds September 26th 2026 • Closing of Greenwood Campground September 30th, 2026 • Wrap up of the flower program • Harvest Festival Setup and Takedown • School Fall Fair Setup and Takedown • Welcome back BBQ • Banner Removal • Repairs to the Christmas Star

	 
TOPIC #3	**2026 Capital Project**
Status of Project: Complete	**Upgrade to Greenwood Washroom**
ACTION/SUCCESSES:	• Installed shut off valve for the winterization of the washroom.
TOPIC #4	**Arena**
Status of Project: Ongoing	The Arena opened on September 15th 2026.  
ACTION/SUCCESSES:	• Youth Hockey Groups Started
TOPIC #5	**Events**
Status of Project: Ongoing	Supporting and coordinating community events and activities throughout the year.
ACTION/SUCCESSES:	• Harvest festival • Welcome back BBQ • Youth festival at Community Centre • fair
TOPIC # 6	**Administration**
Status of Project: Ongoing	Various administration tasks to ensure the smooth functioning of the Community Services Department
ACTION/SUCCESSES:	- Council Fall Workshop preparation - Staff Scheduling for the Arena - Started working on the list of events to Support for 2027

TOWN OF SUNDRE
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DEPARTMENTAL REPORT

DEPARTMENT:	**Operations**
SUBMITTED BY:	**Jim Hall**
COUNCIL DATE:	**October 19, 2026**
FOR MONTH OF:	**September 2026**

TOPIC / PROJECT #1	**Capital Project Centre St North**
STATUS OF PROJECT **In progress: Yes**	All major work is completed. An issue has been identified with the Pedestrian lights.
Action Steps / Successes	The sub-contractor is scheduled to make the repairs to the Pedestrian lights in October
TOPIC / PROJECT #2	**Gas Service Installs**
STATUS OF PROJECT **In progress: Yes**	The department has completed servicing another home in Phase 4B of Brookside
Action Steps / Successes	The builder has noted that 5-7 homes will continue to be constructed throughout 2026 & 2027. Phase 4A is complete with homes
TOPIC / PROJECT #3	**Water and wastewater Dept.**
STATUS OF PROJECT **In progress: Yes**	The wastewater department has initiated a program of digestive enzymes to be introduced into cell #1. All hydrants have been serviced. Arena lift station has been upgraded
Action Steps / Successes	The enzymes have broken down organics which have come to surface to be collected and sent to landfill. It has been noted that there is more clarity of the water throughout cell #2 & #3
TOPIC / PROJECT #4	**Roads Department**
STATUS OF PROJECT **In progress: Yes** **Completed: Yes**	The roads department continues with back alley grading, pothole repairs, drainage swale maintenance and preparations for the winter season. Final street sweeping to remove leaves/twigs continues.
Action Steps / Successes	The department has identified work/projects to be scheduled for spring 2027
TOPIC / PROJECT #5	**Fire Smart Community Project**
STATUS OF PROJECT **Completed: Yes**	The committee is preparing for public consultation and contractor selection
Action Steps / Scheduled Events / Successes	The committee has joined with the Sundre Chamber of Commerce for the design of the information brochure for the public. The Chamber received a small grant from FRIAA which has been utilized in building the brochure
TOPIC / PROJECT #6	**Emergency Management**
STATUS OF PROJECT **In progress:** **Completed: Yes**	Sundre Emergency Management was selected to chair the MVREMA agency in 2026 until December of this year . A study on vulnerable persons in each community is being conducted.
Action Steps / Scheduled Events / Successes	A successful program conducted by Fort McMurray has been provided The agency will study the program for potential use in our communities

5 WAYS TO FireSmart YOUR HOME

1 CLEAR THE 1.5 METRE ZONE

Keep the area closest to your home free of combustible plants, mulch and stored materials.

2 CLEAN YOUR ROOF & GUTTERS

Clear away leaves and needles that could catch wind-blown embers.

3 LOOK AFTER YOUR YARD

Keep grass short and remove dead vegetation, branches, leaves and needles.

