



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
June 13, 2022  
5:30 p.m.

**1. Closed Meeting**

- 1.1 Disclosure Harmful to Intergovernmental Relations, FOIPP Act Section 21(1)

**Return to Open Meeting**

**2. Call to Order** Moment of Reflection

**3. Public Hearing:** None

**4. Agenda – Amendments and Adoption**

- 4.1 June 13, 2022 Regular Council Meeting

**5. Adoption of Previous Minutes**

- 5.1 May 16, 2022 Regular Council Meeting Pg. 1

**6. Delegation:**

- 6.1 RCMP Quarterly Report Pg. 7

**7. Bylaws/Policies:**

- 7.1 RFD Bylaw 2022-06 Council Procedural Bylaw Pg. 20  
7.2 RFD Bylaw 2022-07 Municipal Emergency Management Bylaw Pg. 39  
7.3 RFD Policy B-012-01-POL Multi-Year Business Planning and Budgeting Pg. 49  
7.4 RFD Policy A-012-00-POL Grants to Organizations Pg. 56  
7.5 RFD Postpone Public Hearing Bylaw 2021-05 Sundre Hills ASP Pg. 69

**8. Old Business: None**

**9. New Business**

- 9.1 RFD Q1 Financials Pg. 70  
9.2 RFD 2022 Tax Sale Pg. 102  
9.3 RFD 2022 Tax Sale – Roll No. 114000 Pg. 106  
9.4 RFD 2022 Tax Sale – Roll No. 1359000 Pg. 107  
9.5 RFD 2022 Tax Sale – Roll No. 165000 Pg. 108  
9.6 RFD 2022 Tax Sale – Roll No. 1655000 Pg. 109  
9.7 RFD 2022 Tax Sale – Roll No. 1731000 Pg. 110  
9.8 RFD 2022 Tax Sale – Roll No. 2426000 Pg. 111  
9.9 RFD 2022 Event Preparedness (Rodeo) Pg. 112  
9.10 RFD AHS Lease of Firehall space Pg. 114  
9.11 RFD Grants to Organizations Pg. 115  
9.12 RFD Sundre Library Board Appointments Pg. 116

**10. Administration: None**

**11. Municipal Area Partnership (MAP): None**

**12. Council Committee Reports: None**

**13. Council Invitations / Correspondence Pg. 117**

- 13.1 Parkland Regional Library 2021 Financial Statement Pg. 118  
13.2 Letter to Council from Shadow Minister for Rural Economic Development Pg. 146  
13.3 Letter to CAO from Shadow Minister for Rural Economic Development Pg. 147

**14. Closed Meeting**

- 14.1 Business Interests of a Third Party, FOIPP Act Section 16  
14.2 Advice from Officials, FOIPP Act Section 24

**14. Adjournment**

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



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
May 16, 2022

The closed meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 16, 2022, commencing at 6:00 p.m.

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

**ABSENT:** Councillor Chris Vardas

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director Infrastructure, Justin Caslor  
Senior Planner, Benazir Thaha Valencia  
Acting Director of Corporate Services, Shannon Milligan  
Administrative Support, Betty Ann Fountain

**PUBLIC:** There were 3 members of the public in attendance (Basir Saleh, Daniel Dyok, Stuart Richardson), and 1 member of the Press.

**CALL TO ORDER:** The meeting was called to order at 6:03 p.m., with a moment of reflection on the business of the evening.

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 141-16-05-22* MOVED by Councillor Dalke that the agenda be approved as amended as follows:  
1. Add 8.4\_Draft Strategic Plan  
2. Add 11.4\_Councillor Anderson's Report – April;

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 142-16-05-22* MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on April 14, 2022, be approved as presented or amended as follows:

**CARRIED**

*Councillor Vardas joined the meeting at 6:10 p.m.*

**DELEGATION:** **Sage Analytics Ltd.**

*Res. 143-16-05-22* MOVED by Councillor Petersen that the Town of Sundre Council thank Ms. Doolaege of Sage Analytics and accept the presentation as information.

**CARRIED**

**BYLAWS/POLICIES:**      **Bylaw 2021-05 Sundre Hills Area Structure Plan**

144-16-05-22      MOVED by Councillor Isaac that the Town of Sundre Council give First Reading to Bylaw 2021-05, being a Bylaw to adopt the Sundre Hills Area Structure Plan and that the Town of Sundre Council schedule a Public Hearing for Bylaw 2021-05 on June 27, 2022.

**CARRIED****OLD BUSINESS:**      None**NEW BUSINESS:**      **Capital Spending RSA Transfers**

145-16-05-22      MOVED by Councillor Isaac that the Town of Sundre Council approves the transfer of \$31,543 to the Utilities Lifecycling RSA in unspent funding for the Lagoon Critical Equipment Upgrade capital project.

**CARRIED**

146-16-05-22      MOVED by Councillor Petersen that the Town of Sundre Council approves the transfer of \$5,235 to the Municipal Lifecycling RSA in unspent funding for the Bearberry Creek Bridge Upgrade capital project.

**CARRIED**

147-16-05-22      MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$2,683 to the Utilities Lifecycling RSA in unspent funding for the Gas Piping Change Out capital project.

**CARRIED**

148-16-05-22      MOVED by Councillor Anderson that the Town of Sundre Council approves the transfer of \$6,390 to the Utilities Lifecycling RSA in unspent funding for the Electrofusion Welder capital project.

**CARRIED**

149-16-05-22      MOVED by Councillor Dalke that the Town of Sundre Council approves the transfer of \$20,000 to the Municipal Lifecycling RSA in unspent funding for the Tree Planting Program capital project.

**CARRIED**

150-16-05-22      MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$100,000 to the Municipal Lifecycling RSA in unspent funding for the Upgrade Greenwood Campground Power Services capital project.

**CARRIED**

151-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$284,722 to the Municipal Lifecycling RSA in unspent funding for the Replace Arena Ice Plant capital project.

**CARRIED**

152-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$2,468 to the Utilities Lifecycling RSA in unspent funding for the Main Lift Station Controls capital project.

**CARRIED****Safety Codes Council Internal Audit**

153-16-05-22      MOVED by Councillor Dalke that the Town of Sundre Council accept the letter from the Safety Codes Council regarding the 2021 Annual Internal Review under the Building, Electrical, Gas and Plumbing Disciplines as information.

**CARRIED**

**Gym Floor Replacement**

- 154-16-05-22      MOVED by Councillor Anderson that the Town of Sundre Council accept the report on the Community Centre gym floor as information.
- CARRIED**

**Strategic Plan for the Town of Sundre**

- 155-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council adopt the Town of Sundre 2022-2026 Strategic Plan as presented by Sage Analytics.
- CARRIED**

**MVSH Foundation's 1<sup>st</sup> Annual Rustic Family Fair and Fundraising Event**

- 156-16-05-22      MOVED by Councillor Marr that the Town of Sundre Council accept the brochure regarding the MVSH Foundation's Rustic Family Fair as information.  
In Favour: Councillor Marr, Councillor Dalke  
Against: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Isaac, Councillor Vardas
- DEFEATED**

- 157-16-05-22      MOVED by Councillor Anderson that the Town of Sundre Council sponsor the MVSH Foundation's Rustic Family Fair at Gold Level in the amount of \$1,500 with funds to be taken from Council's Discretionary Fund for Grants.  
In Favour: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Isaac, Councillor Vardas  
Against: Councillor Marr
- CARRIED**

**Senior's Week Proclamation**

- 158-16-05-22      MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 6 – 12, 2022 as "Senior's Week" on behalf of the citizens of Sundre.
- CARRIED**

**World Elder Abuse Awareness Day Proclamation**

- 158-16-05-22      MOVED by Councillor Marr that the Town of Sundre Council proclaim June 15, 2022 as World Elder Abuse Awareness Day in the Town of Sundre.  
In Favour: Councillor Marr  
Against: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Isaac, Councillor Vardas
- DEFEATED**

- 159-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council proclaim June 15, 2022, as World Elder Abuse Awareness Day in the Town of Sundre and permit the committee to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office that day.  
In Favour: Mayor Warnock, Councillor Anderson, Councillor Isaac, Councillor Vardas  
Against: Councillor Petersen, Councillor Dalke, Councillor Marr

**CARRIED****ADMINISTRATION:**      **Appointment of Development and Subdivision Authority**

160-16-05-22      MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of appointment for Benazir Thaha Valencia, Sr. Planner as a Development and Subdivision Authority for the Town of Sundre as information.

**CARRIED****Departmental Reports - April**

161-16-05-22      MOVED by Councillor Petersen that the Town of Sundre Council accept the Departmental Reports for April 2022 as information.

**CARRIED****Municipal Area Partnership (MAP):** None**COUNCIL REPORTS:**      **Council Committee Reports – April**

162-16-05-22      MOVED by Councillor Isaac that the Town of Sundre Council accepts Mayor Warnock's report as information.

**CARRIED**

163-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council accepts Councillor Marr's report as information.

**CARRIED**

164-16-05-22      MOVED by Councillor Petersen that the Town of Sundre Council accepts Councillor Isaac's report as information.

**CARRIED**

165-16-05-22      MOVED by Councillor Marr that the Town of Sundre Council accepts Councillor Anderson's report as information.

**CARRIED****COUNCIL INVITATIONS/CORRESPONDENCE:****Letter from the Honourable Jason Nixon, grant for Lighting Project**

166-16-05-22      MOVED by Councillor Isaac that the Town of Sundre Council accept the April 21, 2022, letter from the Honourable Jason Nixon, MLA as information.

**CARRIED**

167-16-05-22      MOVED by Councillor Vardas that the Town of Sundre Council accept the May 9, 2022, letter from the Town of Coaldale as information.

**CARRIED**

- 168-16-05-22            MOVED by Councillor Marr that the Town of Sundre Council accept the May 9, 2022, letter from the Town of Mundare as information.  
**CARRIED**
- 169-16-05-22            MOVED by Councillor Petersen that the Town of Sundre Council direct administration to draft a letter in support of the Village of Caroline's seniors housing project to be signed on behalf of Council by Mayor Warnock.  
**CARRIED**
- 170-16-05-22            MOVED by Councillor Dalke that the Town of Sundre Council accept the May 12, 2022, letter to the Sundre & District Historical Society in support of a grant application for Alberta Culture Days 2022 as information.  
**CARRIED**

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

*Mayor Warnock called a recess at 7:13 p.m.*

#### **CLOSED MEETING**

- Res. 171-16-05-22            MOVED by Councillor Isaac that Council go into closed meeting at 7:26 p.m.  
**CARRIED**

#### **Topic of Closed Meeting**

##### **13.1 Business Interests of a Third Party, FOIPP Act Section 16**

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, CAO  
Justin Caslor  
Benazir Thaha Valencia  
Shannon Milligan  
Betty Ann Fountain

Delegation:

Stuart Richardson, Alberta Transportation  
Daniel Doyk, Alberta Transportation  
Basir Saleh, AECOM

#### **Topic of Closed Meeting**

##### **13.2 Advice from Officials, FOIPP Act Section 24**

Staff: Linda Nelson, CAO  
Justin Caslor  
Benazir Thaha Valencia  
Shannon Milligan  
Betty Ann Fountain

- Res. 172-16-05-22            MOVED by Councillor Dalke that Council return to an open meeting at 9:37 p.m.  
**CARRIED**

**ADJOURNMENT**

*Res. 173-16-05-22*

MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 9:37 p.m.

**CARRIED**

\_\_\_\_\_

\_\_\_\_\_  
Initials

These Minutes approved this 13<sup>th</sup> Day of June 2022.

\_\_\_\_\_

Mayor, Richard Warnock

\_\_\_\_\_  
Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>Delegation: RCMP</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

---

### **BACKGROUND/PROPOSAL:**

A member of the RCMP Sundre Detachment is attending to present the community policing report.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with the pillars of Community Wellness

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the quarterly report from the RCMP representative as information.

### **MOTION:**

That the Town of Sundre Council thank the RCMP representative for attending and accept the Quarterly Report as information.

### **ATTACHMENTS:**

Community Policing Report

Date Reviewed: June 17, 2022

Acting CAO: Linda Nibau





May 17, 2022

Sgt Trent Sperlie  
Detachment Commander  
Sundre, Alberta

#### Town of Sundre

Please find attached the quarterly Community Policing Report for Sundre Detachment. This report serves to provide an overview of the human resources, financial data, and crime statistics for the January 1<sup>st</sup> to March 31<sup>st</sup>, 2022 reporting period. Community engagement remains a top priority for the Alberta RCMP, and the consistent delivery of these quarterly reports is but one of a number of projects we have underway. Our Body Worn Camera program and our new mobile app for iOS and Android devices are two other initiatives that ensure we remain transparent and accountable to you for the work we do.

Body Worn Cameras increase the transparency of police interactions with citizens. Included in this Community Policing Report package is an updated overview on Body Worn Cameras, which will enter into a field test phase later this year. As mentioned in previous correspondence, the Federal Government recognizes that this was not in the multi-year financial plans for Contract Partners, and thus has agreed to fund the first 3 years of the roll-out. This has allowed some time for Contract Partners to factor this into their future planning processes (i.e. MYFP). As we are currently awaiting the vendor procurement process to finalize, we are unable to provide community-specific cost estimates. Once costing is confirmed, we will provide financial forecasting to our communities with Municipal Policing Service Agreements.

Alberta RCMP has launched a new mobile app for iOS and Android devices, that allows for Albertans to access information without delay. The app is available as a free download through [Apple](#) or [Google Play](#), and will provide your community members with online access to news, crime reporting, detachment locations, crime mapping and statistics. The app also contains links to partner law enforcement services, mental health supports, Crime Stoppers and connects to Alberta RCMP social media accounts. Even though the app provides convenient links to Alberta RCMP social media accounts, it will not replace other methods of crime reporting, engagement, or emergency assistance. I solicit your support to remind all of your community members that social media posts or use of other third-party crime apps are not



appropriate ways to report a crime. The Alberta RCMP app complies with Canadian privacy laws for mobile apps set out by the Office of the Privacy Commissioner of Canada and the Office of the Information and Privacy Commissioner of Alberta and will not track or monitor users in any way.

The attached reporting and attachments, along with your valued feedback and guidance, will reinforce your policing priorities and help ensure we are meeting the growing and shifting demands of your community. As the Chief of Police in your community, I sincerely appreciate and encourage you to reach out with any questions or concerns.

Sincerely,



Sgt. Trent SPERLIE  
Reg #46592

Sgt Trent Sperlie  
Detachment Commander  
Sundre RCMP



**Sundre Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2018 - 2022**

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

April 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	3	1	3	200%	200%	0.5
Other Sexual Offences		9	1	5	0	0	-100%	N/A	-1.9
Assault		12	15	17	10	19	58%	90%	0.9
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	2	N/A	N/A	0.4
Criminal Harassment		8	7	6	8	1	-88%	-88%	-1.3
Uttering Threats		9	5	12	15	9	0%	-40%	1.0
<b>TOTAL PERSONS</b>		<b>39</b>	<b>28</b>	<b>44</b>	<b>35</b>	<b>34</b>	<b>-13%</b>	<b>-3%</b>	<b>-0.3</b>
Break & Enter		7	23	17	22	15	114%	-32%	1.5
Theft of Motor Vehicle		7	9	3	5	13	86%	160%	0.8
Theft Over \$5,000		2	5	4	6	9	350%	50%	1.5
Theft Under \$5,000		25	37	16	15	28	12%	87%	-1.6
Possn Str Goods		10	14	6	5	8	-20%	60%	-1.3
Fraud		19	13	14	14	6	-68%	-57%	-2.5
Arson		0	0	0	2	2	N/A	0%	0.6
Mischief - Damage To Property		0	0	16	16	21	N/A	31%	5.8
Mischief - Other		22	33	6	6	18	-18%	200%	-3.5
<b>TOTAL PROPERTY</b>		<b>92</b>	<b>134</b>	<b>82</b>	<b>91</b>	<b>120</b>	<b>30%</b>	<b>32%</b>	<b>1.3</b>
Offensive Weapons		2	2	2	7	5	150%	-29%	1.1
Disturbing the peace		6	11	4	5	8	33%	60%	-0.2
Fail to Comply & Breaches		25	8	12	5	23	-8%	360%	-0.7
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>6</b>	<b>15</b>	<b>5</b>	<b>11</b>	<b>83%</b>	<b>120%</b>	<b>0.9</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>39</b>	<b>27</b>	<b>33</b>	<b>22</b>	<b>47</b>	<b>21%</b>	<b>114%</b>	<b>1.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>170</b>	<b>189</b>	<b>159</b>	<b>148</b>	<b>201</b>	<b>18%</b>	<b>36%</b>	<b>2.1</b>



## Sundre Provincial Detachment Crime Statistics (Actual) January to March: 2018 - 2022

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

April 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	6	2	0	N/A	-100%	0.1
Drug Enforcement - Trafficking		2	2	6	0	1	-50%	N/A	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		2	3	12	2	1	-50%	-50%	-0.3
Cannabis Enforcement		0	0	0	1	1	N/A	0%	0.3
Federal - General		2	0	5	4	2	0%	-50%	0.4
<b>TOTAL FEDERAL</b>		4	3	17	7	4	0%	-43%	0.4
Liquor Act		7	11	4	2	1	-86%	-50%	-2.1
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		17	16	15	14	4	-76%	-71%	-2.8
Other Provincial Stats		12	24	15	23	24	100%	4%	2.3
<b>Total Provincial Stats</b>		36	51	34	40	29	-19%	-28%	-2.5
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	5	3	2	1	-67%	-50%	-0.7
<b>Total Municipal</b>		3	5	3	2	1	-67%	-50%	-0.7
Fatals		1	0	0	1	1	0%	0%	0.1
Injury MVC		2	7	5	2	6	200%	200%	0.3
Property Damage MVC (Reportable)		56	46	39	24	32	-43%	33%	-7.0
Property Damage MVC (Non Reportable)		8	6	7	8	7	-13%	-13%	0.0
<b>TOTAL MVC</b>		67	59	51	35	46	-31%	31%	-6.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		154	259	277	145	73	-53%	-50%	-27.6
<b>Other Traffic</b>		1	3	1	1	0	-100%	-100%	-0.4
<b>Criminal Code Traffic</b>		11	20	20	15	16	45%	7%	0.5
<b>Common Police Activities</b>									
False Alarms		23	17	11	10	5	-78%	-50%	-4.3
False/Abandoned 911 Call and 911 Act		3	1	3	3	1	-67%	-67%	-0.2
Suspicious Person/Vehicle/Property		46	47	44	41	9	-80%	-78%	-8.0
Persons Reported Missing		5	1	1	3	0	-100%	-100%	-0.8
Search Warrants		0	0	2	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		21	29	27	20	22	5%	10%	-0.7
Form 10 (MHA) (Reported)		0	0	2	3	0	N/A	-100%	0.3



## RCMP Provincial Policing Report

Detachment	Sundre Provincial
Detachment Commander	Sgt. Trent Sperlie
Quarter	Q4
Date of Report	May 16, 2022

### Community Consultations

Date	Attendee(s)	Notes
		During COVID restrictions there weren't any formal community meetings. With COVID restrictions removed we are now having several in person formal community engagement events.
		These will be reported in the 2022-23 statistics.





