



Regular Council Meeting
Town of Sundre Municipal Council Chambers
December 6, 2021
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **3. Agenda – Amendments and Adoption**
 - 3.1 December 6, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 November 22, 2021 Regular Council Meeting Pg. 1
 - 4.2 November 29, 2021 Special Council Meeting Pg. 3
5. **Delegation:**
 - 5.1 Sundre Palliative Care Association Pg. 5
6. **Bylaws/Policies:**
 - 6.1 RFD Fees Bylaw Pg. 11
7. **Old Business: None**
8. **New Business**
 - 8.1 RFD 2022 COLA Pg. 25
 - 8.2 RFD 2022 Budget Pg. 28
 - 8.3 RFD 2021 Audit Plan Pg. 69
9. **Administration: None**
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence**
 - 12.1 Correspondence from Dignitaries Pg. 115
13. **Closed Meeting**
 - 13.1 Advice from Officials, FOIPP Act Section 24
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com



4.1

Regular Council Meeting Minutes
Town of Sundre
Council Chambers
November 22, 2021

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, November 22, 2021, commencing at 6:00 p.m.

IN ATTENDANCE: Deputy Mayor Todd Dalke
Mayor Richard Warnock (via Phone)
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

ABSENT: None

STAFF: Chief Administrative Officer, Linda Nelson (via Phone)
Director of Corporate Services, Chris Albert
Sr Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke

PUBLIC: There were 4 members of the public in attendance.

CALL TO ORDER: The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 308-22-11-21 MOVED by Councillor Vardas that the agenda be approved as amended to remove item 13.1 Closed Meeting.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 309-22-11-21 MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on November 1, 2021, be approved as presented.

CARRIED

Councillor Vardas left the meeting at 6:04 pm.

Councillor Vardas returned to the meeting at 6:06 pm.

DELEGATIONS: Sundre Municipal Library Presentation – Ms. Karen Tubb
Res. 310-22-11-21 MOVED by Councillor Marr that the presentation by Ms. Karen Tubb be accepted as information.

CARRIED

Initials

Regular Council Minutes – November 22, 2021

BYLAWS/POLICIES: None

OLD BUSINESS: None

Councillor Vardas left the meeting at 6:25 pm.

Councillor Vardas returned to the meeting at 6:27 pm.

NEW BUSINESS: **Q3 Financial Reports**

Res. 311-22-11-21 MOVED by Councillor Isaac that the Town of Sundre Council accept the Q3 2021 Quarterly Financial Reports as information.

CARRIED

ADMINISTRATION: **Departmental Reports - October**

Res. 312-22-11-21 MOVED by Councillor Isaac that the Town of Sundre Council accept the Departmental Reports for October 2021 as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL REPORTS:

Res. 313-22-11-21 MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report as information.

CARRIED

Res. 314-22-11-21 MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Isaac's report as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE: None

ADJOURNMENT

Res. 315-22-11-21 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:58 p.m.

CARRIED

These Minutes approved this 6th Day of December 2021.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



Special Council Meeting
Town of Sundre Municipal Council Chambers
Via Teleconferencing
Minutes
November 29, 2021

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, November 29, 2021 commencing at 4:00 p.m.

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

STAFF IN ATTENDANCE Chief Administrative Officer, Linda Nelson

PUBLIC None.

CALL TO ORDER The Mayor called the meeting to order at 4:00 p.m.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 316-29-11-21 MOVED by Councillor Petersen that the agenda be approved as presented.

CARRIED

CLOSED MEETING

Res. 317-29-11-21 MOVED by Councillor Dalke that Council go into closed meeting at 4:05 p.m.

CARRIED

Councillor Marr joined the meeting at 4:05 pm.

RETURN TO OPEN MEETING

Res. 318-29-11-21 MOVED by Councillor Anderson that Council return to open meeting at 5:00 p.m.

CARRIED

COMMITTEE APPOINTMENT

Res. 319-29-11-21 MOVED by Councillor Vardas that the Town of Sundre Council revisit Motion #286-25-10-21 with regard to the Council Committee Appointment to the Central Alberta Economic Partnership.

DEFEATED

ADJOURNMENT

Res. 320-29-11-21 MOVED by Councillor Isaac being that the agenda matters have been concluded, the meeting adjourned at 5:10 p.m.

CARRIED

These Minutes approved this 6th day of December 2021

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	December 6, 2021
SUBJECT	Delegation: Sundre Palliative Care Association
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

The Sundre Palliative Care Association provides education, volunteers, and care to those patients and families faced with the problems of "life-limiting or life-threatening illness."¹

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the Sundre Palliative Care Association.

MOTION:

That the Town of Sundre Council thank the Sundre Palliative Care Association and accept the presentation, as information.

¹Sundre Palliative Care Association publication.

Date Reviewed: December 3, 2021

CAO: Linda Nelson

Sundre Palliative Care Association



What is Palliative Care?

It is an approach that aims to improve the quality and comfort of life for patients and their families facing the problems associated with a life-limiting or life-threatening illness. Palliative care can begin any time after diagnosis.

A team can include the patient and family, physicians, palliative nurse, home care, social worker, physiotherapy, occupational therapy, volunteers and spiritual support. They address physical, emotional, spiritual, practical and social concerns that arise with advanced illness for patients of all ages.

For more information contact: **Your family physician**

Other Resources Are:

- Home Care 403-638-4063
- Greenwood Neighborhood Place 403-638-1011
- www.ahs.ca
- www.ahpca.ca
- www.chpca.ca
- www.lendingcupboard.org
- www.MyHealth.Alberta.ca/palliative-care
- www.virtualhospice.ca
- www.sundrepalliativecare.ca



Annual Tree of Hope Fundraiser — Sundre Christmas Farmer's Market ~ Dec. 13th, 2021

Many connections made, questions answered, support given, and donations gratefully received.



SPOG Table

We connected with at least 70 community members on SPOG Neighbors Day in 2019. Many conversations - included giving out resources, booklets and brochures and promoting awareness of our volunteer team.



2019

We partnered with the Sundre Library to host the first Death Café in 2019, which 12 people attended.



How Can Palliative Volunteers Help You?

- Stay with you...no need to be alone
- Relieve your family so they can attend errands, appointments or rest
- Friendly visits
- Read to you
- Help you write letters or complete stories or scrapbooks
- Anything else?...just ask

**Trained volunteers are available to you, 24/7, at
your home, facility or hospital.**

To request volunteers please call:

ANNE	403-507-1255
Diana	403-335-8481
	403-507-1691

**We will respond quickly to work with you and create
a plan to bring volunteers into place.**



Sundre Palliative Care Association
Box 1259
Sundre, Alberta T0M 1X0

Please note that we are unable to provide any nursing care



REQUEST FOR DECISION

COUNCIL DATE	December 6, 2021
SUBJECT	Fees & Rates Bylaw 2021-12
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2021-12 is a Bylaw that establishes the fees and charges for municipal services for the Town of Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In alignment with the User Fees & Charges section of the Town of Sundre Financial Framework, every year departments heads are requested to determine if changes in the currently established rates are required. This is accomplished by reviewing how departments are doing compared to budgeted revenues, how much the budgeted revenue has changed for the upcoming year, how the associated costs are changing and how the fees compare to other like services or facilities. It is proposed that the majority of fees remain the same, with the exception of modestly increasing the Greenwood Campground camping fees to be more in line with comparables, as well as layout revisions of Schedule D Planning & Development for ease of reference.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1: Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council provide all three readings of Bylaw 2021-12.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2021-12 "Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.

That the Town of Sundre Council give second reading to Bylaw 2021-12 ""Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-12 "Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.

That the Town of Sundre Council give third and final reading to Bylaw 2021-12 ""Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.

Attachments: Bylaw 2021-12 and Schedules "A" to "J" -6.1a

Date Reviewed: December 2, 2021

CAO:

David Nelson



BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA TO ESTABLISH AND SET FEES AND RATES FOR MUNICIPAL SERVICES.

WHEREAS, the Town of Sundre wishes to incorporate all rates and charges into one Bylaw so as to facilitate regular review and monitoring of the rates and charges, and

WHEREAS, Sections 7 and 8 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes the Council to repeal or amend any bylaws, and

WHEREAS, Section 61(2) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to charge fees, tolls and charges for the use of its property, and

WHEREAS, Section 481(1) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

WHEREAS, Section 630.1 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to establish fees for planning functions, and

WHEREAS, Section 6 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto gives a municipality person power, which imply the power to charge for goods and services provided,

WHEREAS, the prior year fees and rates are the amounts used until the effective date listed on the Schedule(s).

AND WHEREAS, Schedules A to J are attached to and included in this Bylaw.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE DULY ASSEMBLED AND PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26 ENACTS AS FOLLOWS:

1. TITLE

- 1.1 This Bylaw may be cited as "Fees and Rates Bylaw."
- 1.2 That the fees and rates specified in the Schedules attached be charged for the goods and services specified.

2. EFFECTIVE DATE

- 2.1 All Schedules A-J attached are part of and form part of this Bylaw.
- 2.2 This Bylaw shall come into full force and effect upon the date of January 1, 2022.

3. REPEAL

- 3.1 Bylaw 2020-10 is hereby repealed on the date that this Bylaw comes into force and effect.

READ A FIRST TIME this 6th day of December 2021,

READ A SECOND TIME this 6th day of December 2021,

GIVEN Unanimous Consent to Proceed to a THIRD READING this 6th day of December 2021,

READ A THIRD AND FINAL TIME this 6th day of December 2021,

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

SCHEDULE A – ADMINISTRATION FEES
Effective January 1, 2022

ACCOUNTS RECEIVABLE

Administrative Fee (inventory cost + fee)	15%
Penalty Rate	2.50%

BUSINESS LICENSES

Commercial – Resident (annual fee)*	\$110.00
Commercial – Non-Resident (annual fee)*	\$180.00
Home Occupation (annual fee)*	\$60.00
*1/2 the annual fee if start up after June 30 th	
*1/4 of the annual fee if start up after October 30 th	
Contractor with all sub-trades and subcontractors	\$1,000.00
Non-Resident single contractor, hawkers, peddler, street vendors and other short-term businesses:	
Five (5) Consecutive Days or Less	\$50.00
Three (3) Consecutive Months or Less	\$100.00

MAP FEES (GST is additional)

Civic Address	\$25.00
Index Map	\$25.00
Zoning Map	\$25.00
County Map	\$25.00

MISCELLANEOUS FEES

NSF Charge	\$42.50
Fax/Photocopying Fee	\$2.65
FOIP Application (FOIP Act)	\$25.00
Request for Information:	
• Retrieval of General Information (e.g. re-printing of historical billings)	\$65.00 per hour
• Information Request other than a request for personal information	\$65.00
Charge Back Fee (Emergency on-call used for non-emergency)	\$51.30

PLOTTER PRINTER RATES (size 36x48 max)

Black	\$21.50
Colour	\$32.23

TAXES

Tax Caveat Charges for Tax Arrears	Cost Recovery
Tax Certificates	\$35.00
Tax Information Fee – Mortgage Company	\$15.00

TAXES PENALTY (Bylaw 778)

July 1 st	6%
October 1 st	6%
January 1 st	12%

TAXES ASSESSMENT APPEAL FEES

Residential: Single and 3 or less Units	\$50.00
Non-Residential and 4 or more Residential Units	\$650.00

SCHEDULE B – UTILITY RATES
Effective January 1, 2022

WATER

Water Flat Fee (per month)	\$21.50
Water Consumption (per m ³ consumed)	\$2.25
Water Automatic Meter Reading Equipment (new metered service)	\$100.00
Water Meter Measurement Testing	\$200.00
Water Reconnection Fee	\$100.00
Bulk Water (per m ³)	\$8.00
Bulk Water minimum water charge (10 m ³ per month)	\$80.00

WASTEWATER

Wastewater Flat Fee	\$21.50
Wastewater Consumption (per m ³ consumed)	\$1.35
Lagoon Charge (per m ³)	\$8.50
Lagoon Key Lock Deposit	\$100.00

STORMWATER

Stormwater (per month)	\$5.25
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SOLID WASTE

Garbage/Recycling/Compost Flat Fee (per month and per residential dwelling unit)	\$25.65
Extra Garbage Bags for pick-up with Black Cart (per bag)	\$4.00
Multiple Compost Cart pick-up – separate purchase of additional carts required (per additional cart per month)	\$6.00
Replacement of Roll-out Cart (for at fault damage)	\$85.00

GAS

Gas Flat Rate (per month)	\$26.00
Gas Consumption (per GJ)	\$1.45 in addition to Town's purchase price
Gas System Improvement Charge (per GJ consumed)	\$0.21
Gas Automatic Meter Reading Equipment	\$129.00
Gas Reconnection Fee	\$100.00
Gas Meter Measurement Testing	\$200.00
Commercial Gas Meter	At cost plus 10% mark up

OTHER FEES

Utility Arrears Final Notice Administration Fee	\$26.30
Utility Penalty Charge	\$2.50%

SCHEDULE C – OPERATIONAL SERVICES RATES
Effective January 1, 2022

GAS SERVICE INSTALLATION RATES

Summer Months (per installation)	\$1,500.00 minimum
Winter Months (per installation)	\$900.00 minimum plus Hydrovac charge as per contractor
Secondary Lines (per installation)	\$53.00 per hour plus required parts
Complex installations will be determined by Gas Department	Additional charges for expenses related to labour, Equipment and materials.

***NOTES:**

1. Winter costs are effective October 15 of each year.
2. There is a working agreement with a hydrovac company and steel mains welder. These costs are monitored yearly to ensure the best price and safe practices. It is the sole choice of the Gas Department as to which these companies are used as well as when it is determined that a hydrovac service is required.
3. Welding and Hydrovac charges will be added to the invoice.

WATER, WASTEWATER AND SOLID WASTE SERVICE RATES

Commercial Water Meters	Cost of Meter
Sewer Camera	Base rate of \$107.35 plus \$107.35 per additional hour
Water Meter Base Plate Replacement	\$35.00

OPERATIONAL SERVICES VEHICLES RATES

The Town of Sundre Operational Services uses the rates for Municipal Equipment set out by the Alberta Roadbuilders and Heavy Construction Association (ARHCA). ARHCA Equipment Rental Rates Guide provides users with up-to-date accurate information on equipment rental rates. The rates are calculated using current Alberta based data.

SCHEDULE D- PLANNING & DEVELOPMENT RATES
Effective January 1, 2022

DEVELOPMENT MISCELLANEOUS FEES

Stamp of Compliance	\$125.00
Subdivision and Development Appeal	\$200.00
Encroachment Agreement	\$170.00
Land Titles Search	\$30.00
Variance to Land Use Bylaw Regulations	\$270.00
Environmental Phase 1 Search Letter	\$50.00
Land Use Designation Confirmation Letter (zoning letter)	\$30.00

ENGINEERING, LEGAL AND OTHER FEES / EXPENSES

The applicant/owner/developer is responsible for all legal costs, fees, expenses and disbursements incurred by the Town and all Professional Engineering and/or Planning costs, fees, expenses and disbursements incurred by the Town in the negotiations for, in the preparation of, in the execution of and throughout the performance of all collateral services required to complete agreements and ensure the performance hereof with relation to the proposed development. If the Town retains an engineering consultant to review plans or documents, a minimum fee (subject to change from time to time) for the review of those plans or documents will be collected, along with the appropriate application fee at submission of an application. Any amounts greater than the minimum amount collected will be invoiced to the applicant (credit amounts will be refunded to the applicant).

DEVELOPMENT PERMIT APPLICATION FEES

RESIDENTIAL DEVELOPMENT	
Minimum Development Permit Fee	\$115.00
Residential (single detached, semi-detached, duplex)	\$225.00
Multi-unit Residential including attached dwellings, and apartment buildings	\$250.00 for first 3 units plus \$35.00 per unit thereafter. Plus, Minimum Engineering Review Fee of \$2,200 for initial review & 1 revised submission review
Manufactured or Modular Home	\$225.00
Garden Suite or Accessory Suite	\$125.00 - permitted \$150.00 - discretionary
RESIDENTIAL PROJECTS - MINOR	
Decks & Accessory Building (sheds)	\$60.00
Accessory Buildings (detached garage)	\$135.00
Additions (including attached garage)	\$135.00
Home Occupation (minor/major)	\$100.00 minor - permitted use \$125.00 major – discretionary use
Homeowner Permit Securities: A security will be collected for the following permits issued to a Homeowner. The security will be refunded upon completion of the project with the issuance of a Permit Services Report. Basement Development: \$250 Detached Garage: \$500 Attached Garage / Addition: \$500	
SAFETY CODE PERMITS	
All Permit Fees for Building, Plumbing, Gas and Electrical are set by contract with the Safety Codes Contractor Refer to www.sundre.com > Business & Development > Permits & Information > Permit Fees	

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL PROJECTS	
Commercial/Industrial/Institutional Project Including Accessory Buildings (sheds, garages) or Additions	\$300 for first \$1000, plus \$1.40 per \$1000 thereof. Plus, Minimum Engineering Review Fee of \$3,250 for initial review & 1 revised submission review
Change of Use Development Permit	\$125.00 – permitted use \$150.00 - discretionary use
Signs (not included with Development Permit)	\$90.00
Starting before Permit is Issued	Double the original fee
Development Permit Extension (1 year from date of request)	\$200

PLANS, STATUTORY DOCUMENTS & SUBDIVISION

Land Use Bylaw Amendments & Land Use Re-designation	\$2,000.00 <i>(includes cost of advertising and all regulatory notification requirements)</i>
Area Structure Plans	\$5,000.00 Plus, Minimum Engineering Review Fee of \$3,250 for initial review & 1 revised submission review
Outline Plans, Concept Plans, Non-Statutory Plans	\$2,500.00 Plus, Minimum Engineering Review Fee of \$2,500 for initial review & 1 revised submission review
Road Closures (Bylaw)	\$1,500.00 Plus, Minimum Engineering Review Fee of \$1,000 (if required) for initial review & 1 revised submission review
Subdivision Revisions	\$200.00 plus \$200.00 for any new lot/unit created
Statutory Plan Amendments (MDP, ASP, ARP and IDP) and non-statutory plan amendments (concept plans, outline plans)	\$2,500.00 Plus, \$1,500 Minimum Engineering Review Fee of \$3,250 for initial review & 1 revised submission review
Subdivision Appeal Fee	\$1,000.00
Subdivision Application Fee	\$1,200.00 (base cost) plus \$200.00 per lot or unit, excluding roads, road widening, reserve lands, common property (if condo). Plus, Minimum Engineering Review Fee of \$6,500 for 1 – 25 lots for initial review of storm water management, other servicing and TIA, and 1 revised submission review. Developers will be invoiced Engineering fees for subdivisions greater than 25 lots. Cost will be determined based on the Consulting Engineer's hourly rate and time spent on review.
Development Agreement Preparation:	\$1,000 plus engineering & legal fees (if applicable)
Pre-Development Striping and Grading	\$125.00
Subdivision Endorsement Fee	\$150.00 per lot/unit excluding roads, road widening, reserve lands, common property (if condo)
Building Condominium Endorsement (Certificate of Local Authority)	\$50.00 per unit
Subdivision Extensions (1 year from date of request)	\$550.00
Refunds (request in writing to cancel project)	Full fee refunded if application has not been processed. If application has been processed or circulated, up to 50%, \$50.00 retained by Town