4 CHECK AROUND YOUR DECK

Remove combustible materials and debris from under and around your deck.

5 MOVE FIREWOOD AWAY

Store firewood at least 10 metres from your home.

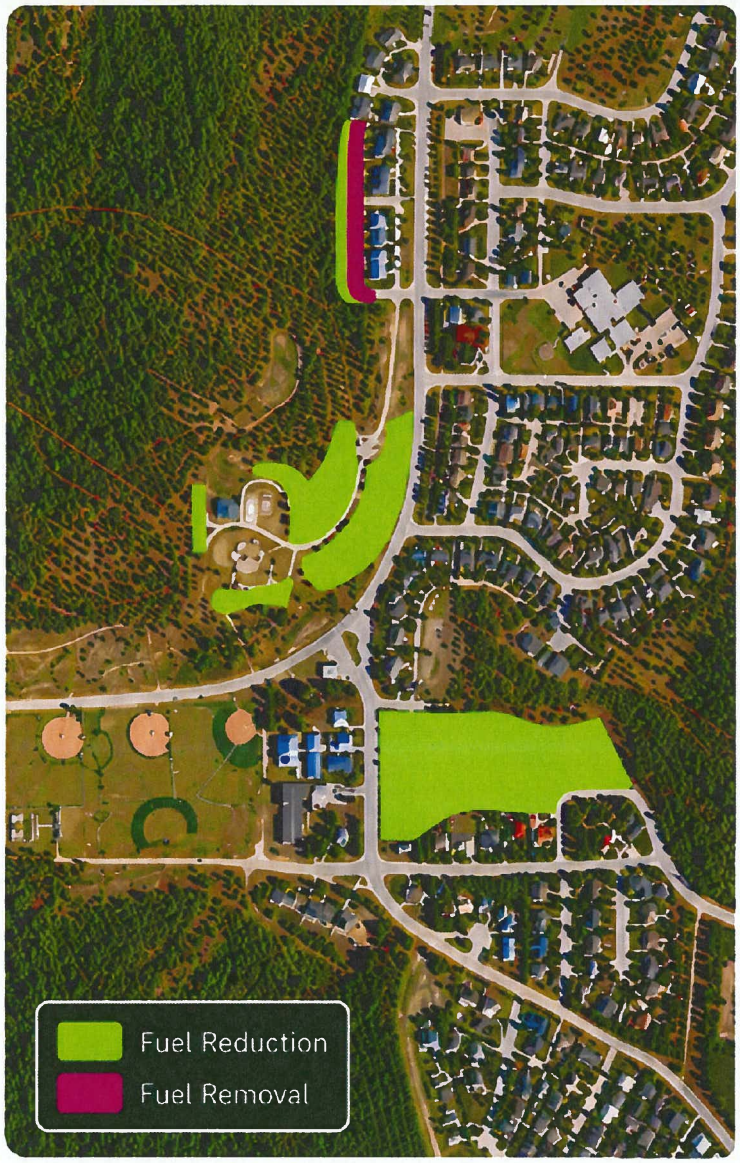
ALBERTA FireSmart™

SUNDRE & DISTRICT CHAMBER OF COMMERCE

TOWN OF SUNDRE

WILDFIRE RISK REDUCTION

PLANNED VEGETATION MANAGEMENT • WINTER 2026/27



WHAT'S HAPPENING?

The Town of Sundre is completing selective vegetation management in municipally managed forested areas to reduce wildfire risk.

WHY THIS WORK MATTERS

Reducing hazardous forest fuels can help lower wildfire intensity near homes and critical infrastructure, while maintaining forest health and the Town's natural character.

WHAT WILL IT LOOK LIKE?

Crews will selectively remove hazardous and dead vegetation and prune evergreen trees to reduce wildfire fuel and maintain a healthy, natural landscape.