## Community Priorities

Priority 1	Crime Reduction
Current Status & Results	<p>The detachment continues to pursue this priority from the front end by targeting prolific offenders. The members have been very successful in preventing property crimes by giving their attention to known property offence offenders that are in our area. Several arrests have been made for breaching conditions. In one particular file there were 14 breach charges and several possession of stolen property charges before the offender was actually held into custody. Members have recovered stolen property including a stolen truck and two stolen side by sides. All of this property was from the Sundre area. Overall we are holding steady with a slight decrease in property crime. Although the stats show a 30% increase from 2018 to 2022, this is a result of a statistic of 350% increase in theft over. However, when you look at that statistic closely in 2018 there were only 2 incidents where in 2022 there are 9. Due to the numbers being so "statistically" low (ie they aren't large enough to do a proper statistical analysis) the overall final number gets a little skewed. None the less, property crime is still the main priority for this detachment and we will continue to target known offenders and use technology to help detect crime when it is happening.</p>
Priority 2	Increased Visibility
Current Status & Results	<p>We have been able to put some effort into this now especially with the school visits and in person Town Halls / Community Engagement Events. We have had 3 engagements in the current fiscal with 2 more already planned. The members have also been able to spend much more time at the school (walk throughs, in class talks and recently the Party Program). We expect even more in person events at the school and more in crime prevention talks. The members continue to be visible in the rural and municipal areas during the times of the most importance during patrols.</p>
Priority 3	Traffic Enforcement
Current Status & Results	<p>Traffic enforcement decreased somewhat this quarter and was expected due to the effort members are putting into being out targeting prolific offenders as well as coordinating patrols in areas of high risk for property crime (these areas aren't high traffic areas). Traffic isn't viewed as a non-issue but I am taking a different approach so that members target time spent on traffic duties to areas that have specific traffic concerns to address specific problems in contrast to the false sense of success through ticket volume.</p>





## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

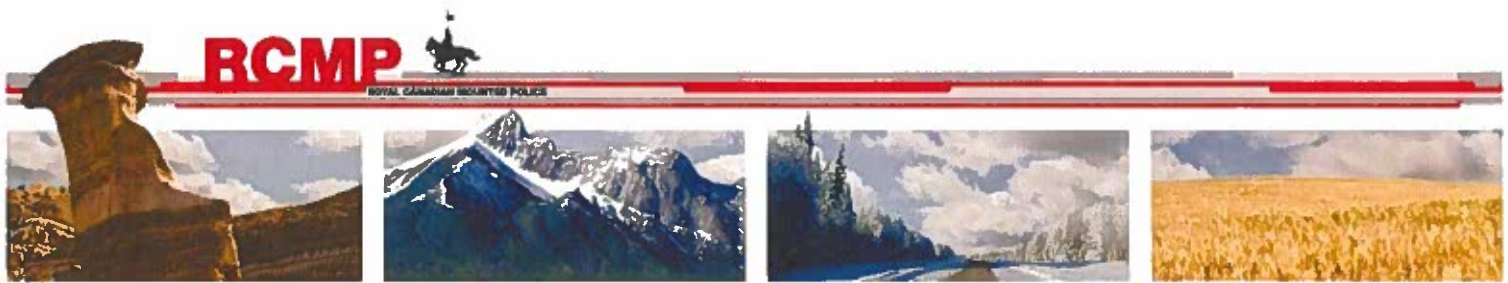
Category	January - March			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
<b>Total Criminal Code</b>	148	201	36%	712	672	-6%
<i>Persons Crime</i>	35	34	-3%	219	159	-27%
<i>Property Crime</i>	91	120	32%	340	397	17%
<i>Other Criminal Code</i>	22	47	114%	153	116	-24%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	15	16	7%	115	58	-50%
<i>Provincial Code Traffic</i>	145	73	-50%	1,057	750	-29%
<i>Other Traffic</i>	1	0	-100%	18	3	-83%
<b>CDSA Offences</b>	2	1	-50%	34	4	-88%
<b>Other Federal Acts</b>	7	4	-43%	48	13	-73%
<b>Other Provincial Acts</b>	40	29	-28%	199	179	-10%
<b>Municipal By-Laws</b>	2	1	-50%	30	26	-13%
<b>Motor Vehicle Collisions</b>	35	46	31%	235	238	1%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

The statistics still show property crime as being the number one priority and this is evident during the Town Halls I have been to recently. Although property crime is a concern of most citizens the common topic that is coming up at the town halls is the "revolving door" once we get the offenders into the system. This by far is the most significant concern brought up at the Town Halls.





### Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	8	8	0	0
Detachment Support	2	2	0	0

<sup>2</sup> Data extracted on March 31st, 2022 and is subject to change over time.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

Police Officers - Of the 8 established positions, there are 8 officers currently working.

Detachment Support - Of the 2 established support positions, there are 2 working.

### Quarterly Financial Drivers

There are no significant concerns with the budget during this quarter. We have identified overtime as using a significant amount of the 2021-2022 fiscal budget and we have taken steps to mitigate that cost through schedule change and different approach to when OT members are required.

**RCMP**

ROYAL CANADIAN MOUNTED POLICE

## Body-worn cameras for RCMP officers

The Royal Canadian Mounted Police (RCMP) is committed to ensuring that Canadians feel protected by, and have trust in their national police force. Body-worn cameras can help to increase the trust between police and the communities they serve.



- front-line RCMP officers will soon be wearing body-worn cameras.
- between 10,000-15,000 body-worn cameras will be deployed to contract and federal police officers who interact with communities, across Canada's rural, urban and remote locations.
- the video evidence collected will provide an independent, unbiased, and objective way to capture interactions between the community and police officers.
- work is ongoing to acquire body-worn cameras and a Digital Evidence Management System (DEMS) to support a nation-wide rollout of camera as as quickly as possible.
- a field test, with up to 300 cameras will take place in three different Divisions of the RCMP - Alberta (K Division), Nova Scotia (H Division), Nunavut (V Division). The testing will take place in northern/remote, rural, and urban settings.



### Your input is important

We have been meeting with various organizations, groups and community members across Canada to introduce body-worn cameras, and to better understand their concerns.

If you are interested in being part of the conversation, contact us at:

**Bwc\_consultations\_cvc@rcmp-grc.gc.ca**



### How body-worn cameras support police and communities:

- ✓ more timely resolutions of complaints
- ✓ improved evidence gathering
- ✓ enhanced transparency and accountability for police
- ✓ improved police and public behaviour



### Officers will activate their body worn cameras during calls for service, including:

- ✓ mental health calls
- ✓ interactions with people in crisis
- ✓ crimes in progress
- ✓ for investigations
- ✓ public disorder and protests
- ✓ to record information to support the performance of their duties

When possible, officers will let you know when the camera is recording.

The decision to turn on a body-worn camera will happen before the officer arrives at a call for service.

Policy and training will provide the guidance required for officers using body-worn cameras.



### Body-worn cameras are not intended to be used for the purpose of:

- ✓ 24 hour recording
- ✓ surveillance
- ✓ when intimate searches are conducted
- ✓ areas with a high expectation of privacy



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

## THE ALBERTA RCMP APP

A simplified online experience to:



- Report crime
- Contact a detachment
- Learn about crime rates in your area
- And more!

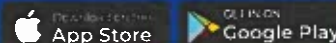
## L'APPLICATION DE LA GRC EN ALBERTA

Une expérience simplifiée en ligne pour :

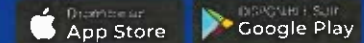


- Signaler un crime
- Communiquer avec un détachement
- Se renseigner sur les taux de criminalité dans une région
- Et beaucoup plus!

Stay connected by downloading the free app today.



Téléchargez l'application gratuite dès aujourd'hui et restez branché!







## THE ALBERTA RCMP APP

- Report crime
- Contact a detachment
- Learn about crime rates in your area
- And more!

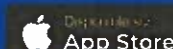
Stay connected by downloading the free app today.



## L'APPLICATION DE LA GRC EN ALBERTA

- Signaler un crime
- Communiquer avec un détachement
- Se renseigner sur les taux de criminalité dans une région
- Et beaucoup plus!

Téléchargez l'application gratuite dès aujourd'hui et restez branché!





## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Bylaw 2022-06 "Council Procedural Bylaw"

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 7.1

### **BACKGROUND/PROPOSAL:**

Council may establish procedures to be followed by council, council committees and other bodies established by the council, by Bylaw, pursuant to Section 145(b) of the *Municipal Government Act*.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See attached Report

### **ALIGNMENT WITH STRATEGIC PLAN**

This Bylaw aligns with Strategic Pillar # 5 in the Strategic Plan – Sustainable and Responsible Government.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that the Town of Sundre Council approve Bylaw 2022-06 "Procedural Bylaw" as presented.

### **MOTION:**

That the Town of Sundre Council rescind Bylaw No 2019-01 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2022-06 "Council Procedural Bylaw", being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Second Reading to Bylaw 2022-06 "Council Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading Bylaw 2022-06 "Council Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2022-06 "Council Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

Date Reviewed: May 25, 2022 CAO: Aminda Nelson



## REPORT TO COUNCIL

**COUNCIL DATE**            June 13, 2022

**SUBJECT:**                BYLAW #2022-06 COUNCIL PROCEDURAL BYLAW

**REPORT WRITER:**      CHIEF ADMINISTRATIVE OFFICER

---

### **BACKGROUND/PROPOSAL:**

Council may establish procedures to be followed by council, council committees and other bodies established by the council by Bylaw, pursuant to Section 145(b) of the *Municipal Government Act*.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

It is prudent for each new term of Council to review key Bylaws during the first term year. The Bylaw Policy Review Committee have had an opportunity to review the previous Procedural Bylaw, and recommended amendments have been incorporated into the final draft before Council this evening.

Bylaw 2022-06 replaces the existing Procedural Bylaw, Bylaw No 2019-01. Highlights of the revisions are as follows:

#### **18.0 Controls and Conduct of Council Meetings:**

18.6 The following motions shall not be debatable by Council:

- (d) Redefining s. 18.6 (d) *Referral Motion* to read: **The subject matter of a Referral Motion.**
- (e) Redefining s. 18.6 (e) *Table the Matter to Another Meeting* to read: **The subject matter of a Motion to Table the Matter to Another Meeting.**

### **CONCLUSION**

This Bylaw will more clearly define the procedural process by removing ambiguities within the Bylaw. The Bylaw aligns with the newly adopted Strategic Plan, Pillar 5, Sustainable and Responsible Government.

### **RECOMMENDED ACTION**

This Bylaw has been revised based on the recommendations of the Bylaw Policy review Committee, and will create a clear procedural process for Council. Administration is recommending all three Readings to Bylaw 2022-06.

### **MOTION:**

That Council rescind Bylaw No 2019.01 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2022-x06 "Procedural Bylaw", being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Second Reading to Bylaw 2022-06 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading Bylaw 2022-06 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2022-06 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

Date Reviewed: <u>May 25, 2022</u> CAO: <u>Linda Nelson</u>
---

**TOWN OF SUNDRE  
BYLAW NO. 2022-06**

**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 ALBERTA, 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 directed 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 PRIVILEGE"** 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 regards 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 in the Act.
- 2.23 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor or 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 meetings of Council.
- 3.2 The precedence of the rules 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 as 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 a term of one (1) year. Councillors 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 6:00 pm.
- 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 administrative 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 a 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 of the *Freedom of Information and Protection of Privacy 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 of 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.

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 brought 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 members' 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 (ie. 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 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 meeting 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,
  - (k) MAP
  - (l) Council Committee Reports (Second meeting of each month)
  - (m) Correspondence
  - (n) Closed Meeting (If Required),
  - (o) 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 11:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 11:00 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 may 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 a 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 to 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 a 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 this 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 of 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 Chamber 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 favor 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 be 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 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 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 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 favor, 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 MEETINGS 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 the meeting's participants to watch and/or hear each other.

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

**28. REPEAL**

Town of Sundre Bylaw No 2019-01 and amendments thereto are hereby repealed

READ A FIRST TIME this 13<sup>th</sup> day of June 2022,

READ A SECOND TIME this 13<sup>th</sup> day of June 2022,

READ A THIRD AND FINAL TIME this 13<sup>th</sup> day of June 2022,

---

Mayor, Richard Warnock

---

Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Bylaw 2022-07 "Municipal Emergency Management Bylaw"

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 7.2

---

**BACKGROUND/PROPOSAL:**

Council may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See attached Report

**ALIGNMENT WITH STRATEGIC PLAN**

This Bylaw aligns with the newly adopted Strategic Plan, Pillar 2, Community Wellness and Pillar 5, Sustainable and Responsible Government.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that the Town of Sundre Council approve Bylaw 2022-07 "Municipal Emergency Management Bylaw", as presented.

**MOTION:**

That the Town of Sundre Council rescind Bylaw No 2020-02 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

That the Town of Sundre Council gives Second Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

Date Reviewed: <u>May 25, 2022</u> CAO: <u>Linda Nelson</u>
---





7.2a

## REPORT TO COUNCIL

**COUNCIL DATE**            June 13, 2022

**SUBJECT:**                BYLAW #2022-07 "MUNICIPAL EMERGENCY MANAGEMENT BYLAW

**REPORT WRITER:**       CHIEF ADMINISTRATIVE OFFICER

---

### **BACKGROUND/PROPOSAL:**

Council may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

It is prudent for each new term of Council to review key Bylaws during the first term year. The Bylaw Policy Review Committee have had an opportunity to review the previous Municipal Emergency Management Advisory Committee Municipal Emergency Management Agency, and Emergency Management Protocol Bylaw and recommended amendments have been incorporated into the final draft before Council this evening.

Bylaw 2022-07 replaces the existing Municipal Emergency Bylaw No 2020-02. Highlights of the revisions are as follows:

#### **6.0 Municipal Emergency Management Agency:**

6.3 Amend the clause "The agency may be comprised of one or more of the following based on the direction of the DEM" by removing the following words: **"based on the direction of the DEM"**.

6.3.5 Amend the clause "Other Personal at the discretion of the Dem" by amending the word "Personal" to read **"Personnel"**, and replacing the word **"DEM"** with the word **"Agency"**.

6.4 Amend the clause *"Other members of core agencies and organizations as invited by the DEM. Such agencies and organizations may have a recurring seat at the Agency and others may be invited in as subject matter experts as required"* by replacing the words **"invited by the DEM"** with the words **"determined by the Agency"**.

Inserting the following under s. 6.5

**6.5.9 Communicate recommendations made by the Municipal Emergency Management Agency to the Municipal Emergency Advisory Committee.**

**6.5.10 Ensure all training requirements and exercises prescribed by the Managing Director of the Alberta Emergency Management Agency are completed within the required timelines to maintain effectiveness in the event of an emergency.**

#### **7.0 Director of Emergency Management:**

7.1 Removing the appointment of "Peace Officer" as Director of Emergency Management and appointing the "Fire Chief "as Director of Emergency Management.

7.2.4 Move section 7.2.4 to section 6.5.9.

7.2.5 Remove the clause "*Act as Director of the Municipal Emergency Coordination Centre or as the Incident Commander in an Incident Command Post as needed*". And replace with "**Act as Director of Emergency Operations on behalf of the emergency management agency**".

7.2.6 Move section 7.2.6 to section 6.5.10

#### **8.0 Declaration of State of Local Emergency**

8.1 Amend the clause "The procedure to declare, renew or terminate a State of Local Emergency is contained in the current *Boards and Committees Bylaw*" by adding the following words to the end of the sentence: "**Schedule "E", Terms of Reference, Emergency Management Advisory Committee**".

#### **CONCLUSION**

This Bylaw is a combination of Housekeeping items to more clearly reflect the language in the Emergency Management Act, RSA 2000, Chapter E-6.8 and the Local Authority Emergency Management Regulation, AR 203/2018. This Bylaw aligns with the newly adopted Strategic Plan, Pillar 2, Community Wellness and Pillar 5, Sustainable and Responsible Government.

#### **RECOMMENDED ACTION**

This Bylaw has been amended based on recommendations from the Bylaw Policy Review Committee. Administration recommends that the Town of Sundre Council approve Bylaw 2022-07 "Municipal Emergency Bylaw" as presented.

**MOTION:**

That the Town of Sundre Council rescind Bylaw No 2020-02 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

That the Town of Sundre Council gives Second Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2022-07 "Municipal Emergency Management Bylaw", being a Bylaw respecting the safety, health and welfare of people and the protection of people and property.

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

Date Reviewed: <u>May 25, 2022</u> CAO: <u>Linda Nelson</u>
---

**A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE, A MUNICIPAL EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT PROTOCOL.**

**WHEREAS** the *Municipal Government Act* provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

**WHEREAS** the Council of the Town of Sundre is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, *Revised Statutes of Alberta 2000, Chapter E-6.8*, (herein referred to as the “Act”), to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**WHEREAS** the Council of the Town of Sundre wishes to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act and under the Local Authority Emergency Management Regulation 203/2018; and

**WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

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

**1. TITLE**

This By-law may be cited as the “Municipal Emergency Management Bylaw.”