SCHEDULE E – BYLAW/MUNICIPAL ENFORCEMENT FEES
Effective January 1, 2022

ANIMAL LICENSE - DOGS (Bylaw 08.11)

Purchased before January 31 st – Altered	\$11.00
Purchased after January 31 st – Altered	\$33.00
Purchased before January 31 st – Not Altered	\$15.00
Purchased after January 31 st – Not Altered	\$55.00
Animal License for Vicious Dog	\$276.00
Replacement Tag	\$6.00
Impound Fee for Non-Vicious Dog	\$55.00
Impound Fee for Vicious Dog	\$166.00
Guide Dog	No Charge
Change of Owner (licensed with Town)	No Charge

ANIMAL LICENSE – CATS (Bylaw 01.13)

Purchased before January 31 st – Altered	\$11.00
Purchased after January 31 st – Altered	\$33.00
Purchased before January 31 st – Not Altered	\$15.00
Purchased after January 31 st – Not Altered	\$55.00
Replacement Tag	\$6.00
Impound Fee	\$55.00
Cat Trap Deposit	\$105.00

Effective January 1, 2022
SCHEDULE F – FIRE SERVICES RATES

Make/Model	Rate Per Hour
Unit 115 Command and 580 Support	\$185.00
Units 520, 521, 531, 540 and 561	\$615.00
All Units: Alberta Infrastructure (includes Operator and Equipment)	\$615.00

SCHEDULE G1 – ARENA RATES
Effective May 1, 2022

ARENA (*NOTE: GST applies to all rental charges)

Winter Surface Rates (per hour)	
Youth Ice User Groups	\$87.00
Youth Ice User Groups – out of service area	\$116.00
Adult Ice User Groups	\$139.00
Adult Ice User Groups – out of service area	\$220.00
*As per Ice Allocation (*Includes clubroom public use)	
Youth Party Package (1 hour of ice time for fun skate, 2 hours clubroom for party)	\$90.00

PUBLIC SKATING (per use)

Adult (18+)	\$2.00
Youth (5+)	No Charge
Child (under 5)	No Charge
Senior (55+)	\$1.00

STICKS N 'PUCKS (per use)

Adult (18+)	\$3.50
Youth (5+)	\$3.50
Child (under 5) (accompanied by adult at adult fee)	No Charge

SUMMER SURFACE – (accommodates 820 People)

Youth	\$23.00 per hour
Youth – out of service area	\$46.00 per hour
Adult	\$46.00 per hour
Adult – out of service area	\$70.00 per hour
Events: (Weddings/Reunions/Cabaret)	\$1,500.00
Additional Day for Set Up	\$350.00
Events: Not for Profit (4-H Show n' Sale, SHS Graduation, Fundraisers)	\$750.00
Additional Day for Set-up (not for profit)	\$175.00

CLUBROOM (accommodates 70 people or 40 seated at tables)

Youth (less than full day)	\$17.25 per hour
Youth (full day)	\$138.00 per day
Adult (less than full day)	\$22.00 per hour
Adult (full day)	\$176.00 per day

CLEANING FEE (per event)

*If regular cleaning checklist duties have not been done	\$150.00
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DAMAGE DEPOSIT REQUIRED FOR MAJOR EVENTS

1/2 of the contract rental fee (on separate cheque, held until after walk-through)	Varies
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CANCELLATION FEE (per event)

*With less than 1 weeks' notice	\$40.00
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ADVERTISING RATES

Wall (per board)	\$195.00
Boards (per board)	\$300.00
Olympia (per unit)	\$500.00
Centre Ice Logo (per logo)	\$1,000.00
Blue Line Ice Logo (per logo)	\$750.00

SCHEDULE G1 –Continued**STORAGE FEE (per month)**

Equipment Lockers	\$10.70
Clubroom (private locker)	\$21.45
<i>*NOTE: When booking facility please take into account set-up and take-down time</i>	

SCHEDULE G2 – BALL DIAMONDS AND SOCCER FIELD RATES**Effective January 1, 2022****NOTE: GST applies to all rental charges*

BALL DIAMOND RATES	
Minor Ball User Group (per season)	\$669.50
Minor Ball Tournament (per tournament)	\$83.74
Adult Recreational Team (per game)	\$22.35
Adult Tournament (per day)	\$167.53
SOCCER FIELD RATES	
Youth Soccer User Group (per season)	\$561.35
Youth Soccer Tournament (per tournament)	\$83.74
Adult Recreational Team (per game)	\$22.35
Adult Tournament (per day)	\$55.88

SCHEDULE G3 – CAMPGROUND RATES**Effective January 1, 2022****NOTE: GST Included*

Greenwood Campground	
Non-serviced (per night)	\$25.00
Power Service only (per night)	\$35.00
Full Services (per night)	\$40.00
Firewood (per load)	\$10.00
Non-Registered Guests Dumping Fee (per dump)	\$10.00
Non-Registered Guests Potable Water Fee	\$10.00
Cookhouse (day use)	\$20.00
Cookhouse (in addition to a pad site per day)	\$10.00

SCHEDULE H – SPONSORSHIP RATES**Effective January 1, 2022**

ITEM	
Bench (for lifetime of bench)	Cost of bench + shipping plus \$250.00

SCHEDULE I – COMMUNITY CENTRE RATES
Effective May 1, 2022

NOTE: GST Applies to all rental charges

AUDITORIUM	
Youth (less than full day)	\$16.58 per hour
Youth (full day)	\$132.72 per day
Adult (less than full day)	\$22.09 per hour
Adult (full day)	\$165.88 per day

PARTY PACKAGE

3 hours, gym, use of sports equipment, tables/chairs	\$90.00
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FUNERALS

Includes auditorium, conference room, sound system, kitchen, tables/chairs Includes staff setup/takedown tables and chairs	\$350.00 per event
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WEDDINGS / REUNIONS

Includes auditorium, conference room, sound system, bar, kitchen, tables/chairs	\$850.00 per event
Includes staff setup/takedown tables and chairs	
*Friday 8 am setup, all day Saturday, Sunday until 3 pm	

FAMILY FUN DAYS/FUNDRAISERS/CHARITY EVENTS (per day)

Includes auditorium, conference room, sound system, bar, kitchen, tables/chairs	\$250.00
Additional day	\$150.00

STORAGE FEES (per month)

Under Stage	\$10.70
Private Room	\$21.45

MISCELLANEOUS RENTALS (per event)

Kitchen (includes all items in kitchen)	\$100.00
Bar Room (includes freezer and cooler)	\$25.00
Sounds System	\$25.00
Portable Sound System	\$53.70

COFFEE URNS (per urn) & SCREEN - Used Outside of Facility

100 cup	\$15.00
60 cup	\$10.00
30 cup	\$5.00
8 x 8 Screen (does not include projector) used outside facility)	\$20.00

SPORTS EQUIPMENT

Badminton Nets, Pickleball Nets, Floor Hockey	\$5.00 per hour
Volleyball & Basketballs Nets (requires renter to supply the rest of required equipment)	Complimentary

DEPOSIT FEES

Sports Equipment – refunded upon return	\$50.00
Coffee Urn Deposit – refunded upon return	\$100.00
Screen Deposit – refunded upon return	\$200.00

SCHEDULE I –Continued**CONFERENCE ROOM RENTAL (Includes DVD/CD Player, Projector, Bar Fridge)**

Youth (less than full day)	\$17.25 per hour
Youth (full day)	\$138.00 per day
Adult (less than full day)	\$22.00 per hour
Adult (full day)	\$176.00 per day
1 meeting per month (total 12 meetings per year)	\$350.00
2 meetings per month (total 24 meetings per year)	\$650.00
1 AGM per season (up to 8 hours per season)	\$100.00

CLEANING FEE (per event)

*If regular cleaning checklist duties have not been done	\$150.00
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DAMAGE DEPOSIT

1/2 of the contract rental fee	varies
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CANCELLATION FEE (per event)

*With less than 1 weeks' notice	\$40.00
*NOTE: When booking facility please take into account set-up and take-down time	

SCHEDULE J – COMMUNITY SIGN ADVERTISING RATES

Effective January 1, 2022

NOTE: GST Applies to all rental charges

Rental Rates	FEE
General	\$16.10 per day
Non-profit	\$7.55 per day
Chamber of Commerce Members	\$12.85 per day
Sundre & District Historical Museum	1 Free message per week
Sundre Race & Rodeo Association	1 Free message per week
Chinooks Edge Sundre Schools	1 Free message per week

TENANTS (Schedules 1-4 per year)

TENANTS (Schedules 1-4 per year)			
Library			\$107.35
Greenwood Neighbourhood Place			\$107.34
Daycare			\$107.35
Playschool			1 Message per week
Message Posting Options	General	Non-Profit	Chamber
Monday – Friday (5 days)	\$80.50	\$37.60	\$64.40
Monday - Sunday (7 days)	\$112.75	\$52.60	\$90.20
Friday – Monday (3 days)	\$48.30	\$22.55	\$38.65
*2 screen shots & 2 lines per screen			

DISCLAIMER

Messages with the following content will NOT be posted:

*Political View *Religious View *Profanity *Sexual Content *Slanderous Messages



REQUEST FOR DECISION

COUNCIL DATE	December 6, 2021
SUBJECT	2022 Annual Cost of Living Adjustment (COLA)
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details

ALIGNMENT WITH STRATEGIC PLAN

Town of Sundre Strategic Plan Priority

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

That Council approves a COLA adjustment of 4.30% to be applied to the established salary grid.

MOTION:

That the Town of Sundre Council approves a Cost of Living Adjustment of 4.30% to be applied to the 2022 approved salary grid, effective January 1, 2022.

OR

That the Town of Sundre Council approves a Cost of Living Adjustment of ____% to be applied to the 2022 approved salary grid, effective January 1, 2022.

Attachment: COLA Report to Council **8.1a, 8.1b**

Date Reviewed: December 02, 2021

CAO: *Andre Nuban*



REPORT TO COUNCIL

COUNCIL DATE: December 6, 2021

SUBJECT: 2022 Annual Cost of Living Adjustment (COLA)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

Town of Sundre Policy C-030 *Compensation* states as its purpose “will provide fair and adequate overall compensation to all staff ...”. Section 1.2 of the guidelines contained in the policy states:

“Increases in wages or salaries are determined by the Employer. An annual cost of living allowance (COLA) may be provided to all employees and is based on the National Consumer Price Index (CPI).”

As the policy states in the guidelines, any COLA adjustment is at the discretion of Council. In previous years, the COLA adjustment did not follow a standard determination method and varied widely based on what reported month was considered or other factors. In determining the 2018 COLA adjustment, administration recommended using the October Consumer Price Index for Alberta All-Items and the prescribed rate should be the one adopted to ensure a fair, consistent, and verifiable calculation every year. This recommendation has not been consistently adhered to in recent years.

Consumer Price Index – Alberta All-Items

	2014	2015	2016	2017	2018	2019	2020
October	2.40%	1.43%	0.50%	1.32%	2.80%	1.60%	1.10%

*information calculated from www.inflationcalculator.ca and Statistics Canada

Town of Sundre – Annual COLA Adjustment

	2015	2016	2017	2018	2019	2020	2021
COLA Adjustment	2.60%	2.60%	0.00%	1.32%	2.75%	1.60%	0.00%

Please note that the COLA adjustment for the year is based on the previous year's CPI.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Per the Statistics Canada website, the Alberta All-Item CPI rate from October 2020 to October 2021 is 4.30%. Further amendments to the recommended COLA adjustment by increments of 0.10% would result in an approximate incremental \$3,200 corresponding change in costs.

Administration recommends Council continue to utilize the same month to determine the annual COLA and that month should be October. The October over October CPI adjustment is published by Statistics Canada in November of each year. This gives Council the month of December to approve the following year's COLA adjustment. Staff will receive any COLA adjustment with their first pay in January of each year.

While it is recognized that the pandemic has made it a difficult few years for a number of organizations and employees due to lack of raises, job losses and industry cutbacks, those events have a correlation to the services and products industries provide. In addition, those affected have a future opportunity to recover more significantly during better times. The October CPI as presented represents an increase in living expenses experienced during 2021 that have already affected Town employees. Choosing to approve a COLA below the identified CPI would create a situation where wages are not keeping up with inflation and a future, more significant, adjustment would be needed to catch up. In addition, Town staff have worked diligently throughout the beginning of the current four-year budget cycle to maintain the overall operating budget increase at or below the identified CPI while still maintaining a high level of service. The entire budgeting cycle incorporates an estimation for increases to wages based on varying factors, including inflation, and approving the proposed 4.30% COLA would only marginally affect the budget estimations presented for 2022.

The current salary structure for employees is based on an incremental grid with six steps, and progression through the grid recognizes increased experience, knowledge, skills, and duties. After six years with the organization, COLA is the only increase an employee would receive and therefore a below CPI increase penalizes and fails to recognize committed employees. Currently there are 17 of the total 32 employees that are at the top of their respective grids.

ALIGNMENT WITH STRATEGIC PRIORITIES:

1. Sustainable Governance
4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Council approves a COLA adjustment of 4.30% to be applied to the established salary grid.

COSTS/SOURCE OF FUNDING:

The cost of an estimated COLA adjustment has been reflected in the 2022 operating budget

ALTERNATIVE ACTIONS:

Council can choose to provide a COLA adjustment, which can range from 0.00% to a rate Council believes is appropriate for the staff.

ATTACHMENTS:

Excerpt from Statistics Canada website, indicating the October 2021 CPI Alberta All-Item rate

[Home](#) > [Data](#)> [Consumer Price Index by geography, all-items, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit](#)

Add/Remove data

Consumer Price Index by geography, all-items, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit ^{1, 2, 3}

Frequency: Monthly

Table: 18-10-0004-02

Release date: 2021-11-17

Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part[Help](#)[Save my customizations](#)[Customize table \(Add/Remove data\)](#)[Download options](#)Didn't find what you're looking for? [View related tables, including other calculations and frequencies](#)

Showing 2 records

Filter

Original view

Geography	Products and product groups ^{3, 4}	October 2020 to October 2021				
		October 2020	September 2021	October 2021	September 2021 to October 2021	October 2020 to October 2021
2002=100						
Canada (map)	All-items	137.5	142.9	143.9	0.7	4.7
Alberta (map)	All-items	145.2	150.8	151.5	0.5	4.3

How to cite: Statistics Canada. [Table 18-10-0004-02 Consumer Price Index by geography, all-items, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit](#)

DOI: <https://doi.org/10.25318/1810000401-eng>

Related information

[Source \(Surveys and statistical programs\)](#)[Related products](#)



REQUEST FOR DECISION

COUNCIL DATE: December 6, 2021

SUBJECT: Four-Year Operating Budget and Ten-Year Capital Plan
(2022 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

On March 18, 2019 Council adopted the Four-Year Operating Budget for 2019 through 2022, as well as the Ten-Year Capital Plan. Annually, Council is requested to re-affirm the adoption for the remaining years of the operating budget which has been revised based on updated information. Please see the attached Report to Council for further details.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The direction of previous Council was to maintain a budget cost increase in line with the cost of living rates provided by Statistics Canada for the period of October to October as specified for Alberta. That rate was determined to be 4.3% for 2021. In addition, a percentage change in costs is not indicative of changes to the future mill rate. Please see the attached Report to Council for further details.

ALIGNMENT WITH STRATEGIC PRIORITIES:

See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council re-affirms its adoption of the 2019 – 2022 Four-Year Operating Budget and 2022 – 2031 Ten-Year Capital Plan in its entirety as presented, which results in cost increases of 1.73% in 2022.

MOTION:

The Town of Sundre Council re-affirms the adoption of the 2019 - 2022 Four-Year Operating Budget and 2022 – 2031 Ten-Year Capital Plan as amended, with total expenditures of \$9,022,658 and total operational revenues of \$5,300,169 in 2022. With the remaining \$3,722,489 to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.

Attachments:

Report to Council: Four-Year Operating Budget and Ten-Year Capital Plan-**8.2a**
Four-Year Operating Budget **8.2b**
Ten-Year Capital Plan **8.2c**

Date Reviewed: Dec 02, 2021 CAO: Amde Naba



REPORT TO COUNCIL

COUNCIL DATE: December 6, 2021

SUBJECT: Four-Year Operating Budget and Ten-Year Capital Plan
(2022 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

On March 18, 2019 Council adopted the Four-Year Operating Budget for 2019 through 2022, as well as the Ten-Year Capital Plan. Annually, Council is requested to re-affirm the adoption for the remaining years of the operating budget which has been updated based on new information.