Questions

Jim Hall · 403-994-0936

WORK PLANNED

NOVEMBER 2026 – MARCH 2027

TOWN OF SUNDRE

SUNDRE & DISTRICT CHAMBER OF COMMERCE

ALBERTA FireSmart™

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DEPARTMENTAL REPORT

DEPARTMENT:	**Economic Development**
SUBMITTED BY:	**Jon Allan**
COUNCIL DATE:	**October 19, 2026**
FOR MONTH OF:	**September 2026**

TOPIC #1	**Business Attraction, Retention and Expansion**
STATUS OF PROJECT **Ongoing**	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	1) Under the **Alberta Advantage Immigration Program,** a. Amended Sundre's participation in the AAIP Rural Entrepreneur Stream to address the town's critically low vacancy rate and attract larger investments. Endorsements are temporarily limited to entrepreneurs who commit to investing at least $1 million, constructing a new building in line with the Town's planning & development regulations. b. An RES entrepreneur opened their business in Sundre, the fourth in less than a year. **Sundre Delivery & Mailbox Solutions** will provide local and regional delivery; printing and stationary supplies for local offices; and other services. c. A fifth RES entrepreneur moved to Sundre and secured a commercial space to eventually open a new business, more information to follow. 2) September Downtown Area C-1 vacancy remained at the historic low of **0.0%** based on square footage available on the market. a. There are currently about three non-residential units available for rent in the entire Town; none are known to be available in the C-1 Central (downtown) Commercial district. 3) Continue to issue new business licenses. 4) Attended Regional EDO meeting in Kneehill County.
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	1. Attended Calgary International Film Festival with complimentary festival passes. 2. Toured three prospective productions around Sundre, including one possible international co-production with an South Asian company. 3. Invited to speak on a panel at the Starland Film Festival in Drumheller in November. 4. Met with government executives (ADM, and a program executive director) about the Film Office. 5. Invited to speak on panel presentation to North Island College about the film office.

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	1. Continued online promotion of Sundre through social media. 2. Ad campaign continued on Global TV and streaming; and Stingray radio stations in Red Deer. 3. Sourced quotes for additional advertising options to promote winter tourism in Sundre.
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. Continue to collaborate on the development of the Area Redevelopment Plan.
TOPIC #5	**Events and Festivals**
STATUS OF PROJECT **Ongoing**	Events & Festivals of note
Action Steps / Successes	1. Events coordinator hosted a successful Harvest Fest event. 2. Events coordinator continued planning and preparation for Tri-Services Ball.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**October 19, 2026**
SUBJECT	**RFD Correspondence / Invitations**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**11.**

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence by separate motion.

11.1 Invitation to Attend 2026 Remembrance Day Service

Motion: That the Town of Sundre Council accept the invitation for Mayor and Council to attend the November 11th Remembrance Day Service to commence at 10:30 a.m. at the Cenotaph located in Veteran's Park.

11.2 Parkland Regional Library System

Motion: That the Town of Sundre Council accept the Parkland Regional Library Draft Minutes and PRLS Board Talk as information only and that no further action is required.

ATTACHMENTS:

11.1 Email from RCL #223 Sundre
11.2 PRLS Draft Minutes and Board Talk

Date Reviewed: October 15, 2026 CAO Linda Nelson

On Tue, Oct 13, 2026 at 7:39 PM Sundre Legion Secretary <rcl223secretary@gmail.com> wrote:

Dear : Your Worship Richard Warnock,

Our annual Remembrance Day Service on November 11th, 2026 will be held at the Cenotaph, Hwy 760, Veterans Homecoming Park, Town of Sundre, Alberta. We respectfully invite yourself or a representative to attend this service to lay a wreath on behalf of the Town of Sundre. More information to follow.

The service will begin at 10:30 am sharp. Your presence or your representative will be welcomed by members of Branch #223 by 10:15 am to ensure you or your representative are properly acknowledged.

Branch #223 Members look forward to you or your representative at this Service of Remembrance. Any questions you may have may be directed to the President, Dick Cruickshank at 403-512-2738

Respectfully,

Comrade Dick Cruickshank, President

Comrade Heather Rayner, Secretary

Branch #223 Royal Canadian Legion

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PRLS Board Meeting Minutes

September 17, 2026

The regular meeting of the Parkland Regional Library System Board was called to order by Zoom at 10:00 a.m. on Thursday September 17, 2026 in the Small Board Room, Lacombe.