**2. PURPOSE**

The purposes of this Bylaw are:

- 2.1 To provide for the direction and control of the Town’s emergency responses, and the preparation of the Municipal Emergency Management Plan and related plans and programs for approval by Council,
- 2.2 To establish and appoint an emergency advisory committee and provide for the payment of expenses of the emergency advisory committee, and
- 2.3 To establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the *Emergency Management Act*.

### 3. **DEFINITIONS**

- 3.1 **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, as amended;
- 3.2 **Agency** means the Town of Sundre Emergency Management Agency appointed under this Bylaw;
- 3.3 **Alberta Emergency Management Agency (AEMA)** means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulations*;
- 3.4 **Chief Administrative Officer** means the Chief Administration Officer (CAO) of the Town of Sundre, or delegate, who as per the *Municipal Government Act*, is the only employee of council;
- 3.5 **Committee** means the Town of Sundre Emergency Advisory Committee established under this Bylaw
- 3.6 **Council** means the duly elected municipal council of the Town of Sundre in the Province of Alberta;
- 3.7 **Councillor** means the members of Council and includes the Mayor;
- 3.8 **Director** means a person who is head and responsible for a department;
- 3.9 **Director of Emergency Management (DEM)** means an individual appointed under this Bylaw to lead the Municipal Emergency Management Agency;
- 3.10 **Deputy Director of Municipal Emergency Management (DDEM)** means the person(s) delegated to act in the capacity of the Director of Municipal Emergency Management (DEM) in the event the Director of Emergency Management is unavailable, or requires rest during an emergency event;
- 3.11 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
- 3.12 **Emergency** means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- 3.13 **Emergency Management Program** means the development, coordination and execution of plans, measures and programs pertaining to the mitigation preparedness, response and recovery before, during and after an emergency event;
- 3.14 **Local authority** means where a municipality has a Council within the meaning of the *Municipal Government Act*, R.S.A 2000., c. M-26;
- 3.15 **MGA** means the *Municipal Government Act* R.S.A 2000., c. M-26 and the regulations thereto, as amended or replaced from time to time.
- 3.16 **Minister** means the Minister charged with administration of the Act;
- 3.17 **Municipal Emergency Advisory Committee (MEAC)** means the committee established under this Bylaw;
- 3.18 **Municipal Emergency Coordination Centre (MECC)** means the site that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;

- 3.19 **Municipal Emergency Management Agency** means the agency that is responsible for the administration of the municipal emergency program.
- 3.20 **Municipal Emergency Plan** means the emergency plan prepared by the Municipal Emergency Management Agency to co-ordinate response to an emergency or disaster, as approved by the Council and by the Alberta Emergency Management Agency (AEMA);
- 3.21 **Risk** means a probability or threat of damage, injury, liability, loss or other negative occurrence that is caused by external or internal factors and that maybe overcome through preventive action;
- 3.22 **State of Local Emergency or SOLE** means a state of local emergency declared in accordance with the Act and this Bylaw.
- 3.23 **Threat** means a negative event that can cause a risk to become a loss, expressed as an aggregate of risk, consequences of risk and the likelihood of the occurrence of the event. A threat may be a natural phenomenon such as an earthquake, flood, storm or man-made incident such as a fire, power failure, sabotage, etc.

#### **4. COUNCIL**

- 4.1 Roles and Responsibilities of Council are contained in the *Boards and Committees Bylaw*.

#### **5. MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

- 5.1 There is hereby established a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs.
- 5.2 Roles and Responsibilities of the Sundre Municipal Emergency Management Advisory Committee are contained in the current Sundre *Boards and Committees Bylaw*.

#### **6. MUNICIPAL EMERGENCY MANAGEMENT AGENCY**

- 6.1 There is hereby established a Municipal Emergency Management Agency (Agency) to act as the agent of Council to carry out its statutory obligations under the Act. This does not include the authority to declare, renew, or terminate a State of Local Emergency nor the authority contained in Section 8 of this Bylaw, however, any decision to declare, renew, or terminate a State of Local Emergency shall be based on the recommendation of the Agency.
- 6.2 Council hereby authorizes the Agency, for the duration of such State of Local Emergency, do all acts and take necessary proceedings to address the emergency pursuant to the Act.
- 6.3 The Agency may be comprised of one or more of the following ~~based on the direction of the DEM:~~
- 6.3.1 Director of Emergency Management
  - 6.3.2 Deputy Director(s) of Emergency Management
  - 6.3.3 Chief Administrative Officer (Agency Administrator)
  - 6.3.4 Emergency Social Services Director
  - 6.3.5 Other ~~Personal~~ personnel at the discretion of the ~~DEM~~ Agency.
- 6.4 Other members of core agencies and organizations as ~~invited by the DEM~~ **determined by the Agency**. Such agencies and organizations may have a recurring seat at the Agency and others may be invited in as subject matter experts as required.
- 6.5 The Agency shall:

- 6.5.1 Be responsible for the administration of the Town's emergency management program;
- 6.5.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;
- 6.5.3 Provide advice to the Committee as required;
- 6.5.4 Review all emergency management plans and programs for the Town on at least an annual basis;
- 6.5.5 Report to the Committee on all Agency activities and provide an update on the review of the MEMP on an annual basis;
- 6.5.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 6.5.7 Cause the MEMP and related plans and programs to be activated when required; and,
- 6.5.8 Perform any other functions and duties as required by this Bylaw or by Council.
- 6.5.9 **Communicate recommendations made by the Municipal Emergency Management Agency to the Municipal Emergency Advisory Committee.**
- 6.5.10 **Ensure all training requirements and exercises prescribed by the Managing Director of the Alberta Emergency Management Agency are completed within the required timelines to maintain effectiveness in the event of an emergency.**

## **7 DIRECTOR OF EMERGENCY MANAGEMENT**

- 7.1 The ~~Peace Officer~~ **Fire Chief** for the Town of Sundre shall hold the appointment of Director of Emergency Management (DEM).
- 7.2 The DEM shall:
  - 7.2.1 Coordinate all emergency services and other resources used in an emergency.
  - 7.2.2 Ensure the preparation and coordination of the Municipal Emergency Plan and related plans and programs for the Town;
  - 7.2.3 Coordinate the Municipal Emergency Management Agency to fulfill the Agency's obligations laid out herein;
  - 7.2.4 ~~Communicate recommendations made by the Municipal Emergency Management Agency to the Municipal Emergency Advisory Committee.~~ **Move to 6.5.9**
  - 7.2.5 ~~Act as Director of the Municipal Emergency Coordination Centre or as the Incident Commander in an Incident Command Post as needed.~~ **Act as Director of Emergency Operations on behalf of the emergency management agency.**
  - 7.2.6 ~~Ensure all training requirements and exercises prescribed by the Managing Director of the Alberta Emergency Management Agency are completed within the required timelines to maintain effectiveness in the event of an emergency.~~ **Move to 6.5.10**
  - 7.2.7 Perform other duties as prescribed by the local authority.
- 7.3 The DEM is authorized to delegate and authorize further delegations of any powers, duties and functions delegated to the Director of Emergency Management (DEM) under this Bylaw.

## **8 DECLARATION OF STATE OF LOCAL EMERGENCY**

- 8.1** The procedure to declare, renew or terminate a State of Local Emergency is contained in the current *Boards and Committees Bylaw, Schedule "E", Terms of Reference, Emergency Management Advisory Committee*.
- 8.2** When a state of Local Emergency is declared, the Agency shall:
- 8.2.1** Ensure that the declaration identifies the nature of the emergency and the area in which it exists;
  - 8.2.2** Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
  - 8.2.3** Forward a copy of the declaration to the Minister forthwith; and
  - 8.2.4** Notify the Alberta Emergency Management Agency when practicable.
  - 8.2.5** When a State of Local is declared, the Director may, for the duration of the State of Local Emergency, do all acts and take necessary proceedings including the following:
    - 8.2.5.1** Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
    - 8.2.5.2** Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
    - 8.2.5.3** Authorize or require any qualified person to render aid of a type the person is qualified to provide;
    - 8.2.5.4** Control or prohibit travel to or from any area of Sundre;
    - 8.2.5.5** Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of Sundre;
    - 8.2.5.6** Cause the evacuation of persons and removal of personal property from any area of Sundre that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons and of the personal property;
    - 8.2.5.7** Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
    - 8.2.5.8** Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
    - 8.2.5.9** Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of property, service, resources or equipment within Sundre for the duration of the State of Local Emergency;
    - 8.2.5.10** Authorize the conscription of persons needed to meet an emergency; and
    - 8.2.5.11** Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Section 8.2.5.2 through to 8.2.5.10 in relation to any part of the municipality affected by a declaration of a State of Local Emergency.



**9. STATEMENT**

No action lies against Sundre or a person acting under Sundre's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a State of Local Emergency.

**10. SEVERABILITY**

Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain and be binding as though such provision had not been invalid.

**11. EFFECTIVE DATE**

This Bylaw comes into force and effect on Third and Final Reading.

**12. REPEAL**

Town of Sundre Bylaw No. 2020-02, being a Bylaw to establish a Municipal Emergency Advisory Committee, a Municipal Emergency Management Agency, and emergency Management Protocol, cited as the Municipal Emergency Management Bylaw, is hereby rescinded.

READ A FIRST TIME this 13<sup>th</sup> day of June 2022,

READ A SECOND TIME this 13th day of June 2022,

READ A THIRD AND FINAL TIME this 13th day of June 2022,

---

Mayor, Richard Warnock

---

Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>Policy B-012-01-POL Multi-Year Business Planning and Budgeting</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>7.3</b>

---

### **BACKGROUND/PROPOSAL:**

The policy was originally created to establish a multi-year budget and business planning process that incorporates all legal obligations required of municipalities in the Province of Alberta, and that directs the effective management of the Town of Sundre financial resources.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

It is prudent for each new term of Council to review key Policies during the first term year. The Bylaw Policy Review Committee have had an opportunity to review the previous Multi-Year Business Planning and Budgeting Policy, and recommended amendments have been incorporated into the final draft before Council this evening.

The committee is recommending one amendment to this policy under s.5.6, to increase the CAO limit for Capital Budget adjustments in April and November during the budget review process, from \$50,000.00 to \$100,000.00.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Pillar 5. Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the policy as presented.

### **MOTION:**

That the Town of Sundre Council approve Policy B-023-00-POL Restricted Surplus Account Policy as presented.

### **ATTACHMENTS:**

Policy B-023-00-POL Restricted Surplus Account Policy

Date Reviewed: <u>May 25, 2022</u> CAO: <u>Linda Nelson</u>
---

**TOWN OF SUNDRE POLICY B-012-01-POL**  
**POLICY NAME: Multi-Year Business Planning and Budgeting**

<b>Policy Number</b>	B-012-001 POL
<b>Policy Title</b>	Multi-Year Business Planning and Budgeting
<b>Approval Date</b>	November 5, 2018
<b>Resolution Number</b>	451-18-11-05
<b>Revision Date</b>	June 13, 2022
<b>Date to Be Reviewed</b>	January, 2026
<b>Responsible Department</b>	Legislative Services
<b>Related Bylaws/Acts/Regulations</b>	

**Purpose**

The purpose of this policy is to establish a multi-year budget and business-planning process that incorporates all legal obligations required of municipalities in the Province of Alberta and that directs the effective management of the Town of Sundre financial resources.

**Policy Statement**

The Town of Sundre will establish a multi-year approach to planning and budgeting. Benefits expected include the following:

- Provide a longer-term funding plan so that strategic goals can be identified and achieved.
- Provide residents and businesses with more certainty about the direction of Council, Town services, finances, and tax levels.
- Create the opportunity for Council and Administration to be more strategically focused during the budget process.
- Ensure spending plan changes are adequately identified and managed.

The scope of the multi-year planning and operating and capital budgeting extends to all Town departments and municipal partners whose budget requests are included in the corporate business plan and budget document including FCSS, the Sundre Municipal Library, the Sundre Historical Society, the Sundre Aquaplex and the Visitor Information Centre.

## **1. Definitions**

### **Operating**

Revenues and expenses that are incurred in the daily operations of a Town.

### **Capital**

Expenses that fall under the Tangible Capital Asset policy.

### **Emergency**

A situation where the health, welfare and safety of the community is endangered or where the failure to incur an expenditure by the Town would represent significant monetary loss to the Town

## **2. Operating and Capital Budgets, Business Plans**

2.1 Administration prepares long-term project plans as background information to Council for its preparation of priorities and guidelines for four-year business plans and operating and capital budgets.

2.2 Council prepares a Strategic Plan which outlines its priorities for a four-year period and provides budget guidelines to Administration that frame the preparation of the four-year departmental business plans and corresponding budgets.

2.3 Administration prepares departmental business plans that reflect Council's priorities and guidelines, and that are achievable within the limits of the budgeting guidelines.

2.4 The CAO approves the departmental business plans, including measures of performance.

2.5 Based on the approved business plans, Administration prepares detailed four-year operating and capital budget projections for Council approval that include both a base amount and the following growth-related components:

2.5.1 Operating costs related to serving an increasing population and service area.

2.5.2 Verifiable-operating costs related to approved and anticipated capital programs.

2.5.3 Verifiable operating cost related to new and approved business plan activities.

2.5.4 Inflationary factors as deemed reasonable over the four year period.

2.5.5 Operating costs related to donated/contributed assets.

2.6 The budget will include four years of proposed property tax rates and fees.

2.7 The Capital Plan continues to include projects over a ten-year timeframe but will place emphasis on the initial 5 years of the plan.

2.8 An annual report card will be prepared to track the progress of the four-year Strategic Plan priorities and update on the year's successes and outline any issues.

### **3. Budget Projections**

The Town must ensure the correlation between capital project approvals and their operating budget impacts is consistent with the thorough planning and enhanced forecasts of costs and revenues that goes into multi-year planning and budgeting.

### **4. Linking Plans, Budgets and Measures**

4.1 Business plans, budgets and performance measures must all be integrated and linked, and Council must be informed of their status and progress through regular reporting and adjustments.

4.2 The Town's integrated planning, budgeting and management process provides a number of benefits as follows:

4.2.1 The multi-year budget supports the business plans by ensuring that all projects and programs outlined in the plans are funded for the full four years making plans credible and achievable.

4.2.2 The business plans support the budgets by providing Council and the public with commitments to projects and programs for public services based on the funding provided in the budget.

4.2.3 The integrated multi-year process ensures alignment among planning, budgeting, and managing, so that budget guidelines provide the funding to develop business plans, provide performance measures for accountability, and performance reporting demonstrates what has been achieved in relation to the business plans.

4.2.4 Monthly monitoring of financial performance will be performed by the CAO.

4.2.5 Council will be provided with quarterly financial reporting which will include:

- capital and operating project updates, including budget to actual report and any variances in project timelines.
- budget to actual profit and loss report, with variance analysis.
- statement of financial position.

### **5. Timing/Budget Adoption**

5.1 Municipalities are required by the Municipal Government Act (MGA) to prepare balanced operating budgets for each calendar year, however; it is possible to approve more than one year of budgets at the same time. Sections 283.1(2) and 283.1(3) require municipalities to adopt, as a minimum standard, a written three-year financial plan and five-year capital plan in addition to the annual budget.

5.2 If required, an interim operating budget for the next budget year shall be presented to Council for approval no later than the month of December in the current budget year. If circumstances arise such that a budget is unable to be expediently adopted, an interim budget shall be based on the previous year's approved budget.

### 5.3 Annual Review Process

Council must review and update financial and capital plans annually (s.283.1(6))<sup>o</sup>

5.3.1 In January/February of each year, Council will review their Strategic Plan and update priorities as required.

5.3.2 In March of each year, Departments working with the Director of Corporate Services and CAO will review the current year portion of business plans and related budgets to determine if adjustments are required.

5.3.2.1 There are defined mechanisms to adjust the business plan, performance measures and targets, and operating and capital budgets after they are approved. 'Adjustment' does not mean opening up the plans or budgets for a full-scale review. The intent is to adhere to the four-year business plans and the budgets that support them, but to provide the opportunity to fine-tune them only when circumstances warrant. The annual report card will provide an explanation if Council priorities shifted and a project shifted within the Strategic Plan.

5.3.3 In April, Capital projects will be outlined in detail to Council via a Capital Planning meeting. Administration will provide Council with detail for projects that fall within the current year; other capital projects will simply be listed and discussed only with Council direction.

5.3.4 In May, Council will adopt a Tax Rate Bylaw based on the previously-approved budget.

5.3.5 In October, Departments working in cooperation with the CAO, Director of Corporate Services and Council will review the remaining years of their business plans

5.3.6 In November, any approved priority changes, new information relevant to the operating budget or capital projects and the current year property assessment data will be considered for making adjustments to the Operating and Capital Budgets for the following year. The adjusted budget will be approved by Council.

5.4 Business plan and budget adjustments will be limited to respond to the following circumstances only:

5.4.1 External factors such as provincial or federal budget adjustments, or changes imposed by legislation or external boards (Water Acts, Gas Alberta, etc.) and on pension plan or benefit contributions or WCB payments for example.

5.4.2 Adjustments to reflect the operating impacts related to the implementation and completion of capital projects.

5.4.3 Unforeseen changes to economic forecasts affecting costs, staffing requirements, service demand volumes, or revenue projections.

5.4.4 Council-directed changes to priorities, policies, programs or results shown in performance reporting that cause:

5.4.4.1 Requests to carry over operating variances, and/or

5.4.4.2 Business plan amendments that require budget changes

5.5 Proposed changes to future years' business plans and operating budgets should only be brought forward and approved once per year, during the November budget review and approval process, so that all requests can be considered together.

5.6 Capital budget adjustments, being more time-sensitive due to the construction season, should not be restricted to adjustments once per year. Therefore, capital budget adjustments may be brought forward with the April capital projects review or the November budget review, with Council approval required for any adjustment exceeding ~~\$50,000~~ **\$100,000.00**. The Chief Administrative Officer may approve adjustments and purchases below this limit when prudent to do so and must notify Council within a reasonable timeframe.