Town of Sundre *Policy No. B-012 Multi-Year Business Planning and Budgeting* sets out the following purpose and policy statement:

Purpose

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

Policy Statement

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

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

Throughout the last number of months, Administration and Council have been working towards identifying any changes required to the remaining years of the operating budget and capital plans. During this time, there were two Council Workshops for Administration to provide updates on business plans and high priority change requests, as well as various further discussions with Council. The previously projected cost increase of 12.53% was primarily the result of anticipated debenture payments associated with the pending lagoon upgrade

requirements. However, due diligence, prudent practices and partnerships will allow the Town to proceed with an innovative solution that minimizes risk and the additional debt, thus reducing that anticipated increase greatly. Other updates to the information include additional funding to the Sundre Curling Club in the amount of \$10,000, reflection of proposed amendments to the organizational structure which result in an approximately \$40,000 increase to the overall salaries of the organization, and revised cost estimates for a full-time Fire Chief position reflecting the decision of Mountain View County to not financially support the additional cost of the position. The Capital Plan has been updated for changes in projected costs for previously approved 2022 projects and moving projects to alternate years, as well as additional community safety related projects such as improved radio communication for the Community Peace Officer for increased safety, pathway lighting and pedestrian crossing lights in 2022. Projects removed from the Capital Plan gas piping replacements and enhanced flood mitigation at the Main Lift Station.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Items for Council's consideration when deliberating the Four-Year Operating Budget and Ten-Year Capital Plan include the following:

- The direction of previous Council was to maintain a budget cost increase not to exceed the CPI rates provided by Statistics Canada for the period of October to October as specified for Alberta. Administration agrees with this position as a guideline to ensure financial stability, with the further understanding that this may not always be possible in a progressive and competitive environment or to promote long-term planning. The prescribed rate for October 2020 to October 2021 was determined to be 4.3% and the cost increase proposed for 2022 is 1.73%.
- Cost increases versus tax rate increases – Administration is presenting the budget in the new format which highlights the cost increases identified by departments in each year. A cost increase percentage is not completely indicative of a tax rate increase, pending unknown factors such as additional revenue sources, cost sharing alternatives, and increased new development. Therefore, Administration believes approving cost increases separate from tax rate determinations is a prudent approach to financial stability and transparency.
- Consistency and Predictability – Administration has introduced a budgeting policy which has a foundation in consistency and predictability, which is also our understanding of the recent changes to the MGA. Therefore, Administration would request that Council incorporate those concepts when considering the approval of the budget as presented or determining an alternate course of action.
- Effect of changes on subsequent years – the percentage cost increases presented as part of the summary schedule are a result of the costs in the year immediately preceding. Therefore, a cost reduction in a specific year that is not also reflected in future years will increase the percentage change in those subsequent years.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The budgeting process and the multi-year budget as presented align with Council's priorities of Improved Communication and Transparency, as well as Financial Stability. Individual projects and initiatives with each department's budget were identified as meeting various other Council priorities and level of service expectation.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council re-affirms its adoption of the 2019 – 2022 Four-Year Operating Budget and 2022 – 2031 Ten-Year Capital Plan in its entirety as presented, which results in cost increases of 1.73% in 2022.

Town of Sundre
2019 to 2022 Four-Year Operating Budget

SUMMARY

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
11 - Legislative	(319,130)	(413,300)	(305,859)	(420,424)	(350,149)	(413,348)	(438,934)
12 - Corporate Services	(307,532)	(445,578)	(436,374)	(458,240)	(416,755)	(475,761)	(477,019)
17 - Census	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	1,458	(4,000)	-
21 - Municipal Enforcement	(97,187)	(114,365)	(130,409)	(116,814)	(122,117)	(115,999)	(121,630)
23 - Fire	(54,816)	(68,308)	(42,693)	(59,507)	(139,927)	(96,943)	(150,189)
24 - Emergency Management	(34,023)	(44,823)	(32,441)	(45,003)	(41,050)	(52,940)	(57,201)
26 - Animal Control	(21,022)	(19,880)	(21,602)	(21,880)	(22,748)	(21,880)	(21,880)
32 - Roads	(353,504)	(412,223)	(392,736)	(430,953)	(473,798)	(479,196)	(515,399)
35 - Shop	(88,749)	(58,849)	(54,224)	(58,997)	(146,852)	(66,503)	(41,979)
41 - Water	370,578	336,034	437,467	324,008	401,318	334,430	315,223
42 - WasteWater	371,311	251,488	397,030	256,128	407,530	314,639	293,138
43 - Solid Waste	61,415	106,690	62,981	98,357	50,612	89,805	77,800
61 - Planning & Development	(401,645)	(433,320)	(249,475)	(343,281)	(232,942)	(319,634)	(253,976)
63 - Economic Development	(252,068)	(281,560)	(241,222)	(250,204)	(257,282)	(257,618)	(259,883)
77 - Sundre Community Centre	(30,360)	(35,996)	(28,332)	(37,953)	(33,352)	(43,467)	(39,868)
80 - Arena	(138,414)	(137,233)	(129,225)	(168,766)	(169,729)	(152,442)	(163,264)
82 - Greenwood Campground	(22,236)	(39,082)	(23,645)	(34,768)	358	(35,057)	(37,054)
84 - Parks	(137,697)	(151,496)	(118,633)	(157,410)	(158,918)	(168,694)	(170,354)
85 - Recreation & Culture	(52,930)	(68,881)	(53,477)	(68,881)	(34,332)	(68,881)	(65,924)
86 - Community Services	(113,660)	(126,277)	(79,386)	(122,470)	(103,202)	(112,929)	(131,322)
87 - Trails	(14,872)	(27,710)	(12,506)	(25,763)	(17,448)	(33,973)	(37,203)
89 - Outdoor Recreation	(36,512)	(50,369)	(11,360)	(59,858)	(38,766)	(53,310)	(53,400)
91 - Gas	308,893	253,144	271,178	233,516	295,171	257,159	189,224
	(1,364,160)	(1,981,895)	(1,194,943)	(1,969,163)	(1,602,920)	(1,976,541)	(2,161,094)
Funding Required by Outside Organizations							
51 - FCSS	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)
75 - Library	(127,515)	(128,001)	(128,334)	(129,001)	(128,927)	(130,001)	(133,625)
00 - Provincial Police Funding Model			-		(56,839)	(60,000)	(85,000)
Debt Service Payment Requirements							
Principal portion	(453,662)	(454,824)	(473,781)	(470,659)	(464,991)	(465,000)	(330,000)
Interest portion	(206,698)	(205,000)	(220,709)	(260,000)	(202,582)	(205,000)	(190,000)
Transfers to Restricted Surplus Accounts							
Municipal - New Projects	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Utilities - New Projects	-	-	-	-	-	-	-
Municipal - Lifecycling	(100,000)	(100,000)	(78,000)	(78,000)	(100,000)	(100,000)	(100,000)
Utilities - Lifecycling	(635,000)	(485,000)	(455,000)	(455,000)	(475,000)	(475,000)	(475,000)
Fire Services	(115,000)	(115,000)	(115,000)	(115,000)	(115,000)	(115,000)	(115,000)
General Corporate Stabilization	(13,250)	(13,250)	(69,750)	(69,750)	-	-	-
	(3,615,740)		(3,679,343)		(3,659,312)		(3,722,489)
Cash Requirements							
percentage increase (over previous budget year)		3.33%		1.76%		-0.54%	1.73%
Non-Operating Revenues							
Property Taxes	3,354,874	3,425,740	3,545,881	3,454,343	3,522,512	3,429,312	3,457,489
Fortis Francise Fee	181,854	160,000	209,577	195,000	223,006	200,000	235,000
MSI	34,957	30,000	44,008	30,000	30,000	30,000	30,000
	3,615,740		3,679,343		3,659,312		3,722,489
Budget Surplus (Deficit)	-		-		-		-
Other Budget information:							
Non-Cash Budget Items							
Amortization	(1,837,537)	(1,900,000)	(1,916,761)	(2,050,000)	(2,100,000)	(2,196,000)	(2,350,000)
Total Cash Expenditures		(8,719,053)		(8,834,964)		(8,954,348)	(9,022,658)
Total Cash Revenues		5,103,313		5,155,621		5,295,036	5,300,169
Total Cash Requirements		(3,615,740)		(3,679,343)		(3,659,312)	(3,722,489)

Town of Sundre
2019 to 2022 Four-Year Operating Budget

11 - Legislative Services

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	434	-	90	-	-	-	-
Expenses							
Salaries	(253,342)	(310,300)	(231,523)	(317,424)	(266,394)	(327,348)	(335,934)
Contracted Services	(7,334)	(24,500)	(41,471)	(24,500)	(22,113)	(24,500)	(24,500)
Materials & Supplies	(58,888)	(78,500)	(32,955)	(78,500)	(61,642)	(61,500)	(78,500)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(319,130)	(413,300)	(305,859)	(420,424)	(350,149)	(413,348)	(438,934)
Expenditures		(413,300)		(420,424)		(413,348)	(438,934)
Revenues		-		-		-	-

Town of Sundre
2019 to 2022 Four-Year Operating Budget

12 - Corporate Services

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	181,525	114,000	158,414	109,000	171,030	104,000	99,000
Expenses							
Salaries	(104,813)	(166,253)	(175,487)	(175,490)	(186,340)	(183,867)	(189,463)
Contracted Services	(192,418)	(160,700)	(243,207)	(161,000)	(180,083)	(166,500)	(167,000)
Materials & Supplies	(172,366)	(211,300)	(156,527)	(208,800)	(194,858)	(206,800)	(196,300)
Utilities	(19,460)	(21,325)	(19,567)	(21,950)	(26,504)	(22,594)	(23,256)
Surplus (Deficit)	(307,532)	(445,578)	(436,374)	(458,240)	(416,755)	(475,761)	(477,019)
Expenditures		(559,578)		(567,240)		(579,761)	(576,019)
Revenues		114,000		109,000		104,000	99,000

Town of Sundre
2019 to 2022 Four-Year Operating Budget

18 - Elections

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	-	-	-	-	5,458	-	-
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	(2,500)	-
Materials & Supplies	-	-	-	-	(4,000)	(1,500)	-
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	1,458	(4,000)	-
Expenditures		-		-		(4,000)	-
Revenues		-		-		-	-

Town of Sundre
2019 to 2022 Four-Year Operating Budget

21 - Municipal Enforcement

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	23,831	13,500	4,456	20,000	3,997	20,000	20,000
Expenses							
Salaries	(105,718)	(108,035)	(120,638)	(113,684)	(111,236)	(114,849)	(118,505)
Contracted Services	(1,299)	(550)	(1,292)	(550)	(2,387)	(550)	(550)
Materials & Supplies	(14,001)	(19,280)	(12,935)	(22,580)	(12,491)	(20,600)	(22,575)
Utilities		-		-	-	-	-
Surplus (Deficit)	(97,187)	(114,365)	(130,409)	(116,814)	(122,117)	(115,999)	(121,630)
Expenditures		(127,865)		(136,814)		(135,999)	(141,630)
Revenues		13,500		20,000		20,000	20,000

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

23 - Fire Services

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	312,599	336,070	315,986	325,370	303,116	357,870	293,320
Expenses							
Salaries	(111,989)	(108,512)	(115,706)	(109,687)	(211,316)	(219,103)	(206,664)
Contracted Services	(69,424)	(77,893)	(104,275)	(80,743)	(30,200)	(39,393)	(39,643)
Materials & Supplies	(170,400)	(203,609)	(113,641)	(180,083)	(182,258)	(181,953)	(182,838)
Utilities	(15,602)	(14,364)	(14,101)	(14,364)	(19,269)	(14,364)	(14,364)
Transfers to Local Organizations	-	-	(10,956)	-	-	-	-
Surplus (Deficit)	(54,816)	(68,308)	(42,693)	(59,507)	(139,927)	(96,943)	(150,189)
Expenditures		(404,378)		(384,877)		(454,813)	(443,509)
Revenues		336,070		325,370		357,870	293,320

Town of Sundre
2019 to 2022 Four-Year Operating Budget

24 - Emergency Management

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	4,550	-	5,058	-	-	-	-
Expenses							
Salaries	(26,261)	(27,523)	(30,470)	(29,203)	(38,102)	(40,140)	(41,401)
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	(12,312)	(17,300)	(7,029)	(15,800)	(2,948)	(12,800)	(15,800)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(34,023)	(44,823)	(32,441)	(45,003)	(41,050)	(52,940)	(57,201)
Expenditures		(44,823)		(45,003)		(52,940)	(57,201)
Revenues		-		-		-	-

Town of Sundre
2019 to 2022 Four-Year Operating Budget

26 - Animal Control

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	6,024	6,700	5,850	6,700	6,067	6,700	6,700
Expenses							
Salaries	(310)	-	(275)	-	-	-	-
Contracted Services	(25,950)	(25,350)	(26,355)	(27,350)	(27,420)	(27,350)	(27,350)
Materials & Supplies	(786)	(1,230)	(822)	(1,230)	(1,395)	(1,230)	(1,230)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(21,022)	(19,880)	(21,602)	(21,880)	(22,748)	(21,880)	(21,880)
 Expenditures		(26,580)		(28,580)		(28,580)	(28,580)
 Revenues		6,700		6,700		6,700	6,700

Town of Sundre
2019 to 2022 Four-Year Operating Budget

32 - Roads

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	199,927	168,500	200,323	168,500	159,564	168,500	168,500
Expenses							
Salaries	(313,487)	(302,083)	(330,886)	(313,088)	(330,634)	(357,531)	(384,625)
Contracted Services	(53,556)	(86,500)	(76,320)	(85,865)	(95,309)	(87,270)	(88,718)
Materials & Supplies	(24,401)	(42,140)	(23,967)	(45,500)	(20,954)	(42,895)	(45,556)
Utilities	(161,987)	(150,000)	(161,886)	(155,000)	(186,465)	(160,000)	(165,000)
Surplus (Deficit)	(353,504)	(412,223)	(392,736)	(430,953)	(473,798)	(479,196)	(515,399)
Expenditures		(580,723)		(599,453)		(647,696)	(683,899)
Revenues		168,500		168,500		168,500	168,500

Town of Sundre
2019 to 2022 Four-Year Operating Budget

35 - Shop

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	165,000	165,000	174,620	165,000	165,608	165,000	165,000
Expenses							
Salaries	(24,552)	(22,457)	(24,929)	(24,124)	(25,096)	(24,482)	(29,482)
Contracted Services	(33,055)	(33,145)	(31,312)	(33,640)	(40,425)	(33,840)	(34,040)
Materials & Supplies	(188,335)	(160,747)	(165,852)	(158,433)	(237,443)	(165,081)	(135,057)
Utilities	(7,807)	(7,500)	(6,751)	(7,800)	(9,496)	(8,100)	(8,400)
Surplus (Deficit)	(88,749)	(58,849)	(54,224)	(58,997)	(146,852)	(66,503)	(41,979)
 Expenditures		(223,849)		(223,997)		(231,503)	(206,979)
 Revenues		165,000		165,000		165,000	165,000

Town of Sundre
2019 to 2022 Four-Year Operating Budget

41 - Water

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	935,181	896,000	918,127	911,000	918,878	926,000	941,000
Expenses							
Salaries	(230,367)	(220,166)	(238,409)	(241,496)	(241,232)	(240,904)	(271,876)
Contracted Services	(148,720)	(171,200)	(98,901)	(172,460)	(108,003)	(173,143)	(172,190)
Materials & Supplies	(99,141)	(87,100)	(65,789)	(88,286)	(72,600)	(89,523)	(90,461)
Utilities	(86,375)	(81,500)	(77,561)	(84,750)	(95,725)	(88,000)	(91,250)
Surplus (Deficit)	370,578	336,034	437,467	324,008	401,318	334,430	315,223
Expenditures		(559,966)		(586,992)		(591,570)	(625,777)
Revenues		896,000		911,000		926,000	941,000

Town of Sundre
2019 to 2022 Four-Year Operating Budget

42 - WasteWater

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	820,461	730,200	879,037	740,200	845,084	800,200	810,200
Expenses							
Salaries	(217,880)	(210,737)	(226,121)	(231,847)	(231,143)	(231,111)	(260,322)
Contracted Services	(143,613)	(159,125)	(149,499)	(141,625)	(89,793)	(141,700)	(141,740)
Materials & Supplies	(15,942)	(41,600)	(27,389)	(41,350)	(23,454)	(41,500)	(41,750)
Utilities	(71,715)	(67,250)	(78,998)	(69,250)	(93,164)	(71,250)	(73,250)
Surplus (Deficit)	371,311	251,488	397,030	256,128	407,530	314,639	293,138
Expenditures		(478,712)		(484,072)		(485,561)	(517,062)
Revenues		730,200		740,200		800,200	810,200

Town of Sundre
2019 to 2022 Four-Year Operating Budget

43 - Solid Waste

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	323,100	323,200	323,448	323,200	322,587	323,200	323,200
Expenses							
Salaries	(46,762)	(50,160)	(52,794)	(51,993)	(51,924)	(54,045)	(59,550)
Contracted Services	(119,823)	(118,100)	(132,575)	(122,600)	(130,864)	(127,100)	(131,600)
Materials & Supplies	(513)	(250)	(1,088)	(250)	(699)	(250)	(250)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(94,587)	(48,000)	(74,010)	(50,000)	(88,488)	(52,000)	(54,000)
Surplus (Deficit)	61,415	106,690	62,981	98,357	50,612	89,805	77,800
 Expenditures		(216,510)		(224,843)		(233,395)	(245,400)
 Revenues		323,200		323,200		323,200	323,200

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

51 - FCSS

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	132,921	2,750	133,015	2,750	121,335	2,750	2,750
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	(2,436)	(2,750)	(2,530)	(2,750)	(2,762)	(2,750)	(2,750)
Utilities	-	-	-	-	-	-	-
Transfer to Local Organizations	(163,255)	(32,770)	(163,255)	(32,770)	(151,343)	(32,770)	(32,770)
Surplus (Deficit)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)
Expenditures		(35,520)		(35,520)		(35,520)	(35,520)
Revenues		2,750		2,750		2,750	2,750

Town of Sundre
2019 to 2022 Four-Year Operating Budget

61 - Planning & Development

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	61,290	85,800	42,690	85,800	89,686	85,800	85,800
Expenses							
Salaries	(300,068)	(324,434)	(254,847)	(338,361)	(261,121)	(314,714)	(249,056)
Contracted Services	(148,789)	(173,066)	(29,852)	(69,100)	(52,362)	(69,100)	(69,100)
Materials & Supplies	(14,078)	(21,620)	(7,466)	(21,620)	(9,145)	(21,620)	(21,620)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(401,645)	(433,320)	(249,475)	(343,281)	(232,942)	(319,634)	(253,976)
Expenditures		(519,120)		(429,081)		(405,434)	(339,776)
Revenues		85,800		85,800		85,800	85,800

Town of Sundre
2019 to 2022 Four-Year Operating Budget

63 - Economic Development

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	82,701	39,750	98,812	39,750	80,560	40,000	40,000
Expenses							
Salaries	(161,199)	(171,335)	(175,710)	(175,579)	(166,066)	(187,288)	(188,603)
Contracted Services	(7,475)	(16,000)	(6,827)	(18,000)	(9,875)	(11,000)	(11,000)
Materials & Supplies	(123,305)	(91,475)	(147,497)	(85,375)	(151,087)	(88,330)	(89,280)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(42,790)	(42,500)	(10,000)	(11,000)	(10,814)	(11,000)	(11,000)
Surplus (Deficit)	(252,068)	(281,560)	(241,222)	(250,204)	(257,282)	(257,618)	(259,883)
Expenditures		(321,310)		(289,954)		(297,618)	(299,883)
Revenues		39,750		39,750		40,000	40,000

