



Regular Council Meeting
Town of Sundre Municipal Council Chambers
February 23, 2026
5:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 February 23, 2026
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 February 9, 2026 Regular Meeting of Council Minutes Pg. 1
 - 4.2 February 11, 2026 Special Closed Meeting of Council Minutes Pg. 5
5. **Closed Meeting**
 - 5.1 Disclosure Harmful to Third Party, *Access to Information Act*, s. 19
6. **Delegation:**
 - 6.1 RFD Gas Alberta (Virtual Presentation) Pg. 6
7. **Bylaws/Policies:** None
8. **Old Business:** None
9. **New Business:**
 - 9.1 RFD Federation of Alberta Natural Gas Co-op Audit Program Pg. 36
 - 9.2 RFD Award Pg. 62
 - 9.3 RFD Town of Sundre Strategic Plan Pg. 63
10. **Administration:**
 - 10.1 RFD Departmental Reports January 2026 Pg. 64
11. **Council Committee Reports:** None
12. **Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 95
 - 12.1 Letter of Condolence - Tumbler Ridge BC Pg. 96
 - 12.2 3rd Annual Penhold Cares Central Alberta Blood Drive Challenge Pg. 97
13. **Closed Meeting:**
 - 13.1 Advice From Officials, *Access To Information Act*, Section 29
14. **Adjournment**

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



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
February 9, 2026
5:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, February 9, 2026, commencing at 5:00 p.m.

<u>IN ATTENDANCE:</u>	Deputy Mayor Connie Anderson Councillor Jaime Marr Councillor Paul Isaac Councillor Todd Dalke Councillor Owen Petersen Councillor Cheri Buchan
<u>BY PHONE:</u>	Mayor Richard Warnock CAO Linda Nelson
<u>ABSENT:</u>	None
<u>STAFF:</u>	Director Corporate Services, Chris Albert Director Community Development, Benazir Thaha Valencia Legislative Executive Assistant, Betty Ann Formstone
<u>PUBLIC:</u>	2
<u>DELEGATION:</u>	None
<u>PRESS:</u>	<u>1</u>
<u>CALL TO ORDER:</u>	Deputy Mayor Anderson called the meeting to order at 5:00 p.m., with a moment of reflection on the business of the evening.

AGENDA – AMENDMENTS AND ADOPTION:

<i>Res. 042-09-02-26</i>	MOVED by Councillor Buchan that the agenda be approved as amended. <i>ADD: Supplemental Item 10.1e Councillor Marr's January Report;</i> <i>ADD: Closed Meeting Item 12.1 Disclosure Harmful to Personal Privacy, Access To Information Act, Section 20(2)(d)</i>
--------------------------	---

CARRIED

<u>Councillor Absence:</u>	<i>Mayor Warnock advised the CAO that he would be joining the meeting by phone in compliance with s.14.6 of Council's Procedural Bylaw.</i>
-----------------------------------	---

ADOPTION OF THE PREVIOUS MINUTES:

Res. 043-09-02-26 MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on January 26, 2026 be approved as presented. **CARRIED**

DELEGATION: None

BYLAWS/POLICIES: **Bylaw 2026-03, Land Use Bylaw Amendments**

Res. 044-09-02-26 MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw No. 2026-03, being a bylaw to amend Land Use Bylaw 2018-10; and further

That the Town of Sundre Council set Monday, March 9, 2026 at 5:00 p.m. for a Public Hearing to Bylaw 2026-03 Land Use Bylaw Amendments. **CARRIED**

OLD BUSINESS: None

NEW BUSINESS: **Council Committee Appointments**

Res. 045-09-02-26 MOVED by Councillor Isaac that the Town of Sundre Council appoint Sundre & District Chamber of Commerce President, Nicci Doyle, to the Visitor Information Centre Research Review Committee (Ad Hoc), until such time as discussions have been concluded and the Ad Hoc Committee is disbanded. **CARRIED**

Res. 046-09-02-26 MOVED by Councillor Dalke that the Town of Sundre Council appoint Sundre & District Chamber of Commerce Board Member, Chris Vardas, to the Visitor Information Centre Research Review Committee (Ad Hoc), until such time as discussions have been concluded and the Ad Hoc Committee is disbanded. **CARRIED**

Res. 047-09-02-26 MOVED by Councillor Buchan that the Town of Sundre Council appoint Sundre & District Chamber of Commerce Board Member, Josh Hengen, to the Visitor Information Centre Research Review Committee (Ad Hoc), until such time as discussions have been concluded and the Ad Hoc Committee is disbanded. **CARRIED**

Grants to Organizations Request to Extend Use of Funds

Res. 048-09-02-26 MOVED by Councillor Marr that the Town of Sundre Council grant the extension for the use of the 2025 Grants to Organizations funding to Hope 4 MVC Kids Society in the amount of \$3,000 to a date to be determined in 2026 and that the funds are to be used for the same purpose as proposed in 2025. **CARRIED**

Initials

ADMINISTRATION: None

COUNCIL COMMITTEE REPORTS:

Council Committee Reports, January 2026

Res. 049-09-02-26 MOVED by Deputy Mayor Anderson that the Town of Sundre Council accept his verbal report for January 2026 as information. **CARRIED**

Res. 050-09-02-26 MOVED by Councillor Buchan that the Town of Sundre Council accept her written report for January 2026 as information. **CARRIED**

Res. 051-09-02-26 MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Dalke’s verbal report for January 2026 as information. **CARRIED**

Res. 052-09-02-26 MOVED by Councillor Marr that the Town of Sundre Council accept Councillor Isaac’s verbal report for January 2026 as information. **CARRIED**

Res. 053-09-02-26 MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Marr’s supplemental written report for January 2026 as information. **CARRIED**

Res. 054-09-02-26 MOVED by Councillor Marr that the Town of Sundre Council accept Councillor Petersen’s verbal report for January 2026 as information. **CARRIED**

Res. 055-09-02-26 MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock’s written report for January 2026 as information. **CARRIED**

COUNCIL KEY MESSAGES: **Council Key Messages, January 2026**

Res. 056-09-02-26 MOVED by Councillor Dalke that the Town of Sundre Council accept the Key Messages of Council for the month of January 2026 as information. **CARRIED**

COUNCIL CORRESPONDENCE: None

CLOSED MEETING:

_____ Initials

Res. 057-09-02-26 MOVED by Councillor Petersen that the Town of Sundre Council go into a Closed Meeting at 5:26 p.m.

Mayor Warnock and CAO Nelson disconnected from the phone call into the meeting at 5:26 p.m.

Deputy Mayor Anderson excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the boardroom. There are no Motions of Council expected.

Deputy Mayor Anderson called a break at 5:26 p.m.

Deputy Mayor Anderson reconvened the closed meeting at 5:30 p.m.

The following were in attendance for the Closed Meeting:

Director Corporate Services, Chris Albert

12.1 Disclosure Harmful to Personal Privacy, *Access To Information Act*, Section 20(2)(d)

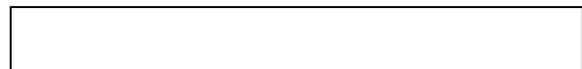
Res. 058-09-02-26 MOVED by Councillor Isaac that Council return to an open meeting at 5:33 p.m.
CARRIED

ADJOURNMENT

Res. 059-09-02-26 MOVED by Councillor Isaac being that the agenda matters having been concluded, the meeting adjourned at 5:34 p.m.

CARRIED

These Minutes approved this 23rd Day of February, 2026.



Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



Special Closed Council Meeting
Minutes

Town of Sundre Municipal Council Chambers
Wednesday, February 11, 2026 at 4:30 p.m.

The Special Closed Meeting of Council of the Municipality of Sundre was held in Municipal Council Chambers on Wednesday, February 11, 2026, commencing at 4:30 p.m.

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

Absent: None

Administration: Chief Administrative Officer, Linda Nelson

CALL TO ORDER The Special Meeting of Council was called to order at 4:34 p.m.

CLOSED MEETING

Res. 060-11-02-26 MOVED by Councillor Buchan that Council go into Closed Meeting at 4:34 p.m.

CARRIED

TOPIC OF CLOSED MEETING

3.1 Advice from Officials, *Access To Information Act*, Section 29

COME OUT OF CLOSED MEETING:

Res. 061-11-02-26 MOVED by Councillor Petersen that Council come out of Closed Meeting at 5:56 p.m.

CARRIED

ADJOURNMENT

Res. 062-11-02-26 MOVED by Councillor Buchan being that the agenda matters have been concluded the meeting adjourned at 5:57 p.m.

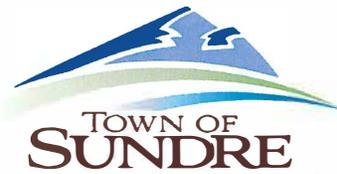
CARRIED

These Minutes approved this 23rd day of February 2026

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	February 23, 2026
SUBJECT	RFD Delegation Gas Alberta Inc. – Virtual Presentation
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Executives of Gas Alberta Inc. have requested to address Council regarding the company's mission, vision and key business functions.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Two PowerPoint presentations will be provided to Council during the virtual presentation. Refer to the pdf documents included in the agenda.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 4, Supportive Infrastructure and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council thank the representatives of Gas Alberta Inc. for their presentation

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council thank the representatives of Gas Alberta Inc. for their presentation and the valuable information pertaining to their provision of services to the Town of Sundre.

ATTACHMENTS:

- 6.1a Council Presentation
- 6.2b Municipal Members Meeting

Date Reviewed: February 11, 2026

CAO: 



Council Presentation

Town of Sundre
February 2026

gasalberta.com

Our Mission

To provide a reliable and competitive supply of energy and related value-added services that contribute to the success and sustainability of our customers through strategic and effective partnerships.

Our Vision

Gas Alberta Inc. is a leader in the energy industry and promotes positive change and strategic growth in the Company and its customers.



Executive Management Team

Paul Dunsmore, President and CEO

Kyle Patterson, VP Operations

Carlee Martin, VP Gas Supply

Allison Moller, Controller



Key Business Functions

- Procure natural gas supply for 75 utility shareholders
 - ~30M GJ's annually
 - Supply management activities occur 365 days/year
- Administer key value-added services
 - Coordinate emergency CNG/LNG supplies
 - Manage transmission pipeline abandonments
 - Administer funding and cost-sharing programs
- Provide support and oversight
 - Liaison between shareholders and key transporters/producers/industry

Gas Rates

- Gas Alberta Inc. sets a common gas rate for its shareholders each month
 - Gas Alberta's rate is benchmarked against the rates set by Alberta's Regulated Retailers (Direct Energy Regulated Services & Apex Utilities Inc.)
- Since 1998, Gas Alberta Inc. has saved its shareholders **\$88.7M** in lower gas rates as compared to rates set by the Regulated Retailers

Gas Cost Rebates

- Gas Alberta Inc. may issue shareholder rebates when the company has over-recovered on gas costs during the year
 - Over-recoveries generated through prudent gas purchasing and hedging activities
- In addition to setting competitive gas rates, Gas Alberta Inc. has also returned **\$27M** in rebates to its shareholders
- Since 2009, Town of Sundre has received a total of **\$220,000** in year-end rebates

Variable Rate

- Gas Alberta Inc. charges a Variable Rate on each Gigajoule (GJ) sold to its shareholders (currently \$0.32/GJ)
- Variable Rate is comprised of several components:
 1. Cost-sharing programs and services
 - Emergency Supply, Odorant, MMP, AMR, Pipeline Funding
 2. Third party delivery costs
 - TC Energy, ATCO, Apex Utilities
 3. Gas Alberta's G&A
 - Salaries/Benefits, Office/Director Expenses, External Services

Emergency Supply

- Gas Alberta Inc.'s shareholders can request for temporary fuel supplies during transmission pipeline outages for a nominal cost
- CNG or LNG assets coordinated/deployed depending on outage duration and flow requirements

Odorant Program

- Safely and reliably delivers odorant to 500+ shareholder meter stations
- Funded by Gas Alberta Inc. with service delivery through Alberta Odorant Services (AOS)

Meter Management Program (MMP)

- MMP provides replacement meters whenever a wholesale meter in a shareholder meter station fails or requires recertification
- MMP funds meter inventory, repair, recertification and shipping costs
- FedGas manages the program and maintains on-site inventory

Automated Meter Reading (AMR) Program

- Funds the Electronic Volume Corrector (EVC) device within shareholder meter stations
- Includes repairs/replacements/ongoing calibration

Pipeline Funding Program (PFP)

- Since 2016, over 30 transmission pipelines in our shareholders' franchise areas have been placed into an abandonment program by TC Energy and ATCO
- PFP provides funding for utilities to purchase or replace transmission pipelines earmarked for abandonment





GasAlbertaEnterprises

(Wholly Owned Subsidiary)



Providing a reliable and economical supply of natural gas to Albertans

Gas Alberta Energy

- Established in 2003 as a Joint Venture marketing company
 - Gas Alberta Inc. owns 50%
- Supplies natural gas & electricity to large commercial consumers in the deregulated market
- Longstanding partnerships with AHLA, school boards, and greenhouse growers