## **6 Budget Inclusions**

6.1 The multi-year budget will include the following items:

Council Strategic Plan

Four-year departmental business plans Four-year summary budgets

Adjustments list by department and summary for the current year Debt Summary - Four-year projection of debt limit and debt servicing

Restricted Surplus Account Summary - Four-year projection of restricted surplus account additions, deletions and balances

Capital Plan/Capital Budget - Five-year Capital Plan including funding source

## **7 Budget Authority**

7.1 The approved operating budget will be deemed to be the Town of Sundre budget statement for purposes of complying with the Municipal Government Act and for the purpose of complying with the Town of Sundre budget requirements.

7.2 Council approval of the operating budget will provide Administration the authority to operate within the budgeted figures without having to seek out additional Council approval. This includes the opportunity to move funds that are allocated to a particular line item in the budget to another line item, and this will include all interest, grant and restricted surplus account entries. However, if a department budget is showing a budget overrun after grants and restricted surplus account budgeted entries are taken into account, then any further department purchases will have to be approved by the Director of Corporate Services and the Chief Administrative Officer. For larger purchases that are extraordinary to the operating budget exceeding \$5,000, the CAO will be required to approve the extra expenditures and  
- exceeding \$2-5 000 Eeuneil-will be required to approve the extr-a expenditures. In the event that a non-budgeted restricted surplus account entry is required, Council will be notified and will be required to approve such ent ries.

7.3 The approved Capital Plan will be deemed to be the Town of Sundre capital budget statement for purposes of complying with the Municipal Government Act and for the purpose of complying with the Town of Sundre capital budget requirements.

7.4 Council approval of the capital budget will provide Administration the authority to operate within the budgeted figures without having to seek out additional Council approval. However, if a project is going to exceed the approved budget by more than the CAO's approved adjustment limit, the additional amount must be approved by Council. All changes to the capital budget must identify the sources of funding.

7.5 Any operating or capital over-expenditure may be incurred by the Town without approval from Council in cases of emergency. Administration must make every effort to contact Council prior to an unbudgeted emergency operating expense. If Council cannot be contacted prior to the required emergency expense, then Council must be immediately notified and the expense must be brought forward to the next Council meeting.

## **8 Budget Carry Forwards**

8.1 The practice of carrying forward positive or negative departmental operating budget variances supports the view that Council has approved a spending plan covering more than an annual period, so that departments should be able to manage their spending in the context of more than one year. But the practice must be used sparingly, and for closely defined circumstances only.

8.1.1 There will be no corporate negative variance in any year of the multi-year plan.

8.1.2 Any positive variances will be transferred in accordance with the Restricted Surplus Account Policy.

8.1.4 Negative departmental variances in the operating budget must be carried over from years 1, 2 and 3, with the department supplying a plan for un ii approval as to how such negative variances will be mitigated i the following ear(s).

---

**Mayor**

---

**Chief Administrative Officer**





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>Policy A-012-00-POL Grants to Organizations</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>7.4</b>

---

### **BACKGROUND/PROPOSAL:**

The policy was originally created in response to the number of requests that Council receives each year to provide funding, in-kind and waiver of rental fees from community groups and organizations.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Please see attached Report.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 3. Community Well-being.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the policy as presented.

### **MOTION:**

That the Town of Sundre Council approve Policy A-012-00-POL Grants to Organizations as presented.

### **ATTACHMENTS:**

Policy A-012-00 POL Grants to Organizations

Date Reviewed: <u>May 25, 2022</u>	CAO: <u>Donida Nelson</u>
------------------------------------	---------------------------



## REPORT TO COUNCIL

7.4a

**COUNCIL DATE**        June 13, 2022  
**SUBJECT:**            Policy A-012-00-POL, Grant to Organizations  
**REPORT WRITER:**    CHIEF ADMINISTRATIVE OFFICER

---

### **BACKGROUND/PROPOSAL:**

The policy was originally created in response to the number of requests that Council receives each year to provide funding, in-kind and waiver of rental fees from community groups and organizations.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

In 2019, Administration developed a policy that would create a process to allow organizations to request and receive funding and/or grants or facility rental waivers, in a fair and transparent manner, based on the merits of the application and on the amount of funding available each budget year.

The purpose of the policy is for the committee to consider and review all applications/requests for funding and provide recommendations to Council based on available funding.

As with all policies, this is a living document, with intent to review the Policy for effectiveness routinely.

The Bylaw Policy Review Committee have had opportunity to review the policy, and have made the following recommendations:

#### **3. Basic Policy**

Amend paragraph 6 by changing the intakes from twice per year to 3 times per year, as follows:

There will be ~~two (2)~~ **three (3)** in-takes of grant applications per year. The deadline for grant applications are January 31, ~~or June 1~~ **May 31**, and **September 30**, or the last working day of the months of January, ~~and May and September~~.

#### **4. Program Intent**

Amend the first sentence in the second paragraph by removing the words “**with a demonstrated need**” at the end of the sentence.

## 5. Grant Criteria

Remove scoring from Table

Remove the words "If yes, was the project successful?" from Criteria Question #3.

Remove Criteria Question #4 "Is there a demonstrated need for the project?" in its entirety.

Remove the scoring legend under the Criteria of Grants

<b>Scoring Legend</b>	
<b>Score</b>	<b>Project Impact on Criterion</b>
0	None
1	Low
2	Medium
3	High

Under **One-time grant**, amend bullet point 2 by removing the words "**staff, salaries or wages**", and replacing with "**the wages of regular permanent or part time employees**", as follows:

- This type of grant is not intended to support ~~staff, salaries or wages~~ **the wages of regular permanent or part time employees**.

## 8. General Conditions

Under 8.6. insert the word "**regular**" as follows:

8.6 Grants are not awarded for the salary/wages of **regular** staff positions or board honoraria.

## Schedule A

Remove Scoring from Schedule A

## **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Pillar 1. Community Development

## **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the policy as presented.

## **MOTION:**

That the Town of Sundre Council approve the amendments to Policy A-012-00-POL Grants to Organizations as presented.

## **ATTACHMENTS:**

Policy A-012-00 POL Grants to Organizations

Date Reviewed: May 25, 2022 CAO: Andre Huber



**TOWN OF SUNDRE POLICY A-012-00-POL**  
**POLICY NAME: Grants to Organizations**

<b>Policy Number</b>	A-012-00 POL
<b>Policy Title</b>	Grants to Organizations
<b>Approval Date</b>	May 13, 2019
<b>Resolution Number</b>	206-13-05-19
<b>Revision Date</b>	NEW
<b>Date to Be Reviewed</b>	July 2022
<b>Responsible Department</b>	Legislative Services
<b>Related Bylaws/Acts/Regulations</b>	Schedule A – Evaluation Criteria

**1. APPLICATION**

This program governs grants to community non-profit organizations and charities, **and others**.

The Town of Sundre Grants Program has three main categories:

1. Grants – Community-Based Organizations
2. Community Recreation, Parks and Culture Grants
3. Community Festival and Event Grants

This program does not govern the following, which are separately administered by agreement:

1. Grants and contributions pursuant to inter-municipal or other agreements;
2. Tourism & Museums Grants
3. Family and Community Support Services (FCSS)
4. Aquatic Society
5. Historical Society
6. Chamber of Commerce
7. Sundre Community Van
8. Sundre Municipal Library
9. Sundre Rodeo and Race Association Enhanced Policing (motion)
10. Sundre Hospital Futures (motion)
11. SPOG Neighbours' Day

**2. AUTHORITY**

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*;

The Terms of reference for the Grant Review committee, under the Town of Sundre Boards and Committees Bylaw mandates that the committee to consider and review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

### 3. BASIC POLICY

**Funding for these grants is contingent on the approval of the Operating Budget by the Town of Sundre Council.**

All grant applications under the *Town of Sundre Grants Program* shall be assessed using the evaluation criteria contained in *Schedule A*. All grant applications shall normally be submitted on the form provided by the Town.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance. Funding will not normally be provided to social service, health or similar agencies.

Usually organizations receiving funding assistance should be Incorporated as non-profit under *The Societies Act*, RSA 2000 Chapter S-14; however, groups that are not Incorporated but have a demonstrated need, and a positive history are eligible to make application for funding assistance.

In some cases, a facility contains multiple spaces for the same building (examples: kitchen, club room, bar, etc.) that are used for social recreation purposes and are therefore eligible for funding.

There will be ~~two (2)~~ **three (3)** in-takes of grant applications per year. The deadline for grant applications are January 31, ~~or June 1~~ **May 31**, and **September 30**, or the last working day of the months of January, ~~and May and September~~. Late applications shall only be reviewed after applications received by the deadline have been processed.

The total funding available will be allocated through the annual budgeting process and will be based on available funds in each individual year.

### 4. PROGRAM INTENT

Each year the Town receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The intention of the *Town of Sundre Grants Program* is to share available resources throughout the Town. Supporting volunteer, community-based organizations is fundamental to maintaining our quality of life.

Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations ~~with a demonstrated need~~. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization. The program attempts to balance on-going needs and a rotation of new applicants.

### 5. PROGRAM COMPONENTS

#### **A. Community-Based Organizations/Other**

Community/Local/Business Storefront Improvements or Landscaping

#### **B. Community Recreation, Parks and Culture Grants**

Community-Based Recreation Programming

Community-Based Arts (e.g., visual, performing and literary arts)

#### **C. Community Festival and Event Grants**

Festivals and Events hosted by local community organizations

## CRITERIA OF GRANTS

*The criteria questions are scored by the Grant Review Committee; the question is provided are for the applicant's information only.*

Criteria Questions	✓	Score
1. Does the project benefit the community as a whole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. Does the project fall within the Town's Strategic Plan Priorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3. Did the group receive funding in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
If yes, was the project successful?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4. <del>Is there a demonstrated need for the project</del>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5. Was the project identified in the <i>Level of Service Workshop</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6. Will the project occur within the Town of Sundre? If no, how does the project benefit the community as a whole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____		
_____		
7. Does the application sustain the organization (i.e. pay for operational costs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
8. Is there funding available from other government organizations If yes, have you applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
TOTAL		<input type="text"/>

### Scoring Legend

Score	Project Impact on Criterion
0	None
1	Low
2	Medium
3	High

The different types of grants awarded under the Town of Sundre Grants Program are listed below.

#### One-time grant:

- Normally awarded to support an *on-going community-based program* recognized as a priority within a community.
- This type of grant is not intended to support ~~staff, salaries or wages~~ **the wages of regular permanent or part time employees.**
- Although an organization may be awarded this type of grant several times, the award does not carry the guarantee of renewal over several years.
- Enhancement of a Capital Project.

**In Kind grant:**

- Request to borrow Town equipment has a monetary value.
- Request for Town staff time has a monetary value.
- Request for Town services has a monetary value.
- Fee Waivers have a monetary value.

**6. GRANTS REVIEW PROCESS**

- 7.1 Application form received, date-stamped and acknowledgement sent to applicant. Additional information may be requested.
- 7.2 Applications are sorted by category, sent to appropriate staff member or team members to evaluate (score and comments) and then submitted to the Grants Review Committee.
- 7.3 The Grants Review Committee develops a preliminary list of recommended grants based on each application's score, relative to merit of applications in the category, and the budget.
- 7.4 The CAO submits the final list of recommended grants to Council for final approval. Letters are sent to grant recipients, noting program reporting requirements and any restrictions. Letters are also sent to unsuccessful applicants. **There is no appeal process.** The list of awards is public information and is published annually.

**8 GENERAL CONDITIONS**

- 8.1 All applicants must comply with this policy and procedures.
- 8.2 Only **one application** per organization can be submitted in each funding year for same or similar program, project or service.
- 8.3 Applicants may be requested to make a verbal presentation to Grant Review Committee or Council to explain further and outline the specifics of their projects.
- 8.4 Grants are awarded by the type of project, not the type of organization.
- 8.5 The Town requires promotion of equality of access and opportunity for all persons.
- 8.6 Grants are not awarded for the salary/wages of **regular** staff positions or board honoraria.
- 8.7 Grant applicants should be able to demonstrate active fundraising efforts and/or additional funding sources to support the continuation of a program, project or service.
- 8.8 Awards may be issued in full (the usual practice) or can be paid in installments.
- 8.9 In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation, or the project, program, or service did not take place.
- 8.10 At the end of a project or by the end of the Town's fiscal year, whichever comes first, grant recipients must submit a brief report and/or financial statement specific to the project to the Town.
- 8.11 Each application determined to be ineligible for funding will be documented and included in the staff report to Council. The applicant will be notified, in writing, if the application is not eligible.

**9. End of Policy**

## Schedule A

*The criteria questions are scored by the Grant Review Committee; the question are provided are for the applicant's information only.*

Evaluation Criteria – Grant Application		Score	
<b>1.</b>	<b>Municipal Mission</b>		
	<u>Vital</u> – Fundamental to the Town's Strategic Plan & Level of Service Priorities	H	3
	<u>Notable</u> – Identified in the Town's Level of Service Priority	M	2
	<u>Non-Critical</u> – Some relevance to Level of Service, but not Strategic Plan Priorities	L	1
<b>3.</b>	<b>Public Need</b>		
	<u>Community at Large</u> – General need, benefit the community as a whole	H	3
	<u>Multiple Interests</u> – Some need, a limited number of areas	M	2
	<u>Vested Interests</u> – Special interest group(s) localized	L	1
<b>4.</b>	<b>Public Benefit</b>		
	<u>Public Interest</u> – All residents may derive benefit	H	3
	<u>Mixed Interest</u> – Some residents derive benefit	M	2
		L	1
<b>5.</b>	<b>Human Development &amp; Inclusion – Volunteer Participation</b>		
	<u>High</u> – Equality of access and opportunities (demographic, geographic)	H	3
	<u>Moderate</u> – Range of demographic groups and/or development potential	M	2
	<u>Low</u> limited opportunity, access or development potential	L	1
<b>6.</b>	<b>Quality of Life</b>		
	<u>Livable Community</u> – Important to livable/sustainable community	H	3
	<u>Community Pride</u> – Instills pride, sense of community	M	2
	<u>Community Image</u> – Enhances image or public perception	L	1
<b>7.</b>	<b>Alternate Providers</b>		
	<u>Limited</u> – No other potential providers	H	3
	<u>Some</u> – Some potential alternate providers	M	2
	<u>Many</u> – Many potential or existing providers	L	1





Town of Sundre  
717 Main Avenue West – PO Box 420  
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	
Contact Person:	
Telephone Numbers:	
Mailing Address & Civic Address	
Email Address	
Website (if applicable)	
Charitable Society Registration #	

☒ Please ensure your application includes the following information:

- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). **Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.**
- ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

The policy governing the Town of Sundre Grants Program is available on our web site [www.sundre.com](http://www.sundre.com) or may be obtained by calling (403) 638-3551.

1. Please check (v) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input type="checkbox"/> Community Based Organizations	<input type="checkbox"/> Community/Local
<input type="checkbox"/> Recreation, Parks & Culture Grants	<input type="checkbox"/> Community-based Recreation Programming <input type="checkbox"/> Property Development/Community Facilities <input type="checkbox"/> Leadership Development <input type="checkbox"/> Community Based Arts (e.g. visual, performing)
<input type="checkbox"/> Community Festival and Events Grant	<input type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (v) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input type="checkbox"/> One-Time Grant	\$
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Requested	Confirmed
Federal Government (List Department/Agencies)	\$	\$
Other Local Government Bodies (i.e.: Mountain View County)	\$	\$
Other Funding Bodies	\$	\$
	\$	\$
	\$	

4. *Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.*

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

**5. Please describe the community, area and/or group(s) your organization serves:**

**6. What benefits will your project, program or service provide to the community/municipality?**

**7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?  
How many volunteers participate?**

**8. Does your organization receive other forms of assistance from the Town?**

**9. List the in-kind contributions that your organization will provide to this project/program/service.**

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution			
Fundraising			
Donations			
In Kind (if applicable)			
Other Municipalities (if applicable)			
Borrow (if applicable)			
Grant Request			
Other Specify -			
Other Specify -			
<b>Total Estimated Revenue</b>		<b>Total Estimated Expenditures</b>	

**11. Authorization**

**This application must be signed by an authorized signing officer of the Board of Directors:**

Application Prepared By: (Contact)	_____ Signature	_____ Print Name	_____ Date
Board Authorization:	_____ Signature	_____ Print Name	_____ Date

*Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.*

**Please mail, drop off, or email your application form and any supporting materials to:**

The Town of Sundre  
717 Main Avenue West  
PO Box 420  
Sundre AB  
T0M 1X0  
[townmail@sundre.com](mailto:townmail@sundre.com)



**REQUEST FOR DECISION**

**COUNCIL DATE:** June 13, 2022  
**SUBJECT:** Postponement of Public Hearing - Sundre Hills Area Structure Plan  
**ORIGINATING DEPARTMENT:** Planning & Development  
**AGENDA ITEM** 7.5

---

**BACKGROUND/PROPOSAL:**

On May 16, 2022 Council set a Public Hearing date of June 27, 2022 for Bylaw 2021-05, the Sundre Hills Area Structure Plan, by Motion 144-16-05-22.

**ADMINISTRATION RECOMMENDATIONS:**

Administration is requesting a postponement to the Public Hearing scheduled for June 27, 2022 for Bylaw 2021-05, the Sundre Hills Area Structure Plan.

**COSTS/SOURCE OF FUNDING:**

N/A

**MOTION:**

THAT the Town of Sundre Council postpone the Public Hearing scheduled for June 27, 2022 for Bylaw 2021-05, the Sundre Hills Area Structure Plan.

Date Reviewed: June 9, 2022

CAO: *Linda Nelson*



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>2022 Q1 Financial Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

---

### **BACKGROUND/PROPOSAL:**

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at March 31, 2022.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2021, as well as corresponding budget information.

Cash Balances: As at March 31, 2022, there is approximately \$1.5M in the operating account, which is an expected decline to the previous quarter ending balance. There is also approximately \$868k in investment accounts and \$6.7M in Restricted Surplus identified accounts, for total holdings of just over \$9.1M.

Restricted Surplus Accounts: These accounts are a mechanism to track resources allocated by Council towards specific projects or for future life-cycling expenditures and emergent issues. The resources identified are not intended to reflect a specific bank account balance, as they may incorporate various accounts or investments.