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

75 - Library

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	186,340	-	193,500	-	165,391	-	-
Expenses							
Salaries	(131,047)	-	(136,923)	-	(119,206)	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(182,808)	(128,001)	(184,911)	(129,001)	(175,112)	(130,001)	(133,625)
Surplus (Deficit)	(127,515)	(128,001)	(128,334)	(129,001)	(128,927)	(130,001)	(133,625)
Expenditures		(128,001)		(129,001)		(130,001)	(133,625)
Revenues		-		-		-	-

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

77 - Sundre Community Centre

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	112,375	115,800	105,820	117,845	107,363	119,941	122,090
Expenses							
Salaries	(53,356)	(56,654)	(45,136)	(59,486)	(50,673)	(59,406)	(56,532)
Contracted Services	(3,253)	(9,500)	(4,853)	(9,738)	(3,410)	(9,981)	(10,230)
Materials & Supplies	(41,574)	(42,050)	(40,567)	(42,124)	(36,222)	(48,692)	(48,815)
Utilities	(44,552)	(43,591)	(43,596)	(44,451)	(50,410)	(45,330)	(46,380)
Surplus (Deficit)	(30,360)	(35,996)	(28,332)	(37,953)	(33,352)	(43,467)	(39,868)
Expenditures		(151,796)		(155,798)		(163,408)	(161,957)
Revenues		115,800		117,845		119,941	122,090

Town of Sundre
2019 to 2022 Four-Year Operating Budget

80 - Arena

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	220,336	237,500	224,655	240,500	194,724	243,570	246,612
Expenses							
Salaries	(217,130)	(211,549)	(209,869)	(222,735)	(200,132)	(229,244)	(237,582)
Contracted Services	(18,881)	(20,770)	(36,377)	(43,289)	(16,717)	(21,971)	(22,520)
Materials & Supplies	(67,799)	(91,497)	(68,550)	(91,052)	(99,524)	(91,302)	(94,941)
Utilities	(54,940)	(50,917)	(39,084)	(52,190)	(48,080)	(53,495)	(54,832)
Surplus (Deficit)	(138,414)	(137,233)	(129,225)	(168,766)	(169,729)	(152,442)	(163,264)
Expenditures		(374,733)		(409,266)		(396,012)	(409,876)
Revenues		237,500		240,500		243,570	246,612

Town of Sundre
2019 to 2022 Four-Year Operating Budget

82 - Greenwood Campground

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	48,925	54,700	43,023	56,068	64,795	57,469	58,906
Expenses							
Salaries	(27,085)	(27,389)	(26,187)	(28,731)	(26,041)	(29,126)	(31,157)
Contracted Services	(25,224)	(33,770)	(21,339)	(34,614)	(18,355)	(35,480)	(36,367)
Materials & Supplies	(10,016)	(25,340)	(11,468)	(20,025)	(11,162)	(20,269)	(20,594)
Utilities	(8,836)	(7,283)	(7,674)	(7,465)	(8,879)	(7,652)	(7,843)
Surplus (Deficit)	(22,236)	(39,082)	(23,645)	(34,768)	358	(35,057)	(37,054)
Expenditures		(93,782)		(90,835)		(92,527)	(95,960)
Revenues		54,700		56,068		57,469	58,906

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

84 - Parks

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	68,149	72,050	70,850	72,145	67,700	72,242	72,342
Expenses							
Salaries	(162,020)	(152,771)	(145,922)	(157,289)	(146,406)	(167,446)	(167,446)
Contracted Services	(5,217)	(10,800)	(8,994)	(11,070)	(25,148)	(11,347)	(11,630)
Materials & Supplies	(38,609)	(59,975)	(34,567)	(61,196)	(55,064)	(62,144)	(63,620)
Utilities	-	-	-	-	-	-	-
Surplus (Deficit)	(137,697)	(151,496)	(118,633)	(157,410)	(158,918)	(168,694)	(170,354)
Expenditures		(223,546)		(229,555)		(240,937)	(242,696)
Revenues		72,050		72,145		72,242	72,342

Town of Sundre
2019 to 2022 Four-Year Operating Budget

85 - Recreation & Culture

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	225,551	207,043	238,984	207,043	243,774	207,043	220,000
Expenses							
Salaries	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(278,481)	(275,924)	(292,461)	(275,924)	(278,106)	(275,924)	(285,924)
Surplus (Deficit)	(52,930)	(68,881)	(53,477)	(68,881)	(34,332)	(68,881)	(65,924)
 Expenditures		(275,924)		(275,924)		(275,924)	(285,924)
 Revenues		207,043		207,043		207,043	220,000

Town of Sundre
2019 to 2022 Four-Year Operating Budget

86 - Community Services

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	83,624	81,700	83,096	81,700	93,498	81,700	81,700
Expenses							
Salaries	(81,476)	(83,877)	(86,464)	(87,508)	(87,740)	(89,890)	(105,692)
Contracted Services	(6,619)	(7,000)	(5,771)	(7,175)	(5,196)	(7,354)	(7,538)
Materials & Supplies	(41,670)	(47,600)	(26,871)	(57,488)	(39,022)	(45,385)	(47,792)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(67,519)	(69,500)	(43,376)	(52,000)	(64,742)	(52,000)	(52,000)
Surplus (Deficit)	(113,660)	(126,277)	(79,386)	(122,470)	(103,202)	(112,929)	(131,322)
Expenditures		(207,977)		(204,170)		(194,629)	(213,022)
Revenues		81,700		81,700		81,700	81,700

**Town of Sundre
2019 to 2022 Four-Year Operating Budget**

87 - Trails

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	26,350	25,000	25,000	25,000	20,631	25,000	25,000
Expenses							
Salaries	(34,973)	(32,830)	(33,030)	(34,795)	(31,380)	(42,914)	(46,052)
Contracted Services	(495)	(5,000)	-	(5,000)	(1,008)	(5,000)	(5,000)
Materials & Supplies	(5,754)	(14,880)	(4,476)	(10,968)	(5,691)	(11,059)	(11,151)
Utilities		-	-	-	-	-	-
Surplus (Deficit)	(14,872)	(27,710)	(12,506)	(25,763)	(17,448)	(33,973)	(37,203)
Expenditures		(52,710)		(50,763)		(58,973)	(62,203)
Revenues		25,000		25,000		25,000	25,000

Town of Sundre
2019 to 2022 Four-Year Operating Budget

89 - Outdoor Recreation

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	36,563	36,300	41,951	36,300	35,556	36,300	36,300
Expenses							
Salaries	(67,575)	(68,729)	(49,748)	(72,070)	(65,257)	(71,369)	(71,303)
Contracted Services	(2,563)	(2,500)	(857)	(2,563)	(1,279)	(2,627)	(2,692)
Materials & Supplies	(2,937)	(14,600)	(2,706)	(20,665)	(7,786)	(14,732)	(14,800)
Utilities	-	(840)	-	(861)	-	(883)	(905)
Surplus (Deficit)	(36,512)	(50,369)	(11,360)	(59,858)	(38,766)	(53,310)	(53,400)
Expenditures		(86,669)		(96,158)		(89,610)	(89,700)
Revenues		36,300		36,300		36,300	36,300

Town of Sundre
2019 to 2022 Four-Year Operating Budget

91 - Gas

	2019		2020		2021		2022
	Actual	Budget	Actual	Budget	Actual (Est.)	Budget	Budget
Revenues	1,394,349	1,391,750	1,414,891	1,421,750	1,494,069	1,451,750	1,481,750
Expenses							
Salaries	(303,498)	(295,050)	(319,696)	(309,606)	(322,750)	(337,390)	(427,569)
Contracted Services	(121,474)	(119,250)	(118,373)	(128,375)	(78,312)	(128,963)	(142,537)
Materials & Supplies	(629,920)	(694,306)	(674,917)	(720,053)	(758,644)	(697,839)	(691,820)
Utilities	(30,564)	(30,000)	(30,727)	(30,200)	(39,192)	(30,400)	(30,600)
Surplus (Deficit)	308,893	253,144	271,178	233,516	295,171	257,159	189,224
 Expenditures		(1,138,606)		(1,188,234)		(1,194,592)	(1,292,526)
 Revenues		1,391,750		1,421,750		1,451,750	1,481,750

Town of Sundre
2022 - 2031 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2022											
Opening Balance / Funds Available		8,650,000	53,693	752,335	-	1,355,675	844,470	1,032,000	715,000	-	-
Additions per Operating Budget		330,000	100,000	100,000	-	475,000	115,000	300,000	100,000	-	-
CPO AFRRACS radio	12,500			(12,500)							
updated pedestrian crossing lights (Centre St N at 4 Ave)	20,000								(20,000)		
pathway lighting (Lion's Park & Prairie Creek areas)	70,000								(70,000)		
replace Community Centre gym floor	80,000								(80,000)		
Lift Station No. 5 Upgrades to alarms and controls (moved from 2023)	65,000							(65,000)			
buyout 2018 JD 524K Wheel Loader lease	118,000			(118,000)							
Replace Sweeper Unit No. 1138 (moved from 2025)	280,000			(280,000)							
2001 Superior Pumper Unit 521 Replacement	1,000,000						(500,000)				(500,000)
2022 Totals / Remaining Balances	1,645,500	8,980,000	153,693	441,835	-	1,830,675	459,470	1,267,000	645,000	-	(500,000)

**Town of Sundre
2022 - 2031 Capital Plan**

2023	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		8,980,000	153,693	441,835	-	1,830,675	459,470	1,267,000	645,000	-	-
Additions per Operating Budget		580,000	100,000	100,000	-	455,000	115,000	300,000	100,000	-	-
Trail Signage (moved from 2022)	11,600								(11,600)		
build permanant outdoor rink / multi-use space	300,000								(300,000)		
Replace Playground Equipment	50,000								(50,000)		
replace unit 110	40,000			(40,000)							
2010 Chev 2500 Command Truck Unit 550 (moved from 2022)	100,000						(50,000)				(50,000)
2008 Chev C5500 Duramax 4x4 Unit 530	100,000						(50,000)				(50,000)
RMO Gas Piping Change (moved from 2021)	208,000					(208,000)					
Highway 27 Water & Wastewater Upgrades (moved from 2022)	350,000							(350,000)			
2023 Totals / Reamining Balances	1,159,600	9,560,000	253,693	501,835	-	2,077,675	474,470	1,217,000	383,400	-	(100,000)

**Town of Sundre
2022 - 2031 Capital Plan**

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2024											
Opening Balance / Funds Available		9,560,000	253,693	501,835	-	2,077,675	474,470	1,217,000	383,400	-	-
Additions per Operating Budget		580,000	100,000	100,000	-	455,000	115,000	-	100,000	-	-
Trail Signage	15,000								(15,000)		
East End Sign Project	50,000		(50,000)								
Replace Police Interceptor Unit No. 150	75,000			(75,000)							
2009 Freightliner Unit 560 (100% MVC)	100,000										(100,000)
Rhino Side X Side - Unit #591	30,000						(15,000)				(15,000)
arena compressor overhaul and valve replacement	25,000			(25,000)							
arena dehumidifier	50,000			(50,000)							
Water Treatment Plant software upgrade	20,000					(20,000)					
Red Deer River Boat Launch	226,380									(226,380)	
2024 Totals / Reamining Balances	591,380	10,140,000	303,693	451,835	-	2,512,675	574,470	1,217,000	468,400	(226,380)	(115,000)

**Town of Sundre
2022 - 2031 Capital Plan**

2025	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		10,140,000	303,693	451,835	-	2,512,675	574,470	1,217,000	468,400	-	-
Additions per Operating Budget		580,000	100,000	100,000	-	455,000	115,000	-	-	-	-
arena compressor overhall and valve replacement	25,000			(25,000)							
Blue, Green, Black Bin Replacements (moved from 2023)	40,000					(40,000)					
Replace Golf Cart	5,000			(5,000)							
Replace Lawn Mower Unit No. 1162	65,000			(65,000)							
Replace Unit No. 149	57,000			(57,000)							
Lift Station No. 5 Upgrades to pumps & piping (moved from 2023)	280,000					(100,000)		(180,000)			
2025 Totals / Reamining Balances	472,000	10,720,000	403,693	399,835	-	2,827,675	689,470	1,037,000	468,400	-	-

**Town of Sundre
2022 - 2031 Capital Plan**

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2026											
Opening Balance / Funds Available		10,720,000	403,693	399,835	-	2,827,675	689,470	1,037,000	468,400	-	-
Additions per Operating Budget		580,000	100,000	100,000	-	455,000	115,000	-	-	-	-
Replace Unit No. 146	57,000			(57,000)							
Replace Unit No. 148	57,000			(57,000)							
Underground Lift Station Upgrades (pumps, electrical, panels)	34,000					(34,000)					
Well Expansion or Upgrades (from Master Servicing Study)	1,495,000					(1,495,000)					
2026 Totals / Reamining Balances	1,643,000	11,300,000	503,693	385,835	-	1,753,675	804,470	1,037,000	468,400	-	-
		*** leave \$4M for 75% reason									

**Town of Sundre
2022 - 2031 Capital Plan**

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2027 to 2031											
2027											
install Noblefern playground equipment											
Dog Park											
Enhance Trail Connections											
Trail Signage											
road resurfacing (locations to be determined based on requirements)											
replace 3 Thermal Imaging Cameras											
replace Jaws of Life											
Rapid Response Unit #540 (100% MVC)											
replace benches, garbage receptacles											
re-surface tennis courts											
Community Centre full roof restoration											
2028											
Project No. 1-10 Centre St. Hwy 27 to Greenwood PH II											
Project 1-10 Centre St East to Bridge											
Planning for new Protective Services Bldg											
Replace Unit No. 151											
Replace Unit No. 152											
2012 Compressor & 12 SCBA (1504)											
Replace Unit No. 1125											
Replace Unit No. 1139											
2029											
Replace Unit No. 153											
mini-excavator for Operations											
replace way-finding signage											
2030											
replace unit 155											
replace loader											
replace CS tractor											
2031											
New Sportsplex											
replace backhoe											
replace unit 155											
replace loader w/ snow blower attachments											
replace unit 133 (sander truck)											
replace unit 145 (light duty / flagging unit)											
arena compressor overhaul and valve replacement											
replace ice resurfacer											



BUDGET REQUEST

CAPITAL

PROJECT: CPO AFRRACS Radio

PROJECT YEAR: 2022

ORIGINATING DEPARTMENT: Municipal Enforcement

PRIORITY: 2

- 1 = very high / severe risk (change in legislation; impending failure; risk to community)
- 2 = high / major risk (Council directive benefiting whole community; large savings for Town; can be moved 1 year)
- 3 = medium / moderate risk (Council directive benefiting only select groups; moderate savings; will be required in future; timing can be moved 2 – 3 years)
- 4 = low / minor risk (not required, will help with future service delivery; can be moved)
- 5 = very low / insignificant risk (staff / department initiative; placeholder only)

BACKGROUND / REQUEST:

In 2019 the RCMP made the move to the AFRRCS radio system. Along with that move the RCMP took the opportunity to secure their radio communications by encrypting their radio frequencies and locking out all other agencies that were once able to share and communicate with them on the old system. Community Peace Officers were one of the Alberta Law Enforcement Agencies that lost radio communication with the RCMP. This presented some challenges for each agency and officer safety issues for Peace Officers. Pilot projects were recently conducted in a number of places in Alberta where Community Peace Officers were given access to RCMP radio channels. This pilot proved successful and permission has just been granted in the last month for Community Peace Officers to once again have access to RCMP radio communications. This was not anticipated to happen for at least a few more years if at all. There are a number of criteria that need to be met in order to gain access to these channels, one is the purchase of the appropriate radios. They must be capable of over the air programming and have multi key encryption.

RISK ASSESSMENT:

Possible outcomes: This is an Officer Safety issue as well as a safety issue for the public and public service. There has been an increase in violence toward law enforcement officers all over North America. On October 1, 2020 a Peace Officer in Lacombe County was almost killed after stopping to assist a motorist in the ditch. It turned out to be 2 stolen vehicles that fled then the driver of one of the stolen vehicles returned to the scene and attempted to run over the officer. Because there was no direct contact with the RCMP it took over 30 minutes for them to respond. There were also members of the public on scene at risk. The CPO may be asked to assist in an emergency situation or told to avoid an area / suspect or vehicle and to keep others

away. With radio communication this can all be done quickly without the need to pull out a phone, look up a phone number hold the phone and relay a message. In an emergency time counts and while using a radio mic does require one to hold down a talk button it does not need to be held the entire time like a phone.

Likelihood of negative occurrence (very low; low; medium; high; very high): very low

Impact of negative occurrence (very low; low; medium; high; very high): very high

ALTERNATIVE SOLUTIONS CONSIDERED

Continuing with the current practices is possible given the likelihood, but not an ideal situation.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Risk Management and Community Well-Being

ESTIMATED COST:

\$12,500



BUDGET REQUEST

CAPITAL

PROJECT: Pathway Lighting

PROJECT YEAR: 2022

ORIGINATING DEPARTMENT: Community Services and Economic Development

PRIORITY: 3

- 1 = very high / severe risk (change in legislation; impending failure; risk to community)
- 2 = high / major risk (Council directive benefiting whole community; large savings for Town; can be moved 1 year)
- 3 = medium / moderate risk (Council directive benefiting only select groups; moderate savings; will be required in future; timing can be moved 2 – 3 years)
- 4 = low / minor risk (not required, will help with future service delivery; can be moved)
- 5 = very low / insignificant risk (staff / department initiative; placeholder only)

BACKGROUND / REQUEST:

This project intends to provide stylish pathway lighting to two well-trafficked paved pathways for the dual purposes of safety and place-making. This project follows the place-making philosophy of Crime Prevention Through Environmental Design (CPTED), and will benefit all residents and visitors to Sundre, including the physically disabled, women and children. It represents a quality-of-life enhancement that will contribute to the desirability of the area as a place to visit, live, work, and explore.

The first is an (approx.) 280 metre pathway that connects the pedestrian bridge by the Aquaplex to 1 Ave NW through Lion's Park. It is a corridor highly used by students and other residents accessing the recreation amenities located on 2 Ave NW.

The second pathway is located behind the post office, and connects the Prairie Creek pedestrian bridge downtown (at TransCon Livestock offices) to the playground at 3 Ave SW. It is a treed pathway that is used frequently by residents.