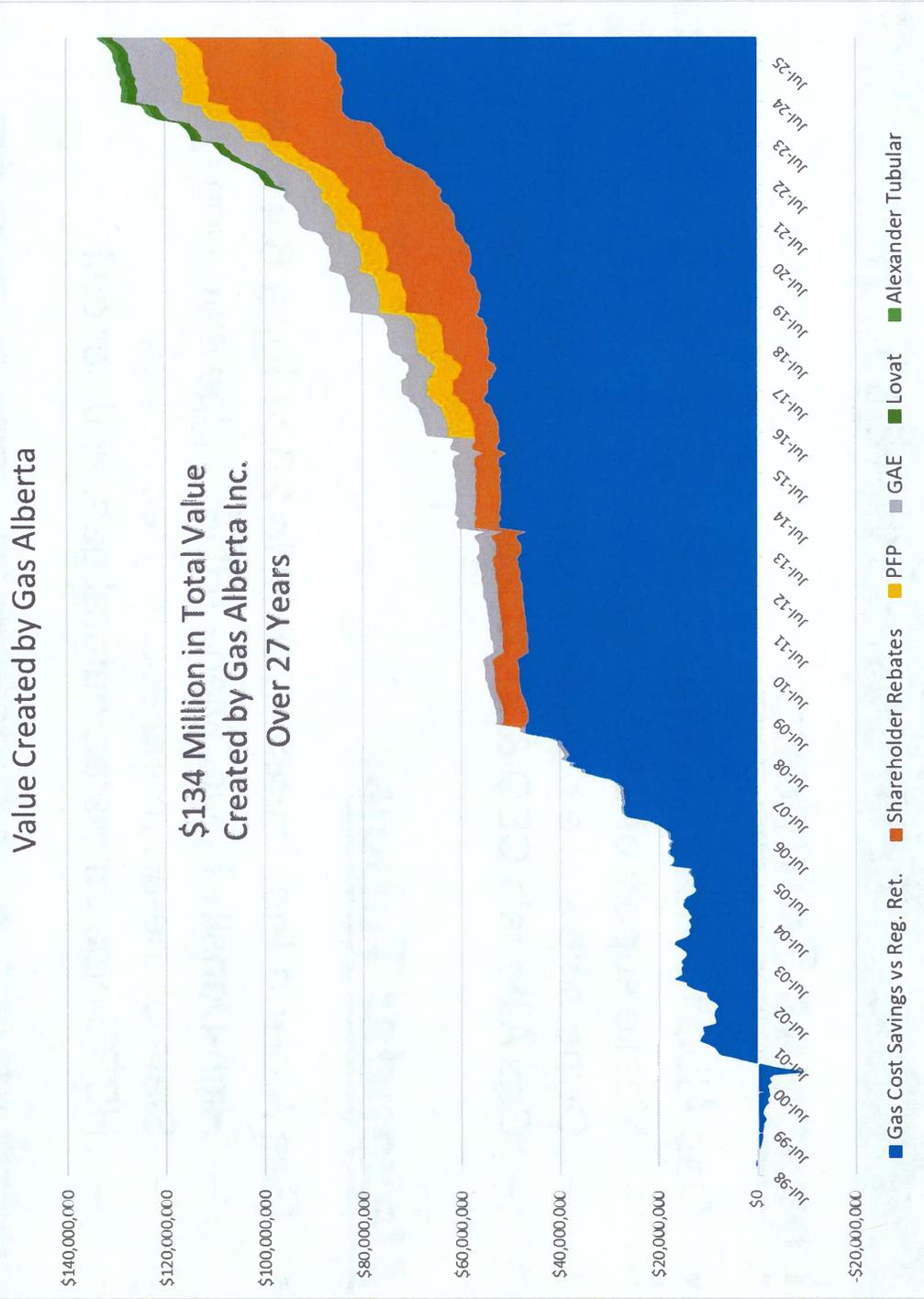
Lovat Gas Solutions

- Gas Alberta Inc. invested \$2.1M in 2022 for a 48% ownership stake
 - Mobile supply of CNG and LNG
 - Ownership stake provides additional security of supply for our shareholders
 - Gas Alberta's CEO & VP Operations sit on Lovat's Board

Alexander Tubular

- Gas Alberta Inc. invested \$1M in 2024 for a 6.4% equity stake
 - High-Density Polyethylene (HDPE) pipe extrusion
 - State-of-the-art manufacturing technology
 - HDPE pipe for water, natural gas, and conduit





Shareholder Value

Gas Alberta Inc. has created **\$134M** in total value for its shareholders since 1998.

Gas Rate Savings: \$88.7M

Shareholder Rebates: \$27.0M

Gas Alberta Energy: \$9.9M

Pipeline Funding: \$5.3M

Lovat Gas Solutions: \$2.1M

Alexander Tubular: \$1.0M

Thank You



FedGas Municipal Members Meeting

Cooperative Resilience
FOR RURAL ALBERTA'S NATURAL GAS SYSTEMS

Issues for Discussion

- ▶ Overview of FedGas
- ▶ Municipal Members
 - ▶ What a Municipal System Can Offer
 - ▶ Costs/Benefits
 - ▶ Return on Assets
 - ▶ Income Tax and Regulatory Costs
 - ▶ Quality of Service



Overview of FedGas



FedGas

- ▶ An advocate for Alberta's Rural Gas Systems
- ▶ Provides a common voice to Government and industry partners
- ▶ Offers industry-related training to Members
- ▶ Manages a comprehensive insurance reciprocal for co-operative Members
- ▶ Manages a robust benefits program for co-operative Members
- ▶ Coordinates and conducts Operations & Maintenance audits for all rural gas systems
- ▶ Administers the Rural Gas Grant Program on behalf of the Government of Alberta

Overview of the FedGas



FedGas

- ▶ 82 Member Utilities, including:
 - ▶ 54 rural natural gas co-operatives
 - ▶ 20 county, town, and village natural gas utilities
 - ▶ 8 First Nations gas utilities
- ▶ Over 127,000 risers, representing over 350,000 Albertans
- ▶ Over 120,000 km of pipe
- ▶ 32,000,000 GJs average annual natural gas usage

Overview of FedGas



FedGas

- ▲ Federation of Alberta Gas Co-ops Ltd.
- ▲ Incorporated in 1964 under the *Rural Utilities Act*
- ▲ Not-for-profit, co-operative governance structure
- ▲ Board of Directors comprised of 8 Directors elected by regional Zones
- ▲ Staffed by 17 full-time and 2 part-time employees

Vision

- ▶ “To be the trusted voice and leading advocate for Alberta’s rural, member-owned natural gas utilities”

Mission

- ▶ “FedGas is committed to providing leadership, support, advocacy, strategic partnerships, and services to our Member utilities, while strengthening safe and sustainable rural natural gas distribution systems”



FedGas

Municipal systems are completely owned by the municipality

- * They own the distribution network
- * Provide maintenance and services
- * Bill their customers directly

Purchasing gas

- * Some purchase from Gas Alberta Inc.
- * Purchase gas at market price
- * Price set by elected council

Revenue generated

- * Invested in upgrades or other municipal requirements

Municipal Members

What a Municipal System Can Offer



FedGas

- ▲ Low overhead component
- ▲ Shared services component
- ▲ Accountability to taxpayers, not shareholders
- ▲ Value-added component and retained infrastructure for taxpayers

Cost/Benefit



FedGas

- ▶ Contribution towards infrastructure costs that would otherwise be supported by the mil rate (utility pays a portion of general administration and costs under accepted accounting practices)
- ▶ Provides a broader range of services and activities to retain public works and utilities personnel
- ▶ Provides specialized tools, work and safety equipment that can be shared with other municipal services and functions (location and detection equipment shared by all public works departments)
- ▶ Provides another function to share in existing costs (e.g. gas utility billing shares in computer and billing, general administration and related costs and reduces costs for the other utilities and services)

Cost/Benefit (cont.)



- ▲ Costs of service and rates can be managed to offer a “basket of services” to attract or promote development under a municipal plan
- ▲ Providing funds from reserves or contributions towards general revenues supports the mill rate (return on investment)
- ▲ Provides competitive or preferential costs of service compared to rates maintained by other utilities
- ▲ Requires a greater responsibility to ensure public safety and provides a cost - effective service

Return on Assets



FedGas

- ▶ In general, a municipality can obtain debt at lower rates than a corporation because a municipality has the power of taxation.
- ▶ Council has the option of retaining the earnings in the utility for capital expansion, taking the earnings as a dividend to be applied to other municipal projects or both.

Income Tax

- ▶ Municipal utilities do not pay income taxes, federal or provincial. The tax-free status is a clear benefit to the municipal utility's customer.

Regulatory Costs

- ▶ The process is usually more transparent as municipal utilities are smaller in size and costs are more easily verifiable and does not require public hearing costs that are incurred by investor-owned utilities.



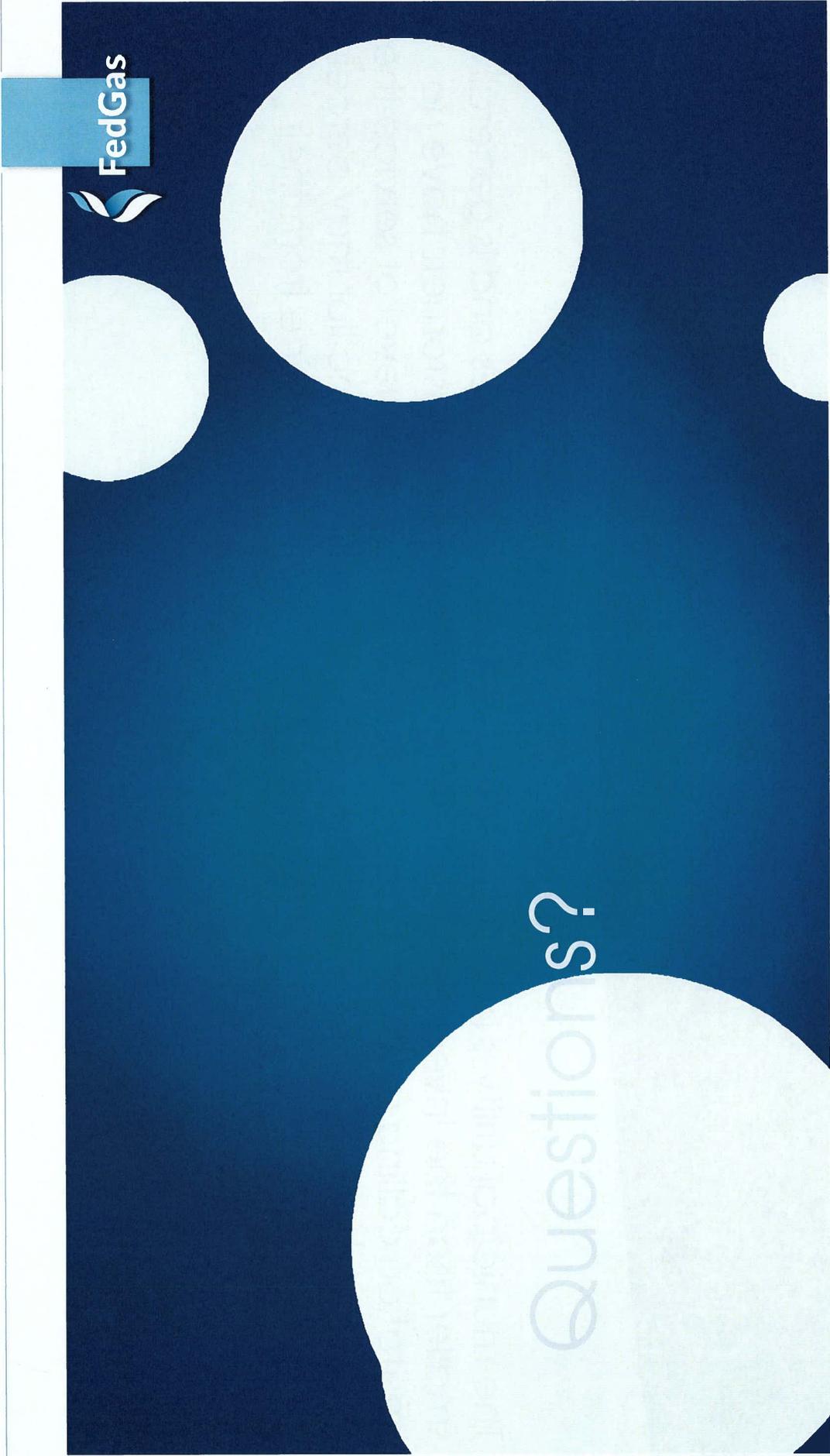
FedGas

Quality of Service



FedGas

- ▶ The municipal utility is headquartered in the area it serves and is generally smaller than the investor-owned utility. Furthermore, customers have no hesitation calling municipal councilors concerning the level of service they are receiving from their municipal utility. While the councillor may perceive this as a disadvantage, this generally leads to better service from their municipality.





REQUEST FOR DECISION

COUNCIL DATE	February 23, 2026
SUBJECT	RFD Federation of Alberta Natural Gas Co-op Audit Program (<i>Gas Department QMP & IMP</i>)
ORIGINATING DEPARTMENT	Operations – Gas Department
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The Town of Sundre Gas Distribution Utility is a member of the Federation of Alberta Gas Co-ops LTD. It is a requirement of the Town as a member to approve and adopt the Federation's Operations and Maintenance manual, Gas Health and Safety Manual, Emergency Preparedness and Response, Safety and Loss Management System, Integrity Management Program and Alberta Agriculture, and Forestry's Rural Utilities Branch Quality Management Plan.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As a member of this organization, it is a requirement for the utility to adhere and commit to the guidelines set forth by the Federation. These guidelines are a living document and is updated annually to increase performance standards and safety for operational staff, managers, and the public.