Capital Expenditures: project specific comments are included in the schedule

### **ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Q1 2022 Quarterly Financial Reports, as information.

### **MOTION:**

That the Town of Sundre Council accept the Q1 2022 Quarterly Financial Reports, as information.

Date Reviewed:

June 9, 2022

CAO:

Linda Nebun

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**SUMMARY**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) (Over) / Under Budget
<b>Taxes and Other Revenue</b>								
Municipal Taxes	-	-	-	-	-	-	-	-
FortisAlberta Franchise Fee	42,805	-	-	-	42,805	39,954	58,750	(15,945)
MSI - Operating	-	-	-	-	-	-	30,000	(30,000)
<b>Total Taxes and Other Revenue</b>	<b>42,805</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,805</b>	<b>39,954</b>	<b>88,750</b>	
<b>Less Interest, Requisitions and Transfers</b>								
ASFF & MVSH Requisitions	(309,748)	-	-	-	(309,748)	(341,044)	-	(309,748)
Interest on Long-Term Debt	(30,960)	-	-	-	(30,960)	(33,098)	(47,500)	16,540
Provincial Police Funding Model	-	-	-	-	-	-	(85,000)	85,000
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
<b>Total Taxes and Other Revenue for Operations</b>	<b>(297,903)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(297,903)</b>	<b>(334,188)</b>	<b>(43,750)</b>	
<b>Net Operational Excess/(Shortfall)</b>								
11 - Legislative	(69,232)	-	-	-	(69,232)	(41,172)	(150,704)	81,472
12 - Corporate Services	(12,493)	-	-	-	(12,493)	(9,081)	(177,038)	164,545
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(20,163)	-	-	-	(20,163)	(25,483)	(44,211)	24,048
23 - Fire	(54,235)	-	-	-	(54,235)	29,156	(23,823)	(30,412)
24 - Emergency Management	(5,873)	-	-	-	(5,873)	(7,300)	(14,512)	8,639
26 - Animal Control	(2,284)	-	-	-	(2,284)	205	(858)	(1,426)
32 - Roads	(86,144)	-	-	-	(86,144)	(59,711)	(246,685)	160,541
35 - Shop	(71,166)	-	-	-	(71,166)	(76,995)	(130,048)	58,882
41 - Water	36,668	-	-	-	36,668	138,914	(36,947)	73,615
42 - WasteWater	33,256	-	-	-	33,256	101,331	42,402	(9,146)
43 - Solid Waste	8,729	-	-	-	8,729	35,987	15,322	(6,593)
51 - FCSS	1,556	-	-	-	1,556	-	-	1,556
61 - Planning & Development	(31,771)	-	-	-	(31,771)	(37,851)	(10,475)	(21,296)
63 - Economic Development	(28,586)	-	-	-	(28,586)	(11,243)	(68,108)	39,522
75 - Library	(43,816)	-	-	-	(43,816)	(47,715)	(33,406)	(10,410)
77 - Sundre Community Centre	(17,980)	-	-	-	(17,980)	(17,184)	(58,254)	40,274
80 - Arena	(51,785)	-	-	-	(51,785)	(67,130)	(83,517)	31,732
82 - Greenwood Campground	(10,888)	-	-	-	(10,888)	(9,860)	(20,821)	9,933
84 - Parks	(32,941)	-	-	-	(32,941)	(33,528)	(110,746)	77,805
85 - Recreation & Culture	(83,927)	-	-	-	(83,927)	(66,359)	(78,981)	(4,946)
86 - Community Services	(23,244)	-	-	-	(23,244)	(22,804)	(131,552)	108,308
87 - Trails	(9,760)	-	-	-	(9,760)	(13,735)	(29,751)	19,991
89 - Outdoor Recreation	(16,466)	-	-	-	(16,466)	(14,679)	(37,007)	20,541
91 - Gas	48,249	-	-	-	48,249	240,264	2,340	45,909
<b>Total Net Operational Excess/(Shortfall)</b>	<b>(544,296)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(544,296)</b>	<b>(15,973)</b>	<b>(1,427,380)</b>	
<b>Year End Surplus/(Deficit)</b>	<b>(842,199)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(842,199)</b>	<b>(350,161)</b>	<b>(1,471,130)</b>	



**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**00 - General Services / Taxation**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual) Over / Under Budget</b>
Revenues								
Municipal Taxes	-	-	-	-	-	-	-	-
FortisAlberta Franchise Fee	42,805	-	-	-	42,805	39,954	58,750	(15,945)
MSI - Operating	-	-	-	-	-	-	30,000	(30,000)
Expenses								
Requisitions	(309,748)	-	-	-	(309,748)	(341,044)	-	(309,748)
Interest on Long-Term Debt	(30,960)	-	-	-	(30,960)	(33,098)	(47,500)	16,540
Provincial Police Funding Model	-	-	-	-	-	-	(85,000)	85,000
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(297,903)	-	-	-	(297,903)	(334,188)	(43,750)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**11 - Legislative Services**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual) Over / Under Budget</b>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(30,810)	-	-	-	(30,810)	(30,469)	(122,804)	91,994
Contracted Services	(19,670)	-	-	-	(19,670)	(2,168)	(14,125)	(5,545)
Materials & Supplies	(18,752)	-	-	-	(18,752)	(8,535)	(13,775)	(4,977)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(69,232)	-	-	-	(69,232)	(41,172)	(150,704)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**12 - Corporate Services**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	107,351	-	-	-	107,351	73,234	46,375	60,976
Expenses								
Salaries & Wages	(34,251)	-	-	-	(34,251)	(34,806)	(48,549)	14,298
Contracted Services	(26,340)	-	-	-	(26,340)	3,478	(75,500)	49,160
Materials & Supplies	(52,194)	-	-	-	(52,194)	(46,285)	(93,550)	41,356
Utilities	(7,059)	-	-	-	(7,059)	(4,702)	(5,814)	(1,245)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(12,493)	-	-	-	(12,493)	(9,081)	(177,038)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**18 - Elections**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**21 - Municipal Enforcement**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	2,904	-	-	-	2,904	1,037	5,000	(2,096)
Expenses								
Salaries & Wages	(14,844)	-	-	-	(14,844)	(19,717)	(30,192)	15,348
Contracted Services	(896)	-	-	-	(896)	(339)	(550)	(346)
Materials & Supplies	(7,327)	-	-	-	(7,327)	(6,464)	(18,469)	11,142
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(20,163)	-	-	-	(20,163)	(25,483)	(44,211)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**23 - Fire Services**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	70,022	-	-	-	70,022	74,438	73,330	(3,308)
Expenses								
Salaries & Wages	(43,754)	-	-	-	(43,754)	(5,048)	(42,059)	(1,695)
Contracted Services	(10,137)	-	-	-	(10,137)	(2,847)	(14,488)	4,351
Materials & Supplies	(65,938)	-	-	-	(65,938)	(34,184)	(37,015)	(28,923)
Utilities	(4,428)	-	-	-	(4,428)	(3,203)	(3,591)	(837)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(54,235)	-	-	-	(54,235)	29,156	(23,823)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**24 - Emergency Management**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(4,955)	-	-	-	(4,955)	(6,561)	(10,562)	5,607
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(918)	-	-	-	(918)	(739)	(3,950)	3,032
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(5,873)	-	-	-	(5,873)	(7,300)	(14,512)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**26 - Animal Control**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	4,463	-	-	-	4,463	5,165	6,550	(2,087)
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	(6,615)	-	-	-	(6,615)	(4,830)	(6,838)	223
Materials & Supplies	(132)	-	-	-	(132)	(130)	(570)	438
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(2,284)	-	-	-	(2,284)	205	(858)	



**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**32 - Roads**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	15,480	-	-	-	15,480	22,964	22,125	(6,645)
Expenses								
Salaries & Wages	(63,461)	-	-	-	(63,461)	(60,813)	(126,079)	62,618
Contracted Services	-	-	-	-	-	-	(68,343)	68,343
Materials & Supplies	(9,018)	-	-	-	(9,018)	(7,360)	(33,138)	24,120
Utilities	(29,145)	-	-	-	(29,145)	(14,502)	(41,250)	12,105
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(86,144)	-	-	-	(86,144)	(59,711)	(246,685)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**35 - Shop**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(4,620)	-	-	-	(4,620)	(5,227)	(11,241)	6,621
Contracted Services	(4,830)	-	-	-	(4,830)	(12,725)	(16,480)	11,650
Materials & Supplies	(59,226)	-	-	-	(59,226)	(57,658)	(100,227)	41,001
Utilities	(2,490)	-	-	-	(2,490)	(1,385)	(2,100)	(390)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(71,166)	-	-	-	(71,166)	(76,995)	(130,048)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**41 - Water**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	139,877	-	-	-	139,877	222,265	236,000	(96,123)
Expenses								
Salaries & Wages	(43,888)	-	-	-	(43,888)	(42,025)	(89,583)	45,695
Contracted Services	(3,131)	-	-	-	(3,131)	(3,354)	(103,090)	99,959
Materials & Supplies	(37,227)	-	-	-	(37,227)	(26,772)	(57,461)	20,234
Utilities	(18,963)	-	-	-	(18,963)	(11,200)	(22,813)	3,850
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	36,668	-	-	-	36,668	138,914	(36,947)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**42 - WasteWater**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	112,307	-	-	-	112,307	181,328	202,700	(90,393)
Expenses								
Salaries & Wages	(41,739)	-	-	-	(41,739)	(39,501)	(86,620)	44,881
Contracted Services	(7,553)	-	-	-	(7,553)	(20,700)	(36,740)	29,187
Materials & Supplies	(9,761)	-	-	-	(9,761)	(9,556)	(18,625)	8,864
Utilities	(19,998)	-	-	-	(19,998)	(10,240)	(18,313)	(1,685)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	33,256	-	-	-	33,256	101,331	42,402	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**43 - Solid Waste**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	54,085	-	-	-	54,085	80,768	80,950	(26,865)
Expenses								
Salaries & Wages	(10,400)	-	-	-	(10,400)	(9,647)	(18,903)	8,503
Contracted Services	(17,858)	-	-	-	(17,858)	(18,022)	(32,975)	15,117
Materials & Supplies	(294)	-	-	-	(294)	(240)	(250)	(44)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(16,804)	-	-	-	(16,804)	(16,872)	(13,500)	(3,304)
Surplus (Deficit)	8,729	-	-	-	8,729	35,987	15,322	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**51 - FCSS**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	4,419	-	-	-	4,419	20,636	2,750	1,669
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(2,863)	-	-	-	(2,863)	(2,762)	(2,750)	(113)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	(17,874)	-	-
Surplus (Deficit)	1,556	-	-	-	1,556	-	-	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**61 - Planning & Development**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	14,923	-	-	-	14,923	8,552	21,450	(6,527)
Expenses								
Salaries & Wages	(31,903)	-	-	-	(31,903)	(43,587)	(8,120)	(23,783)
Contracted Services	(12,209)	-	-	-	(12,209)	(101)	(17,275)	5,066
Materials & Supplies	(2,582)	-	-	-	(2,582)	(2,715)	(6,530)	3,948
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(31,771)	-	-	-	(31,771)	(37,851)	(10,475)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**63 - Economic Development**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	31,967	-	-	-	31,967	33,220	40,000	(8,033)
Expenses								
Salaries & Wages	(19,100)	-	-	-	(19,100)	(20,752)	(48,608)	29,508
Contracted Services	(5,836)	-	-	-	(5,836)	(45)	(750)	(5,086)
Materials & Supplies	(22,470)	-	-	-	(22,470)	(13,666)	(48,750)	26,280
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(13,147)	-	-	-	(13,147)	(10,000)	(10,000)	(3,147)
Surplus (Deficit)	(28,586)	-	-	-	(28,586)	(11,243)	(68,108)	



**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**75 - Library**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	20,629	-	-	-	20,629	19,672	-	20,629
Expenses								
Salaries & Wages	(31,131)	-	-	-	(31,131)	(29,470)	-	(31,131)
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(33,314)	-	-	-	(33,314)	(37,917)	(33,406)	92
Surplus (Deficit)	(43,816)	-	-	-	(43,816)	(47,715)	(33,406)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**77 - Sundre Community Centre**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	24,880	-	-	-	24,880	19,310	23,476	1,404
Expenses								
Salaries & Wages	(10,130)	-	-	-	(10,130)	(9,770)	(14,281)	4,151
Contracted Services	(191)	-	-	-	(191)	(1,803)	(7,807)	7,616
Materials & Supplies	(19,978)	-	-	-	(19,978)	(16,636)	(48,047)	28,069
Utilities	(12,561)	-	-	-	(12,561)	(8,285)	(11,595)	(966)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(17,980)	-	-	-	(17,980)	(17,184)	(58,254)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**80 - Arena**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	32,041	-	-	-	32,041	4,521	60,806	(28,765)
Expenses								
Salaries & Wages	(36,324)	-	-	-	(36,324)	(39,411)	(67,807)	31,483
Contracted Services	(720)	-	-	-	(720)	(2,070)	(11,260)	10,540
Materials & Supplies	(28,727)	-	-	-	(28,727)	(22,324)	(41,514)	12,787
Utilities	(18,055)	-	-	-	(18,055)	(7,846)	(23,742)	5,687
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(51,785)	-	-	-	(51,785)	(67,130)	(83,517)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**82 - Greenwood Campground**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(5,722)	-	-	-	(5,722)	(5,193)	(9,768)	4,046
Contracted Services	-	-	-	-	-	(144)	(9,092)	9,092
Materials & Supplies	(3,907)	-	-	-	(3,907)	(3,649)	-	(3,907)
Utilities	(1,259)	-	-	-	(1,259)	(874)	(1,961)	702
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(10,888)	-	-	-	(10,888)	(9,860)	(20,821)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**84 - Parks**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	7,342	(7,342)
Expenses								
Salaries & Wages	(27,156)	-	-	-	(27,156)	(28,731)	(44,272)	17,116
Contracted Services	(83)	-	-	-	(83)	(83)	(10,984)	10,901
Materials & Supplies	(5,702)	-	-	-	(5,702)	(4,714)	(62,832)	57,130
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(32,941)	-	-	-	(32,941)	(33,528)	(110,746)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**85 - Recreation & Culture**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(83,927)	-	-	-	(83,927)	(66,359)	(78,981)	(4,946)
Surplus (Deficit)	(83,927)	-	-	-	(83,927)	(66,359)	(78,981)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**86 - Community Services**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	1	-	-	-	1	-	6,700	(6,699)
Expenses								
Salaries & Wages	(17,975)	-	-	-	(17,975)	(17,099)	(38,047)	20,072
Contracted Services	(600)	-	-	-	(600)	(200)	(7,538)	6,938
Materials & Supplies	(4,670)	-	-	-	(4,670)	(5,505)	(40,667)	35,997
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	(52,000)	52,000
Surplus (Deficit)	(23,244)	-	-	-	(23,244)	(22,804)	(131,552)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**87 - Trails**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	(4,369)	-	-
Expenses								
Salaries & Wages	(6,484)	-	-	-	(6,484)	(5,739)	(13,600)	7,116
Contracted Services	-	-	-	-	-	-	(5,000)	5,000
Materials & Supplies	(3,276)	-	-	-	(3,276)	(3,627)	(11,151)	7,875
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(9,760)	-	-	-	(9,760)	(13,735)	(29,751)	



**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**89 - Outdoor Recreation**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	-	-	-	-	-	-	1,300	(1,300)
Expenses								
Salaries & Wages	(13,380)	-	-	-	(13,380)	(11,083)	(19,910)	6,530
Contracted Services	(147)	-	-	-	(147)	(78)	(2,692)	2,545
Materials & Supplies	(2,939)	-	-	-	(2,939)	(3,518)	(14,800)	11,861
Utilities	-	-	-	-	-	-	(905)	905
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(16,466)	-	-	-	(16,466)	(14,679)	(37,007)	

**Town of Sundre**  
**2022 Quarterly Pro-Forma Statement of Revenue and Expenses**

**91 - Gas**

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2022</u> <u>YTD</u>	<u>2021</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<b>Variance (Budget V. Actual)</b> <b>Over / Under Budget</b>
Revenues	449,689	-	-	-	449,689	537,067	379,737	69,952
Expenses								
Salaries & Wages	(60,956)	-	-	-	(60,956)	(57,564)	(110,951)	49,995
Contracted Services	(21,475)	-	-	-	(21,475)	(24)	(62,724)	41,249
Materials & Supplies	(316,982)	-	-	-	(316,982)	(237,559)	(177,322)	(139,660)
Utilities	(2,027)	-	-	-	(2,027)	(1,656)	(26,400)	24,373
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	48,249	-	-	-	48,249	240,264	2,340	

**TOWN OF SUNDRE  
CASH STATEMENT  
Month Ending March 31, 2022**

9.1b9

	31-Mar-22				
Net Balance at End of Previous Month	2,386,123.13				
ADD: Receipts for the Month	906,767.83				
Sub-Total	3,292,890.96				
LESS: Disbursements for the Month	1,734,958.25				
Net Balance at End of Month	1,557,932.71				
Bank Balance at End of Month	1,561,188.02				
ADD: Outstanding Deposits	21,650.64				
Sub-Total	1,582,838.66				
LESS: Outstanding Cheques	24,905.95				
	0.00				
Balance at End of Month	1,557,932.71	Q4 2021	Q3 2021	Q2 2021	Q1 2021
		2,300,556.81	3,614,866.55	3,564,173.40	1,320,581.39

INVESTMENTS					
31 Day Municipal Notice Demand Account	105,552.69				
90 Day Municipal Notice Demand Account	762,369.13	Q4 2021	Q3 2021	Q2 2021	Q1 2021
TOTAL INVESTMENTS	867,921.82	865,665.36	862,848.09	861,402.10	859,258.06

RESTRICTED SURPLUS ACCOUNTS					
Account Name	Amount				
Commercial Bank Acct CB-03	316,420.60				
Commercial Bank Acct CB-04	4,992,537.80				
Commercial Bank Acct CB-28	56,126.20				
Commercial Bank Acct #00127611500	64,439.70				
TOTAL TOWN RESTRICTED SURPLUS	5,429,524.30				
Commercial Bank Acct CB-20	657,255.10				
Commercial Bank Acct CB-22	589,220.10				
Commercial Bank Acct CB-24	36.77				
Commercial Bank Acct CB-31	36,153.63				
TOTAL GRANT RESTRICTED SURPLUS	1,282,665.60				
		Q4 2021	Q3 2021	Q2 2021	Q1 2021
TOTAL RESTRICTED SURPLUS	6,712,189.90	6,391,297.72	6,374,921.65	6,369,420.40	6,305,152.90