Administration identified these as possible areas of concern for crime and pedestrian comfort. This project was supported by Council as an item to investigate further at the Spring 2021 workshop. The project would be completed in collaboration with a local contractor that would help install and electrify the pathway light bollards. We are proposing the installation of light bollards that are stylish and cylindrical, since it will also enhance the built environment with architectural appeal (although shorter in height, they are related and similar in style to the light cylinders being installed at the gardens in the west end boulevard). The cylindrical bollards identified were selected based on the combination of their pricing and unique ability to disperse light across a 360-degree field.

RISK ASSESSMENT:

Possible outcomes: increased property and personal crimes, reducing public use of the areas

Likelihood of negative occurrence (very low; low; medium; high; very high):

low – currently there is no reported criminal activity in the areas

Impact of negative occurrence (very low; low; medium; high; very high):

medium – depends on crime severity.

ALTERNATIVE SOLUTIONS CONSIDERED

We considered two other lighting options:

- a) At Lion's Park – a single cobra-head lamp on one of the poles; this would leave most of the pathway darkened, but it would light up a particular juncture where the path bends. There would be no place-making architectural appeal to this option.
- b) We have considered using even fewer light bollards, but this would leave larger gaps of darkness between each light bollard. Planning accounted for the light bollards to be spaced out to such an extent as to maximize each one's effectiveness.

ALIGNMENT WITH STRATEGIC PRIORITIES:

2.1 Continue to promote recreational opportunities.

4.2 Continue to promote and encourage year-round tourism opportunities for Sundre & District.

ESTIMATED COST:

\$70,000

Quote received in March 2021 for approximately \$60,000 and a new amount has been estimated to account for inflation.

Additional Operating costs:

Monthly Fortis Utility Charge per location estimated at \$1,700 annually



BUDGET REQUEST

CAPITAL

PROJECT: Centre Street North Pedestrian Crossing

PROJECT YEAR: 2022

ORIGINATING DEPARTMENT: Operations

PRIORITY: 3

- 1 = very high / severe risk (change in legislation; impending failure; risk to community)
- 2 = high / major risk (Council directive benefiting whole community; large savings for Town; can be moved 1 year)
- 3 = medium / moderate risk (Council directive benefiting only select groups; moderate savings; will be required in future; timing can be moved 2 – 3 years)
- 4 = low / minor risk (not required, will help with future service delivery; can be moved)
- 5 = very low / insignificant risk (staff / department initiative; placeholder only)

BACKGROUND / REQUEST:

This initiative was brought forward at the 2021 Spring Workshop for Council feedback prior to investigating further. Administration has noted the success of the units located on Highway 27 at each of the roundabouts, as well as the unit located at the River Valley School crossing on Centre Street N. The crossing located at Joko's Convenience (4 Ave NW) has the older style of pedestrian crossing signals and may benefit from the updated version, particularly for south bound traffic navigating the curvature in the road.

RISK ASSESSMENT:

Possible outcomes: a pedestrian could be struck

Likelihood of negative occurrence (very low; low; medium; high; very high): very low

Impact of negative occurrence (very low; low; medium; high; very high): very high

ALTERNATIVE SOLUTIONS CONSIDERED

The alternative would be to leave the current pedestrian signaling lights

ALIGNMENT WITH STRATEGIC PRIORITIES:

Community Well-Being

ESTIMATED COST:

\$20,000



REQUEST FOR DECISION

COUNCIL DATE	December 6, 2021
SUBJECT	2021 Audit Plan
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The 2021 Audit Plan is presented to Council yearly.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached 2021 Audit Plan for information.

MOTION:

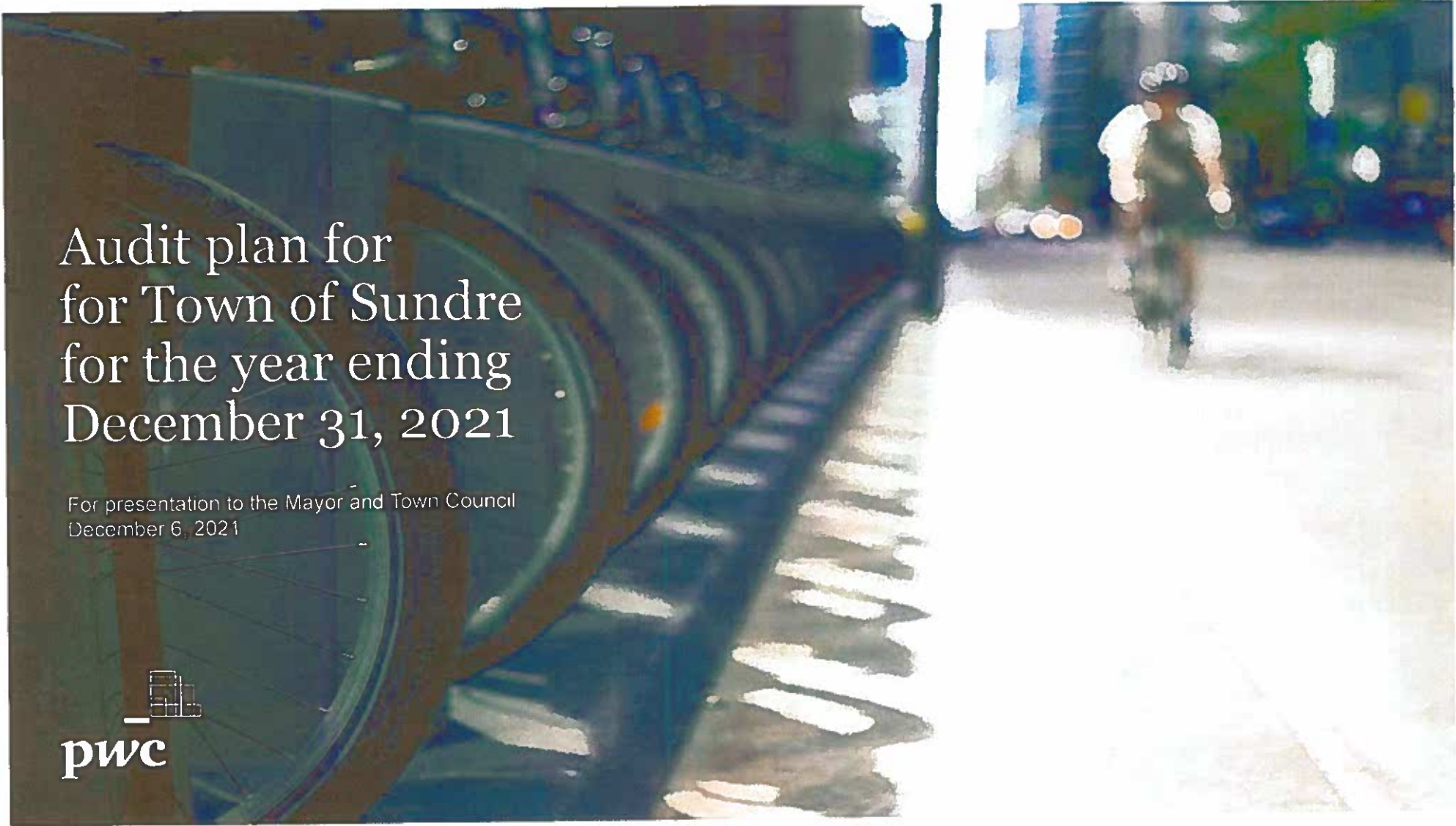
That the Town of Sundre Council accept the 2021 Audit Plan as presented, as information.

ATTACHMENTS:

8.3 2021 Audit Plan 8.3a

Date Reviewed: December 02, 2021

CAO: 



Audit plan for for Town of Sundre for the year ending December 31, 2021

For presentation to the Mayor and Town Council
December 6, 2021



A message from Angela Loo

On behalf of our team, we hope that you, your loved ones, and your colleagues are all safe and well. The ongoing safety and well-being of our clients, staff, and communities remains our number one priority.

In these times of uncertainty and change, we also remain committed to delivering the highest level of service and audit quality to the Town of Sundre. This means working differently — and we are excited to share how we are reimaging your audit experience through an approach that is people-led and technology-powered.

This report has been prepared based on meetings with management, consideration to the operating environment, and our risk assessment procedures. Our audit approach will remain responsive to the Town's environment and any significant changes to this audit plan will be shared with the Mayor and Town Council.

Discussion of our audit plan helps to ensure our team understands your concerns and together we agree on mutual needs and expectations. The information included within this report also allows you to understand the judgments we have made in planning and scoping our audit procedures. We will continue to engage in candid discussions with you to deliver a high-quality audit and independent point of view. We welcome your feedback throughout the audit.

If you wish to discuss anything prior to our meeting, please do not hesitate to contact me at 403 509 6609 or angela.y.loo@pwc.com.

PricewaterhouseCoopers LLP

Angela Loo, CPA, CA
Partner
Assurance



In these times of uncertainty and change, we remain committed to delivering the highest level of service and audit quality to The Town of Sundre



Angela Loo
Partner

We are changing the way audits are done, digitally enabling the audit, to bring you better quality and insights that matter.

It's tomorrow's audit, today.

People powered by technology

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Planning the audit

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Key matters for discussion

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Appendices

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People powered by technology

Our teams are selected to achieve the right balance of relevant experience, industry knowledge, specialist expertise and cultural fit.



People supported by smart market-leading technologies, enabling efficient, flexible and insightful collaboration with clients.



Planning for the future

We are pleased to have Angela Loo as your Engagement Leader and Joy Dutta as your Engagement Manager. Your PwC team continue to bring a collaborative audit approach built on strong relationships, trusted advice, detailed knowledge of the Town of Sundre and the broader public sector industry. This experience is leveraged where and when it matters to you.



Angela Loo
Engagement Leader

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Joy Dutta
Engagement Senior Manager

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+1 403 509 6614



Tomorrow's private company audit, today

PwC Canada is committed to building a better private company audit resulting in increased audit quality, time savings, and value-added insights through the following principles:



Simplification

Simplify and streamline audit documentation leading to significant time savings.



Standardization

Higher levels of standardization enhances efficiency and quality.



Automation

Automating routine audit tasks with the use of key technologies, applications, and customized innovations.

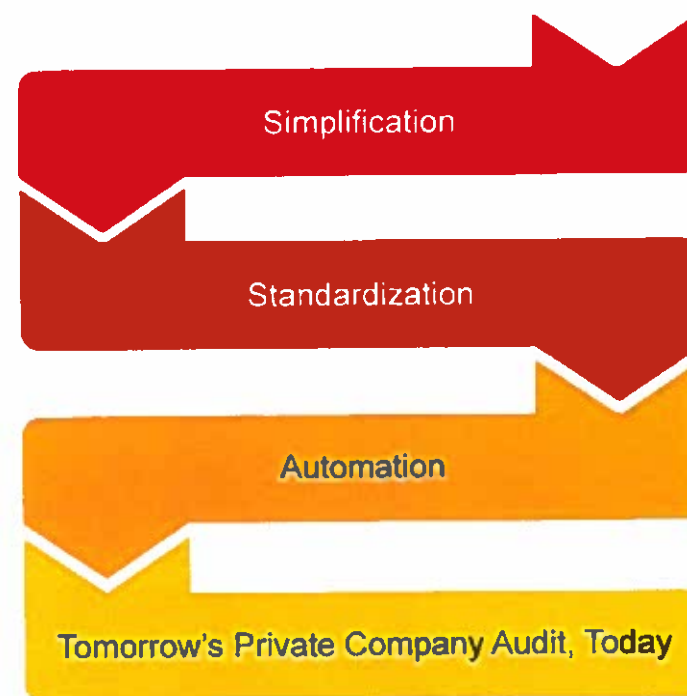
We're making big investments in our people and technology to further enhance the quality, efficiency and consistency of your audit. Our technology and methodology are intertwined.

Our powerful combination of upskilled people and leading tools will deliver value from start to finish.

We are understanding your business in a brand new light. Tomorrow's private company audit is here, today.



Watch now: We're delivering Tomorrow's Audit. Today



Planning the audit

We design a tailored testing plan for each scoped-in balance, optimizing between tests of detail, controls testing, validation of judgments and data techniques.



Aura, our single instance software, ensures work gets done one way—the right way—consistently and efficiently, both globally and locally. It is used by over 100,000 auditors worldwide on every PwC audit.



Significant risks

Management override of controls

* Required significant risk

Risk identification

There is an inherent risk of fraud in all entities of potential management override of controls over financial reporting. This is a required significant risk under auditing standards.

Audit response

- Understand management's assessment of fraud risk and the overall control environment, including any changes in the design or operation of controls during the year. This includes understanding the tone of the organization and relevant controls in place.
- Perform regular discussions with management to understand any new risks or matters identified.
- Focus detailed audit work on areas where fraud could be committed and where there is less segregation of duties.
- Obtain a list of journal entries and confirm its completeness. A sample of journal entries will be tested, focusing on riskier journals and periods.
- Evaluate business rationale of significant or unusual transactions outside the normal course of business.
- Review accounting estimates for biases applying professional skepticism, performing retrospective reviews, and corroborate management's explanations with supporting evidence.
- Perform unpredictable testing of certain balances, for example, varying the scope and/or timing of certain procedures.



Halo for Journals

Dynamic visualisation software allows us to explore your data in different ways, supporting our auditors in understanding your business, including your fraud risk exposure.

Visualisations highlight patterns and potentially higher risk transactions instantly, enabling deeper understanding of your business, supporting more relevant conversations and delivering insight.



Watch now:
How Halo works



Significant risks

Fraud risk in revenue recognition

* Required significant risk

Risk identification

Auditing standards assume a rebuttable presumption that there is a significant risk of fraud in revenue recognition in all Organizations.

We have considered the following criteria in assessing the risk:

- complexity of revenue recognition policy and types of transactions;
- incentives/pressures to fraudulently misstate revenue transactions or related balances; and
- potential opportunity and rationalization.

We consider the risk of fraud in revenue recognition to be related to the occurrence assertion as it relates to fictitious revenue journal entries. We consider this risk to be relevant for the Town's material revenue streams, including net municipal taxes, user fees and sale of goods, government transfers for operating and government transfers for capital

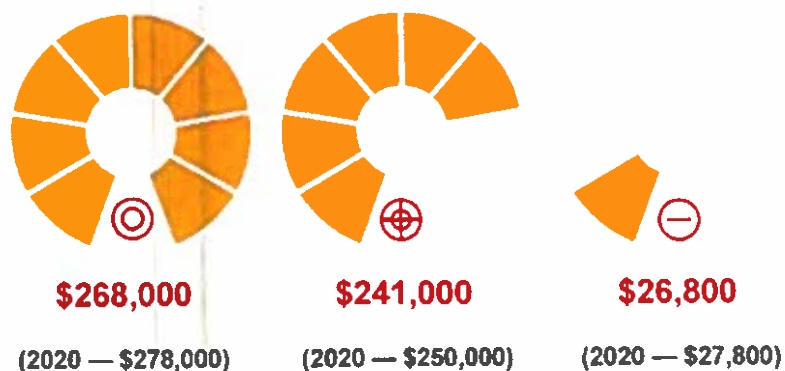
Audit response

- Understand the potential risks of fraud related to revenue recognition.
- Understand and evaluate the internal controls over revenue recognition.
- Obtain a high level of substantive evidence related to the specific risk of fraud in revenue recognition, with specific focus on the occurrence of revenue transactions as they related to fictitious journal entries.
- Perform testing of journal entries related to revenue recognition.





Materiality



Definitions



Overall materiality**

Level at which we believe misstatements would reasonably influence users of the financial statements. Set at 3% of total revenues. Total revenues is considered the most appropriate benchmark for the Town of Sundre (based on the users of the financial statements). Note that preliminary materiality is calculated using 2021 proforma figures.

Auditing standards require us to revisit materiality levels up to the point of signing our audit report. COVID-19 and related uncertainties pose unique challenges in anticipating our final materiality. We will monitor financial results throughout the year and will communicate if we expect our final materiality level to deviate significantly from this plan.



Performance materiality

To account for aggregation risk, we design the nature, timing and extent of our procedures at a lower level of materiality.

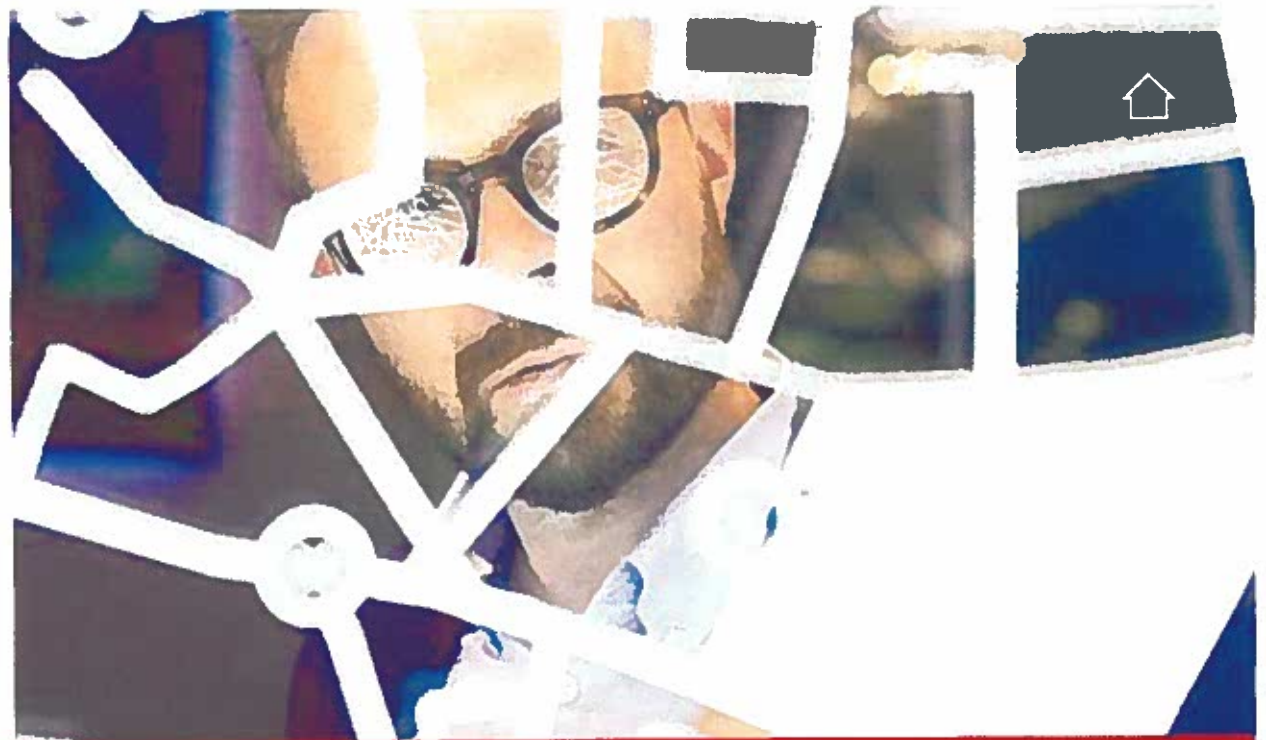


SUM de minimis

We will report all individual unadjusted misstatements, including disclosure exceptions, above this level to the Mayor and the Town Council on completion of the audit.