Present: Janet Adam, Jackie Almberg, Alison Barker-Jevne, Laureen Clarke-Rennie, Curtis Cook, Shelley Cook, Teresa Cunningham, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Barb Gilliat, Matthew Goudy, Kathy Hall, Pam Hansen, Lindsay Holmen, Kimberlee Hunter, Joe Iwanicki, Alternate Mona Mah for Victor Kelly, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Ricci Matthews, Lyle McKellar, Marc Mousseau, Murray Munro, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Alternate Marietta Tuckwell for Amanda Peffers, Scott Pfeiffer, Bill Rock, Maxine Steil, Matthew Sumegi, Alternate Paul Ashford for Leona Thorogood, Cory Twerdoclib, Carlene Wetthuhn, Shannon Wilcox, Stephen Wyse

Regrets: Denise Boniface, Ryanna Hansen, Bill Rock

Absent: Delijiah Antaloczy, Skyla Attfield, Lana Curle, Todd Dalke, Les Fee, Richard Forsberg, Darryl Motley, Sandy Shipton, Naomi Tercier, Teri Underhill

Staff: Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 10:00 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

Agenda

1.1.2 Adoption of the Agenda

Motion by Teresa Cunningham to accept the agenda as presented.

CARRIED
PRLS 25/2026

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the May 21, 2026 minutes. There were none.

Motion by Elaine Fossen to approve the minutes of the May 21, 2026 meeting as presented.

CARRIED
PRLS 26/2026

1.3. Business arising from the minutes of the May 21, 2026 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. There was none.

Motion by Shannon Wilcox to approve the consent agenda as presented.

CARRIED
PRLS 27/2026

3.1 Licencing Costs for Microsoft

Sheppard reviewed. Since 2011, Parkland has maintained an agreement with Microsoft for the licensing of various software throughout the region. Over the past 15 years, this agreement has been renewed every three years on July 1st. This year, on June 25, 2026, we were informed that Parkland no longer qualifies under the existing agreement and that we must move toward a new agreement with different terms.

The renewal cost that had been quoted was $196,000 a year to maintain the existing software, which is four times what we are currently paying (approximately $52,000 per year). These new licensing fees are unsustainable. As a result, Parkland had no choice but to make the following changes throughout the region:

- All Windows desktops and laptops have been downgraded from Windows 11 Enterprise edition to Windows 11 Professional edition. This change did not impact how libraries use Windows.
- Microsoft Office was removed from all public-use computers and LibreOffice, a free suite of programs, has been installed in its place. Attached is a short comparison document on LibreOffice vs. Microsoft Office.
- Microsoft Office 2021/2024 LTSC was removed from all staff computers and replaced with Microsoft Office 365 desktop apps.
- A new Microsoft 365 subscription agreement has been signed.

Much of this situation has been out of Parkland's control. While there has not been any service disruption, the change in Parkland's long-standing Microsoft agreement highlights yet again how software and licensing costs, for what are now considered basic services, are becoming a burden which is increasingly difficult to sustain. With our new agreement, Parkland's licensing fee will exceed $58,800 despite the reduction of licences.

Motion by Kathy Hall to receive for information.

CARRIED
PRLS 28/2026

3.2 2027 Budget Restructure – Reserves and Capital Spending

Schellenberg gave a presentation regarding Parkland's reserves and plans for capital purchases. Parkland has been working together with our auditors, MNP, to put forward a new structure for Reserves and Capital Spending.

A high-level overview of Parkland's financial state, as shown in the auditor reports, shows a concerning drop in cashflow, and a continued drop in equity. Currently, the only way to replenish Parkland's reserves is through budgeting surpluses. However, surpluses have been diminishing over the last few years.

After reviewing the situation with MNP, they have put forward a revised structure, which was presented at the Executive Committee meeting in June. How to manage reserves and capital spending contributed heavily to the budget scenarios which were subsequently presented to the Executive Committee and the board.