The Integrity Management Program ensures that the Town will commit to providing safe, environmentally responsible, and reliable service as a natural gas distributor. The Quality Management Plan (QMP) is a document outlining the codes, standard operating practices required the Rural Utilities Branch.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Mayor and CAO to sign the attached forms, noting that Council and the CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council approve the Mayor and CAO to sign the attached forms, noting that Council and the CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

ATTACHMENTS:

- 9.1a Integrity Management Program 2026 (IMP)
- 9.1b Sundre Gas IMP
- 9.1c Quality Management Plan (QMP) Agreement 2026
- 9.1d Safety and Loss Management System (SLMS)

Date Reviewed: February 19, 2026

CAO: Linda Nelson

9.1a

TOWN OF SUNDRE INTEGRITY MANAGEMENT PROGRAM

SUNDRE GAS DEPARTMENT

The Integrity Management Program is an integral part of the Town of Sundre Gas Department Safety and Loss Management System

Jim Hall



Contents

Introduction.....	2
Program Scope	2
Policies, Objectives, and Performance Indicators.....	2
Integrity Management Program Planning	3
Description of Pipeline Systems and Facilities and Integrity Management Program Records.....	3
Organization.....	4
Management of Change	4
Risk Assessment General and Documentation and Risk Analysis Approach, Evaluation, Refinement, and Reduction Evaluation.....	5
Competency and Training.....	6
Inspections, Testing, Patrols, and Monitoring	6
Evaluation of Inspection, Testing, Patrol, and Monitoring Results	7
Evaluation of Indications of Imperfections.....	7
Natural Hazard Evaluations	8
Hazard Identification and Control.....	8
Options for Reducing Likelihood and Consequences of Failure or Damage Incidents and Operating Errors	8
External Interference.....	9
Imperfections	9
Natural Hazards	10
Consequence Reduction.....	10
Record of Recommendations	10
Corrective Action.....	10
Continual Improvement, Integrity Management Program Review and Evaluation.....	11
Performance Monitoring and Measurement and Audits	11
Control of Nonconformance	11
Incident Investigations	11
Declaration, Commitment, and Authority.....	11
Regulatory Requirements References.....	13

Town of Sundre Gas Department

Integrity Management Program

Introduction

A pipeline system Integrity Management Program (IMP) is an integral part of the Safety and Loss Management System (SLMS). The SLMS is a requirement by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard.

The Town of Sundre is required to develop and implement a documented IMP, that specifies the practices used by the Municipality to ensure the safe, reliable, and environmentally responsible, service of a pipeline system. This IMP is in relation to construction, operation, maintenance, and assessment of the Town's gas pipelines and facilities. The IMP is included in the Town's SLMS, for the full pipeline life cycle that provides for the protection of people, the environment, and property. ⁱ

As part of the requirements of the Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines (also referred to as O&M Manual), the Town is required to review, update, and approve their current IMP on an annual basis. This is coordinated with the review of other systems under the SLMS such as a Health and Safety program. The review and approval of the IMP by Council motion is included in the O&M auditing process to ensure compliance.

This Program requires supporting policies, procedures and/or documentation to show that the respective requirements are being met. The Program will be utilized when prioritizing and funding capital and operational priorities. Any changes to the IMP must ensure that all requirements as listed by CSA Z662, Annex N are met. ⁱⁱ

Program Scope

The Town of Sundre is committed to providing safe, reliable and environmentally responsible service as a natural gas distributor. The intent of this IMP is that it shall cover both pipelines, ⁱⁱⁱ and facilities, ^{iv} such as customer meters, regulators, meter stations, pressure regulating stations and Regulating, Metering, Odorization (RMO) stations.

The Town of Sundre is committed to collect, analyze and integrate information related to the design and type of pipeline system and facilities by following the methods outlined in its IMP. ^v

Policies, Objectives, and Performance Indicators

The Town of Sundre shall document policies, objectives, and results (performance indicators) related to its IMP. Performance Indicators may include targets for gas loss, maintenance, inspection schedules, audit results, etc. ^{vi}

Integrity Management Program Planning

The Town of Sundre is committed to establishing plans and schedules related to pipeline system integrity management. The frequency and type of inspection shall be in accordance with the Federation O&M Manual. ^{vii}

The Town of Sundre shall take the following into consideration when planning its IMP:

- Known existing problems that could lead to a failure incident
- Potential greater risk for pipelines and facilities located in high consequence areas
- The potential of those existing problems to grow in magnitude
- Controlling identified hazards through historical data
- Reducing the estimated risk level through third party consultation
- Regularly scheduled inspections, testing, patrols, and monitoring
- Annual reviews of the IMP to ensure effectiveness of the program
- Failure and external interference incident history of the Town of Sundre and the pipeline industry as a whole^{viii}

Description of Pipeline Systems and Facilities and Integrity Management Program Records

The Town of Sundre is committed to prepare and maintain a description of the system related to all pipeline and facility design, construction, operation and maintenance of their distribution system. ^{ix}

The Town of Sundre shall prepare and manage records related to pipeline and facility design, construction, operation and maintenance that are required when performing the activities outlined in the IMP.

The Town of Sundre AER pipelines license 3535 shall be included in the IMP.

The Town of Sundre annual Approval to Operate from Rural Utilities shall be included in the IMP.

Pipelines crossing Provincial and National borders, an annual Canadian Energy Regulator (CER) pipeline approval. shall be included in the IMP.

This can be achieved by, but not limited to, the following:

- Location of all pipelines and facilities through a current and accurate mapping system (e.g. GPS or other proven survey methods)
- Identification of pipeline class locations (CSA Z662-19, Table 4.1)
- Properly designed pipelines and facilities including maximum operating pressures, load surveys and all other pertinent operating conditions
- All pipeline and facility specifications including pressure control equipment documentation, asset assembly specifications, quality assurance documents, material test reports (MTR), nondestructive examination (NDE), joining and inspection

- records, pressure testing reports, coating specifications and test records, inspection test plans (ITP), cathodic protection system design and performance.
- Other documentation specific to crossings, including approvals and agreements, details and drawings, photographs, inspection, and as-built reports shall be retained.

Record of topography, soil type, backfill material (if other than the soil type), and depth of cover at time of installation. ^x

Organization

The Town of Sundre will delegate the responsibility of administering the IMP to the Chief Administrative Officer.^{xi}

Those responsibilities shall include:

- Pipeline integrity management program development and improvement
- Records management
- Pipeline integrity management program planning and reporting
- Allocation of funding
- Implementation of plans
- Integrity performance indicators
- Integrity program audits, reviews, and evaluations^{xii}

The Town of Sundre is committed to document all methods used to prioritize and schedule activities related to its IMP.^{xiii}

The Town of Sundre shall, upon completion of pipeline and facility integrity activities, review the following:

- Methods and procedures were performed properly
- Any changes were approved prior to implementation
- Objectives were achieved
- Incomplete work noted
- Any recommendations for future work noted
- All work documented^{xiv}

The Town of Sundre shall share the IMP plans with their appropriate personnel.^{xv}

Management of Change

The Town of Sundre is committed to a process of managing, implementing, and tracking change that can affect the integrity of the distribution system. These changes are both those initiated by the Town of Sundre and those that are not in the control of the Town of Sundre.^{xvi}

This process may include, but is not limited to:

- Annual updating the Town of Sundre mapping system for foreign pipelines, facilities, and pipeline ownership
- Monitoring source pressure, operating pressures due to load changes, and gas quality
- Employment training and mentoring to ensure continuously qualified staff
- Updating the organizational charts to ensure operational hierarchy and corresponding responsibilities
- Reviewing proposed design changes that may affect the functionality of the pipeline, facility, and control systems with your Engineer prior to implementation.
- Reviewing inspection records of piping, valves, pressure control, and measurement equipment to identify changes that could affect the integrity of the distribution system
- Monitoring physical environment changes as it relates to the distribution system
- Compliance with and auditing of the Federation O&M Manual
- Governance training and succession planning for directors
- Methods, practices and procedures related to pipeline integrity management
- Monitoring changes in technical requirements, industry standards, and regulations^{xvii}

Risk Assessment General and Documentation and Risk Analysis Approach, Evaluation, Refinement, and Reduction Evaluation

The Town of Sundre is committed to reducing exposure to risk to their facilities and pipelines through preventative analysis, documentation, evaluation, and refinement.

The Town of Sundre considers the frequency and consequences of incidents, the significance of the estimated risk and identifying, evaluating and implementing options for reducing risk. ^{xviii}

If the Town of Sundre deems the risk level to be significant, a more in-depth analysis will be undertaken. The Town of Sundre will consult with a third-party specialist and undertake further investigation as may be required to lower the risk level.

This can be achieved by:

- Determining the impact of the risk
- Determining the negative consequences and severity that would result
- Determining the probability of the risk occurring
- An Assessment Matrix, like the one in the Emergency Preparedness and Response section of the Federation O&M Manual, could be utilized. ^{xix}

Competency and Training

The Town of Sundre shall employ qualified personnel or approved/qualified contractors and support participation in training programs as may be required to safely construct, operate, and maintain the pipelines and facilities. ^{xx}

The skill requirements are based on system or operating requirements which may include but not necessarily limited to the following training:

- Gas Utility Operator
- Gasfitter
- RMO I and II
- Emergency Response
- First Aid & CPR
- H₂S Alive
- WHMIS
- Confined Space Entry
- Transportation of Dangerous Goods
- High Energy Joining
- PE Fusion (annually)
- Olfactory Testing
- Ground Disturbance
- Defensive Driving

Any training course that may be found in the Town of Sundre Health and Safety Policies and Procedures

The Town of Sundre will maintain documentation that tracks certification expiry dates and is committed to ensure the level of training meets industry requirements.

Training is available through, but not limited to:

- Federation of Alberta Gas Co-ops Ltd.
- Local accredited training facilities
- Online training
- Industry workshops/seminars
- Inhouse mentorship ^{xxi}

Inspections, Testing, Patrols, and Monitoring

The Town of Sundre is committed to following all procedures set out in the Federation O&M Manual for inspecting, patrolling, testing, and monitoring its distribution system. This will include:

- Verifying the satisfactory operation of the cathodic protection system through a third-party inspection or assessment by a corrosion specialist on a scheduled basis

- Monitoring of the internal corrosion control program through visual inspection and lab analysis of cut-outs
- Undertaking leak detection on all pipelines on a regular interval. Methods will include daily gas volume monitoring, monthly wholesale/retail gas balancing and regularly scheduled gas detection surveys.
- Inspecting block valves for proper operation and leakage on a scheduled basis
- Inspecting facility pressure regulators and relief valves on a scheduled basis
- Pipeline patrolling on a scheduled basis^{xxii}

The Town of Sundre shall base its frequency of inspections, if not specified by code or regulation, then on the historical performance of its distribution system and industry standards.^{xxiii}

The Town of Sundre shall utilize a cathodic specialist to evaluate the condition of the cathodic protection of the system and follows corrective actions as recommended.^{xxiv}

The Town of Sundre shall regularly inspect pipelines and facilities (filters, drains, pipeline components, etc.) that may collect corrosive agents. Any corrosive agents collected shall be tested to determine the chemical nature and potential impact on the pipeline system and/or facilities or gas quality. Upon opportunity, inspect all coupon/cutouts on metallic pipelines for internal corrosion. The results of this inspection/analysis will be documented.^{xxv}

The Town of Sundre shall include in its documents of inspections, testing, patrolling, and monitoring the following:

- Dates performed
- Methods and equipment used, including the most recent calibration of such equipment
- Results and observations and subsequent evaluations of those results^{xxvi}

Evaluation of Inspection, Testing, Patrol, and Monitoring Results

The Town of Sundre shall evaluate potential deficiencies that may lead to a failure incident. Such an evaluation may include consulting with a corrosive specialist or undertaking an engineering assessment.^{xxvii}

Evaluation of Indications of Imperfections

The Town of Sundre shall have all imperfections evaluated as identified in the inspection reports. Such evaluations shall be in accordance with the requirements as stated in Z662 for all types of pipelines and facilities.^{xxviii xxix}

Natural Hazard Evaluations

The Town of Sundre shall assess and monitor for slope instability, erosion, scour, loss of cover, ice effects, etc. that may adversely impact the pipeline or facility. If any of these concerns exists near a pipeline or facility, increased monitoring is required to determine risk of potential failure.

^{xxx}

Hazard Identification and Control

The Town of Sundre is committed to the identification of hazards that can lead to failures, external interference, and damage incidents. Hazards that are within the scope of risk assessments must be identified and described in sufficient detail to support root cause analysis.^{xxx}

This can be achieved by:

- Conducting regular staff/safety meetings
- Addressing any deficiencies found during an external audit
- Investigating all incidents
- Training on facility, equipment, or technological changes via virtual or hands on
- Reviewing industry and regulatory related bulletins
- Sharing Health and Safety learnings with the Federation Health and Safety Working Group^{xxxii}

The Town of Sundre will keep records of all failures or external incidents for the life of the facility and pipeline system. Using this historical data will allow the identification of potential hazards on specific sections of the facilities and pipelines system and identify repeat external interference incidents. Consideration should be given to the location of the failure, the cause or type of failure, the component of the facility and pipeline system, failure occurrence, and all other details pertinent to the incident. If one section shows an abnormal failure rate, this section will be monitored more frequently and replaced if deemed necessary.^{xxxiii}

This can be achieved by:

- Following the Federation O&M Manual
- Following the Town of Sundre Health and Safety Policies and Procedures
- Review of applicable Industry incidents^{xxxiv}

Options for Reducing Likelihood and Consequences of Failure or Damage Incidents and Operating Errors

The Town of Sundre is committed to track failure incidents, external interference incidents, damage, deterioration, environmental protection, and safety to all parts of its distribution system.

The Town of Sundre is committed to reporting all such incidents to the proper governing authorities.^{xxxv}

The Town of Sundre shall follow procedures set out in the Federation O&M Manual for investigating and reporting failure and external interference incidents. Such incidents shall be documented and reported to the proper authorities immediately. Documentation shall include:

- Location
- Incident date and time
- Weather conditions
- Operation of pipeline
- Pipe specification
- Coating condition
- Cathodic protection status
- External interference
- Joining method
- Volume release
- Ground condition
- Pipeline locate request (completion and exposure)

An analysis of each incident shall be undertaken to seek improvements to the IMP on a per incident basis.