** Our materiality calculation is based on budgeted numbers. If there is a significant change, we will communicate this at year-end.





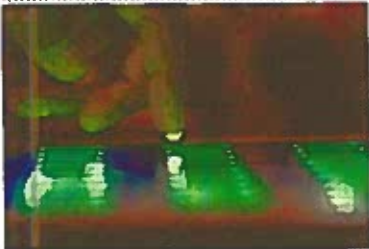



Addressing more than financial reporting risk



Our audit gives us access to your people and insight into your operations and processes. We can bring our experts to dive deeper into your other risks at your request.



At your request, we are ready to bring our PwC experts to help you manage your risks

Area of focus	 Cybersecurity	 Cloud conversion risks	 Sustainability	 Robotic process automation
Learn more				
Our perspective	<p>Cybersecurity is an ever present threat and auditing standards and stakeholder expectations about this important topic are evolving rapidly. While evaluation of cybersecurity is mandatory as a matter of methodology and compliance in certain clients, it is a leading practice to formally consider it. The need is even more heightened with the recent uncovering of high profile SolarWinds hack. Hence it is highly recommended for organizations to assess their cybersecurity posture, incident response mechanisms and data leakage prevention as they adopt new technologies and move to cloud.</p>	<p>Enterprise application vendors have moved—or are moving—to the Cloud. Most major ERP vendors will stop supporting 'on-premise' versions of their ERP software. Managing the risk of technology change and business process change demands constant and real-time attention. Having early conversations with PwC as your auditor is critical to ensure our testing strategy is in sync with yours, leading a streamlined implementation.</p>	<p>In a world of heightened accountability and changing stakeholder expectations, it's important for your organization to consider the non-financial environmental, social and governance (ESG) factors to capture the true value of your business and build trust with customers, employees, investors, governments and society. Transparent, accurate and credible ESG strategies, performance and disclosure can help you drive market share, reduce costs, access capital and enhance your reputation.</p>	<p>RPA software is a powerful tool for automating manual, time-consuming, rule-based office tasks. We estimate that 45% of work activities could be automated, saving \$2 trillion in global workforce costs. This is a large opportunity for companies seeking to adapt their operating models. PwC can help at all stages of the RPA lifecycle.</p>
Potential impact/risk	<div> <div></div> <div></div> <div></div> </div> <div>Low Moderate High</div>	<div> <div></div> <div></div> <div></div> </div> <div>Low Moderate High</div>	<div> <div></div> <div></div> <div></div> </div> <div>Low Moderate High</div>	<div> <div></div> <div></div> <div></div> </div> <div>Low Moderate High</div>

Key matters for discussion

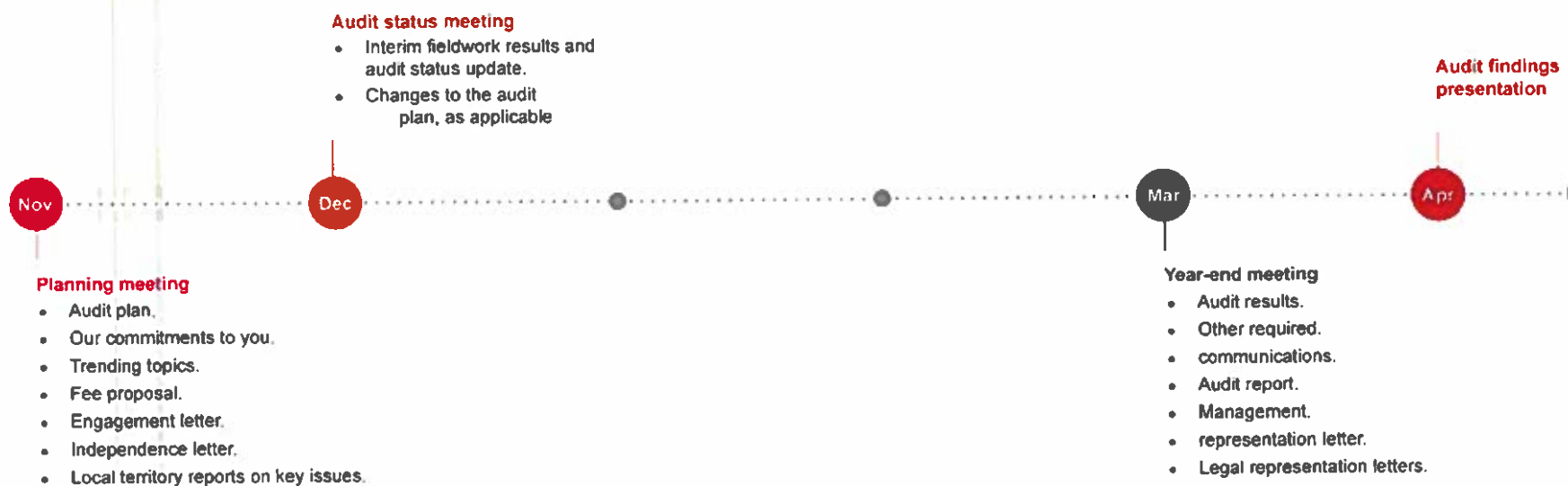


Working in harmony with you, we combine our judgment, experience and instinct with market-leading technology, to identify risks and anticipate problems before they occur, so that they are dealt with promptly and at the right level. This is our commitment to an effective audit.



Annual audit cycle

This timeline shows the activities that make up the annual audit cycle. Where possible, we strive to do work early to allow for identification of issues and to reduce demands on your staff at the year-end audit. Regular touchpoints allow for more feedback from you so that we can mutually agree improvements to the process throughout our audit.





Summary of audit fees

We base our estimated fees on the time we expect it will take to complete the audit. Our fees exclude taxes and out-of-pocket costs, as outlined in the engagement letter. We have agreed these with management and present them here for your consideration as we understand the Mayor and Town Council must pre-approve all services.

PwC has been absorbing a significant amount of incremental base hours and additional overrun hours. Performing our audits at these reduced fees have resulted in a negative engagement margins. PwC is asking for an increase to the main audit base fee to right size the audit fee based on the size of the Organization and hours it takes to complete a quality audit and to breakeven in the current year. Our goal for future years would be standard inflationary increases to our fee. We appreciate the long term relationship we have built with the Town of Sundre and want to continue working with you.

Our proposal includes in the core audit fee a base level expectation of certain technical matters. While there is variability in the specific projects and technical matters that arise each year, our history informs us that there is a relatively consistent volume of other matters that require our attention each year. Accordingly, we have incorporated the fees associated with those matters based on our historical experience into our core audit fee.

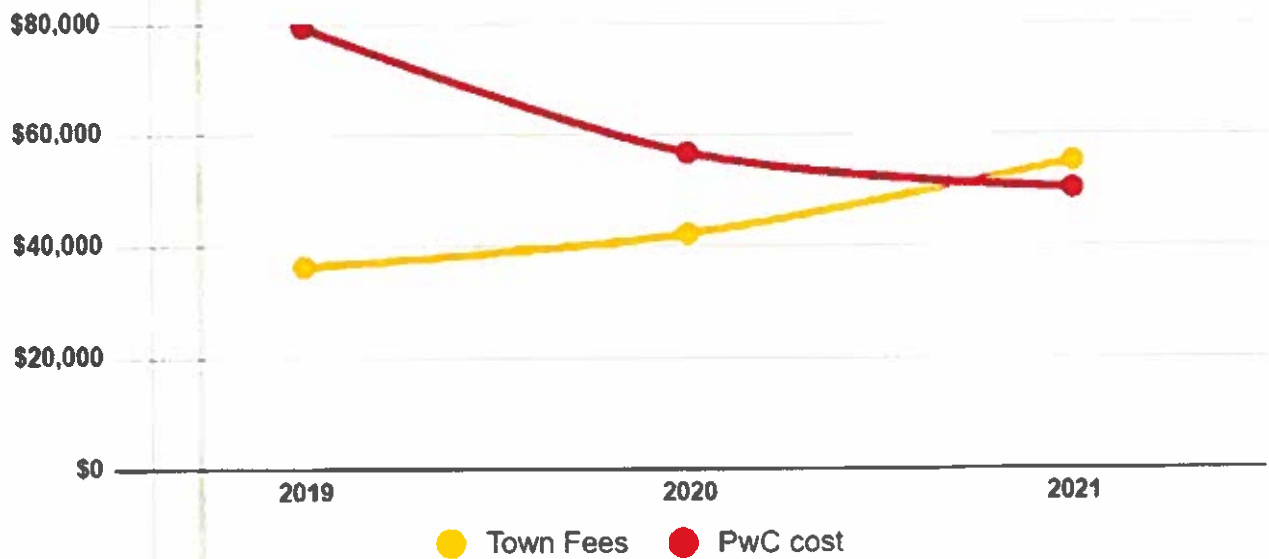
Further, as we continue to make strides in tech-enabling our audit, we are changing the way that we work, and the value that we deliver cannot always be measured in hours. If unforeseen matters arise during the year, those may be agreed upon separately and tracked as scope changes.

Service description	Proposed fees	Prior year actuals
Annual audit of the consolidated financial statements	\$57,000	\$42,000
• Includes Financial Information Return (FIR)		
Recurring Base Fee	\$57,000	\$42,000
COVID-19 incremental procedures including going concern considerations, required disclosures, assessment of risk.	\$ -	\$2,500
Non Recurring Fees	\$-	\$2,500
Total Audit Services	\$57,000	\$44,500

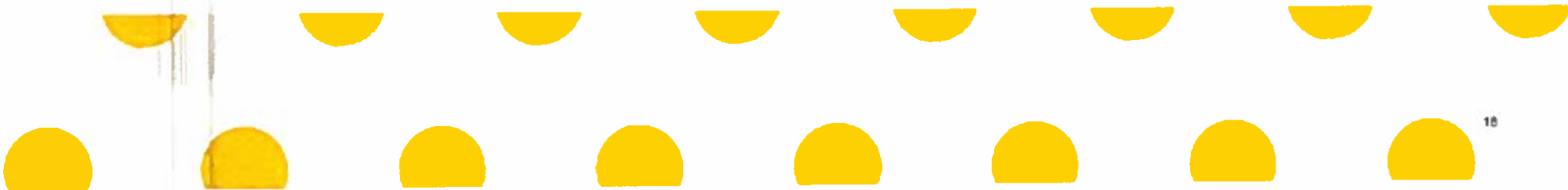


Summary of audit fees

Town Fees vs PwC Costs



Year	Engagement margin
2019	-34%
2020	-18%
2021	10%





Additional required communications

Auditor responsibilities

We are responsible for forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Independence

As auditors, we are required to comply with the fundamental principles of objectivity, integrity, audit quality and professional behaviour, including independence. We have systems and procedures to identify and address potential threats to our independence.

Fraud risk

Your governance responsibilities include evaluating management's identification of fraud risk, implementation of anti-fraud measures and creation of an appropriate tone at the top, and investigating any actual, suspected or alleged instances of fraud brought to your attention.

We discuss fraud risk annually with the Mayor and Town Council. Through our planning process (and prior years' audits), we developed an understanding of your oversight processes including:

- Code of conduct
- Mayor and Town Council roles
- Discussion at Town Council meetings and our attendance at those meetings
- Presentations by management, including strategies and budgets
- Review of related party transactions
- Consideration of tone at the top

Are there any new processes or changes to the items above that we should be aware of?

We are not aware of any fraud. Are you aware of instances of any actual, suspected or alleged fraud or any violations, or possible violations, of laws and regulations affecting the company?



Appendices

1 Our proposed terms of engagement

2 Publications and links



Our proposed terms of engagement

Appendix 1



December 6, 2021

Mayor Richard Warnock
Town of Sundre
Box 420, 717 Main Street West
Sundre AB T0M 1X0

Dear Mayor Warnock:

PricewaterhouseCoopers LLP (we, us or our), a limited liability partnership organized under the laws of the Province of Ontario, is pleased to provide services to the Town of Sundre (you, your or the entity). Angela Loo will be responsible for the services we perform. This engagement letter confirms our mutual understanding of the specific terms of our engagement, which are supplemented by the standard terms of business attached to this engagement letter. Our fee estimate and billing schedule are outlined in Schedule A. If there is any difference between our standard terms of business and the specific terms included in this letter, the specific terms in this letter shall apply.

Services and related report

We will provide the following services (the services):

Financial statements audit

We will audit your financial statements as at December 31, 2021 and for the year then ending (the financial statements).

These financial statements will be prepared in accordance with Canadian public sector accounting standards.

Auditor's report

Once we complete our audit, we will provide you with our auditor's report. The form and content of our auditor's report will be in accordance with Canadian Auditing Standard (CAS) 700, *Forming an Opinion and Reporting on Financial Statements*.

There may be circumstances where our auditor's report may differ from the expected form and content. In such cases, we will discuss with you in advance of finalizing our auditor's report and seek to resolve any differences of view that may exist.

If, for any reasons caused by or relating to the affairs of you or your management, we are unable to complete our services or unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue our auditor's report.

PricewaterhouseCoopers LLP
111-5th Avenue SW, Suite 3100, Calgary, Alberta, Canada T2P 5L3
T: +1 403 509 7500, F: +1 403 781 1825, www.pwc.com/ca

*PwC refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Our responsibilities

Financial statements audit

The purpose of a financial statements audit is to express an opinion on the financial statements. We will be responsible for performing the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical requirements, which include independence and professional competence, and plan and perform the audit to obtain reasonable assurance, but not absolute assurance, whether the financial statements are free from material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall presentation of the financial statements.

Risk assessment

In making our risk assessment, we will obtain an understanding of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, and to determine the nature, timing and extent of audit procedures to be performed, but not for the purpose of expressing an opinion on the effectiveness of your internal control. But, we will let your management and the Mayor and Town Council know, as appropriate, in writing about any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that a material misstatement may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards. In addition, the audit is not designed to detect error or fraud that is immaterial to the financial statements. Because of the characteristics of fraud, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud. Characteristics of fraud include (i) concealment through collusion among management, employees, or third parties; (ii) withheld, misrepresented, or falsified documentation; and (iii) the ability of management to override or instruct others to override what otherwise appears to be effective controls.

Further, while effective internal control over financial reporting reduces the likelihood that errors or fraud will occur and remain undetected, it does not eliminate that possibility. For these reasons we cannot ensure that errors or fraud, if present, will be detected. However, we will communicate to the Mayor and Town Council and your management, as appropriate, any such matters identified during our audit.

Other information

In conjunction with the audit, we are also required to read your other information which could comprise Management's Discussion and Analysis (MD&A) and other information included in the annual report to shareholders (collectively, other information), as applicable, and consider whether there is a material inconsistency between the other information and the financial statements or with our knowledge obtained in the course of the audit. In addition, while reading the other information, we will remain alert for indications that the other information, not related to the financial statements or our knowledge obtained in the audit, appears to be materially misstated.

If a material misstatement of the other information is identified, we are required to:

- report in our auditor's report if received before our auditor's report date; or
- communicate with the Mayor and Town Council if received after our auditor's report date.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

**Informing the Mayor
and Town Council**

We are also responsible for ensuring that the Mayor and Town Council is informed about certain other matters related to the performance of our audit, including but not limited to:

1. our views about significant qualitative aspects of your accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In certain circumstances, we may be required to explain to the Mayor and Town Council why we consider a significant accounting practice, that is acceptable under the applicable financial reporting framework, not to be most appropriate to your particular circumstances;
2. significant difficulties, if any, encountered during our audit;
3. where the Mayor and Town Council is not involved in managing the entity we are also required to communicate:
 - significant matters, if any, arising from our audit that were discussed, or subject to correspondence with your management; and
 - written representations we are requesting; and
4. other significant matters, if any, arising during our audit that, in our professional judgment, are relevant to the oversight of the financial reporting process.

**Reliance by third
parties**

The services will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly, in connection with a specific transaction.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Your responsibilities

Financial statements	Your management is responsible for the preparation and fair presentation of the financial statements, including disclosures and the other information referred to above. In preparing the financial statements, your management is responsible for assessing the entity's ability to continue as a going concern, disclosing as applicable matters relating to going concern and using the going concern basis of accounting unless your management either intends to liquidate the entity or to cease operations, or has no realistic alternative to do so. The Mayor and Town Council is responsible for overseeing the financial reporting process.
Internal control	Your management is also responsible for establishing and maintaining an effective system of internal control over financial reporting to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In this regard, you are responsible for establishing policies and procedures that ensure financial information is prepared in accordance with the requirements of Canadian public sector accounting standards.
Correction of errors	You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us that all uncorrected misstatements identified by us during our audit are immaterial, both individually and in aggregate, to the financial statements taken as a whole. In addition, we expect your management will correct all known non-trivial errors.
Prevention and detection of fraud	<p>You are also responsible for the design, implementation and maintenance of programs and controls to prevent and detect fraud, and for informing us:</p> <ol style="list-style-type: none">1. of the results of your management's assessment of the risk that the financial statements may be materially misstated as a result of fraud;2. about all fraud or suspected fraud of which you are aware affecting the entity involving (a) your management, (b) employees who have significant roles in internal control and (c) others where the fraud could have a material effect on the financial statements; and3. of your knowledge of any allegations of fraud or suspected fraud affecting your financial statements received in communications from employees, former employees, analysts, regulators, investors or others.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Related party	You are responsible for disclosing to us the identity of each related party as defined in CPA Canada Public Sector Accounting Handbook Section PS 2200, <i>Related Party Disclosures</i> and all the related party relationships and transactions of which you are aware, and for providing to us any updates that occur during the course of this engagement.
Subsequent events	You are responsible for informing us of subsequent events that may affect the financial statements of which you may become aware up to the date the financial statements are issued.
Laws and regulations	You are responsible for identifying and ensuring that you comply with the laws and regulations applicable to your activities, including those pertaining to the services. You will provide information to us relating to any known instances of non-compliance or suspected non-compliance with laws and regulations, including financial reporting requirements, whose effects should be considered when preparing your financial statements.
Providing information on a timely basis	You are responsible for making available to us, on a timely basis, all of your original accounting records and related information relevant to the preparation of the financial statements, additional information that we may request from you for the purposes of our services and unrestricted access to your personnel whom we may determine necessary to obtain evidence necessary to perform our services.
Management representation letter	You will provide us with written representations concerning representations made to us during the audit covering the financial statements.
Other information	You are responsible for the other information, as applicable, and agree to provide us with final draft copies of those documents in a timely manner, and if possible, prior to the date of our auditor's report.
Written consent	You agree to seek and obtain our written consent before including our auditor's report or referring to us in any document that is filed or distributed in connection with (i) a sale of securities; (ii) facilitating investment decisions by third parties; or (iii) periodic or continuous reporting obligations under any applicable securities laws.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Any agreement to provide consent will be a separate engagement. Written consent must be given by a specific written instrument signed by us and referencing the particular use that is to be made of our auditor's report. You acknowledge that neither the terms of this engagement letter, nor the issuance of our auditor's report, nor any other document, constitutes such written consent. We may, in our own discretion, waive the requirement to obtain our written consent.