If nothing is done, and Parkland doesn't do some preventative maintenance, then the situation will become much more serious. But remember that we are always within our budget in providing services and would post a surplus if we did not have to account for the depreciation of capital purchases. In the past, Parkland has not had the ability to include capital expenditures in the budget, except in the budget supplement which permitted staff to pull the required funds from reserves. This is the part that is not sustainable – Parkland cannot be expected to fund the capital purchases we require to provide the necessary services (like van runs) simply by using surpluses achieved in previous years. The situation, if it is allowed to continue indefinitely, would be dire; staff want the board to be aware of the potential problem and address it before it becomes catastrophic.

As presented at the board meeting a 3-pronged approach will correct our course of direction - a realigning of the actual reserves that are held within the bonds, the ability to create a separate reserve that is accessible and not in Bond form as well as $1.01 increase in the budget to allow us to save for expected capital purchases. We believe that the increase is fairly modest given the information of what it will actually achieve, and if we continue in our constant quest to be looking at all our procedures and evaluate efficiencies, we will continue to be able to provide outstanding service in the face of ever-increasing costs.

Policy changes regarding revised reserve structure will be bought to the Executive Committee in October for review and for the board's decision in November.

Motion by Cory Twerdoclib to accept the PD Session for information.

CARRIED
PRLS 29/2026

3.3 Parkland Website Project

Newland reviewed progress on Parkland's website project. Sitecore is the software platform Parkland's website is based on. This year, we received a new agreement with a significant increase to our licensing fee. Last year Parkland's licensing fee was $32,986.80. The invoice for this year was $87,998.65 excluding tax.

Tim Spark, Parkland's Manager of Technology Infrastructure, negotiated the cost down to $37,753.39; however, due to Sitecore's 5% planned increase per year, compounded, Parkland is currently exploring different website platforms.

In search of a new website, a team led by Deputy Director Andrea Newland corresponded with Clarivate, the company that owns Polaris, our integrated library system. Clarivate is library-focused and staff were optimistic they could provide a platform suitable for our needs. We were disappointed to learn that Clarivate didn't even take the time to look at our current website or seem open to negotiating with us with pricing. Due to our financial limitations, they ended conversations abruptly.

Looking for other options, the website team entered discussions with Tapp Network and their partner TechSoup. They prepared a full presentation addressing all the specifications we need for a new website. They recommended a WordPress site as the most affordable option for our needs. However, their quote ran from a minimum of $242,700 to $316,200 for implementation depending on features.

The website team has also made inquiries with another Wordpress developer/hosting company called EasyDNS. Parkland currently purchases a number of other licences through them. Staff are hoping for a more affordable option.

With quoted one-time development/build costs ranging from $65,243 – $316,000 and annual hosting/security and maintenance costs ranging from $48,793 to $51,300, Parkland is wondering if we should consider other options:

- Would it not be more cost effective to hire someone at Parkland in the IT department to manually build new websites for the member libraries currently using a Sitecore website? A yearly salary would be more affordable than the prices quoted by external developers.
- Should Parkland consider no longer providing websites to member libraries? As per the Membership Agreement, we are required to offer a website for Parkland Regional Library System only, not the other 49 locations.

Regardless of preferences of Parkland's member libraries, maintaining websites for our libraries is becoming increasingly unsustainable.

DRAFT

After some discussion, the board decided to wait until after Parkland has the chance to discuss the issue with member libraries to get an idea of their priorities, and will revisit the issue at the November board meeting.

Motion by Kathy Hall to receive for information.

CARRIED
PRLS 30/2026

3.4 On Reserve, On Settlement Grant

Sheppard reviewed. Since 2016, Parkland has received an On Reserve, On Settlement (OROS) grant to provide library service to the six First Nations reserves within the Parkland area. The reserves are, Ermineskin Cree Nation, Samson Cree Nation, Sunchild First Nation, O'Chiese First Nation, Montana First Nation, and the Louis Bull Tribe.