The Town of Sundre is committed to reducing the frequency of failure incidents associated with improper operation and control system malfunction in the following manners:

- Continuing personnel training
- Improved pipeline control and monitoring methods
- Changing the operating and maintenance practices
- Improvements to the pipeline and above ground facilities^{xxxvi}

External Interference

The Town of Sundre is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: ^{xxxvii}

- As a member of Utility Safety Partners
- Maintains all above ground facilities for vegetation control on a semi-annual basis
- Performing right-of-way patrols and pipeline inspections as required
- Use only qualified pipeline locators
- Erect fences and structures to protect its facilities
- Maintain appropriate pipeline signage
- Participate in public awareness sessions^{xxxviii}

Imperfections

The Town of Sundre is committed to reducing the frequency of failure incidents due to manufacturing and/or construction defects by the following: ^{xxxix}

- Participating in the Federation Quality Assurance Program
- Temporarily reducing operating pressures
- More frequent monitoring of cathodic protection

- Pressure testing
- Pipe repair and/or replacement
- Inspect any exposed pipeline during normal operation for pipe/tracer wire/coating imperfections and/or damage and general condition^{x1}

Natural Hazards

The Town of Sundre is committed to reducing the frequency of failure associated with natural hazards by the following: ^{xli}

- Inspection of critical watercourse crossings after flood events
- Performing right-of-way patrols and pipeline inspections as required
- Erect fences and structures to protect its facilities
- Relocate pipelines if necessary^{xlii}

Consequence Reduction

The Town of Sundre is committed to reducing the consequences associated with failure incidents by the following: ^{xliii}

- Automatic meter reading on all sales taps to provide quick balancing discrepancies
- Pressure and temperature alarms on all sales taps to detect any variance in gas delivery pressures
- Following all emergency response procedures as adopted in the Federation O&M Manual
- Participating in local mock disasters and public awareness campaigns^{xliv}

Record of Recommendations

The Town of Sundre shall document records of recommendations and dispositions of recommendations. ^{xlv xlvi}

Corrective Action

The Town of Sundre shall assess and document the corrective actions and repair procedures required to prevent failures or damage with significant consequences. Where pipelines or facilities are not suitable for continued service at current operating levels, they shall be repaired, replaced, or operated at a lower pressure as may be determined by an engineering assessment.^{xlvii}
^{xlviii}

Continual Improvement, Integrity Management Program Review and Evaluation

The Town of Sundre shall develop and document a process for continual improvement, document the results of reviews and evaluations of the IMP and consider the following in that process. ^{xlix}

- Annual reviews and evaluations
- Effects of changes to the pipeline and facilities
- Assess trends resulting from the audit
- Review the status of the integrity performance indicators
- Review incident analysis
- Review and learn from events ^l

Performance Monitoring and Measurement and Audits ^{li}

The Town of Sundre shall establish and maintain documented procedures for internal audits on an annual basis to ensure the integrity of the Town of Sundres pipelines and facilities. In addition, and in accordance with the Federation O&M Manual - Audit Procedures section, an external audit will be completed on a scheduled basis. ^{lii}

Control of Nonconformance

The Town of Sundre shall establish and maintain procedures for defining responsibility and authority for handling and investigating nonconformances, and for initiating and completing corrective and preventive action. ^{liii liv}

Incident Investigations

The Town of Sundre shall follow the procedures in the Federation O&M Manual and the Town of Sundre's Health and Safety Policies and Procedures for failure and damage incidents. ^{lv}

Integrity Management Program (IMP)

Declaration, Commitment, and Authority

The Town of Sundre is committed to the development and implementation of a documented Integrity Management Program for the pipeline system that provides protection of people, the environment, and property.

The council fully supports the IMP in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the IMP Program Manager. ^{lvi}

Mayor's Signature: _____

CAO's Signature: _____

Date: _____

Regulatory Requirements References

- ⁱ CSA Z662-19, Clause 3.2 Commentary
- ⁱⁱ (CSA Z662-19, Annex N, Clause N.0)
- ⁱⁱⁱ as defined in CSA Z662, Clause 2
- ^{iv} as defined in CSA Z662, Annex N, Clause N.2.1.1,
- ^v (CSA Z662-19, Annex N, Clauses N.1, N.1.1, N.2, N.2.1, N.2.1.1, N.2.1.2, and N.2.1.3)
- ^{vi} (CSA Z662-19, Annex N, Clauses N.1.2 and N.2.2)
- ^{vii} (CSA Z662-19, Annex N, Clauses N.1.11, N.1.11.1, N.2.11, and N.2.11.1)
- ^{viii} (CSA Z662-19, Annex N, Clause N.1.11.2)
- ^{ix} In addition to the information found in the SLMS under Clause A.7.6.3
- ^x (CSA Z662-19, Annex N, Clauses N.1.4, N.1.5, N.2.4, N.2.5, N.2.5.1, and N.2.5.2)
- ^{xi} In addition to the information found in the SLMS under Clause A.3.
- ^{xii} (CSA Z662-19, Annex N, Clauses N.1.3 and N.2.3)
- ^{xiii} (CSA Z662-19, Annex N, Clauses N.1.11.3 and N.2.11.2)
- ^{xiv} (CSA Z662-19, Annex N, Clauses N.1.11.4 and N.2.11.3)
- ^{xv} (CSA Z662-19, Annex N, Clauses N.1.11.5 and N.2.11, 4)
- ^{xvi} In addition to the information found in the SLMS under Clauses A.3.3 and A.8.
- ^{xvii} (CSA Z662-19, Annex N, Clauses N.1.6 and N.2.6)
- ^{xviii} In addition to the information found in the SLMS Clause A.9.3.
- ^{xix} (CSA Z662-19, Annex N, Clauses N.1.9, N.1.9.1, N.1.9.2, N.1.9.3, N.1.9.4, N.1.9.5, N.1.9.6, and N.2.9)
- ^{xx} In addition to the information found in the SLMS Clause A.4.2.
- ^{xxi} (CSA Z662-19, Annex N, Clauses N.1.7, N.1.7.1, N.1.7.2, N.2.7, N.2.7.1, and N.2.7.2)
- ^{xxii} (CSA Z662-19, Annex N, Clauses N.1.12, N.1.12.1, and N.2.12)
- ^{xxiii} (CSA Z662-19, Annex, Clauses N.1.12.2 and N.2.12.1)
- ^{xxiv} (CSA Z662-19, Annex N, Clauses N.1.12.3, N.1.12.4, and N.1.12.6)
- ^{xxv} (CSA Z662-19, Annex N, Clauses N.1.12.5 and N.2.12.2)
- ^{xxvi} (CSA Z662-19, Annex N, Clauses N.1.12.7 and N.2.12.3)
- ^{xxvii} (CSA Z662-19, Annex N, Clauses N.1.13, N.1.13.1, N.2.13, and N.2.13.1)
- ^{xxviii} In addition to the information found in the SLMS under Clause A.7.9.

xxix (CSA Z662-19, Annex N, Clauses N.1.13.2, N.1.13.2.1, N.2.13.2, N.2.13.2.1, N.1.13.2.2, and N.2.13.2.2)

xxx (CSA Z662-19, Annex N, Clause N.1.13.3)

xxxi In addition to the information found in the SLMS Clause A.7.3.

xxxii (CSA Z662-19, Annex N, Clauses N.1.8, N.1.8.1, N.2.8, and N.2.8.1)

xxxiii In addition to the information found in the SLMS Clause A.7.3.

xxxiv (CSA Z662-19, Annex N, Clauses N.1.8.2, N.1.8.3, N.2.8.2, and N.2.8.3)

xxxv In addition to the information found in the SLMS Clause A.9.

xxxvi (CSA Z662-19, Annex N, Clauses N.1.10, N.1.10.1, and N.2.10)

xxxvii In addition to the information found in the SLMS Clause A.9.

xxxviii (CSA Z662-19, Annex N, Clause N.1.10.2)

xxxix In addition to the information found in the SLMS Clause A.9.

xl (CSA Z662-19, Annex N, Clause N.1.10.3)

xli In addition to the information found in the SLMS Clause A.9.

xlii (CSA Z662-19, Annex N, Clause N.1.10.4)

xliii In addition to the information found in the SLMS Clause A.9

xliv (CSA Z662-19, Annex N, Clause 1.10.5)

xlv In addition to the information found in the SLMS under Clause A.6.

xlvi (CSA Z662-19, Annex N, Clauses N.1.13.4 and N.2.13.3)

xlvii In addition to the information found in the SLMS under Clause A.9.

xlviii (CSA Z662-19, Annex N, Clauses N.1.14, N.1.14.1, N.1.14.2, N.1.14.3, N.2.14, N.2.14.1, N.2.14.2, and N.2.14.3)

xlix In addition to the information found in the SLMS under Clause A.9.

^l (CSA Z662-19, Annex N, Clauses N.1.15, N.1.15.1, N.2.15, and N.2.15.1)

ⁱⁱ In addition to the information found in the SLMS under Clause A.9.

ⁱⁱⁱ (CSA Z662-19, Annex N, Clauses N.1.15.2, N.1.15.3, N.2.15.2, and N.2.15.3)

ⁱⁱⁱⁱ In addition to the information found in the SLMS under Clause A.9.6.

^{iv} (CSA Z662-19, Annex N, Clauses N.1.15.4 and N.2.15.4)

^{lv} (CSA Z662-19, Annex N, Clauses N.1.16 and N.2.16)

^{lvi} (CSA Z662-19, Annex N, Clauses N.1.3 and N.2.3)

Sundre Gas IMP

Jim Hall



Section of Asset SUGM#144 6 inch pipe at Prairie Creek 6th St NW

Overview

For the operational year of 2025 the Gas department initiated several tasks and investigations for both high pressure supply and low pressure distribution pipelines. For the AER (Alberta Energy Regulator) licensed supply pipeline from TCE (Trans Canada Energy), a coating survey was completed by a third party specialist. This is a NDE (non-destructive exam) that searches for anomalies that could result in corrosion on the surface. This exam found no issues with the pipe. The annual cathodic protection survey included working with TCE comparing both systems integration. Both results were identical and within criteria. Procedures for specific emergency responses were updated and implemented.

High Pressure 2” Supply Pipeline License. # 3535

The AER (Alberta Energy Regulator) chose Sundre for an audit in Q4 2025. This is Sundre first audit that examines our pipeline SLMS (Safety Loss Management System). The audit comprised of pipeline design criteria, integrity, emergency response and records management. The outcome from this audit was excellent with advice on capturing all operational details in the formed SLMS. The steps taken to utilize our professional engineer, coating survey and additional cathodic data assisted in this successful audit.

The next audit is scheduled in 2028.

Low Pressure Distribution Pipelines

A project is underway to input asset information into the current GIS mapping system. Asset details identify pipe size, material, date installed and applying risk values. Pipeline additions to the system are being GIS located and will be updated to the mapping system.

Integrity investigations on these pipelines are currently being completed by gas staff. Photographs of exposed pipe during servicing and day lighting are being collected. Identifying critical pipe sections with potential risk factors is underway.

Cathodic survey for 2025 noted the system was operating within criteria. An addition to the SCADA (Supervisory Control& Data Acquisition) system referred to as RMU (Remote Monitoring Unit) was installed to assist in daily monitoring of the cathodic system instead of monthly. This will provide the staff to be alarmed if the system has anomalies and note day to day system operation.

Future Projects and Initiatives

Since 2013 the main distribution pipeline from the RMO to the network of smaller supply pipes has been identified as a risk for maintained supply and isolation during a pipe breach. Two locations have been identified for the install of shut in valves for maintenance or repairs. Working with our gas engineer further study of the integrity of this pipe is underway.

This section of pipe exposures have not noted corrosion concerns nor loss of pipe thickness however poor tape condition is prevalent. Backfill material utilized at the time of install found to be pit run which can cause pipe damage.

A project for this pipeline section, asset # SUGM144 is under review for potential replacement and installation of valves as early as 2027. The gas department will provide a report with base costs for Council spring workshop.

The 2026 scheduled underground leak survey will provide data to the system integrity. Past surveys have noted zero underground leaks.

The gas department will utilize day lighting at specific locations to further study pipe condition.

The Fed Gas audit is scheduled for 2027. All records and tasks will be examined as part of our operation maintenance guidelines.

The MOC (Management of Change) program has been implemented with all changes to system operations being reviewed, signed and filed.



Red pipe signifies High pressure supply from TCE Green pipe identifies as low pressure

QMP 2026

This document has not received any changes or updates. It is an agreement under section 5 of the Gas Distribution Act. The QMP signifies that council is the “distribution system owner” and with the support of the Chief Officer (CAO) and Gas Utility Manager ensures the system is designed, constructed, operated and maintained in a manner consistent with section 2 of the act.

Examples of conformity

Excellence in the past 16 years of Fed Gas audits

Zero underground pipe leaks

Measurement accuracy of less than 2%

Excellent results from annual Cathodic surveys

Thorough Emergency Response (pipeline strikes and operator response)

Excellence in customer service and safety (on call schedule 24 hrs./day)

The gas department is working to fulfill the requirement to submit as build plans to Rural Utilities. This requires uploading physical drawings to an electronic format.

The next schedule audit from Fed Gas is 2027

Planning of future IMP Projects

The gas department is currently reviewing and updating our GIS system for pipe size, material date installed and a risk value. This will provide a clear view of the pipes for future replacements where required.

The gas department has reviewed the pipe sections referred to as asset SUGM #142,144, and 66 for our integrity program to identify risks and condition of the pipe. A supply risk to the distribution system has been identified to install block valves for potential leaks. The Prairie Creek crossing is also being examined for condition and risk assessment. A map of the proposed section is attached in this report

The remainder of the system particularly larger pipelines are in review for risk assessment and condition.

An overall system supply study by our distribution engineer is required as the Town continues to grow. This will be brought forward once GIS of the system is completed.