		TOTAL INVESTMENTS & RESTRICTED SURPLUS			
		Q4 2021	Q3 2021	Q2 2021	Q1 2021
TOTAL INVESTMENTS & RESTRICTED SURPLUS	7,580,111.72	7,237,769.74	7,237,769.74	7,230,822.50	7,164,410.96

**TOWN OF SUNDRE**  
**2022 Restricted Surplus Continuity Schedule**  
**As at March 31, 2022**

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,400,316.10	3,616.75	-	-	-	1,403,932.85
A.2	Corporate Services Stabilization	53,216.00	-	-	-	-	53,216.00
A.3	Protective Services Stabilization	13,041.00	-	-	-	-	13,041.00
A.4	Municipal Operations Stabilization	35,904.00	-	-	-	-	35,904.00
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	30,584.00	-	-	-	-	30,584.00
A.7	Community Services Stabilization	75,411.00	-	-	-	-	75,411.00
B.1	Municipal "New" Projects	53,779.68	138.98	-	-	-	53,918.66
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	754,458.52	1,948.63	-	-	-	756,407.15
C.2	Utility Infrastructure Lifecycling	1,358,505.68	3,508.76	-	-	-	1,362,014.44
D.1	Municipal Cash-in-Lieu	64,315.83	123.87	-	-	-	64,439.70
D.2	Shared Fire - Capital	846,807.98	2,187.10	-	-	-	848,995.08
D.3	Shared Fire - Operating	119,318.52	308.17	-	-	-	119,626.69
D.4	Sundre Golf Society	55,981.61	144.59	-	-	-	56,126.20
D.5	Transportation Off-Site Levy	-	-	-	-	-	-
D.6	Water Off-Site Levy	315,812.38	608.22	-	-	-	316,420.60
D.7	Wastewater Off-Site Levy	-	-	-	-	-	-
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
<b>Totals</b>		<b>5,177,452.30</b>	<b>12,585.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,190,037.37</b>

\* May differ slightly from Notes to Financial Statements due to rounding

Town of Sundre Capital Project Listing						
Q1 As at March 31, 2022						
Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date
Feb 12/18	65/18					
		CS18-01	Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00	4,369.00
						Signage for Snake Hill and Trail parking signage complete October 2020. Getting quotes from contractors for work indentifies in the Trails Master Plan. Work is expected to begin late June, early July.
19-Mar-2019	124-18-03-19	FD10-01	Fire Dept - replace unit 581 ATV Utility Cart	Fire Capital RSAs	20,000.00	0.00
						Purchase on hold
				Municipal Lifecycling RSA		
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation		105,000.00	25,653.44
						Study conducted in 2020 and 2021. Ongoing monitoring by Engineer to determine requirements & cost.
				Municipal Lifecycling RSA		
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)		400,065.00	217,515.42
				MSI Capital	280,000.00	280,000.00
				MSI Capital	151,456.00	151,456.00
				Debentures	1,307,200.00	1,307,200.00
					2,138,721.00	1,956,171.42
						Added Boardwalk and OGS per Motion 175-15-04-19. Infrastructure work complete July 2020. Shrubs planted, mulch and edging installed. Banner sign frame has been installed. Waiting on backordered outdoor furniture; waiting on art stand for displays to be constructed. Project anticipated on budget.
				Utilities Lifecycling RSA		
16-Dec-2019	422-16-12-19	OP19-04	Gas Line Heater		80,000.00	0.00
						Unknown completion date. Equipment at end of life, still functioning. Upgrading depends on development, will be required on short notice.
16-Dec-2019	422-16-12-19	FD10-02	2004 Honda Quad Unit 570	Fire RSA	10,000.00	
				MVC Fire	10,000.00	
					20,000.00	0.00
						Purchase on hold
16-Dec-2019	422-16-12-19	CS19-02	Install Port-a-Potties	Municipal Lifecycling RSA	9,792.00	6,613.00
						Port-a-Potties placed @ Royal Purple Park in first week in May 2022. Project Complete, all costs in.
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	20,400.08
28-Jun-21	198-28-06-21			MSI Capital	800,000.00	0.00
				Federal Gas Tax Fund	150,000.00	0.00
28-Jun-21	201-28-06-21			Provisional Utilities Lifecycling R	950,000.00	0.00
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling R	200,000.00	0.00
28-Jun-21	200-28-06-21			Provincial Funding AMWWP	7,500,000.00	0.00
					11,700,000.00	20,400.08
13-Aug-2020	166-13-08-20	PARKS21-01	Phase 1 Campground / Recreation project	Municipal Stimulus Program	77,491.00	65,085.43
						May 2021 completed east entrance road construction and 4 pads, removed all derelict buildings. IBI Development Plan Sept 2021. Next steps include a Public Open house for input and discussion on the Plan; anticipated to be held Spring 2022. January 2022 Municipal Affairs approved allocated MSP fund overage to cover Centre Street over budget and use remaining balance to add additional camp pads and connecting roadway to be completed Spring/Summer 2022.

21-Dec-20	321-21-12-20	CORP21-01	Upgrade Council Chambers	Municipal New RSA	40,000.00	25,921.03	Chambers furniture and equipment installed May 2021. Previous Council amended scope of project to include Council office space. Project complete pending final costs. Anticipated on budget
				Municipal Oper Support Trf	80,000.00	80,000.00	
					120,000.00	105,921.03	
21-Dec-20	321-21-12-20	OP21-04	Gas Department Pipe Storage	Utilities Lifecycling RSA	16,200.00	16,040.82	In Progress, anticipated on budget. Completion in late Spring, early Summer 2022. Completion is pending finalized construction schedule for operations staff.
06-Dec-21	331-06-12-21	CPO22-01	CPO AFRACS Radio	Municipal Lifecycling RSA	12,500.00	0.00	
06-Dec-21	331-06-12-21	CS22-01	Lions Pk and Prairie Creek Pathway Lighting	GTF	39,722.00	0.00	Motion #095-28-03-22 Mar 28 increased Project to \$85,000.00 to cover inflationary costs. Trenching estimated to begin June 20, lights to arrived about the same time. Working towards completion prior to Canada Day.
	095-28-03-22	CS22-01	Lions Pk and Prairie Creek Pathway Lighting	CCRF	45,278.00	37,112.33	
					85,000.00		
06-Dec-21	331-06-12-21	OP22-01	Pedestrian Crossing Lights Centre Street	GTF	20,000.00		Complete on May 24, 2022. Anticipated on budget
06-Dec-21	331-06-12-21	CS22-02	Replace Community Centre Gym Floor	GTF	80,000.00		Project scheduled to begin June 13 with completion mid July. Estimated to be under budget as a result of revised cost estimate.
06-Dec-21	331-06-12-21	OP22-02	Lift Station No.5 Upgrade Alarms & Controls	MSI	65,000.00	2,148.66	In progress, anticipated completion June 2022
06-Dec-21	331-06-12-21	OP22-03	Buyout 2018 JD 524K Loader Lease	Municipal Lifecycling RSA	118,000.00	117,300.00	Complete, all costs in
06-Dec-21	331-06-12-21	OP22-04	Replace Sweeper Unit No. 1138	Municipal Lifecycling RSA	280,000.00		Delivery June 3, 2022; unit in service June 8, 2022
06-Dec-21	331-06-12-21	FD22-02	Superior Pumper Unit Replacement	Fire RSA	500,000.00		Build time on this unit is approximately 16 months
				MVC Fire	500,000.00		
					1,000,000.00	0.00	



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>2022 Tax Sale</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>9.2</b>

---

### **BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:** See attached Report to Council and RFD's 9.3 to 9.8 for each Tax Roll.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with the pillars of Sustainable & Responsible Governance

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the reserve bids and conditions of sale at public auction allowing administration to continue with the tax recovery process for the following tax rolls: 114000; 1359000; 1650000; 1655000; 1731000; and 2426000.

### **MOTION:**

THAT the Town of Sundre Council accept the report from the Director of Corporate Services as information and approve the reserve bids and conditions of sale at public auction allowing administration to continue with the tax recovery process for the following tax rolls: 114000; 1359000; 1650000; 1655000; 1731000; and 2426000.

Date Reviewed: June 9, 2022

CAO:

Linda Nelson



**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sales of Property

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.2a

**BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Section 418(1) states “Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid”. Due to notification and reporting requirements, this section is applicable to tax accounts two years or more in arrears.

According to Section 419 of the *Municipal Government Act*, Council is to pass a resolution to set the Reserve Bid, sale conditions and to add all tax recovery expenses to the tax roll. The reserve bid must be at fair market value as determined by our Assessor or by hiring an Appraiser.

The owners of the properties on the attached list have failed to pay the tax arrears for taxes owing between 2019 through 2022. They had until March 31st, 2022 to pay these taxes prior to the requirement that the Town offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title and again in January, 2022 by letter.

During June 2022 valuations were provided for each property by Wildrose Assessment Services to obtain a current “Fair Market Value”.

**Tax Recovery Costs (to be added to tax roll):**

Advertisement in Gazette – cost TBD

Advertising in The Albertan (local newspaper) – cost TBD

Land Title Searches – cost TBD

Additional unpaid utilities charges transferred to taxes - TBD

Setting up auction sale and auctioneer – are part of 5% administration fee



Calculation of Tax Recovery Surplus

Revenues from sale of property:	TBD
Less:	
Tax Arrears	per attached list plus recovery costs
Other costs or expenses	TBD (MGA section 553)
5% Administration fee	<u>TBD (MGA section 553)</u>
Balance: Tax Recovery Surplus	To be paid to lien holders (or owner if no liens)

Administration wishes to hold a public auction on Tuesday, October 25th, 2022 at 9:00 a.m. for each of the lands listed on the attached listing. The parcels will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Council will be presented with a Request for Decision for each individual property outlining the specific reserve bid and sale conditions.

Council can decide not to hold a tax sale in which case there is no incentive for the property owners to pay the outstanding tax arrears and the decision should be applied consistently in the future.

<b>Tax Sale Roll List</b>	<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>LINC #</b>	<b>NOTIFICATION LETTERS DATE</b>	<b>ASSESSED VALUE at JUNE- 2022</b>
114000	14PTN.	-	268GV	0021002241	Jan 2021 & Jan , 2022	\$ 675,000
1359000	24	10	7611274	0013473087	Jan 2020 & Jan , 2022	\$ 270,000
1650000	51	3	8010730	0016628976	Jan 2020 & Mar , 2022	\$ 160,000
1655000	56	3	8010730	0013815494	Jan 2020 & Jan , 2022	\$ 165,000
1731000	23	6	8010730	0016619257	Jan 2020 & Jan , 2022	\$ 120,000
2426000	1	1	1410559	0036060507	Jan 2020 & Jan , 2022	\$ 2,000,000



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 114000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.3

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 114000

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$675,000 for Portion of Lot 14, Block -, Plan 268GV, Sundre, AB, and furthermore

The property identified by Roll No. 114000 will be offered for sale by public auction, at the Town Office on Tuesday, October 25th, 2022 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 9, 2022 CAO: Linda Nub



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 1359000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.4

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approves a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 1359000

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$270,000 for Lot 24, Block 10, Plan 7611274, Sundre, AB, and furthermore

The property identified by Roll No. 1359000 will be offered for sale by public auction, at the Town Office on Tuesday, October 25th, 2022 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 9, 2022 CAO: David Nuber



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 165000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.5

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 1650000

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$160,000 for Lot 51, Block 3, Plan 8010730, Sundre, AB, and furthermore

The property identified by Roll No. 1650000 will be offered for sale by public auction, at the Town Office on Tuesday, October 25<sup>th</sup>, 2022 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 9, 2022 CAO: Linda Nuhn



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 1655000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.6

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 1655000

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$165,000 for Lot 56, Block 3, Plan 8010730, Sundre, AB, and furthermore

The property identified by Roll No. 1655000 will be offered for sale by public auction, at the Town Office on Tuesday, October 25th, 2022 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 9, 2022 CAO: Linda Nuba



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 1731000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.7

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 1731000

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$120,000 for Lot 23, Block 6, Plan 8010730, Sundre, AB, and furthermore

The property identified by Roll No. 1731000 will be offered for sale by public auction, at the Town Office on Tuesday, October 25th, 2022 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: June 9, 2022 CAO: Linda Nelson



## REQUEST FOR DECISION

**COUNCIL DATE:** June 13, 2022

**SUBJECT:** Tax Recovery Sale – Roll No. 2426000

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 9.8

**BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

See preceding Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillar of Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 2426000**

**COSTS/SOURCE OF FUNDING:**

Not Applicable – costs to be recovered from tax sale proceeds.

**MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$2,000,000** for **Lot 1, Block 1, Plan 1410559, Sundre, AB**, and furthermore

The property identified by **Roll No. 2426000** will be offered for sale by public auction, at the Town Office on **Tuesday, October 25th, 2022 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed:

June 9, 2022

CAO:

Amick Nelson





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>2022 Events Preparedness Requests – Sundre Rodeo</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.9</b>

---

### **BACKGROUND/PROPOSAL:**

The Sundre Pro Rodeo and Parade organizers are requesting the relaxation of the following Town of Sundre Bylaws from Friday, June 24 – Sunday June 26<sup>th</sup>, 2022:

#### **Noise Bylaw 818 s. 16, Exemptions and Exceptions**

s.16(d) The playing of a band or other activities relating to a lawful parade or public demonstration

#### ***Bylaw 763 Section 3 – Use of Firearms, Weapons and Fireworks***

s.3.01 Council may designate Public Places(s) within the Town of Sundre where activities may be carried out regarding the use of firearms, weapons and fireworks. For purposes of regulating the activities a License/Permit from the Town of Sundre must be obtained. These conditions laid out in the License/Permit must be strictly adhered to. Any deviation may result in the immediate suspension or cancellation of said mentioned License/Permit.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Relaxation of the aforementioned Bylaws have been granted by past Councils.  
See attached Schedule of Events provided by the Sundre Rodeo Association.

### **ALIGNMENT WITH STRATEGIC PLAN**

Pillar 1: Community Development and, Pillar 2: Community Wellness

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approves the request for the 2022 Sundre Rodeo and Parade Events by the relaxation of Noise Bylaw 818 s.16(b), and Use of Firearms, Weapons and Fireworks Bylaw 763 s. 3.01. for a period not to exceed June 24 – 26, 2022.

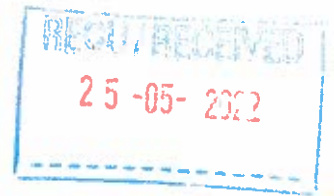
### **MOTION:**

That the Town of Sundre Council approves the request for the 2022 Sundre Rodeo and Parade Events by the relaxation of Noise Bylaw 818 s.16(b), and Use of Firearms, Weapons and Fireworks Bylaw 763 s. 3.01 for period not to exceed June 24 – 26, 2022.

**Attachment:** Schedule of Events

Date Reviewed: June 9, 2022

CAO: *Diana Nelson*



Request to Relax Noise Bylaw 818 and Use of Firearms, Weapons & Fireworks Bylaw 763 Section 33

WHEN: Friday June 24 – Sunday June 26, 2022

WHERE: Rodeo Grounds (Location of Fireworks still TBD)

**2022 SCHEDULE OF EVENTS**

**Friday – June 24**

Rodeo Slack 9:00am

Rodeo Warm-Up BarBQ 11am – 2pm ATB Parking Lot (Tentative)

BS Bingo 5:30pm

Rodeo Performance 6:30pm

Crowning of Miss Rodeo Sundre 2022

Fireworks @ Dusk (Location still TBD)

**Saturday – June 25**

Pancake Breakfast @ Freson Bro's 7 am

Parade 10am

Rodeo Performance 12:30pm

Cowboy Cabaret 9pm – 2am (Rodeo Grounds Infield)

**Sunday – June 26**

Cowboy Church 10am – 11am

Rodeo Performance 12:30pm

\$15,000 Cash Raffle Prize Draw

Happy Trails,

Jenn Anderson

Director

Sundre Rodeo & Race Association



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>AHS Fire Hall space lease</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>9.10</b>

---

### **BACKGROUND/PROPOSAL:**

In July 2010 the Town entered into an agreement with Alberta Health Services (AHS) to lease 3,149 square feet of space located in the Sundre Fire Hall located at 112 – 1 Street NW to accommodate EMS operations in the community. The lease has been extended three times since 2010, with the most recent expiry to occur on July 31, 2022. AHS has requested a renewal of the lease agreement for an additional five-year term.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The terms of the original lease, and the most recent extension, indicate there is no requirement to further extend the term of lease unless agreed by both parties. AHS would very much like to continue the relationship and provide required emergency medical services to the Sundre community. Per the original lease agreement, rental rates shall be based on current market rates and are set for the term of the extended agreement.

### **ALIGNMENT WITH STRATEGIC PLAN**

The proposal aligns with the pillars of Community Wellness, as well as Sustainable & Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration supports extending the lease agreement with AHS for an additional five-year term.

### **COSTS/SOURCE OF FUNDING:**

Annual lease revenues are reflected in the Four-Year Operating Budget.

### **MOTION:**

The Town of Sundre Council supports the extension of lease agreement with Alberta Health Services for an additional five-year term from August 1, 2022 – July 31, 2027.

Date Reviewed: <u>June 9, 2022</u> CAO: <u>Linda Nuhn</u>
---



## REQUEST FOR DECISION

**COUNCIL DATE** June 13, 2022  
**SUBJECT** Grants to Organizations  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 9.11

---

**BACKGROUND/PROPOSAL:**

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:** Supplemental Report forthcoming

**ALIGNMENT WITH STRATEGIC PLAN**

Aligns with the pillars of Community Development and Community Wellness

**ADMINISTRATION RECOMMENDATIONS:**

That Council approve the recommendations of the Grant Review Committee.