The grant is comprised of a system operating grant calculated at $4.75 per capita multiplied by the number of reserve residents, plus a library service grant calculated at $5.60 per capita. While out of date, the GOA has not changed the per capita grant rate in a number of years and continues to use 2019 population statistics when issuing grants.

In the spring, Parkland was informed that we will not be receiving the full library services portion of the OROS grant for the GOA's 2026-2027 fiscal year. The staff at the Public Library Services Branch (PLSB) with Municipal Affairs, who administers the grant, believe they may be in a position to form a library board to serve the four reserves that surround the hamlet of Maskwacis. The PLSB will withhold part of the library services grant for the purpose of giving it to the new library board. Parkland will continue to receive the $4.75 per capita system operating grant to cover Parkland's costs but only the library services grant for the Sunchild and O'Chiese reserves.

At this point, there is no impact on Parkland's budget since the library services portion of the grant is an in/out for Parkland and is used to run the library service at Maskwacis. However, this shortfall of funds in 2026 means there is no income to offset the expenses for running the service at Maskwacis. The only way Parkland will be able to keep the service operating is through the use of reserve OROS funds which accumulated over the period when public libraries were closed during COVID. This funding will sustain operations for approximately one year. It was inferred that if operating funds were necessary to provide library services at Maskwacis, Parkland should use the system portion of the grant which covers Parkland's expenses. Should this become necessary, it means system services would be provided for free.

PLSB staff mentioned if they were unsuccessful in forming a library board, they would reconsider their position on withholding part of the OROS grant. To date Parkland staff have not been informed either of the formation of a library board nor have the additional operations grant funds been provided to Parkland.

Motion by Joy-Anne Murphy to receive for information.

CARRIED
PRLS 31/2026

3.5 Vehicle Purchases and CIP Grant

Sheppard reviewed Parkland's Community Initiatives Program Grant application for new Parkland cargo vans. Staff were supposed to be notified regarding the grant by the end of July, but have received word that the decision has been delayed.

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED
PRLS 32/2026

3.6 PRLS 2027 Budget Scenarios

Sheppard reviewed Parkland's three budget scenarios. In the first budget, the 2027 requisition was maintained at 2026 levels ($9.99), and was provided for information. In budget proposal 1, the requestion was $10.18, and in budget proposal 2, it was $11.05 per capita.

After careful consideration at their August 20th meeting, the Executive Committee decided to recommend the board approve the budget with a requisition of $11.05 per capita.

In Budget Proposal 2 ($11.05) the expected expenditure of capital assets was calculated and added (vehicles, computers, building, and equipment).

Budget Proposal 1 ($10.18) was first reviewed in April and follows the pattern for Parkland budgets for the last 30 years. In this scenario, the requisition does not take into account collecting revenue to cover all capital purchases.

In the budget provided for information, the requisition is held at the 2026 level of $9.99 per capita. To maintain the 2026 rate, it would be necessary to:

- Reduce the Cooperative Collection Fund (line 2.4) to $5,450
- Reduce the Workshops and Training line to $5,000 which means, among other things, no longer holding Parkland's annual free conference (line 2.17)
- Reduce Parkland's Audio Book collection, which are books on CD, by 50% (line 2.18)
- Reduce Large Print expenditures by $2,000 (line 2.20)
- Reduce the reference materials line by $600 (line 2.22)
- Cut the staff development P.D. budget by $3,000 (line 3.11)
- Due to reduced reserve levels, technology purchases will be limited to the amount budgeted for in line 2.11 – reserves would not be used

In all budget scenarios, staff who are eligible all receive a step up the salary grid but no cost-of-living adjustment. Staff at the top of the grid would not receive an increase in salary.

There is still no indication of an increase in the operating grant from the provincial government.

After some discussion, the board decided to endorse budget scenario 2 ($11.05 per capita). The budget with notes for board members will be forwarded to the board and municipalities in the days after the meeting.

Motion by Matt Goudy to approve budget scenario #2 ($11.05 per capita) as presented.

CARRIED
PRLS 33/2026

Matthew Goudy left the meeting at 11:39 a.m.