SLMS 2026

The SLMS (Safety Loss Management System) is a living document where records management, system design, maintenance and operations is captured to ensure that the utility operates with the highest performance level protecting the public, customers and the environment. The department is continuing to develop our SLMS program with the reporting to Council as part of the process. An example for the SLMS program is utilizing professional engineering in our design process, qualifications of contractor services and all facets of system data.

2026 Summary

The gas department is working closely with our industry partners and our distribution engineer to accurately apply risks to specific pipelines. The system will require some projects to ensure supply and safety however over all the system is operating properly with zero underground leaks, cathodic corrosion system meeting criteria, full supply during demand day volumes and integrity exams noting minimal pipe corrosion. All system trending of data shows a balanced system.

Our staff are highly trained and continue to operate a safe secure supply of natural gas to our customers.



Installation of Brookside Phase 4A gas mains November 2023



Yellow line indicates current section of SUGM #144

Markers indicate new tie in points and valve installations. Red line indicates new HDPE route

Quality Management Plan

Town of Sundre Gas Utility

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that all low pressure distribution pipelines and the equipment, apparatus, mechanisms, machinery or instruments incidental to their operation, as well as all primary service lines (defined by sections 1(h), (l) and (n)) are designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Act. For this purpose of this document, this pipeline system is collectively referred to as a “Gas Distribution System”. In signing this agreement, the Chief Officer recognizes that complete compliance with these standards may not always be attainable, although they remain the objective for the urban gas utility. In the event of identified deficiencies resulting from an operation and maintenance inspection conducted under section 4 of the Act, the urban gas utility will respond in a timely manner to render the distribution system safe and as compliant to the applicable standard(s) as possible.

The Town of Sundre Gas Utility (hereinafter referred to as “the urban gas utility”, as per section 1(r) of the *Gas Distribution Act*), owns and operates a Gas Distribution System in Alberta and offers and provides natural gas service to residents within the boundaries of its urban municipality. The urban gas utility, represented by the Municipal Council is, as the distribution system owner, responsible for ensuring that the urban gas utility continues to be designed, constructed, operated and maintained in a manner consistent with section 2 of the Act. This is achieved with the full support of the Chief Administrative Officer (CAO) and/or the Gas Utility Manager and its employees, as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review and commitment to this QMP document by both the Municipal Council and the CAO and/or the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly constitute the ‘Approval to Operate’ a Gas Distribution System in Alberta.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

As applicable, the urban gas utility will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*, only as applicable/relevant to the gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Urban gas utilities are also expected to maintain appropriate insurance coverage.

Design, Construction, Testing, and Commissioning

The urban gas utility will ensure that its distribution system is designed and constructed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by following the Technical Standards Manual for Gas Distribution

Systems in Alberta and the most recent version of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipelines. Collectively, these are the standards for Alberta's gas distribution systems.

Operation, Maintenance and Repair

To ensure the gas distribution system is properly operated, maintained, and repaired, the urban gas utility will employ or contract the services of qualified field staff to safely operate and maintain the system. This will include development of a regular preventative maintenance program to safeguard the distribution system against premature deterioration. Further, the urban gas utility will ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as, and if, required.

Emergency Preparedness and Response

To ensure that employees understand the urban gas utility's program to respond to emergency situations, the urban gas utility will develop and implement an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public, in accordance with the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the urban gas utility's as-built drawings and ensure that the Utility Safety Partners database is current, the urban gas utility will maintain up-to-date as-built plans of the urban gas utility and submit these to Rural Utilities by March 31 of the year following construction.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Town of Sundre Gas Utility's design, construction, operation, and maintenance programs. The Municipal Council, along with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their gas distribution system with this plan.

This Quality Management Plan was reviewed at the council meeting held on: _____

Dated _____

Mayor, representing the Municipal Council

I have read and will support the Municipal Council in the compliance of this Quality Management Plan:

Dated _____

CAO and/or the Gas Utility Manager

This QMP must be reviewed and signed by the urban gas utility, represented by the Mayor of the Municipal Council along with the Chief Administrative Officer and/or the Gas Utility Manager **on an annual basis and submitted to Rural Utilities by December 31st of each year.**

Failure to submit a signed QMP document may result in any or all of the following actions:

- (1) The annual 'Approval to Operate' will not be issued.
- (2) All planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and
- (3) Any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the Gas Distribution Act and potentially subject to an offence (section 8) and/or order (section 9) under the Act.

Safety and Loss Management System (SLMS)

Declaration, Commitment, and Authority

The Town of Sundre (The Distributor) is committed to the development and implementation a documented Safety and Loss Management System (SLMS) for the pipeline system that provides protection of the people, environment and property.

The Board/Council fully supports the SLMS in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the SLMS Program Manager

(CSA Z662-19, Annex A, Clause A.9.2)

Council Signature: _____

Chief Administrator Signature: _____

Date: _____



REQUEST FOR DECISION

COUNCIL DATE	February 23, 2026
SUBJECT	RFD Award
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.2

BACKGROUND/PROPOSAL:

The Town of Sundre Wastewater Treatment Project has been selected as the recipient of the 2026 APEGA Project Achievement Summit Award. This provincial award acknowledges engineering projects that demonstrate leadership, innovation, and tangible contributions to the improvement of society.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In 2025, Town Administration and our Alberta Environment Liaison, Rasel Hossain submitted an application to the Association of Professional Engineers and Geoscientists of Alberta for the process used to gain approvals for the new technology.

At the heart of this achievement, Rasel Hossain, P.Eng. (APEGA ID: 82372), authored Alberta's first outcomes-based wastewater approval, which reduced red tape and created a new regulatory pathway for municipalities. His leadership ensured that Sundre could advance innovation while maintaining accountability for environmental performance.

This award is presented to an engineering or geoscience project that contributes new technologies, processes, or innovations for the improvement of society. The recognition reflects the Town of Sundre's vision, commitment to environmental stewardship, and support for technically sound and forward-looking infrastructure solutions.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with all 5 of Council's Strategic Pillars, Pillar 1-Community and Economic Growth, Pillar 2-Community Wellbeing, Pillar 3-Environmental Stewardship, Pillar 4-Reliable and Supportive Infrastructure, and Pillar 5-Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the CAO's report on the 2026 APEGA Project Achievement Summit Award as information.

MOTION:

That Council accept the CAO's report on the 2026 APEGA Project Achievement Summit Award as information.

Date Reviewed: February 19, 2026

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 23, 2026
SUBJECT	RFD Town of Sundre Strategic Plan
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.3

BACKGROUND/PROPOSAL:

After each term of Council, it is recommended that the Municipal Strategic Plan is reviewed and amended as necessary to meet the priorities of the Municipality, based on feedback from electors.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Election was held on October 20, 2025. With the re-election of five incumbents, a returning Councillor from the previous 2018-2021 term, and the acclamation of the Mayor, Sundre electors have signaled their support for the Town's current path. In response to this mandate, and as a reflection of the continuity established in the recent election, Council gave administration direction to focus on refining the existing strategic plan rather than starting anew. This approach honors the community's endorsement of current priorities while ensuring goals remain current for the 2025–2029 term.

On January 17, 2026, Council participated in a workshop to review and amend the existing plan, which resulted in a full rewrite, while still focusing on priorities and strategies from the 2021-2025 Plan. The draft document was reviewed at the Strategic Planning Committee meeting held on February 11, 2026, with Council recommending minor adjustments.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with all 5 of Council's Strategic Pillars, Pillar 1-Community and Economic Growth, Pillar 2-Community Wellbeing, Pillar 3-Environmental Stewardship, Pillar 4-Reliable Supportive Infrastructure and Pillar 5-Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council adopt the 2026 - 2029 Municipal Strategic Plan as presented.

COSTS/FUNDING:

Administration time.

MOTION:

That the Town of Sundre Council adopt the 2026 – 2029 Municipal Strategic Plan as presented.

Date Reviewed: February 19, 2026

CAO: *Dorinda Nelson*



REQUEST FOR DECISION

COUNCIL DATE	February 23, 2026
SUBJECT	RFD Departmental Reports – January 2026
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the January 2026 Departmental Reports as information.

MOTION:

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

ATTACHMENTS:

January 2026 Departmental Reports

Date Reviewed: February 19, 2026

CAO: *Linda Nelson*

	#/D/M/Y	January 12, 2026 Regular Council Meeting	STRATEGIC PLAN PILLAR			# of Public Attending Council
Res. #	Date	Council Motion		Action	Status	2
001	12-01-26	MOVED by Councillor Dalke that the agenda be approved as presented				
<i>Councillor Absence; Councillor Isaac advised the CAO in compliance of s.14.6 of Council's Procedural Bylaw</i>						
002	12-01-26	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held December 22, 2025 be approved as amended as follows: 1. Under Adjournment Motion 447-22-12-25, Remove data entry error 5:45:				
003	12-01-26	MOVED by Councillor Buchan that the Town of Sundre Council accept the presentation from the representatives of the Sundre Curling Club as information and thank the Sundre Club members for the services and recreation programs they provide to the community	Pillar 1: Community Development; Pillar 2: Community Wellness; Pillar 5: Sustainable & Responsible Governance			
004	12-01-26	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation from the representatives of the Sundre Health Professions Attraction and Retention Committee as information and thank the members of the committee for their commitment to ensure our residents benefit from their work in attracting health professionals to serve our community	Pillar 1: Community Development; Pillar 2: Community Wellness; Pillar 5: Sustainable & Responsible Governance			
005	12-01-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the report from the Economic Development Officer pertaining to the results of the survey conducted by the Central Alberta Economic Resilience Taskforce as information	Pillar 1: Community Development; Pillar 5: Sustainable & Responsible Governance			
006	12-01-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Anderson's verbal report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
007	12-01-26	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Buchan's verbal report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
008	12-01-26	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Dalke's verbal report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
009	12-01-26	MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Marr's written report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
010	12-01-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Petersen's verbal report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
011	12-01-26	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's written report for December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
012	12-01-26	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of December 2025 as information	Pillar 5: Sustainable & Responsible Governance			
013	12-01-26	MOVED by Councillor Buchan that the Town of Sundre Council accept the letter from the Honourable Ric McIver, Speaker of the Legislative Assembly of Alberta as information		Legislative Services	Appendix #1	
014	12-01-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the letter from the Mayor of the City of Red Deer as information		Legislative Services	Appendix #2	
015	12-01-26	MOVED by Councillor Dalke that the Town of Sundre Council accept the invitation for Mayor Warnock to attend the Installation of Officers on January 17, 2026 at 6:00 p.m. at the Royal Canadian Legion Branch 223 as information		Legislative Services	Appendix #3	
016	12-01-26	MOVED by Councillor Anderson that the Town of Sundre Council go into a Closed Meeting at 6:32 p.m.				
<i>Mayor Warnock excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the boardroom. There are no Motions of Council expected</i>						
<i>Mayor Warnock called a break at 6:32 p.m.</i>						
<i>Mayor Warnock reconvened the closed meeting at 6:40 p.m.</i>						
<i>Administration attending the Closed Meeting included Project Manager Carl McDonnell</i>						
<i>Project Manager left the Closed Meeting at 7:18 p.m.</i>						
017	12-01-26	MOVED by Councillor Dalke that Council return to an open meeting at 7:40 p.m.				
018	12-01-26	MOVED by Councillor Anderson, being that the agenda matters having been concluded, the meeting adjourned at 7:41 p.m.				
#/D/M/Y	January 17, 2026 Special Closed Council Meeting	STRATEGIC PLAN PILLAR				Attending
Res. #	Date	Council Motion		Action	Status	0
019	17-01-26	MOVED by Councillor Isaac that the agenda be approved as presented	5: Sustainable and Responsible Governance			
020	17-01-26	MOVED by Councillor Petersen that the Council go into Closed Meeting at 9:04 a.m.				
<i>Mayor Warnock called a break at 10:11 a.m.</i>						
<i>Mayor Warnock reconvened the closed meeting at 10:30 a.m.</i>						
<i>Mayor Warnock called a lunch break at 12:13 p.m.</i>						
<i>Mayor Warnock reconvened the closed meeting at 1:00 p.m.</i>						
021	17-01-26	MOVED by Councillor Marr that Council come out of Closed Meeting at 3:10 p.m.				
022	17-01-26	MOVED by Councillor Buchan that Council adjourn the Closed Meeting at 3:11 p.m.				
023	17-01-26	MOVED by Councillor Dalke that Council return to Open Meeting at 3:12 p.m.				
024	17-01-26	MOVED by Councillor Buchan being that the agenda matters have been concluded the meeting adjourned at 3:13 p.m.				