Other matters

Term — Agreement continues in force

It is understood that an engagement letter outlining our services will be entered into each year, including any update to the fee estimate and billing schedule. If neither we nor you exercise our respective right to terminate the services as outlined in the attached terms of business, this engagement letter will continue until we execute a new engagement letter.

As part of our process of assessing the quality of our services, you may receive questionnaires from us and visits from senior partners not directly involved in providing services to you. We appreciate the attention given to these questionnaires and visits and value your feedback.

If the services outlined herein are in accordance with your requirements and, if the above terms are acceptable, please have one copy of this letter executed in the spaces provided below and return it to us.

Yours very truly,

PricewaterhouseCoopers LLP

Chartered Professional Accountants

Encl.: Schedule A
Terms of business



Mayor Richard Warnock
Town of Sundre
December 6, 2021

The services and terms as set forth in this letter, including the provisions of the attached schedule and the standard terms of business, are agreed to.

Town of Sundre by and through its Mayor and Town Council

By:

Richard Warnock, Mayor

Date

By signing below, the services and terms as set forth in this letter, including the provisions of the attached schedule and the standard terms of business, are agreed to, and I acknowledge and agree to my obligation to ensure that the responsibilities of Town of Sundre and its management as set forth herein are properly discharged.

By:

Linda Nelson, Chief Administrative Officer

Date



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Schedule A

Fees and billing schedule

Our fee estimate

Our fees for the services (including the Financial Information Return) are estimated to be \$57,000 plus applicable taxes.

We will bill for all reasonable expenses incurred in the performance of our services. These costs may include direct costs such as travel, meals and accommodation. A technology and administrative support fee of 7% of professional fees (plus applicable taxes) will be charged to cover our information technology costs including PwC developed software and cloud services, and our client service administrative support costs.

Billing schedule

We will address our invoices to Ms. Linda Nelson. Our fees, plus additional charges for out-of-pocket expenses, will be billed as follows:

Date	Fee amount
December 15, 2021	\$22,500
March 31, 2022	\$28,500
Upon completion	\$6,000
Upon completion	Out-of-pocket expenses

All invoices are due for payment on receipt. Interest will be charged on overdue accounts at 6% per annum.

Conditions impacting our time and fee estimates

Our time and fee estimates take into account the agreed level of preparation and assistance from you. We will let you know promptly when and if for any reason the schedules, information and assistance provided, as outlined in this engagement letter, are not sufficient for our services. We will provide you with a separate listing of required schedules, information requests and the dates such items are needed. We will also discuss with you and the Mayor and Town Council any other issues that will require extra time and effort to resolve in order to revise the fee estimate to reflect additional services, if any, required for us to complete our work.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

The conditions impacting our time and fee estimates include, but are not limited, to the following:

1. Changes to the timing of the engagement at management's request may result in the services being performed by staff at a higher rate than initially planned, or difficulty in reassigning individuals to other engagements, either of which may result in our incurring significant unanticipated costs.
2. All schedules are not (a) provided by management on the date requested, (b) completed in a format acceptable to us, (c) mathematically correct or (d) in agreement with the accounting records of the entity (e.g. general ledger accounts). The personnel of the entity is readily available or there is a significant delay in providing adequate responses to our requests for information, such as reconciling variances or providing requested supporting documentation (e.g. invoices, contracts and other documents).
3. Your personnel are not readily available or there is a significant delay in providing adequate responses to our requests for information, such as reconciling variances or providing requested supporting documentation (e.g. invoices, contracts and other documents).
4. Significant number of adjustments posted by management after we start our work that result in our having to update previously completed work
5. The financial statements are received late or there are a significant number of drafts or a significant number of changes identified as a result of our services.

Terms of business

1	Introduction
2	PwC Firms, service providers and subcontractors
3	Your responsibilities
4	Information protection
5	Professional and regulatory oversight
6	Working papers
7	Liability
8	Termination
9	Governing law
10	General

1 Introduction

- 1.1 **Interpretation** – In this agreement, the following words and expressions have the meaning given to them below:
services – the services set out in the engagement letter
the agreement – these terms and the engagement letter to which they relate (including any schedules)
we, us or our – refer to PricewaterhouseCoopers LLP, a limited liability partnership organized under the laws of the Province of Ontario, or such affiliated legal entity that has signed the engagement letter
you, your – the party or parties, including their management, to the agreement (excluding us)
- 1.2 **Changes** – Either we or you may request a change to the services, deliverables or this agreement. Any change will be effective only when agreed in writing.
- 1.3 **Purpose** – You acknowledge that our report is intended for the purpose of the oversight of management and the affairs of the legal entity that is the subject of the services.

2 PwC Firms, service providers and subcontractors

- 2.1 **Our relationship with you** – We are a member of the global network of PricewaterhouseCoopers firms (PwC Firms), each of which is a separate and distinct legal entity.
- 2.2 **Subcontractors and service providers** – We may use other PwC Firms, service providers and subcontractors to provide the services and support service delivery. For administrative purposes, services provided by subcontractors that are owned by PricewaterhouseCoopers LLP and provide services outside of Canada may be invoiced separately by those subcontractors. We remain solely responsible for the services and deliverables.
- 2.3 **Restriction on claims** – You agree that claims or actions relating to the services, deliverables and this

agreement shall be brought against us alone, and not against (i) any individual, (ii) another PwC Firm (or its partners, members, directors or employees), or (iii) our subcontractors.

- 2.4 **Group members** – You will ensure that no subsidiary, affiliate, associated entity or holding company (unless a party to the agreement), brings any claim or action against us.

3 Your responsibilities

- 3.1 **Your obligations** – The performance of our services and provision of the deliverables depends on you performing your obligations under the agreement. We are not responsible for any consequences arising from you not fulfilling your obligations.
- 3.2 **Solicitation and hiring of PwC personnel** – Our independence related to assurance engagements may be impaired if you solicit or hire certain PwC personnel. This may either delay the provision of the services or cause us to resign from the engagement. You agree not to offer or permit your related parties to offer employment to or hire the lead engagement partner, the quality review partner or any other PwC partner, employee and/or independent contractor who has provided more than ten (10) hours of audit or review services until a period of twelve (12) months has passed from the date of our report on the applicable financial statements without first consulting with and obtaining the approval of the lead engagement partner on any proposed offer of employment.
- 3.3 **Oral advice and draft deliverables** – You may rely on our final written deliverables, but should not rely on oral advice or draft deliverables provided during the term of this agreement. If you wish to rely on something we have said to you, please let us know and, if practical, we will prepare a written deliverable on which you may rely.

4 Information protection

- 4.1 **Confidential information** – We and you will use the other's confidential information, only in relation to the services or for internal and administrative purposes and the receiving party will not disclose confidential information except where required by law or professional obligation. You agree that we may give confidential information to third party service providers, subcontractors and other PwC Firms as long as they are bound by reasonable confidentiality obligations.
- 4.2 **Personal information** – We may collect, use, disclose, transfer, store or otherwise process information about identified individuals ("personal information") as required to provide the services and deliverables. We may process such personal information in various jurisdictions in which we or

applicable PwC Firms, service providers and subcontractors operate, and, as such, personal information may be subject to the laws of such jurisdictions. Such personal information will be at all times processed in accordance with the applicable laws and professional regulation. In addition, we will require any service providers that process personal information on our behalf to adhere to such requirements. You confirm that you have the authority to provide the personal information to us in connection with the performance of services and that the personal information provided to us has been provided in accordance with applicable law. Unless expressly agreed to and set out in this agreement, you shall not provide us with access to, and PwC will not process, personal information relating to individuals in the European Economic Area or Switzerland ("EEA Personal Information").

- 4.3 **Restricted data** – As certain jurisdictions have strict laws around exporting restricted classes of data, you agree to advise us in writing immediately if any software, information, or other materials that may be disclosed to, or accessed by, us in performing the services is subject to export control restrictions under applicable law.
- 4.4 **Data analytics** – Notwithstanding any other provision of this agreement, PwC and other PwC Firms may use confidential information to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings, and/or for development or performance of data analysis or other insight generation. Information developed in connection with these purposes may be used or disclosed to you or current or prospective clients to provide them services or offerings. PwC and other PwC Firms will not use or disclose confidential information in a way that would permit you to be identified by third parties without your consent.
- 4.5 **Working with competitors** – You agree that we may work with your competitors or other parties whose interests may conflict with yours, as long as we do not disclose your confidential information and we comply with our ethical obligations.

5 Professional and regulatory oversight

- 5.1 **Reviews of us** – We are required to meet certain professional standards in the performance of our services. As such, we are regulated or overseen by various professional and regulatory bodies both in Canada and abroad (which bodies will depend on the nature of the services performed under this agreement). These professional and regulatory bodies have the right to inspect our files, including working papers and other work product(s) relating to these services or the services provided in prior years to determine whether professional standards have been met. We may, from time to time, receive requests or orders from such bodies to provide them with information and copies of such working papers. We intend to provide such information and working papers in response to such requests without

further notice to you. Where the laws of the jurisdiction require us to disclose information and working papers including your privileged materials, notwithstanding any other agreement or representation between us, you provide your consent to the disclosure of such information and materials to the extent required by law. We acknowledge that your consent does not negate nor waive the privilege, which you intend shall continue for all other purposes. Except where providing privileged information is required by the laws of any jurisdiction that you or we are governed by, we will use all reasonable efforts to refuse access to any document over which you have expressly informed us that you assert privilege. To ensure we can identify and withhold privileged documents from disclosure, documents provided to us that are privileged must be marked "PRIVILEGED".

- 5.2 **Information request** – In the event we receive a request from a third party (including a demand from a government agency or a regulatory authority, subpoena or summons) for information, we will promptly notify you, where not prohibited by law.
- 5.3 **Reimbursement of costs incurred** – You agree to reimburse us for our professional time and expenses, as well as reasonable fees and expenses of our legal counsel, incurred by us in responding to any investigation that is requested or authorized by you or of you required by government regulation, subpoena or other legal process.

6 Working papers

- 6.1 **Ownership** – Any documents prepared by us or for us in connection with this agreement belong to us.

7 Liability

- 7.1 **Limitation of liability** – Our aggregate liability for all claims, losses, liabilities or damages in connection with this agreement or the services or deliverables, whether as a result of breach of contract, tort (including negligence) or otherwise, regardless of the theory of liability asserted, is limited to \$2 million. Our liability to you shall be several and not joint and several, and we shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.
- 7.2 **Misrepresentation by you** – You agree to release and indemnify us and our personnel from and against all claims, losses, costs, liabilities and damages arising in circumstances where there has been a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest.

or regulation. If any provision is invalid, the rest of this agreement will remain effective.

8 Termination

- 8.1 **By either party** – Either party may terminate this agreement, for any reason, upon written notice to the other party. We will not be liable for any loss, cost or expense arising from such termination.
- 8.2 **Fees payable on termination** – You agree to pay us for all services we perform and deliverables we provide up to the date of termination, including services performed, work-in-progress and expenses incurred.

9 Governing law

- 9.1 **Law and jurisdiction** – The agreement and any dispute arising from it, whether contractual or non-contractual, will be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein and are subject to the exclusive jurisdiction of the courts of the Province of Ontario.

10 General

- 10.1 **Matters beyond reasonable control** – No party will be liable (other than payment obligations) to the other if it fails to meet its obligations due to matters beyond its reasonable control.
- 10.2 **Entire agreement** – The agreement, once executed by both parties, forms the entire agreement between the parties in relation to the services and deliverables. It replaces any earlier agreements, representations or discussions, including non-disclosure agreements entered into in advance of this agreement.
- 10.3 **Your actions** – Where you consist of more than one party, an act or omission of one party will be regarded as an act or omission of all.
- 10.4 **Assignment** – Without written consent, neither of us may assign any of our rights, obligations or claims under this agreement.
- 10.5 **Survival** – Any clause that is meant to continue to apply after termination of this agreement will do so.
- 10.6 **Severability** – If a court or regulator with proper jurisdiction determines that a provision of this agreement is invalid, then that provision will be interpreted in a way that is valid under applicable law



December 6, 2021

Mayor Richard Warnock
Town of Sundre
Box 420, 717 Main Street West
Sundre AB T0M 1X0

Dear Mayor Warnock:

PricewaterhouseCoopers LLP (we, us or our), a limited liability partnership organized under the laws of the Province of Ontario is pleased to provide services to the Town of Sundre (you, your or the entity). Angela Loo will be responsible for the services we perform. This engagement letter confirms our mutual understanding of the specific terms of our engagement, which are supplemented by the standard terms of business attached to this engagement letter. Our fee estimate and billing schedule are outlined in Schedule A. If there is any difference between our standard terms of business and the specific terms included in this letter, the specific terms in this letter shall apply.

Services and related report

We will provide the following services (the services):

Financial statement audit

We will also audit the Financial Information Return as at December 31, 2021 and for the year then ending. (the financial statement).

The financial statement will be prepared in accordance with the basis of accounting described in the notes to the financial statement to comply with the financial reporting requirements of the Municipal Government Act between the Minister of Affairs and the Town of Sundre and therefore may not be suitable for another purpose.

Auditor's report

Once we complete our audit, we will provide you with our auditor's report. The form and content of our auditor's report will be in accordance with the requirements of Canadian Auditing Standard 805, *Special Considerations — Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement*.

There may be circumstances where our auditor's report may differ from the expected form and content. In such cases, we will discuss with you in advance of finalizing our auditor's report and seek to resolve any differences of view that may exist.

PricewaterhouseCoopers LLP
111-5th Avenue SW, Suite 3100, Calgary, Alberta, Canada T2P 5L3
T: +1 403 509 7500, F: +1 403 781 1825, www.pwc.com/ca

PwC refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership



Mayor Richard Warnock
Town of Sundre
December 6, 2021

If, for any reasons caused by or relating to the affairs of you or your management, we are unable to complete our services or unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue our auditor's report.

Our responsibilities

Financial statement audit

The purpose of a financial statement audit is to express an opinion on the financial statement. We will be responsible for performing the audit in accordance with Canadian generally accepted auditing standards. These standards require that we comply with ethical standards, which include independence and professional competence, and plan and perform the audit to obtain reasonable assurance, but not absolute assurance whether the financial statement is free from material misstatement, whether due to fraud or error.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall presentation of the financial statement.

Risk assessment

In making our risk assessment, we will obtain an understanding of internal control relevant to the preparation of the financial statement in order to design audit procedures that are appropriate in the circumstances and to determine the nature, timing, and extent of audit procedures to be performed, but not for the purpose of expressing an opinion on the effectiveness of your internal control. We will let your management and the Mayor and Town Council know, as appropriate, in writing about any significant deficiencies in internal control relevant to the audit of the financial statement that we have identified during the audit.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that a material misstatement may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

In addition, the audit is not designed to detect error or fraud that is immaterial to the financial statement. Because of the characteristics of fraud, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud. Characteristics of fraud include 1) concealment through collusion among management, employees, or third parties; 2) withheld, misrepresented, or falsified documentation; and 3) the ability of management to override or instruct others to override what otherwise appears to be effective controls. Further, while effective internal control over financial reporting reduces the likelihood that errors or fraud will occur and remain undetected, it does not eliminate that possibility. For these reasons we cannot ensure that errors or fraud, if present, will be detected. However, we will communicate to the Mayor and Town Council and your management, as appropriate, any such matters identified during our audit.

**Informing the Mayor
and Town Council**

We are also responsible for ensuring that the Mayor and Town Council is informed about certain other matters related to the performance of our audit, including but not limited to:

1. our views about significant qualitative aspects of your accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In certain circumstances, we may be required to explain to the Mayor and Town Council why we consider a significant accounting practice, that is acceptable under the applicable financial reporting framework, not to be most appropriate to your particular circumstances;
2. significant difficulties, if any, encountered during our audit;
3. where the Mayor and Town Council is not involved in managing the entity we are also required to communicate:
 - significant matters, if any, arising from our audit that were discussed or subject to correspondence with your management; and
 - written representations we are requesting; and
4. other significant matters, if any, arising during our audit that, in our professional judgment, are relevant to the oversight of the financial reporting process.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Other information

In conjunction with the audit, we are also required to read your other information, if applicable, which could comprise Management's Discussion and Analysis (MD&A) and other information included in the annual report to shareholders (collectively, other information) and consider whether there is a material inconsistency between the other information and the financial statements or with our knowledge obtained in the course of the audit. While reading the other information, we will remain alert for indications that the other information not related to the financial statements or our knowledge obtained in the audit appears to be materially misstated.

If a material misstatement of the other information is identified, we are required to:

1. report in our auditor's report if received before our auditor's report date, or
2. communicate with the Mayor and Town Council if received after our auditor's report date.

Reliance by third parties

Except as expressly set forth in this letter, the services will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly, in connection with a specific transaction.

Your responsibilities

Financial statement

Your management is responsible for the preparation and the fair presentation of the financial statement including disclosures. In preparing the financial statement, your management is responsible for assessing the entity's ability to continue as a going concern, disclosing as applicable matters relating to going concern and using the going concern basis of accounting unless your management either intends to liquidate the entity or to cease operations, or has no realistic alternative to do so. The Mayor and Town Council is responsible for overseeing the financial reporting process.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Internal control

Your management is also responsible for establishing and maintaining an effective system of internal control over financial reporting to enable the preparation of a financial statement that is free from material misstatement, whether due to fraud or error.