3.7 CAP Libraries- New Libraries Regulation

Sheppard reviewed a number of communications sent to all library boards by the Government of Alberta related to Bill 28 and the recent changes to the Alberta Libraries Act and Regulation.

There were two letters from the Coalition of Alberta Public Libraries (CAP) signed by Parkland Board Chair Barb Gilliat seeking clarification on a number of issues related to the new legislation. Gilliat's letter received an email response from Dan Williams, and a letter sent to Assistant Deputy Minister Ethan Baynes received a written response. As a result of the letter to Baynes, he invited the members of the CAP Steering Committee to a meeting on July 22nd by Zoom.

Subsequent to the meeting with the Assistant Deputy Minister, a meeting representing members of the broader public library community was held on July 30th. At the meeting, five working groups were established:

- **Principles to guide policy framework**
- **Policy framework for implementation**
- **Identify restricted works**
- **Manage restricted works**
- **Customer communications**

These groups are to work on those mechanisms for compliance with the legislation by January first. Parkland's Director sat on the first group "Principles to guide policy framework".

At yet another meeting of the CAP Steering Committee held on August 5th, it was decided to shift focus back to obtaining additional funding from the Government of Alberta where this whole initiative began well over a year ago. The other area of work will be the preparation of materials to use by libraries and the CAP Steering Committee to communicate why the drastic changes to library service are necessary to comply with legislation.

Joy-Anne Murphy left the meeting at 11:46 a.m.

Parkland staff are concerned about the impact of the legislation, not just because of the severe anxiety being experienced by many library staff, but also because the Parkland board has four outlet libraries, two of which are in schools which have additional legislative restrictions. That means the Parkland board will be held accountable if inspected and found to be non-compliant. Staff are particularly concerned about any costs that might be associated with legislative compliance since Parkland has never been in a position to provide operational funding to our outlet libraries. Should there be any additional costs, they will have to be passed back to the local society that oversees library operations or to the county whose service it is.

To assist with compliance, the Public Library Services Branch has been holding webinars in August and September. Four were scheduled. In addition to the passing of the changes to the Libraries Act and Regulation, the government has indicated that some operational guidelines will be provided to assist library boards obtain compliance with the new legislation, however they have not been forthcoming, as yet

Motion by Sarah Fahey to receive for information.

CARRIED
PRLS 34/2026

3.8 2025-2026 System Salary Wages and Compensation

Newland reviewed the 2025-2026 System Survey. A copy of the document was sent to the Parkland Board after the August 20, 2026 Executive Committee package was posted.

Motion by Cory Twerdoclib to receive for information.

CARRIED
PRLS 35/2026

3.9.1. Director's Report
3.9.2. Deputy Director's Report
3.9.3. Marketing Report

Sheppard asked if there were any questions about the reports. There were none.

Motion by Paul Ashford to receive the Director and Deputy Director's Reports, and Marketing Report for information.

CARRIED
PRLS 36/2026

3.10. Parkland Community Update

Penhold & District Public Library has a new library manager and would like to thank those that came to say goodbye to their now retired manager, Myra Binnendyk.

Elnora Public Library will start construction on a new building next month. The building will house the village office and the library. Big thanks to Tim Spark at Parkland for helping move the SuperNet.

3.11. Board Survey

Gilliat asked everyone to stay after adjournment to fill out a short three-question survey.

4. Adjournment

Motion by Murray Munro to adjourn the meeting at 11:55 a.m.

CARRIED
PRLS 37/2026

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Chair

DRAFT

PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 17, 2026

2027 Budget

The board approved the draft 2027 budget. At the May board meeting the board asked staff to bring three budgets back to the board at their September meeting. The first budget had no change in the per capita rate (for information only). Budget scenario 1 was made in the manner of Parkland budgets for the last 30 years ($10.18). In this scenario, the requisition did not take into account collecting revenue to cover capital purchases. Budget scenario 2 was the same as budget scenario 1 with additions for capital purchases. ($11.05).