	#/D/M/Y	January 26, 2026 Regular Council Meeting	STRATEGIC PLAN PILLAR			# of Public Attending Council
Res. #	Date	Council Motion		Action	Status	1
025	26-01-26	MOVED by Councillor Dalke that the agenda be approved as amended. ADD: Supplemental Item to 9.2 Year-End Reports - Legislative Services; ADD: Supplemental Item 11.1 Invitation to Mountain View & Neighbours Women in Business Awards Luncheon				
026	26-01-26	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on January 12, 2026 be approved as presented				
027	26-01-26	MOVED by Councillor Petersen that the Minutes of the Special Closed Meeting of Council held on January 17, 2026 be approved as presented				
028	26-01-26	MOVED by Councillor Petersen that the Town of Sundre Council thank the Sundre Rodeo & Race Association representatives for their presentation and thank the Board & Volunteers for the events they organize for the enjoyment of our citizens and visitors to our community	Pillar 1: Community Development & Pillar 2: Community Wellness			
029	26-01-26	MOVED by Councillor Dalke that the Town of Sundre Council accept the presentation from the representatives of the Sundre & District Chamber of Commerce as information and thank the Chamber Board for the services and programs they provide to the business community	Pillar 1: Community Development, Pillar 2: Community Wellness, Pillar 5: Sustainable & Responsible Governance			
030	26-01-26	MOVED by Councillor Dalke that the Town of Sundre Council give First Reading of Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North upgrade	Pillar 4: Supportive Infrastructure & Pillar: 5 Sustainable & Responsible Governance			
031	26-01-26	MOVED by Councillor Buchan that the Town of Sundre Council appoint Mountain View County Councillor Tiffany Nixon to the Sundre Municipal Library Board for a term of one year commencing on October 30, 2025, ending October 29, 2026	Pillar 2: Community Wellness & Pillar: 5 Sustainable & Responsible Governance	Legislative Services	Appendix #4	
032	26-01-26	MOVED by Councillor Anderson that the Town of Sundre Council appoint Mr. Robert (Rob) Weeks to the Sundre Municipal Library Board for a term of 3 years, beginning on January 27, 2026, ending on January 27, 2029	Pillar 2: Community Wellness & Pillar: 5 Sustainable & Responsible Governance	Legislative Services	Appendix #5	
033	26-01-26	MOVED by Councillor Buchan that the Town of Sundre Council proclaim February 13, 2026 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Pillar 2: Community Wellness	Legislative Services	Appendix #6 Thank you note; Proclamation posted to Town's website, Town's FB and front reception	
034	26-01-26	MOVED by Councillor Petersen that the Town of Sundre Council approve the advisory agreement for a one-year term, at a cost of \$90,000.00, with up one-half of the costs being the Town's portion of \$45,000.00 coming from the Legislative Services Operating Budget, and further, that the CAO be authorized to sign the agreement on behalf of the Town. In Favour: Mayor Warnock, Councillor Marr, Councillor Petersen, Councillor Anderson, Councillor Buchan. Opposed: Councillor Dalke	Pillar 2: Community Wellness & Pillar: 5 Sustainable & Responsible Governance			
<i>Mayor Warnock called a break at 6:13 p.m.</i>						
<i>Mayor Warnock reconvened the meeting at 6:21 p.m.</i>						
035	26-01-26	MOVED by Councillor Marr that the Town of Sundre Council accept the December 2025 Departmental Reports as information	Pillar 5: Sustainable & Responsible Governance			
036	26-01-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the 2025 year-end reports showcasing the successes achieved by each department of the Town of Sundre and congratulate and thank each staff member for their commitment and dedication to our community	Pillars 1, 2, 3, 4 and 5			
037	26-01-26	MOVED by Councillor Marr that the Town of Sundre Council congratulate the Chief Administrative Officer for achieving the Advanced Certificate in Tribunal Administration and the designation of ACTA TM , a significant milestone achievement in her ongoing continuous improvement plan	Pillar 5: Sustainable & Responsible Governance			
038	26-01-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the invitation to attend the 2026 Mountain View & Neighbours Women in Business Awards Luncheon to be held on March 6, 2026 from 11:00 a.m. to 3:00 p.m. at the Pomeroy Inn, Olds; and further directs administration to purchase 4 tickets at the cost of \$50.00 per person. Attending: Mayor Warnock, CAO Nelson, Councillor Marr, Councillor Buchan		Legislative Services	Complete: 4 tickets ordered January 27, 2026. Copy of tickets provided to the attendees	
039	26-01-26	MOVED by Councillor Dalke that the Town of Sundre Council go into a Closed Meeting at 7:04 p.m.				
<i>Mayor Warnock excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the boardroom. There are no Motions of Council expected</i>						
<i>Mayor Warnock called a break at 7:04 p.m.</i>						
<i>Mayor Warnock reconvened the closed meeting at 7:13 p.m.</i>						
<i>CAO Nelson left the closed meeting at 7:30 p.m.</i>						
040	26-01-26	MOVED by Councillor Marr that Council return to an open meeting at 8:08 p.m.				
041	26-01-26	MOVED by Councillor Buchan, being that the agenda matters having been concluded, the meeting adjourned at 8:09 p.m.				



Honourable Ric McIver, ECA, MLA
Calgary-Hays

December 16, 2025

To All Newly Elected Municipal Councils,

I am pleased to extend my warmest congratulations to both new returning councilors on your election to municipal office this past October. Serving your communities is both a privilege and a profound responsibility, and I commend you for stepping forward to represent the residents who have placed their trust in you.

As someone who previously had the honour of serving as on a municipal council and as Minister of Municipal Affairs, I want to express my deep appreciation for the dedication demonstrated by municipal leaders across our province. It was truly an honour working with you, and I remain grateful for the important role you play in strengthening local governance and improving the quality of life for your communities. Municipal governance is often closest to the day-to-day needs of residents. The decisions you make—whether related to infrastructure, community safety, local services, or neighbourhood development—have a direct and immediate impact on the lives of the people you serve. I encourage you to continue working with the new minister in this endeavor.

As we enter the Christmas season, I extend my heartfelt wishes to you, your councils, and your families for a joyful and peaceful Christmas, and a healthy and prosperous New Year. May the months ahead be filled with success as you carry out the vital work of serving your residents.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Honourable Ric McIver, ECA, MLA
Speaker of the Legislative Assembly of Alberta
Calgary-Hays



OFFICE OF THE MAYOR

December 2, 2025

Mayor Richard Warnock
Town of Sundre
PO Box 420
Sundre AB T0M 1X0

Dear Mayor Warnock,

I am honoured to offer greetings and congratulations to you and your council, on behalf of Red Deer City Council, following our recent municipal elections. By way of introduction, my name is Cindy Jefferies, and I am delighted to have been elected Mayor of The City of Red Deer.

It has been a busy period of orientation since the election, and our new council is eager to get to work to strengthen and enhance our community. I am excited to serve as Mayor, drawing on all I have learned throughout my career, including four terms on City Council, nine years as a public school board trustee with the Red Deer Public School District, and a wide range of volunteer experiences.

I was pleased to meet many of you at the recent Alberta Municipalities convention, and I look forward to continuing those conversations and building stronger relationships in the months ahead. I am confident there will be meaningful opportunities where the Town of Sundre and The City of Red Deer can work together for the betterment of our citizens and communities, including through continued collaboration within the Central Alberta Regional Mayors and Reeves Caucus.

Congratulations again to you and the members of your Council. I look forward to seeing you in person at events in our region that bring us together.

If there are opportunities where we can work together in areas of mutual interest, please do not hesitate to reach out to me.

Yours truly,

Mayor Cindy Jefferies
City of Red Deer

Invitation to Mayor Warnock

From: **Sundre Legion Secretary** <rcl223secretary@gmail.com>

Date: Thu, Jan 8, 2026 at 10:41 AM

Subject: Royal Canadian Legion 2026 Installation of Officers

To: <richard.w@sundre.com>

Cc: Dick Cruickshank <dcruick55@gmail.com>

Your Worship Richard Warnock:

The Executive of Branch #223 Sundre Royal Canadian Legion wishes to invite you to the formal Installation of Officers for 2026 on Saturday, January 17th, 2026 at 6:00 p.m. for meet & greet. The Installation Ceremony will commence at 6:30 pm with light refreshments to follow.

Your presence will be appreciated. Please RSVP to: rcl223secretary@gmail.com or by phone to the Secretary, Heather Rayner at 403-638-9526.

Respectfully,
Heather Rayner
RCL #223 Secretary

RSVP: January 8, 2026

Good Afternoon Heather,

On behalf of Mayor Richard Warnock, please accept this email as the RSVP to attend the annual Installation of Officers for Royal Canadian Legion Branch 223, Sundre, scheduled for January 17, 2026 at 6:00 p.m.

Mayor Warnock is looking forward to seeing you all and will stay for the light refreshments after the installation ceremony.

*Sincerely,
Betty Ann*



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

January 27, 2026

Sundre Municipal Library Board
PO Box 539
2, 96 – 2 Ave. N.W.
Sundre, AB T0M 1X0
Attn: Wendy Murphy, Chair

c/o Email: jwillihnganz@prl.ab.ca

RE: Appointment of Mountain View County Councillor to the Board

Dear Wendy,

The Town of Sundre Council received information pertaining to Councillor Tiffany Nixon's appointment as the Mountain View County representative to the Sundre Municipal Library Board in a letter dated October 31, 2025. This information was provided to the Town of Sundre Council at the Regular Meeting of Council held on November 10, 2025 and accepted as information.

We became aware that Councillor Nixon is required to be appointed by Sundre Town Council to the Sundre Municipal Board under s.4(1) of the *Library Act*, on January 14, 2026, and took immediate steps to rectify this oversight at the Regular Meeting of Council held on January 26, 2026. Below is the resolution of Council relating to the appointment of Councillor Tiffany Nixon to the Sundre Municipal Library Board:

Res. 031-26-01-26 MOVED by Councillor Buchan that the Town of Sundre Council appoint Mountain View County Councillor Tiffany Nixon to the Sundre Municipal Library Board for a term of one year commencing on October 30, 2025, ending October 29, 2026.

Should you require additional information, please contact Legislative Services at (403) 638-3551 or email: townmail@sundre.com

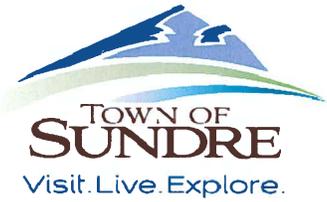
Yours truly,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR
Chief Administrative Officer

/file

cc: Council

Attachment: Letter of October 31, 2025



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

January 27, 2026

Sundre Municipal Library Board
PO Box 539
2, 96 – 2 Ave. N.W.
Sundre, AB T0M 1X0
Attn: Wendy Murphy, Chair

c/o Email: jwillihnganz@prl.ab.ca

RE: Appointment of Board Member

Dear Wendy,

The Town of Sundre Council was presented with a recommendation for the appointment of Mr. Robert (Rob) Weeks to the Sundre Municipal Library Board at the Regular Council Meeting held on January 26, 2026. Below is the resolution of Council relating to the appointment:

Res. 032-26-01-26 MOVED by Councillor Anderson that the Town of Sundre Council appoint Mr. Robert (Rob) Weeks to the Sundre Municipal Library Board for a term of 3 years, beginning on January 27, 2026, ending on January 27, 2029.

Should you require additional information, please contact Legislative Services at (403) 638-3551 or email: townmail@sundre.com

Yours truly,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR
Chief Administrative Officer

/file

cc: Council

Attachment: Letter of January 16, 2026



January Appendix #: 6

Betty Ann Formstone <bettyann.f@sundre.com>

Fwd: Requesting a Proclamation for Wear Red Canada Day on February 13, 2026 in Sundre

CreeAnn Phillips <creeann.phillips@ucalgary.ca>
To: Betty Ann Formstone <bettyann.f@sundre.com>
Cc: Linda Nelson <linda.n@sundre.com>

Tue, Jan 27, 2026 at 4:40 PM

Dear Betty Ann,

Thank you very much for your email!

I would like to sincerely thank Mayor Warnock, Council, and the Citizens of the Town of Sundre for supporting Wear Red Canada Day on February 13.

With gratitude and appreciation,

CreeAnn Phillips, BHSc
Past President, Wear Red Canada Club
University of Calgary

On Jan 27, 2026, at 08:43, Betty Ann Formstone <bettyann.f@sundre.com> wrote:

[ΔEXTERNAL]

[Quoted text hidden]

<Wear Red Canada Day Feb 13.pdf>



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

FROM THE OFFICE OF THE MAYOR

January 28, 2026

Alberta Assisted Living and Social Services
Capital Boulevard Building
12th Flr., 10044 – 108 ST
Edmonton, AB T5J 3S7
Attn: Seniors Strategic Services Branch
Seniors' Week Launch

Email: seniorsinformation@gov.ab.ca

Re: Letter of Support to Host 40th Anniversary of Seniors Week

Dear Sir or Madame,

On behalf of the Town of Sundre Council, I am writing to provide Sundre Senior SPRUCE Society with a letter of support for their proposal to host the launch of the 40th Anniversary of Seniors Week, June 1 – 7, 2026 in the Town of Sundre and during Seniors Week, host a special celebration for Intergenerational Day on June 1st.

Working collaboratively with other community organizations, Council recognizes that "SPRUCE" and its many hard working volunteers have been able to deliver first class activities, educational programs, encourage and promote healthy living, social connections, and intergenerational engagement to our community's seniors.

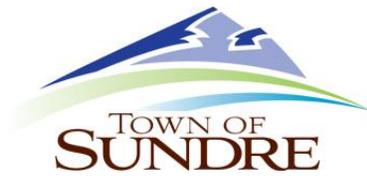
We are excited to see in their proposal, programs and activities joining members of our community, both young and old together during Seniors week. Council looks forward to actively participating in the events that have been planned.

We request that you consider Sundre S.P.R.U.C.E.'s Expression of Interest application to co-host the launch of for the 40th Anniversary of Seniors Week 2026.

Sincerely,

Mayor Richard Warnock

/file
: Council
: J. Atkins, sundrespruce20@gmail.com



CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: February 23, 2026

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

New Business List: January 1 - 31, 2026

Little Red Sol Ltd.; Health Services, 116 Centre St. N. (southside)
Mad Dog Mutts; Dog Grooming, Bay 10 200 Main Ave. W.
Birch Bay Wealth Management, #3, 306 Main Ave. W.

Moved or Under New Management: January 1 – 31, 2026

Complete Home Collective relocated to Bay 4, 102 Centre St. N.