In this regard, you are responsible for establishing policies and procedures that ensure financial information is prepared in accordance with the basis of accounting described in the notes to the financial statement.

Correction of errors

You are responsible for adjusting the financial statement to correct material misstatements and for confirming to us that all uncorrected misstatements identified by us during our audit are immaterial, both individually and in aggregate, to the financial statement taken as a whole. In addition, we expect your management will correct all known non-trivial errors.

Prevention and detection of fraud

You are also responsible for the design, implementation and maintenance of programs and controls to prevent and detect fraud, and for informing us:

1. of the results of your management's assessment of the risk that the financial statement may be materially misstated as a result of fraud;
2. about all known or suspected fraud affecting the entity, involving a) your management, b) employees who have significant roles in internal control over financial reporting and c) others where the fraud could have a material effect on the financial statement; and
3. of your knowledge of any allegations of fraud or suspected fraud affecting your financial statement received in communications from employees, former employees, analysts, regulators, investors or others.

Related party

You are responsible for disclosing to us the identity of each related party as defined in CPA Canada Public Sector Accounting Handbook Section PS 2200, *Related Party Disclosures* and all the related party relationships and transactions of which you are aware and for providing to us any updates that occur during the course of this engagement.

Subsequent events

You are responsible for informing us of subsequent events that may affect the financial statement of which you may become aware up to the date the financial statement is issued.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Laws and regulations	You are responsible for identifying and ensuring that you comply with the laws and regulations applicable to your activities, including those pertaining to the services. You will provide information to us relating to any known instances of non-compliance or suspected non-compliance with laws and regulations, including financial reporting requirements, whose effects should be considered when preparing the financial statement.
Providing information on a timely basis	You are responsible for making available to us, on a timely basis, all of your original accounting records and related information relevant to the preparation of the financial statement, additional information that we may request from you for the purposes of our services and unrestricted access to your personnel whom we may determine necessary to obtain evidence necessary to perform our services.
Management representation letter	You will provide us with written representations concerning representations made to us during the audit covering the financial statement.
Specified recipients	Our auditor's report is intended solely for you, however, we acknowledge the disclosure of our auditor's report, in full only, to the Mayor and Town Council of the Town of Sundre and the Minister of Alberta Municipal Affairs without assuming or accepting any responsibility or liability to the Mayor and Town Council of the Town of Sundre and the Minister of Alberta Municipal Affairs or any other third party in respect of this auditor's report. Our auditor's report should not be distributed to parties other than you or the Mayor and Town Council of the Town of Sundre and the Minister of Alberta Municipal Affairs.
Restriction on distribution and use of our auditor's report	<p>Consequently, you may not distribute the report or its contents to any third parties outside of the parties named above, without our prior written consent.</p> <p>In the event of any such distribution or dissemination, whether inadvertent or otherwise, you agree that any use that a third party makes of our auditor's report, and any reliance or decisions made based on it, are the responsibility of such third party and are not within the reasonable contemplation of our agreement.</p>
Other information	You are responsible for the other information and agree to provide us with final draft copies of those documents in a timely manner, and if possible, prior to the date of our auditor's report.



Mayor Richard Warnock
Town of Sundre
December 6, 2021

Written consent

You agree to seek and obtain our written consent before including our auditor's report or referring to us in any document that is filed or distributed in connection with 1) a sale of securities; 2) facilitating investment decisions by third parties; or 3) periodic or continuous reporting obligations under any applicable securities laws.

Any agreement to provide consent will be a separate engagement. Written consent must be given by a specific written instrument signed by us and referencing the particular use that is to be made of our auditor's report. You acknowledge that neither the terms of this engagement letter, nor the issuance of our auditor's report, nor any other document, constitutes such written consent. We may, in our own discretion, waive the requirement to obtain our written consent.

Other matters

Term — Agreement continues in force

It is understood that an engagement letter outlining our services will be entered into each year, including any update to the fee estimate and billing schedule. If neither we nor you exercise our respective right to terminate the services as outlined in the attached terms of business, this engagement letter will continue until we execute a new engagement letter.

As part of our process of assessing the quality of our services, you may receive questionnaires from us and visits from senior partners not directly involved in providing services to you. We appreciate the attention given to these questionnaires and visits and value your feedback.

If the services outlined herein are in accordance with your requirements and if the above terms are acceptable, please have one copy of this engagement letter executed in the spaces provided below and return it to us.

Yours very truly,

PricewaterhouseCoopers LLP

Chartered Professional Accountants

Encl.: Schedule A
Terms of business



Mayor Richard Warnock
Town of Sundre
December 6, 2021

The services and terms as set forth in this engagement letter, including the provisions of the standard terms of business, are agreed to.

Town of Sundre by and through its Mayor and Town Council

By:

Richard Warnock, Mayor

Date

By signing below, the services and terms as set forth in this engagement letter, including the provisions of the standard terms of business, are agreed to and I acknowledge and agree to my obligation to ensure that the responsibilities of the Town of Sundre and its management as set forth herein are properly discharged.

By:

Linda Nelson, Chief Administrative Officer

Date

Terms of business

1	Introduction
2	PwC Firms, service providers and subcontractors
3	Your responsibilities
4	Information protection
5	Professional and regulatory oversight
6	Working papers
7	Liability
8	Termination
9	Governing law
10	General

1 Introduction

- 1.1 **Interpretation** – In this agreement, the following words and expressions have the meaning given to them below:
services – the services set out in the engagement letter
the agreement – these terms and the engagement letter to which they relate (including any schedules)
we, us or our – refer to PricewaterhouseCoopers LLP, a limited liability partnership organized under the laws of the Province of Ontario, or such affiliated legal entity that has signed the engagement letter
you, your – the party or parties, including their management, to the agreement (excluding us)
- 1.2 **Changes** – Either we or you may request a change to the services, deliverables or this agreement. Any change will be effective only when agreed in writing.
- 1.3 **Purpose** – You acknowledge that our report is intended for the purpose of the oversight of management and the affairs of the legal entity that is the subject of the services.

2 PwC Firms, service providers and subcontractors

- 2.1 **Our relationship with you** – We are a member of the global network of PricewaterhouseCoopers firms (PwC Firms), each of which is a separate and distinct legal entity.
- 2.2 **Subcontractors and service providers** – We may use other PwC Firms, service providers and subcontractors to provide the services and support service delivery. For administrative purposes, services provided by subcontractors that are owned by PricewaterhouseCoopers LLP and provide services outside of Canada may be invoiced separately by those subcontractors. We remain solely responsible for the services and deliverables.
- 2.3 **Restriction on claims** – You agree that claims or actions relating to the services, deliverables and this

agreement shall be brought against us alone, and not against (i) any individual, (ii) another PwC Firm (or its partners, members, directors or employees), or (iii) our subcontractors.

- 2.4 **Group members** – You will ensure that no subsidiary, affiliate, associated entity or holding company (unless a party to the agreement), brings any claim or action against us.

3 Your responsibilities

- 3.1 **Your obligations** – The performance of our services and provision of the deliverables depends on you performing your obligations under the agreement. We are not responsible for any consequences arising from you not fulfilling your obligations.
- 3.2 **Solicitation and hiring of PwC personnel** – Our independence related to assurance engagements may be impaired if you solicit or hire certain PwC personnel. This may either delay the provision of the services or cause us to resign from the engagement. You agree not to offer or permit your related parties to offer employment to or hire the lead engagement partner, the quality review partner or any other PwC partner, employee and/or independent contractor who has provided more than ten (10) hours of audit or review services until a period of twelve (12) months has passed from the date of our report on the applicable financial statements without first consulting with and obtaining the approval of the lead engagement partner on any proposed offer of employment.
- 3.3 **Oral advice and draft deliverables** – You may rely on our final written deliverables, but should not rely on oral advice or draft deliverables provided during the term of this agreement. If you wish to rely on something we have said to you, please let us know and, if practical, we will prepare a written deliverable on which you may rely.

4 Information protection

- 4.1 **Confidential information** – We and you will use the other's confidential information, only in relation to the services or for internal and administrative purposes and the receiving party will not disclose confidential information except where required by law or professional obligation. You agree that we may give confidential information to third party service providers, subcontractors and other PwC Firms as long as they are bound by reasonable confidentiality obligations.
- 4.2 **Personal information** – We may collect, use, disclose, transfer, store or otherwise process information about identified individuals ("personal information") as required to provide the services and deliverables. We may process such personal information in various jurisdictions in which we or

applicable PwC Firms, service providers and subcontractors operate, and, as such, personal information may be subject to the laws of such jurisdictions. Such personal information will be at all times processed in accordance with the applicable laws and professional regulation. In addition, we will require any service providers that process personal information on our behalf to adhere to such requirements. You confirm that you have the authority to provide the personal information to us in connection with the performance of services and that the personal information provided to us has been provided in accordance with applicable law. Unless expressly agreed to and set out in this agreement, you shall not provide us with access to, and PwC will not process, personal information relating to individuals in the European Economic Area or Switzerland ("EEA Personal Information").

- 4.3 **Restricted data** – As certain jurisdictions have strict laws around exporting restricted classes of data, you agree to advise us in writing immediately if any software, information, or other materials that may be disclosed to, or accessed by, us in performing the services is subject to export control restrictions under applicable law.
- 4.4 **Data analytics** – Notwithstanding any other provision of this agreement, PwC and other PwC Firms may use confidential information to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings, and/or for development or performance of data analysis or other insight generation. Information developed in connection with these purposes may be used or disclosed to you or current or prospective clients to provide them services or offerings. PwC and other PwC Firms will not use or disclose confidential information in a way that would permit you to be identified by third parties without your consent.
- 4.5 **Working with competitors** – You agree that we may work with your competitors or other parties whose interests may conflict with yours, as long as we do not disclose your confidential information and we comply with our ethical obligations.

5 Professional and regulatory oversight

- 5.1 **Reviews of us** – We are required to meet certain professional standards in the performance of our services. As such, we are regulated or overseen by various professional and regulatory bodies both in Canada and abroad (which bodies will depend on the nature of the services performed under this agreement). These professional and regulatory bodies have the right to inspect our files, including working papers and other work product(s) relating to these services or the services provided in prior years to determine whether professional standards have been met. We may, from time to time, receive requests or orders from such bodies to provide them with information and copies of such working papers. We intend to provide such information and working papers in response to such requests without

further notice to you. Where the laws of the jurisdiction require us to disclose information and working papers including your privileged materials, notwithstanding any other agreement or representation between us, you provide your consent to the disclosure of such information and materials to the extent required by law. We acknowledge that your consent does not negate nor waive the privilege, which you intend shall continue for all other purposes. Except where providing privileged information is required by the laws of any jurisdiction that you or we are governed by, we will use all reasonable efforts to refuse access to any document over which you have expressly informed us that you assert privilege. To ensure we can identify and withhold privileged documents from disclosure, documents provided to us that are privileged must be marked "PRIVILEGED".

- 5.2 **Information request** – In the event we receive a request from a third party (including a demand from a government agency or a regulatory authority, subpoena or summons) for information, we will promptly notify you, where not prohibited by law.
- 5.3 **Reimbursement of costs incurred** – You agree to reimburse us for our professional time and expenses, as well as reasonable fees and expenses of our legal counsel, incurred by us in responding to any investigation that is requested or authorized by you or of you required by government regulation, subpoena or other legal process.

6 Working papers

- 6.1 **Ownership** – Any documents prepared by us or for us in connection with this agreement belong to us.

7 Liability

- 7.1 **Limitation of liability** – Our aggregate liability for all claims, losses, liabilities or damages in connection with this agreement or the services or deliverables, whether as a result of breach of contract, tort (including negligence) or otherwise, regardless of the theory of liability asserted, is limited to \$2 million. Our liability to you shall be several and not joint and several, and we shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.
- 7.2 **Misrepresentation by you** – You agree to release and indemnify us and our personnel from and against all claims, losses, costs, liabilities and damages arising in circumstances where there has been a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest.

8 Termination

- 8.1 **By either party** – Either party may terminate this agreement, for any reason, upon written notice to the other party. We will not be liable for any loss, cost or expense arising from such termination.
- 8.2 **Fees payable on termination** – You agree to pay us for all services we perform and deliverables we provide up to the date of termination, including services performed, work in-progress and expenses incurred.

9 Governing law

- 9.1 **Law and jurisdiction** – The agreement and any dispute arising from it, whether contractual or non-contractual, will be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein and are subject to the exclusive jurisdiction of the courts of the Province of Ontario.

10 General

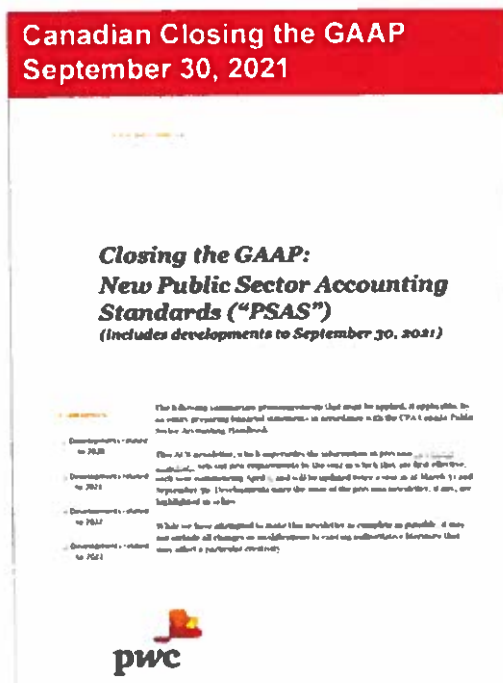
- 10.1 **Matters beyond reasonable control** – No party will be liable (other than payment obligations) to the other if it fails to meet its obligations due to matters beyond its reasonable control.
- 10.2 **Entire agreement** – The agreement, once executed by both parties, forms the entire agreement between the parties in relation to the services and deliverables. It replaces any earlier agreements, representations or discussions, including non-disclosure agreements entered into in advance of this agreement.
- 10.3 **Your actions** – Where you consist of more than one party, an act or omission of one party will be regarded as an act or omission of all.
- 10.4 **Assignment** – Without written consent, neither of us may assign any of our rights, obligations or claims under this agreement.
- 10.5 **Survival** – Any clause that is meant to continue to apply after termination of this agreement will do so.
- 10.6 **Severability** – If a court or regulator with proper jurisdiction determines that a provision of this agreement is invalid, then that provision will be interpreted in a way that is valid under applicable law

or regulation. If any provision is invalid, the rest of this agreement will remain effective.



Other publications and links

Appendix 2



[Click to access our publications](#)



pwc.com/ca

The matters raised in this and other reports will flow from the audit are only those that have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising and, in particular, we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use. It was not prepared or intended for any other purpose. No other person or entity shall place any reliance on the accuracy or completeness of statements made herein. PwC does not assume responsibility to any third party and in no event shall PwC have any liability for damages, costs or losses suffered by reason of any reliance on the contents of this report by any person or entity other than you.

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REQUEST FOR DECISION

COUNCIL DATE	December 6, 2021
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of November to date.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence from the Premier's Office as presented, as information.

That the Town of Sundre Council accept the correspondence from the Minister of Municipal Affairs as presented, as information.

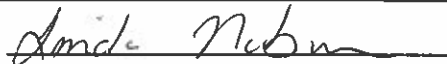
That the Town of Sundre Council accept the correspondence from the Minister of Justice and Solicitor General as presented, as information.

That the Town of Sundre Council accept the correspondence from the Office of the Archbishop as presented, as information.

ATTACHMENTS:

12.1 Letters from Dignitaries 12.1a - 12.1d

Date Reviewed: December 02, 2021

CAO: 



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 8, 2021

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

Dear Mayor Warnock:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Town of Sundre. You are now fortunate to lead a truly great Alberta community!

The Town of Sundre and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Town of Sundre Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,

Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR106789

November 10, 2021

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

Dear Mayor Warnock and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Town of Sundre.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
M.L.A. Edmonton - South West*

REC'D REC'D
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AR 47930

NOV 04 2021

His Worship Richard Warnock
Mayor
Town of Sundre
717 Main Avenue West
P.O. Box 420
Sundre AB T0M 1X0

Dear Mayor Warnock:

Congratulations on your recent electoral win. I am writing in response to the letter dated September 10, 2021 from your predecessor, Terry Leslie, to the Honourable Jason Kenney, Premier of Alberta, regarding the Town of Sundre's concerns with the Royal Canadian Mounted Police (RCMP) retroactive pay. Premier Kenney forwarded the town's letter and as Minister of Justice and Solicitor General, I appreciate the opportunity to provide the following information.

In 2015, the Supreme Court of Canada ruled that RCMP regular members have the right to "advance their workplace concerns free from management's influence" and it struck down the law that prevented the RCMP from unionizing. As a result of that decision, RCMP members voted to unionize and collective bargaining followed with the National Police Federation (NPF) as the certified bargaining agent, representing approximately 20,000 RCMP members.

In August 2021, the Government of Canada and the NPF signed the first collective agreement for RCMP non-commissioned regular members and reservists, which has been applied retroactively from April 1, 2017 to March 31, 2023.

The implications of this pay increase to municipalities is not yet known as the actual financial impact depends on a variety of factors and this detailed information has not yet been provided by Ottawa. I can advise that our ministry does have concerns relating to the retroactive pay and its effect on both the province and municipalities. We will continue to engage in discussions with Public Safety Canada in relation to this matter.

.../2

I trust this information is helpful and wish to thank the town for their continued advocacy in support of community safety and sharing your concerns on police funding in Alberta.

Yours very truly,



Kaycee Madu, QC
Minister

cc: Honourable Jason Kenney, Premier of Alberta
Honourable Jason Nixon, MLA for Rimbey-Rocky Mountain House-Sundre



OFFICE OF THE ARCHBISHOP

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12.1d

November 4, 2021

Mayor Richard Warnock
Office of the Mayor
Town of Sundre
P.O. Box 420
Sundre, AB T0M 1X0

Dear Mayor Warnock,

I am writing to offer you my sincere congratulations on your election as Mayor of the Town of Sundre.

Please be assured of the support and prayers of the Catholic parish of Our Lady of Fatima as you begin your new term of office.

We look forward to collaborating with you and the members of your Council as we work together to serve the needs of our neighbours, especially the poor and vulnerable in our community.

Yours sincerely,

✠Richard W. Smith
Archbishop of Edmonton

cc: Rev. Nilo Macapinlac, Pastor - Our Lady of Fatima Parish