**MOTION:**

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre & District Cemetery in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for the Sling Shot Garage in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Rodeo & Race Association in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Pickleball in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Bulls & Wagons in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Bike n Ski Club in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Curling Club in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Sundre Daycare in the amount of \$\_\_\_\_\_;

That the Town of Sundre Council approve the Grants to Organizations Funding for Play 4 Sundre Kidz in the amount of \$\_\_\_\_\_.

Date Reviewed: June 9, 2022

CAO: Linda Nelson



## REQUEST FOR DECISION

**COUNCIL DATE:** JUNE 13, 2022  
**SUBJECT:** LIBRARY BOARD APPOINTMENTS  
**ORIGINATING DEPARTMENT:** LEGISLATIVE SERVICES  
**AGENDA ITEM:** 9.12

### **BACKGROUND/PROPOSAL:**

Alberta library legislation does not allow for the appointment of alternate members to municipal library boards.

Additionally, Section 4(5) of the Libraries Act states that board members may be appointed for a term of up to three years.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

On October 6, 2021, at the Organizational meeting, Council appointed Councillor Isaac to the Library Board as an alternate member by Motion No 286-25-10-21.

Section 3(4) of the *Libraries Act* establishes the library board as a separate corporation upon formation. This gives the board legal powers and responsibilities, including the abilities to hire staff, enter into contracts and both sue and be sued. Because the board is a legal corporation with legal responsibilities, board member appointment motions should include a start date and an end date with a day, month, and year, so it is clear when each board member is responsible for serving on the board and helping the board complete its legal responsibilities. A number of public members have been appointed to the board for terms that exceed the time set out in the *Libraries Act*.

### **MOTION:**

That the Town of Sundre Council remove the appointment of Councillor Isaac as an alternate to the Library Board.

That Council rescind motion number 234-07-09-21 to appoint Anton Walker and Wendy Murphy to the Library Board for a 3-year term ending on October 31, 2024.

That Council rescind Motion number 261-20-09-2121 to appoint Laura Skorodenski, Simon Ducatel and Lynda Lyster to the Library Board for a 3-year term ending on October 31, 2024

That Council appoint Anton Walker and Wendy Murphy to the Library Board beginning June 13, 2022 and expiring on October 31, 2024.

That Council appoint Laura Skorodenski, Simon Ducatel and Lynda Lyster to the Library Board beginning June 13, 2022 and expiring on October 31, 2024.

Date Reviewed:

June 9, 2022

CAO:

Lynda Nabe



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 13, 2022</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>13.</b>

---

### **BACKGROUND/PROPOSAL:**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the following correspondence as information.

### **MOTION:**

- 13.1 That the Town of Sundre Council accept the Parkland Regional Library Board reports as information.
- 13.2 That the Town of Sundre Council accept the letter to Council from the Shadow Minister for Rural Economic Development as information.
- 13.3 That the Town of Sundre Council accept the letter to the CAO from the Shadow Minister for Rural Economic Development as information.

### **ATTACHMENTS:**

- 13.1a PRLS Board Talk, PRLS Meeting Minutes of May 19<sup>th</sup>, 2021 Financial Statements
- 13.2a Letter from Shadow Minister for Rural Economic Development
- 13.3a Letter from Shadow Minister for Rural Economic Development

Date Reviewed: June 9, 2022

CAO: Amie Nelson



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

MAY 19, 2022

#### Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Schmidt and Rebecca Slater.

Parkland received a clean audit. However, the auditors had three recommendations in their management letter. First, that the Finance Department develop a succession plan in anticipation of staff retirements. They also noted that the building reserve is below the recommended minimum, stating that the Executive Committee is aware of this and are planning on slowly bringing the reserve up to minimum levels over the next few years. The last recommendation is to change the amortization for Parkland's computers from 30% to 50% in order to better reflect the actual lifespan of Parkland's computers.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

#### 2023 Requisition Increase

At their March 24<sup>th</sup> meeting, Parkland's Executive Committee passed a motion to direct Parkland staff to create a 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

Please note the motion put forward by the Executive Committee dictates that if population levels drop for the

Parkland region as a whole, the 2023 requisition was to be increased to whatever level was necessary to equal what municipalities were invoiced in 2022 plus .20 cents per capita more.

While the board endorsed the increase in the requisition, there was much lively discussion around which population figures should be used to invoice municipalities. Some board members thought Parkland should use the old population figures from Municipal Affairs while others thought the ones from the federal census would be most accurate. Parkland currently uses the estimates from the Treasury Board.

#### Parkland's Strategic Plan

In February, there were three focus groups facilitated by Shari Hansen, a Community Development officer with Alberta Culture and Status of Women. At these focus group sessions, Hansen spoke with groups of key Parkland stakeholder groups to get input for PRLS' 2023-2025 strategic plan. While much of the data collected needs further analysis before it is truly useful, a number of key themes have emerged. The emerging priorities for Parkland's member libraries include:

- Marketing assistance, including communications
- Advocacy
- Sustainable funding (which is tied to both effective marketing and advocacy)
- Assistance with HR issues
- An increased emphasis on eContent in several different categories
- Creating an environment that fosters an overall increase in the professionalism of member library service through better collection development, collaboration and partnerships, and developing critical thinking and analysis while at the same time sharing and celebrating the uniqueness of each library and their individual accomplishments. In such an environment, libraries can share ideas and support one another.

Another meeting was held on May 4<sup>th</sup> to go over data collected at the February focus group sessions to see if the emerging priorities accurately reflect the services member libraries would like to see Parkland develop. Formal work on Goals and Objectives will begin shortly.



## Indigenous Library Service

On April 1<sup>st</sup> 2022, two years after the Maskwacis library service point closed due to the COVID-19 pandemic, the library service point had re-opened.

Before opening, Parkland staff preformed IT updates, a collection inventory, and ensured the space was ready for public access. Since opening, Parkland staff have maintained open hours on Tuesdays and Thursdays from 11:00 a.m. – 2:00 p.m.

Parkland has hired an individual to run the library service at Maskwacis for 21 hours a week. Reporting to Parkland, this person will be responsible for library programming, circulating library materials, and promoting the use of the library and its resources within the community.

Parkland staff have so far ordered 390 new items for the collection at Maskwacis and will begin the process of weeding outdated materials. We have also purchased additional shelving units to allow for expansion of the collection and a slat wall will be installed to create a designated display area to promote the collection.

Parkland staff are in early stages of establishing library service for O'Chiese and Sunchild, as they are also included as part of Parkland's On Reserve, on Settlement Grant from the Government of Alberta.

## Advocacy Committee

The Advocacy Committee has reviewed Parkland's 2021 Return on Investment (ROI). They are posted on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Parkland has also produced a short infographic highlighting some of Parkland's many accomplishments in 2021. This mini annual report is also available on Parkland's website at:

<https://www.prl.ab.ca/~media/parkland/annual-report/prls-annual-report-infographic-2021.ashx?la=en>

Board members are encouraged to present the annual report synopsis to council in conjunction with their municipal ROI.

## Parkland Summer Event

Last summer, Parkland had a public BBQ, magician, and open house to celebrate our new building. The event was such a success, we have decided to do it again this

summer. This year, we have joined forces with Lacombe Days and will have our event on July 16th. Stay tuned for the official invitation, we hope to see you all there!

## Committee News from Trustees

**Clive Public Library** is resuming 'Free Movie Fridays'.

The first one was last month, with 70 people in attendance.

**Stettler Public Library** has redone their Plan of Service. The library also now attends farmers markets throughout the summer in Stettler.

**Cremona Municipal Library** started a seed sharing program which has brought in a whole new demographic of patrons.

**Ponoka Jubilee Library** held a red dress event at the park on May 5<sup>th</sup> in order to communicate the effects of Missing and Murdered Indigenous Women.

**Sylvan Lake Municipal Library** is installing new flooring and is designing the library children's area. The library will be closed June 13 to 27<sup>th</sup>.

**Castor Municipal Library** has formed a Friends of the Library group and they held a poetry reading for 21 people.

**Sedgewick & District Municipal Library** bought a new building and is moving to Main Street, hopefully in 2023.

**Rimbey Municipal Library** has a new addition to their library and they have re-opened.

**Amisk Public Library** is celebrating their 100<sup>th</sup> birthday in summer 2023 and are planning a party to celebrate.

**Donalda Public Library** has newly painted furniture and are working hard on their summer programs.

**Penhold & District Public Library** is holding a spice club, macrame night, and spy club. They are also partnering with FCSS to hold mom and dad children's programs. Lastly, they are holding a Battle of Alberta contest to win pizza for the game. They have hired 2 new summer programmers.

**Caroline Municipal Library** is continuing their programs: Soup to Seniors, crafting and sewing classes and plant exchanges, and much more.

**Bentley Municipal Library** has weekly crafts in a bag for parents to pick up, nature school for parents with children aged 2-5 years, and movie nights.

**Eckville Municipal Library** has a new manager.

## Next Meeting: September 15, 2022, (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.





## PRLS Board Meeting Minutes May 19, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:04 a.m. on Thursday May 19, 2022 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor, Barb Gilliat, Norma Penney

**Present via Zoom:** Jackie AlMBERG, , Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Amanda Derksen, Jeff Eckstrand, Jul Bissell (alternate for Lisa Ferguson), Marie Flowers, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Shawn Peach, Leonard Phillips, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Les Stulberg, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

**With Regrets:** Doug Weir, Alison Barker-Jevne, and Gail Knudson

**Absent:** Edna Coulter, Bruce Gartside, Guy Lapointe, Daryl Loughheed, Bryce Olson, Ray Reckseidler, Diane Roth, Sandy Shipton, and Sharon Williamson

**Guests:** Margaret Law – in person, Lindsey Schmidt and Rebecca Slater (MNP) - Zoom

**Staff:** Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Haley Amendt, Hailey Halberg

### Call to Order

Meeting called to order at 10:04 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Len Phillips to excuse Doug Weir, Alison Barker-Jevne, and Gail Knudson from attendance at the board meeting on May 19, 2022 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 15/2022

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Teresa Cunningham to accept the agenda as presented.

CARRIED  
PRLS 16/2022

#### 1.2. Approval of Minutes

Smith asked if there were any amendments to the February 24, 2022 minutes. There were none.

Motion by Jackie Almborg to approve the minutes of the February 24, 2022 meeting as presented.

CARRIED  
PRLS 17/2022

**1.3. Business arising from the minutes of the February 24, 2022 meeting**

Smith asked if there was any business arising from the minutes. There were none.

**2. Business Arising from the Consent Agenda**

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED  
PRLS 18/2022

**3.1. Approval of the 2021 Audit**

Shawn Peach left the meeting from 10:12 to 10:17 a.m.

Lindsey Schmidt and Rebecca Slater from Parkland's audit company, MNP, presented the audit.

The *Parkland Regional Library System 2021 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2021*, two additional letters to the Board and the *Financial Statements December 31, 2021* were provided by PRLS's auditors MNP. In their report, the auditors state:

*We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 12, 2021, for the preparation and fair presentation of the Library's financial statements in accordance with Canadian public sector accounting standards. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Library as at December 31, 2021, and the results of its operations and its cash flows, in accordance with Canadian public sector accounting standards.*

Parkland received a clean audit. However, the auditor had three recommendations in their management letter, first, that the Finance Department develop a succession plan, in anticipation of staff retirements. They also noted that the building reserve is below the recommended minimum, stating that the Executive Committee is aware of this and are planning on slowly bringing the reserve up to minimum levels over the next few years. The last recommendation is to change amortization for Parkland's computers from 30% to 50% in order to better reflect the actual value of Parkland's computers.

Motion by Jackie Northey to approve the *Parkland Regional Library System 2021 Audit Findings Report to the Board of Directors/Executive Committee for December 31, 2021* and the *Financial Statements for December 31, 2021* as presented.

CARRIED  
PRLS 19/2022

Lindsey Schmidt and Rebecca Slater left the meeting at 10:31 a.m.

### **3.2. 2023 Requisition Increase**

At their March 24<sup>th</sup> meeting, Parkland's Executive Committee passed the following motion:

*Motion by Phillip Massier to direct staff to create a 2023 budget with a .20 cent increase in the requisition level on the most current population figures, and if the population numbers for the region drop, to increase the requisition sufficiently to equal the extra income originally projected.*

CARRIED

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

At the time of posting the meeting package, the rate of inflation for Alberta as determined by the Federal Government was at 6.5% over this time last year.

There was considerable debate over using Treasury Board population estimates for invoicing municipalities. Despite this, the board upheld the original motion made by the Executive Committee.

Motion by Phillip Massier to direct staff to create a 2023 budget with a .20 cent increase in the requisition level on the most current population figures, and if the population numbers for the region drop, to increase the requisition sufficiently to equal the extra income originally projected.

CARRIED

PRLS 20/2022

### **3.3 2023 Budget and Population Numbers**

At the last Executive Committee meeting there was a long discussion regarding which population figures Parkland should use for invoicing municipalities. The committee was asked to revisit a decision that was made in 2021.

According to clause 8.3 of Parkland's master agreement when invoicing members for the requisition:

*"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." However, according to the Government of Alberta's website "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future."*

The potential problem for Parkland was that the last updated official population list from Municipal Affairs uses 2019 population figures and, as stated, will no longer be updated. Instead, the only official population figures appear to be those from the Treasury Board.

At the March 2021 Executive Committee meeting, the committee decided to use the population numbers from Treasury Board and Finance to invoice municipalities because, as the GOA's own

website stated; " *The municipal Affairs Population list has been discontinued and **will be replaced** by population estimates from Treasury Board and Finance in the Future.*" The interpretation at the time was that the population estimates from Treasury Board are **replacing** the Municipal Affairs population lists.

Member municipalities were informed of this change, as was the Parkland board at their meeting in May 2021. The board and Municipalities were again informed when the budget was distributed last autumn.

After much discussion on this subject by the Executive Committee, staff were instructed to seek a legal opinion on a number of issues. Based on the legal opinion obtained:

- There is no need to change our membership agreement to use the population figures from Treasury Board to invoice member municipalities.
- It would appear that PRLS should be using the population figures from the Treasury Board for the purpose of invoicing municipalities.
- If Parkland were to switch to using the federal census numbers for invoicing municipalities, then the municipalities would have to change the membership agreement.
- Switching to the federal census numbers is redundant because according to GOA's website, the federal census will be used to update the Treasury Board population estimates.
- The funding level or funding model used by Municipal Affairs has no bearing on the invoicing models outlined in Parkland's master agreement. How the GOA chooses to distribute funding is an entirely separate issue from how Parkland invoices its member municipalities.

Following on the previous agenda item, some board members indicated that Parkland's master agreement be amended to utilize the recent federal census population figures for the purpose of calculating the amount of the levy when invoicing municipalities.

Motion by Barb Gilliat to receive the legal opinion from Susan Alexander-Smith, QC for information, and to follow her recommendation for building the 2023 Budget using the Treasury Board Estimates.

CARRIED  
PRLS 21/2022

### **3.4. Parkland's Strategic Plan 2023-2025 Update**

In February, there were three focus groups facilitated by Shari Hansen, a Community Development officer with Alberta Culture and Status of Women. At these focus group sessions, Hansen spoke with groups of key Parkland stakeholder groups to get input for PRLS' 2023-2025 strategic plan. While much of the data collected needs further analysis before it is truly useful, a number of key themes have emerged. The emerging priorities for Parkland's member libraries include:

- Marketing assistance including communications
- Advocacy

- Sustainable funding (which is tied to both effective marketing and advocacy)
- Assistance with HR issues
- An increased emphasis on eContent in several different categories
- Creating an environment that fosters an overall increase in the professionalism of member library service through better collection development, collaboration and partnerships developing critical thinking and analysis while at the same time sharing and celebrating the uniqueness of each library and their individual accomplishments. In such an environment, libraries can share ideas and support one another.

Due to the irregular services demanded of member libraries caused by COVID-19, and because it is only now and with some uncertainty that “normal” services are being resumed, another focus group session was held on May 4<sup>th</sup> to go over the data collected at the February focus group sessions to see if the emerging priorities accurately reflect the services member libraries would like to see Parkland develop. Formal work on Goals and Objectives will begin shortly.

Motion by Joy-Anne Murphy to receive for information.

CARRIED  
PRLS 22/2022

Comfort Break 11:31 – 11:40 a.m.

### **3.5. Indigenous Library Services**

On April 1<sup>st</sup> 2022, two years after the Maskwacis library service point closed due to the COVID-19 pandemic, the library service point had a soft opening. The Howard Buffalo Memorial Centre doors remain locked but patrons are welcome by appointment.

Before opening, Parkland staff preformed IT updates, a collection inventory, and ensured the space was ready for public access. Since opening, Parkland staff have maintained open hours on Tuesdays and Thursdays from 11:00 a.m. – 2:00 p.m.

Parkland has hired an individual to run the library service at Maskwacis for 21 hours a week. Reporting to Parkland, this person will be responsible for library programming, circulating library materials, and promoting the use of the library and its resources.

Parkland staff have so far ordered 390 new items for the collection at Maskwacis and will begin the process of weeding outdated materials. They have also purchased additional shelving units to allow for expansion of the collection and a slat wall will be installed to create a designated display area to promote the collection.

In addition, Parkland staff are in early stages of establishing library service for the O’Chiese and Sunchild reserves, as they are also a part of Parkland’s indigenous grant.

Motion by Stephen Levy to receive for information.

CARRIED  
PRLS 23/2022

### **3.6. Advocacy and Marketing Report**

Gord Lawlor gave the Advocacy Report. The Advocacy Committee has reviewed the format for Parkland's 2021 Return on Investment (ROIs) They are posted on Parkland's website. He strongly encouraged board members to download and print the ROI for their municipality and present it to council. Also available on the Parkland website is a short infographic highlighting some of Parkland's many accomplishments in 2021 despite the challenges of the past year. Board members were encouraged to present the annual report synopsis to council in conjunction with their municipal ROI.

Gord Lawlor and Haley Amendt participated in Marigold's conference in Calgary and presented "Advocacy, Whose Role is it Anyway?" which was well received. At the conference, they discussed each region creating their own Advocacy Committee, and the committees sharing with each other. Also discussed was the notion of creating a provincial advocacy committee, with each regional system contributing members.