Some points to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by $1.06. This is primarily to allow the inclusion of actual capital required for maintaining current service structure.
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase.
- Computer Software License costs are increasing
- Internet Connection fees have increased slightly
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand
- The Member Library Computer line was changed to the actual cost of the computers needed for member libraries

Provincial grants amount to approximately 38.6% of PRLS' total income.

Revised Approach to Capital Purchases

If Parkland doesn't do some financial preventative maintenance now, it will become less financially stable over time. Parkland is always within its budget for providing services and would post a surplus if it did not have to account for the depreciation of capital purchases. In the past, (because of policy) Parkland has not had the ability to include capital expenditures in the budget, except in the budget supplement which permitted staff to pull required funds from reserves. This is unsustainable – we can no longer afford to fund capital purchases (vans, computers, etc.) simply by using surpluses achieved in previous years. The situation, if it is allowed to continue, would be dire; staff want the board to be aware of and address the problem before it becomes catastrophic.

As presented at the board meeting, a three-pronged approach will correct Parkland's direction:

1. A realigning of the actual reserves that are held within Parkland's bond portfolio
2. The ability to create a separate reserve that is accessible and not locked in the form of bonds
3. A $1.06 increase in the budget to allow Parkland to save for expected capital purchases

Staff believe that the proposed increase is modest given what it will achieve. Staff will continue in their constant quest to evaluate efficiencies in procedures; allowing Parkland to continue to be able to provide outstanding service in the face of ever-increasing costs.

Licencing Costs for Microsoft

Since 2011, Parkland has maintained an agreement with Microsoft for the licensing of various software throughout the region. This year, we were informed that Parkland no longer qualifies under the existing agreement and that we must move toward a new agreement with different terms.

The renewal cost quoted was four times what we are currently paying. As a result, Parkland had no choice but to make changes to computer software throughout the region.

Next Meeting: November 19, 2026 (Zoom) 10:00 a.m. to noon

With the new agreement, Parkland's licensing fee will exceed $58,800 despite the reduction of licenses.

Parkland Website Project

Sitecore is the software platform Parkland's website is based on. This year, we received a new agreement with a significant increase to our licensing fee.

Tim Spark, Parkland's Manager of Technology Infrastructure, negotiated the cost down, however, due to Sitecore's 5% planned increase per year, compounded, Parkland is currently exploring different website platforms.

After some discussion, the board decided to wait until after Parkland has the chance to discuss the issue with member libraries to get an idea of their priorities and will revisit the issue at the November board meeting.

CAP Libraries – New Libraries Regulation

A number of communications sent to all library boards by the Government of Alberta related to Bill 28 and the recent changes to the Alberta Libraries Act and Regulation.

There were two letters from the Coalition of Alberta Public Libraries (CAP) signed by Parkland Board Chair Barb Gilliat seeking clarification on a number of issues related to the new legislation. Gilliat's letter received an email response from Dan Williams, and a letter sent to Assistant Deputy Minister Ethan Baynes received a written response. As a result of the letter to Baynes, he invited the members of the CAP Steering Committee to a meeting on July 22nd by Zoom.

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These groups are to work on those mechanisms for compliance with the legislation by January first. Parkland's Director sat on the first group "Principles to guide policy framework".

In addition to the passing of the changes to the Libraries Act and Regulation, the government indicated that operational guidelines will be provided to assist library boards obtain compliance with the new legislation, which was released on September 22nd and forwarded to libraries and their boards.

News from Trustees

Penhold & District Public Library has a new library manager and would like to thank those that came to say goodbye to their now retired manager, Myra Binnendyk.

Elnora Public Library will start construction on a new building next month. The building will house the village office and the library. Big thanks to Tim Spark at Parkland for helping move the SuperNet.

2026 Board Survey

The Parkland board evaluated itself with three survey questions:

Do you believe you have a good understanding of Parkland's role and services? 30 out of 32 people said yes.

By the end of a board meeting, do you believe you have received the information you need to be able to speak to council about what transpired? 26 out of 32 people said yes.

Would you willingly come back to serve another year on the Parkland Board? 28 out of 32 said yes.