Home Office, January 1 – 31, 2026 (Permitted Use in Residential Districts):

The Tire Guy, Mobile Auto Service, 35 Noblefern Way
ECG Cleaning Services, 201 - 6 St. SW
Andrew Cook Generalized Contracting, 207 – 9 Ave. NE

Home Occupation to Date (Discretionary Use in Residential Districts):

n/a

<u>YEAR 2026</u>			<u>PUBLIC IN</u>
<u>DATE OF MEETING</u>	<u>TYPE OF MEETING</u>	<u>TOPIC(s)</u>	<u>ATTENDANCE</u>
12-Jan-26	REGULAR	SHPARC; CAERT Presentation; Council Committee Reports; Key Messages December 2025; Correspondence	2
17-Jan-26	Special Closed Meeting	Council Strategic Plan	0
26-Jan-26	REGULAR	Delegations: Sundre Rodeo & Sundre Chamber of Commerce; Bylaw 2026-01 Borrowing Bylaw (1st Reading); appointments to Library Board; Wear Red Canada Day Proclamation; P3 Agreement; Departmental Reports Dec. 2025 & Year-end Reports 2025; CAO Accomplishment; Invitation to attend Women in Business Luncheon	1

SCHEDULE A - 2026 Expenditures to Date**TOTAL COUNCIL BUDGET 2026: \$79,000****TOTAL EXPENDITURES TO DATE (January 31, 2026) \$3,542****BALANCE: \$75,458****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
6-Jan-26	Sundre	RAC10 Planning Meeting	Per Diem	\$ 80.00
8-Jan-26	Sundre	MTMC Board Meeting	Per Diem	\$ 80.00
14-Jan-26	Calgary	Boundary Commission	Mileage	\$ 175.20
14-Jan-26	Calgary	Boundary Commission	Travel Per Diem	\$ 60.00
14-Jan-26	Calgary	Boundary Commission	Per Diem	\$ 120.00
14-Jan-26	Calgary	Boundary Commission	Accommodations	\$ 210.00
15-Jan-26	Drumheller	RDRMUG Meeting	Mileage	\$ 248.20
15-Jan-26	Drumheller	RDRMUG Meeting	Travel Per Diem	\$ 80.00
15-Jan-26	Drumheller	RDRMUG Meeting	Per Diem	\$ 160.00
16-Jan-26	Sundre	RDRWA Board Meeting	Per Diem	\$ 80.00
17-Jan-26	Sundre	Council Strategic Plan Meeting	Per Diem	\$ 280.00
19-Jan-26	Crossfield	MTMC Crossfield	Mileage	\$ 116.80
19-Jan-26	Crossfield	MTMC Crossfield	Travel Per Diem	\$ 40.00
19-Jan-26	Crossfield	MTMC Crossfield	Per Diem	\$ 80.00
26-Jan-26	Red Deer	RAC10 Meeting	Mileage	\$ 163.30
26-Jan-26	Red Deer	RAC10 Meeting	Travel Per Diem	\$ 50.00
26-Jan-26	Red Deer	RAC10 Meeting	Per Diem	\$ 200.00
28-Jan-26	Sundre	Sundre Chamber of Commerce	Per Diem	\$ 40.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Mileage	\$ 153.50
29-Jan-26	Red Deer	Red Deer Polytecnic	Travel Per Diem	\$ 50.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Per Diem	\$ 100.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
13-Jan-26	Sundre	Sundre Hospital Futures	Per Diem	\$ 80.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Cheri Buchan

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan	Sundre	Strategic Planning	Per Diem	\$ 280.00
22-Jan-26	Sundre	RhPAP Seminar	Per Diem	\$ 40.00
22-Jan-26	Sundre	Munis 101	Per Diem	\$ 140.00
29-Jan-26	Sundre	Munis 101	Per Diem	\$140.00
Jan 22 & 29	Sundre	EOEP Course - Munis 101	\$ 295	\$ 295.00

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCIL DATE	February 23, 2026
FOR MONTH(S) OF	January 2026
<u>911 DISPATCHES:</u>	
	Emergency Response Numbers, 33 Year to Date January 2026 – 33
<u>Response Types:</u>	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken – 1 ➤ Alarm – False - 3 ➤ Controlled Burn – No Response – Telephone – 1 ➤ Fire Investigation – 1 ➤ Fire – Structure – 3 ➤ Medical First Response – 17 ➤ Medical – Stood Down – 1 ➤ Motor Vehicle Collision – 4 ➤ Mutual Aid Request – 1 ➤ Public Hazard – Electrical – 1
<u>Results:</u>	➤ All incidents Responded, Managed and Resolved by SFD Members
<u>TRAINING & ACTIVITIES</u>	
<u>In-Hall/Weekly:</u>	<p><u>January 2026 consisted of the following:</u></p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting/Truck Checks <ul style="list-style-type: none"> ○ Christmas Removal ○ Hall Clean ➤ Lucas On-Line Presentation <ul style="list-style-type: none"> ○ Lucas Hands-On Training ➤ Personnel Gear and Locker Checks and Organization ➤ Tool Familiarization <ul style="list-style-type: none"> ○ Going through trucks, grabbing Tools and Explaining Functionality and Purpose on an Emergency Scene ➤ Consumption Drill ➤ Fitness Testing <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ Nothing to Report in Reporting Period
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ H2S – 6 members completed January 2026 ➤ Member Hearing Testing – March 4th – 2026 ➤ New NFPA 1001 – March 4th – 2026 start ➤ SFD High School Cadet Program/New member Basic training Started February 4th, 2026 ➤ 3 Members completed Ice rescue course
<u>Fire Hall:</u>	

Building/Maintenance:	➤ Waiting for Associated Fire to repair leak on SCBA Compressor, compressor, a Unit still functional in manual mode.
SFD Units - Equipment	
Units:	<ul style="list-style-type: none"> ➤ Unit #560- Estimated Late February delivery to RMP Red Deer Delivery to SFD March ➤ New Unit #540 Unit factory completion in progress, estimated delivery to RMP Red Deer Mid-February -2026 Estimated late-March to SFD ➤ Unit #550 – retained as second Wildland Unit, Until Unit #540 is delivered. ➤ Unit #550 to be Unit 580 SFD Support unit
Safety Codes:	
Inspections -Occupancies	<ul style="list-style-type: none"> ➤ Inspections scheduled on Request – Complaint Basis ➤ 5 members to receive Alberta Safety codes Fire inspection training and certification start Q-2 2026



Sundre Fire Department Incident Location Breakdown



01-31 January 2026

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month(s) Total	Year to Date Total
Controlled Burn - No Response		1			1	1
Fire - Structure	1	2			3	3
Fire - Investigation - Report of Smoke - Unfounded	1				1	1
Alarm -No Fire - Steam or Smoke mistaken	1				1	1
False Alarm – Confirmed telephone	1	2			3	3
Medical First Response	10	7			17	17
Medical - Stood Down	1				1	1
Motor Vehicle Collision	2	2			4	4
Mutual Aid Request		1			1	1
Public Hazard - Electrical		1			1	1
Total	17	16	0	0	33	33



DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	February 23, 2026
FOR MONTH OF:	January 2026
TOPIC / PROJECT #1	Development Permits
Status of Project: Ongoing	Development permits ensure land use aligns with local planning, zoning, and safety regulations.
ACTION/SUCSESSES:	Total of 8 Development Permits: <ul style="list-style-type: none"> • Change of Use: Health & Wellness • Change of Use: Professional Offices (Dog Grooming) • Change of Use: Retail Store, Convenience (Vape Sales in Existing Car Wash) • Change of Use: Professional Offices (Wealth Management) • Home Office- Mobile Auto Service • Home Office- Mobile Cleaning Service • Home Office- General Contracting • Retail Cannabis
TOPIC / PROJECT #2	Building Permits
Status of Project: Ongoing	Building permits are required to ensure construction meets safety codes, standards and regulations.
ACTION/SUCSESSES:	A total of 5 Building Permits were issued for: <ul style="list-style-type: none"> • Hot Tub • Commercial Interior Renovation • Mixed Use Ready-To-Move building • Rooftop Solar Panels (Accessory Building) • Rooftop Solar Panels (Home)
TOPIC / PROJECT #3	Safety Code Permits
Status of Project: Ongoing	Safety code permits ensure that construction and installations comply with technical safety standards to protect public health and safety.
ACTION/SUCSESSES:	A total of 12 Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 7 Gas Permits: 3 Plumbing: 2
TOPIC / PROJECT #4	Compliance Stamps/Letters (from Real Property Reports)
Status of Project: Ongoing	RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.
ACTION/SUCSESSES:	Total 1 Compliances completed.
TOPIC / PROJECT #5	Downtown Area Redevelopment Plan
Status of Project: Ongoing	Currently in Phase 3 of the Downtown ARP project – Stakeholder Consultation Phase 1

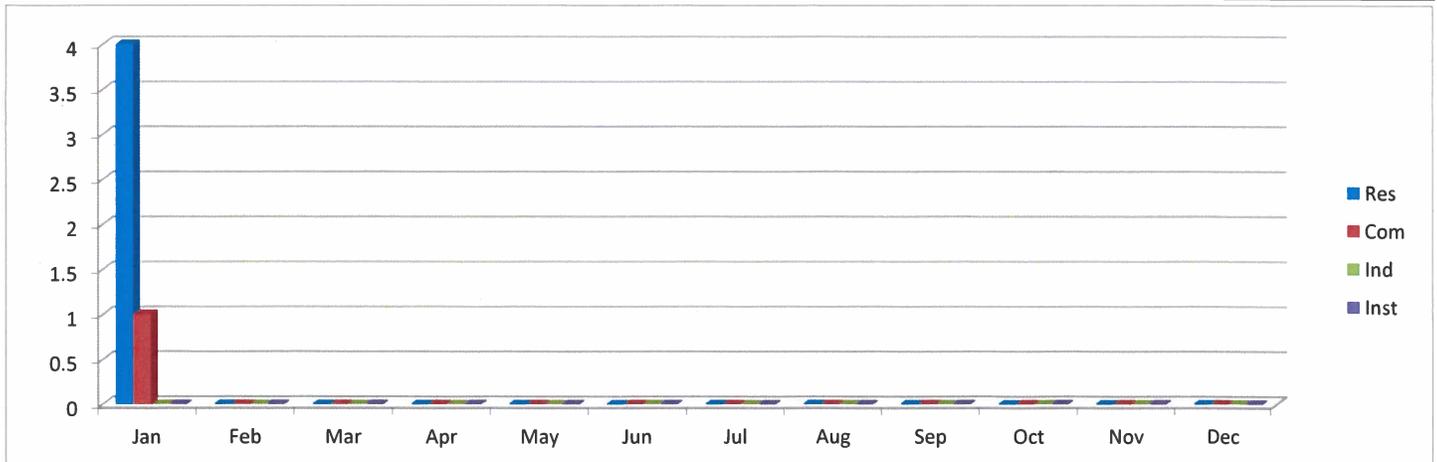
ACTION/SUCCESES:	<ul style="list-style-type: none"> • Completed Vision and Principles for the ARP Document • Commenced writing the ARP Draft • Preparation for the next ARP Committee meeting in February.
TOPIC / PROJECT #6	Flood Risk Area Development
Status of Project: Completed	The Upper Red Deer Flood Study conducted by the province will guide how and where types of development can occur. The purpose of the Bylaw is to manage, regulate and protect flood prone areas.
ACTION/SUCCESES:	<ul style="list-style-type: none"> • Review and background research on flood risk definitions and best practices around the province. • Amendment to Land Use Bylaw map and flood overlay section is underway. • Met with Staff at Alberta Environment to discuss potential flood mitigation infrastructure strategies

**ATTACHMENT: Jan 2026 Building Permit Statistics
CAO Report – Commercial, Industrial, Institutional Projects**

**MONTHLY BUILDING REPORT
FOR THE MONTH OF JANUARY 2026**

10.1c(i)

	JAN. 2026			2026 Year To Date			JAN. 2025		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows	0	0	\$ -	\$ -	\$ -	\$ -			
Bi-Level			\$ -	\$ -	\$ -	\$ -		0	\$ -
Duplex/Semi Det.			\$ -	\$ -	\$ -	\$ -		0	\$ -
Multi-Family/Mixed Use	1	1	\$ 643,000	\$ 1	\$ 1	\$ 643,000	0	0	\$ -
Mobile Homes	0	0	\$ -	\$ -	\$ -	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		\$ -	\$ -		1	\$ 50,000
Renovation/Addition		3	\$ 30,800	\$ -	\$ 3	\$ 30,800		2	\$ 31,700
			\$ -	\$ -	\$ -	\$ -			
Sub-Total	1	4	\$ 673,800	1	4	673800	0	3	\$ 81,700
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		1	\$ 8,900		1	\$ 8,900		1	\$ 500
Sub.Tot		1	\$ 8,900		1	\$ 8,900		0	\$ 500
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	1	5	\$ 682,700	\$ 1	\$ 5	\$ 682,700	0	4	\$ 82,200



2026_Template Monthly Building Report



10.1c(ii)

MEMO

TO: Linda Nelson, CAO
 FROM: Chelsea Kruger, Associate Development Officer
 RE: January, 2026 Commercial, Industrial, Institutional Projects

<u>Development / Building Permit No.</u>	<u>District</u>	<u>Address</u>	<u>Project</u>	<u>Value</u>
2026-D01/ TSD B	C-1	116S Centre ST N	Change of Use & Interior Renos for a Health & Wellness Business (Health professionals and exercise studio)	\$8,900
2026-D02	C-1	Bay 10 200 Main AV W	Change of Use- Professional Office (Dog Grooming)	N/A
2026-D03	C-1	412 Main AV E	Change of Use- Retail Store, Convenience (Vape Sales located within existing car wash)	N/A
2026-D04	C-1	Bay 3 306 Main AV W	Change of Use- Professional Office (Wealth Management)	N/A
2026-D08	C-1	305 Main AV W	Retail Cannabis (existing site)	N/A

Legend:

- C-1 Central Commercial
- C-2 Highway Commercial
- C-3 Neighbourhood Commercial
- I-1 Light Industrial
- I-2 Flood Plain Industrial
- PS Public Service

Value: n/a = no building permit required

COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES

DEPARTMENT	Community Development- Community Service
SUBMITTED BY	Benazir Thaha Valencia
DATE	February 23, 2026
FOR MONTH OF	January 2026

TOPIC #1	Community Centre
Status of Project: Ongoing	The Community Centre is a well-used facility with regular user groups, special events, and community meetings, supported by daily gym floor maintenance to ensure a clean and functional space for all activities.
ACTION/SUCSESSES:	Regular User Groups keeping gym busy – <ul style="list-style-type: none"> ● Tae Kwon Do ● Gymnastics ● Walking Club ● Pickleball ● Volleyball Also in the Community Centre: <ul style="list-style-type: none"> ● Birthday Parties ● Homeschool Kids Group ● Multiple Boardroom Meeting Bookings ● Lacrosse ● Library Family Gym Time
TOPIC #2	Arena
Status of Project: Ongoing	The Arena continues to support seasonal programming and events, with ongoing maintenance ensuring the facility remains in good condition for both public use and organized activities.
ACTION/SUCSESSES:	<ul style="list-style-type: none"> ● U15, U18 and Rec Hockey Tournaments hosted ● Mid-season maintenance performed on ice plant ● Several Private Ice times booked
TOPIC # 3	Parks and Amenities
ACTION/SUCSESSES:	Parks are regularly maintained to support seasonal use, with upkeep focused on cleanliness, landscaping, and ensuring safe, accessible spaces for public enjoyment and recreation.
Status of Project: Ongoing	<ul style="list-style-type: none"> ● Fire department helped by flooding permanent outdoor rink after the warm weather left it in poor condition ● Keeping up with maintenance of both outdoor rinks as weather permits ● Keeping up with snow removal on some big snowfalls 



DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	2026/01/26
FOR MONTH OF:	December 2025

TOPIC #1	Calls for Service – December
STATUS OF PROJECT Completed:	<ul style="list-style-type: none"> Animal Carcass Disposal – 3 Assist Fire – 2 Assist Other Agency – 3 Assist RCMP – 5 Assist Resident – 4 Assist Town Dept – 8 Bylaw Violation: Cat Bylaw – 2 Bylaw Violation: Dog Bylaw – 6 Bylaw Violation: Land Use Bylaw – 1 Bylaw Violation: Snow Removal Bylaw – 1 Bylaw Violation: Traffic Bylaw – 3 Community Engagement – 2 Damage to Property – 1 Directed Patrol – 4 Found Animal – 3 Found Encampment – 1 General Patrol – 13 General Patrol Off Hours – 4 Injured Animal – 3 Provincial Violation: Traffic Safety Act – 8 Provincial Violation: Trespass to Premises Act – 2 School Zone Patrol – 6 Threaten Peace Officer – 1 Traffic Control – 2 Traffic Enforcement – 10 Traffic Enforcement Off Hours – 3
Action Steps / Successes	Municipal Enforcement responded to 101 calls for service in the month of December 2025

**Attachment
#1**

Municipal Enforcement has been monitoring an encampment behind the Sundre Feed Mill since November. While the individual involved has been relocated twice previously, we continue to receive complaints. We are working closely with the RCMP to manage the situation within our legal authority. Simply displacing individuals to other properties often results in further complaints elsewhere; therefore, we are focused on a solution that respects legal boundaries and long-term community impact.



	<p>Municipal Enforcement continues to respond to calls involving injured wildlife. During the winter months, we typically see an increase in wildlife-vehicle collisions. In some instances, severe injuries necessitate humane euthanasia. To address these situations within town limits, our officers coordinate closely with the RCMP, Conservation, and Fish and Wildlife to ensure a safe and professional response.</p>



DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	February 23, 2026
FOR MONTH OF:	January 2026

TOPIC / PROJECT #1	Gas Department
STATUS OF PROJECT In progress: Completed: Yes	The Gas department completed another service for the Brookside Development. Meter recertifications continued. There were numerous calls for gas odors throughout the month. On call gas operator attended a house fire to assist in shutting off the service
Action Steps / Successes	The increase in gas odor calls is due in part to temperature changes on outside meter piping . Indoor odor calls have been piping or heating unit leaks
TOPIC / PROJECT #2	Fleet Management
STATUS OF PROJECT In progress: Completed: Yes	The capital plan for vehicle replacements is under way. Vehicles have been ordered. There were several repairs required for the unit utilized for sidewalk and trail snow removal
Action Steps / Successes	The unit has been kept in service for snow events
TOPIC / PROJECT #3	Water Distribution & WasteWater Treatment
STATUS OF PROJECT In progress: Yes Completed:	The department has noted drinking water flow output of 1000 cu/m/day with the lagoon receiving 1000 cu/m/day.
Action Steps / Successes	The slight increase is noted as stable which indicates increased consumption. The wastewater values have increased due to snow melt
TOPIC / PROJECT #4	GIS
STATUS OF PROJECT In progress: Completed: Yes	Updates to the GIS system for gas pipe and meters
Action Steps / Successes	Gas mains are being identified for material, install date, diameter and risk condition ranking to assist in gas asset management
TOPIC / PROJECT #5	Centre Street North Capital Project
STATUS OF PROJECT In progress: Completed: Yes	Survey of the project scope area completed. Final walkthrough with consultants to capture all aspects of the project is completed
Action Steps / Successes	Next steps are the proposed construction drawings for review and prepare for tender
TOPIC / PROJECT #6	Old Town Shop Environmental Remediation Project
STATUS OF PROJECT In progress: Completed: Yes	Damages to the testing bore units occurred during the temporary road construction for the Hwy 27 project. Testing of remaining sites completed for 2025
Action Steps / Scheduled Events / Successes	Operations is working with AECOM regarding damages. The data from testing indicates a stable zone of the consolidated salts. Next steps are being considered with the consultant and operations.



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	February 23, 2026
FOR MONTH OF:	January 2026

TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Under the Alberta Advantage Immigration Program, <ol style="list-style-type: none"> a. Continue to support successful Rural Entrepreneur Stream program candidate from China who is moving to Sundre in February and who has been approved to open a business. b. Met a new RES prospect from China. c. Responded to multiple RES-related emails. 2) The Downtown Area C-1 vacancy remains at approximately 4.2%. 3) Processed multiple business licenses. 4) Several new businesses opened or received DP and BL in preparation for opening (Mad Dog Mutts, Birch Bay Wealth Management).
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Met with new MVRFO representative from Didsbury. 2. Registered for Banff World Media Festival. 3. Received film inquiry from Korea.
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Continued online promotion of Sundre through social media. 2. Produced Winter content for social media with 3 Peaks Studios; partnered with Bike n Ski Club to produce trails footage. 3. Posted mini-doc about Sundre to social media, filmed as part of Blue Squall Media's <i>Backroads Alberta</i> series. 4. Continued updating content for 2026 Visitor Guide. 5. Finalized registration for participation at Calgary Outdoor Adventure & Travel Show.
TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Worked with Bike n Ski Club to map out XC ski area in East Side passive recreation area.
TOPIC #5	Events and Festivals
STATUS OF PROJECT Ongoing	Events & Festivals
Action Steps / Successes	<ol style="list-style-type: none"> 1) Promotion, coordinating, and organizing for Winterfest event ongoing.



DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Joy Willihnganz
DATE	February 23, 2026
FOR MONTH OF	Jan – Dec 2025 (Year in Review)

TOPIC #1	Programs for All Ages
ISSUES:	Support community wellness by providing a variety of opportunities for recreation, entertainment, and to celebrate art and culture.
RESOLUTIONS/SUCSESSES:	<p>The library delivered a variety of programs throughout the year.</p> <p>Children/Youth Programs: 83 programs were offered welcoming 1,247 participants (includes regularly offered programs such as Rhyme Time, Lego Club, Summer Reading Club, and special events such as Mini Builders, Upcycled Art, Frankenstuffies, Mini Book Shelves, Teens After Hours and Reading Challenges).</p> <p>Adult/Senior Programs: 188 programs were offered welcoming 1,337 ppl (includes regularly offered programs such as Genealogy & special events that include Armchair Travel, Writer’s Group, and author talk with Kevin Van Tighem); additionally, 83 digital literacy sessions (primarily 1:1 tech tutoring and computer application classes) were offered with 145 ppl attending</p> <p>Family Programs: 26 special event multigenerational programs welcomed 641 participants (includes Police station and Fire Hall tour, Family Gym Time, Halloween and Christmas themed programs)</p> <p>Take-Home Programs: 27 take-home kits/programs were enjoyed by 596 participants</p> <p>Total Programs: 407 Total Participants: 3,966.</p>
TOPIC #2	Community Awareness
ISSUES:	Build community awareness of library offerings and services
RESOLUTIONS/SUCSESSES:	<p>The library participated in 49 specifically targeted outreach events (including Rhyme time programming at two community daycares and library service to the senior’s lodge, SPOG, Winterfest, and Books for Babies initiatives). New this year was participation in MVC Comic Con (approximately 850 attendees) and launch of our Bookmobile service (library book delivery to residents who are home bound). The library partnered with the Sundre Museum to provide programming during Culture Days – again making the top rankings of communities our size.</p> <p>Total Programs: 49 Total Participants: 1,417.</p>

TOPIC # 3:	Community Well-Being
ISSUES:	Provide a space for groups to meet and or offer their own programs
RESOLUTIONS/SUCCESES:	The library made its space available to a variety of other groups and organizations in the community including PCN (Primary Care Network), Mountain View Family Resource Network, Sundre Creative Arts, McDougall Chapel, Sundre Soccer, a local Water Conservation Group, Eagle Valley community group, petition organizers, and Sundre Palliative Care. Total Group Meetings: 124 Total Participants: 969.

LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachment #1	Fire Hall #2
Attachment #2	Police Station #1
Attachment #3	SRC #1 Storytime
Attachment #4	Author Talk Kevin Van Tighem
Attachment #5	MVC Comic Con #1









REQUEST FOR DECISION

COUNCIL DATE February 23, 2026
SUBJECT RFD Correspondence / Invitations
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 12.

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence and invitation as information by separate motion.

Motion: Letter of Condolence – Tumbler Ridge BC

That the Town of Sundre Council accept the Letter of Condolence to Tumbler Ridge BC as information.

Motion: 3rd Annual Penhold Cares Central Alberta Blood Drive Challenge

That the Town of Sundre Council accept the challenge from the Town of Penhold pertaining to the 3rd Annual Penhold Cares Central Alberta Blood Drive Challenge from February 1 to 28, 2026 as information.

Alternative:

At Council's Discretion

ATTACHMENTS:

12.1 Letter of Condolence

12.2 Information 3rd Annual Penhold Cares Central Alberta Blood Drive Challenge

Date Reviewed: February 18, 2026

CAO Linda Nelson



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

FROM THE OFFICE OF THE MAYOR

February 11, 2026

District of Tumbler Ridge
305 Iles Way
PO Box 100
Tumbler Ridge, BC V0C 2W0
Attn: Mayor Darryl Krakowka

Email: dkrakowka@dtr.ca

RE: Tragedy in Tumbler Ridge

Dear Mayor Krakowka,

On behalf of Council and the Citizens of Sundre, I write to convey our most sincere and deepest condolences to the District of Tumbler Ridge and your Citizens upon learning of the tragic event of February 10th. The loss of so many from a close-knit community, under any circumstances is unfathomable, and we can only imagine the pain and grief that all of your citizens, parents, family, friends and first responders are experiencing.

While there is a great emptiness left by this loss, I am certain that the strength and love your community shares will sustain you through this difficult time. May that bond honour their memory and may the support from communities across Canada serve as a reminder of how much they were loved.

I regret that I cannot be there in person to convey our sympathies. As you navigate the coming days, I hope you find strength in one another. Please know that your community is in our thoughts and prayers.

With Heartfelt Condolences,

Mayor Richard Warnock

/file

cc: Council



FOR IMMEDIATE RELEASE: February 4, 2026

Town of Penhold
403.886.4567
info@townofpenhold.ca

Penhold Cares Blood Drive Returns February 1–28 in Honour of Penhold’s World-Record Holder Resident, Josephine Michaluk

Penhold, AB – The Town of Penhold and Canadian Blood Services are proud to launch the 3rd annual Penhold Cares Blood Drive, running from February 1 to 28. The campaign honours Penhold resident Josephine Michalyk, who holds the world record for most whole blood donations by a female—a remarkable legacy of generosity and community spirit.

This year’s campaign introduces a refreshed approach, encouraging residents, businesses, service groups, and neighbouring municipalities to participate through Canadian Blood Services’ Partners for Life (PFL) program. Donations are tracked through the Partners for Life (PFL) program, allowing municipalities to compete as teams for the Penhold Cares Campaign Trophy.

All donations made at the Red Deer Donor Centre (located at #5, 5020 68 Street) during the campaign period will count toward the Penhold Cares Campaign Trophy, awarded to the municipality that brings in the most donation points—and, of course, the bragging rights that come with saving the most lives.

How scoring works:

- Each blood donation = 1 point
- Each donation from a new donor = 2 points

Two-time champions, The Village of Clive, will be returning this year to defend their title.

Donations are tracked through the Partners for Life program, with the final results determined by the official PFL report. Recruiting new donors is the fastest way to boost a community’s score.

Group appointments and free round-trip transportation to the Red Deer Donor Centre can be arranged through Canadian Blood Services.

Penhold residents can book individual donation appointments online and are encouraged to join the Town of Penhold Partners for Life team to ensure their donation counts toward the Penhold Cares campaign.

For more information about the Partners for Life program or to register a team, contact:
Shamus Neeson – Canadian Blood Services
shamus.neeson@blood.ca