Hailey Halberg talked about Parkland's marketing activity. Parkland has selected 5 libraries to use as a pilot project for professional photography to support library marketing. The photography and video will be shot at the end of May and staff expect the edited photos and video in June. The libraries will be Rocky Mountain House, Caroline, Forestburg, Alix, and Amisk.

Staff will measure success by looking at how the photos are used, surveying libraries on the impact of the photos, and the success of the photos in Parkland's marketing content.

Last summer, Parkland had a public BBQ, magician, and open house to celebrate their new building. The event was such a success, staff have decided to hold it again this summer. This year, Parkland joined forces with Lacombe Days and will hold the event in July.

Parkland has created a new update email template for libraries and board members. You may have seen our sleek new design pop up in your inbox in the April. We are now able to track the open rates and which links are clicked so we can continually improve the information we send out.

Staff have spent a lot of time researching effective library signage and inviting spaces. A signage audit document has been created to help libraries evaluate their signage. Parkland has already completed signage audits for five libraries at their request.

The library display contest hosted by Parkland for the month of April is complete. There were 10 participating libraries that got over 4,000 views and 1,300 votes in the contest. The winners were Carstairs library, Camrose library, and Hughenden library. They have received credit towards Vistaprint Pro Shop to order marketing materials.

A video was then shown, "A Day in the Life of Parkland".

Motion by Carlene Wetthuhn to receive for information.

CARRIED

PRLS 24/2022

### **3.7. Parkland Community Update**

Clive Public Library is resuming 'Free Movie Fridays'. The first one was last month, with 70 people in attendance.

Stettler Public Library has redone their Plan of Service. The library also now attends farmers markets throughout the summer in Stettler.

Cremona Municipal Library started a seed sharing program which has brought in a whole new demographic of patrons.

Ponoka Jubilee Library held a red dress event at the park on May 5<sup>th</sup> in order to communicate the effects of Missing and Murdered Indigenous Women.

Sylvan Lake Municipal Library is installing new flooring and is redesigning the library children's area. The library will be closed June 13 to 27<sup>th</sup>.

Castor Municipal Library has formed a *Friends of the Library* group who recently held a poetry reading for 21 people.

Sedgewick & District Municipal Library bought a new building and is moving to Main Street, hopefully in 2023.

Rimbey Municipal Library has a new addition on their library and they have re-opened.

Amisk Public Library is celebrating their 100<sup>th</sup> birthday in summer 2023 and are planning a party to celebrate.

Donalda Public Library has newly painted furniture and are working hard on their summer programs.

Penhold & District Public Library is holding a spice club, macrame night, and spy club. They are also partnering with FCSS to hold mom and dad children's programs. Lastly, they are holding a Battle of Alberta contest to win pizza for the game. They have hired 2 new summer programmers.

Caroline Municipal Library is continuing their programs: Soup to Seniors, crafting and sewing classes, plant exchanges, and much more.

Bentley Municipal Library has weekly crafts in a bag for parents to pick up, nature school for parents with children aged 2-5 years, and movie nights.

Eckville Municipal Library has a new manager.

Motion by Norma Penney to receive for information.

CARRIED

PRLS 25/2022

### **3.8.1. Director & Library Services Report**

### **3.8.2. I.T. Report**

### **3.8.3. Finance & Operations Report**

### **3.8.4. ALTA Report**

Smith asked if there were any questions regarding the Director & Library Services Report, IT, Finance and Operations, or ALTA Reports. There were none.

Motion by Stephen Levy to receive the Director & Library Services Report, IT, Finance and Operations, and ALTA Reports for information.

CARRIED  
PRLS 26/2022

**4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 12:15 p.m.

CARRIED  
PRLS 27/2022

Meeting adjourned at 12:15 p.m.

---

Chair



**PARKLAND REGIONAL LIBRARY SYSTEM**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

# PARKLAND REGIONAL LIBRARY SYSTEM

## Table of Contents

DECEMBER 31, 2021

---

<b>Contents</b>	<b>Page</b>
Management's Report	2
Independent Auditor's Report	3-4
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Statement of Changes in Accumulated Operating Surplus	9
Statement of Remeasurement Gains and Losses	10
Schedule of Tangible Capital Assets	11
Notes to the Financial Statements	12-16

## MANAGEMENT'S REPORT

### To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.



To the Board of Directors of Parkland Regional Library System:

### Opinion

We have audited the financial statements of Parkland Regional Library System (the "Library"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

May 19, 2022

*MNP LLP*

Chartered Professional Accountants

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
AS AT DECEMBER 31, 2021

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 3)	\$ 911,498	\$ 643,246
Accounts receivable	21,908	68,759
Investments (note 4)	775,163	795,560
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,708,569</b>	<b>1,507,565</b>
<b>LIABILITIES</b>		
Accounts payable and accruals (note 5)	\$ 120,407	\$ 102,836
Book allotment	12,178	32,204
Deferred revenue (note 6)	157,678	78,839
<b>TOTAL LIABILITIES</b>	<b>290,263</b>	<b>213,879</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,418,306</b>	<b>1,293,686</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 17,642	\$ 19,587
Prepaid expenses	109,711	91,305
Tangible capital assets (schedule 1)	4,593,189	4,690,283
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,720,541</b>	<b>4,801,175</b>
<b>COMMITMENTS (note 7)</b>		
<b>CONTINGENCY (note 14)</b>		
<b>ACCUMULATED SURPLUS</b>	<b>6,138,847</b>	<b>6,094,861</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus (note 8)	6,124,640	6,048,808
Accumulated remeasurement gain on investments	14,207	46,053
	<b>6,138,847</b>	<b>6,094,861</b>

Approved by the Library Board:

  
Chairman

  
Director

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget	2021	2020
<b>REVENUE</b>			
Investment income	\$ 32,000	\$ 25,958	\$ 32,329
Member fees	1,881,316	1,881,436	1,881,316
Miscellaneous and donations	-	787	1,301
Outside sales - Books and supplies	-	143,788	138,958
Provincial funding (note 9)	1,565,171	1,489,125	1,486,330
	<u>3,478,487</u>	<u>3,541,094</u>	<u>3,540,235</u>
<b>EXPENSES</b>			
Administration	\$ 21,000	\$ 15,601	\$ 15,972
Amortization	-	152,818	159,575
Audit	17,400	19,440	15,815
Communications, marketing and promotions	9,100	8,143	10,983
Continuing education	20,000	14,514	14,162
Dues, fees, and memberships	11,750	12,008	11,460
First Nations grant expense	78,839	1,362	-
Freight and postage reimbursement	6,300	3,422	4,347
Insurance	18,500	16,985	20,476
Investment fees	4,300	4,410	4,376
Library materials	374,346	395,904	382,652
Library service grant	428,738	429,742	428,738
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	143,519	138,188
Planned member technology purchases	66,010	118,414	85,151
Professional fees	-	5,908	40,778
Repairs and maintenance - building	50,500	45,020	59,398
Salaries and benefits	1,961,778	1,732,954	1,733,883
Supplies for library materials and inhouse stationary	55,036	39,641	50,952
Technology software, internet, maintenance agreement, misc. supplies	212,090	198,722	181,177
Travel	9,000	1,222	2,137
Trustee	34,000	13,986	18,215
Utilities	39,000	31,074	40,209
Vehicle	46,000	40,717	34,174
Workshops, training for libraries	14,000	12,077	8,922
	<u>3,478,487</u>	<u>3,458,403</u>	<u>3,462,540</u>
<b>Excess of revenue over expenses, before other expenses</b>	-	<b>82,692</b>	<b>77,695</b>
<b>OTHER INCOME (EXPENSES)</b>			
Capital grant revenue	-	-	2,458,068
Loss on disposal of investments	-	(3,061)	-
Gain (loss) on disposal of tangible capital assets	-	(3,799)	1,507,094
		<u></u>	<u></u>
<b>Excess of revenue over expenses</b>	-	<b>75,832</b>	<b>4,042,857</b>
<b>Accumulated operating surplus, beginning of year</b>	<u>6,048,808</u>	<u>6,048,808</u>	<u>2,005,951</u>
<b>Accumulated operating surplus, end of year (Note 8)</b>	<u>6,048,808</u>	<u>6,124,640</u>	<u>6,048,808</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*

	Budget	2021	2020
<b>Excess of revenue over expenses</b>	\$ -	\$ 75,832	\$ 4,042,857
Acquisition of tangible capital assets	-	(59,523)	(4,755,112)
Amortization of tangible capital assets	17,400	152,818	159,575
Proceeds on disposal of tangible capital assets	-	-	1,988,182
Loss (gain) on disposal of tangible capital assets	-	3,799	(1,507,094)
Change in prepaid expenses	-	(18,405)	(2,514)
Change in inventory for consumption	-	1,945	(10,324)
Change in accumulated remeasurement gain (loss) on long-term investments	-	(31,846)	33,032
<b>Increase (decrease) in net financial assets</b>	17,400	124,620	(51,399)
<b>Net financial assets, beginning of year</b>	1,293,686	1,293,686	1,345,085
<b>Net financial assets, end of year</b>	1,311,086	1,418,306	1,293,686



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,072,862	\$ 1,978,328
Cash receipts from grants	1,567,964	1,565,170
Investment income received	25,958	32,329
Cash paid for materials and services	(1,162,926)	(1,141,505)
Cash paid for salaries and benefits	(1,725,941)	(1,725,342)
Cash paid for library service grant	(429,742)	(428,738)
Interest paid	(5,888)	(1,050)
	<u>342,287</u>	<u>279,193</u>
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(59,523)	(2,780,112)
Proceeds on disposal of tangible capital assets	-	13,179
	<u>(59,523)</u>	<u>(2,766,933)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(91,509)	(91,623)
Proceeds on sale of investments	77,000	82,944
	<u>(14,509)</u>	<u>(8,679)</u>
<b>Net increase (decrease) in cash</b>	<b>268,252</b>	<b>(2,496,420)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>643,246</b>	<b>3,139,666</b>
<b>Cash and cash equivalents, end of year</b>	<b><u>911,498</u></b>	<b><u>643,246</u></b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2021	2020
<b>Balance, beginning of year</b>	443,859	914,665	4,690,284	<b>\$ 6,048,808</b>	\$ 2,005,951
Excess of revenue over expenses	75,832	-	-	<b>75,832</b>	4,042,857
Reserves used for (transferred from) operations	(267,010)	267,010	-	-	-
Purchases of tangible capital assets	-	(59,523)	59,523	-	-
Disposal of tangible capital assets	3,799	-	(3,799)	-	-
Annual amortization expense	152,818	-	(152,818)	-	-
<b>Balance, end of year</b>	<u>409,299</u>	<u>1,122,152</u>	<u>4,593,189</u>	<u><b>6,124,640</b></u>	<u>6,048,808</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*

	2021	2020
<b>Accumulated remeasurement gain (loss) on investments, beginning of the year</b>	<b>46,053</b>	13,021
Increase (decrease) in market value	<b>(31,846)</b>	33,032
<b>Accumulated remeasurement gain (loss) on investments, end of year</b>	<u><b>14,207</b></u>	<u>46,053</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*  
**SCHEDULE 1**

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2021	2020
<b>Original Cost:</b>								
Balance, beginning of year	131,191	3,946,960	610,000	323,955	48,784	43,091	<b>5,103,982</b>	1,897,310
Acquisition of tangible capital assets	-	-	-	52,220	290	7,014	<b>59,523</b>	4,755,112
Disposals of tangible capital assets	-	-	-	(15,800)	-	-	<b>(15,800)</b>	(1,548,439)
<b>Balance, end of year</b>	<b>131,191</b>	<b>3,946,960</b>	<b>610,000</b>	<b>360,375</b>	<b>49,074</b>	<b>50,105</b>	<b>5,147,705</b>	5,103,982
<b>Accumulated Amortization:</b>								
Balance, beginning of year	75,395	78,939	-	225,354	18,680	15,330	<b>413,699</b>	1,321,477
Annual amortization	16,739	78,939	-	44,107	6,079	6,955	<b>152,819</b>	159,575
Disposals	-	-	-	(12,002)	-	-	<b>(12,002)</b>	(1,067,353)
<b>Balance, end of year</b>	<b>92,134</b>	<b>157,878</b>	<b>-</b>	<b>257,459</b>	<b>24,759</b>	<b>22,285</b>	<b>554,516</b>	413,699
<b>Net Book Value</b>	<b>39,057</b>	<b>3,789,082</b>	<b>610,000</b>	<b>102,916</b>	<b>24,315</b>	<b>27,820</b>	<b>4,593,189</b>	4,690,283

*During the year property, plant and equipment was acquired at an aggregate cost of \$59,523 (\$4,755,112 in 2020), of which \$0 (\$1,975,000 in 2020) was from trade-in, and the remainder of \$59,523 (\$2,780,112 in 2020) was acquired through cash. Of the total cash, \$0 (\$2,458,167 in 2020) was from a government grant received in previous years.*

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

---

**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

*Impact on operations of COVID-19 (coronavirus)*

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

The Library's operations were impacted by COVID-19 due to required closures of buildings where they provide services. As a result, additional revenue has been deferred until such a time that these services can resume.

No additional government funding relating to COVID-19 has been received.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Library as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause increased government regulations, which may negatively impact the Library's business and financial condition.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**2. Significant accounting policies** *(continued from previous page)*

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<b>Method</b>	<b>Rate</b>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Financial instruments**

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2021*

---

**3. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 2.45% (2020 - 2.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2020 - prime less 1.9%) on \$900,425 (2020 - \$650,449) and prime less 1.90% (2020 - prime less 1.90%) on \$3,883 (2020 - \$4,563).

**4. Investments**

	2021	2020
Bonds (original cost of \$758,016; 2020 - \$746,789)	<u><u>775,163</u></u>	<u><u>795,560</u></u>

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from June 2022 to March 2031. Included in investments is \$2,922 (2020 - \$2,718) of accrued interest.

**5. Accounts payable and accruals**

	2021	2020
Trade accounts payable and accruals	<u>\$ 50,791</u>	<u>\$ 36,118</u>
Employee benefit obligations	<u>59,894</u>	<u>57,529</u>
Goods and Services Tax payable	<u>9,723</u>	<u>9,189</u>
	<u><u>120,407</u></u>	<u><u>102,836</u></u>

Included in trade accounts payable and accruals is a balance of \$1,939 (2020 - \$1,527) on ATB Financial Mastercards with a total credit limit of \$15,000 (2020 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$47,000 (2020 - \$39,000) that accumulate but do not vest, as well as vacation and lieu time of \$12,894 (2020 - \$18,529) that employees have earned and deferred to future years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**6. Deferred revenue**

In 2021, the library received \$145,601 (2020 - \$145,601) from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations. Of this amount, \$78,839 (2020 - \$78,839) was not spent before year-end for a total of \$157,678 (2020 - \$78,839).

	2021	2020
Opening balance	\$ 78,839	\$ -
Add: amounts deferred	145,601	145,601
Less: amounts recorded as revenue	(66,762)	(66,762)
Ending Balance	<u>157,678</u>	<u>78,839</u>

**7. Commitments**

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases. In the year, the Library paid \$97,535 (2020 - \$90,431) including GST.

In 2021, the Library signed a new contract with TAL Core covering the period October 1, 2021 to September 30, 2024. This contract will require annual payments of \$15,225 in 2022 and \$15,610 in 2023 in October, which cover the cost of services from October to September of the following year.

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2021, the Library entered into a 2 year agreement from November 1, 2021 to October 31, 2023 with a platform for accessing eContent materials in the amount of \$7,000 per year.

**8. Accumulated operating surplus**

	2021	2020
<b>Unrestricted operating fund</b>	<u>409,299</u>	<u>443,859</u>
<b>Internally restricted</b>		
Operating reserves		
Technology	377,095	291,718
Building	175,000	150,000
Contingent liability	52,992	9,223
	<u>605,088</u>	<u>450,941</u>
Capital reserves		
Amortization	325,023	339,378
Vehicle	149,346	74,346
Equipment/furnishings replacement	42,696	50,000
	<u>517,065</u>	<u>463,724</u>
<b>Total reserves</b>	<u>1,122,152</u>	<u>914,665</u>
<b>Equity in tangible capital assets</b>	<u>4,593,189</u>	<u>4,690,284</u>
	<u><u>6,124,640</u></u>	<u><u>6,048,808</u></u>

**9. Provincial funding**

	2021	2020
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 992,620	\$ 990,830
Library Service grant	429,742	428,738
Provincial First Nations grant	66,763	66,762
	<u>1,489,125</u>	<u>1,486,330</u>



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

---

**10. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 275,863 people and 433 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2021 were \$130,419 (2020 - \$131,830). Total current service contributions by employees of the Library to the LAPP in 2021 were \$114,811 (2020 - \$119,119).

As at December 31, 2020, the LAPP disclosed an actuarial surplus of \$4.961 billion (2019 - \$7.913 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2021.

**11. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2021, the Province of Alberta contributed \$1,489,125 (2020 - \$1,486,330) of revenue to the Library, equalling approximately 42% (2020 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**12. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from three municipalities (2020 - one municipality and one vendor) in connection with trade receivables represents 47% (2020 - 60%) of total accounts receivable at December 31, 2021. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**14. Contingency**

In 2020, the Library received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result. There has been no change from prior year.

**15. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**16. Approval of financial statements**

These financial statements were approved by the Library board on May 19, 2022.



13.2

MAYOR RICHARD WARNOCK  
PO BOX 420  
SUNDRE AB T0M 1X0

Ottawa, June 2022

Dear MAYOR RICHARD WARNOCK and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

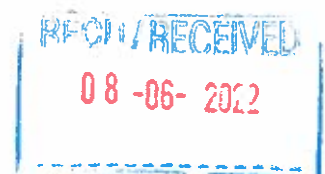
We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière





13.3

CHIEF ADMINISTRATIVE OFFICER LINDA  
NELSON  
PO BOX 420  
SUNDRE AB T0M 1X0

Ottawa, June 2022

Dear CHIEF ADMINISTRATIVE OFFICER LINDA NELSON and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière

RECEIVED

08-06-2022