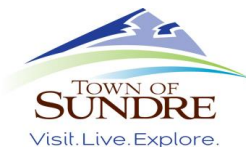




Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
May 12, 2025  
**4:00 p.m.**

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 May 12, 2025
  - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
  - 4.1 April 28, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:** None
6. **Bylaws/Policies:**
  - 6.1 RFD Bylaw 2025-10, Municipal Development Plan Amendment Pg. 7
  - 6.2 RFD Bylaw 2025-09, Land Use Bylaw Amendment – Redesignation of Lands R4 to R2 Pg. 11
7. **Old Business:** None
8. **New Business:**
  - 8.1 RFD Sponsorship Mountain View Seniors Housing Golf Tournament Pg. 15
  - 8.2 RFD Appointments to ARP Ad Hoc Committee Pg. 18
  - 8.3 RFD Facility Rehabilitation Pg. 21
  - 8.4 RFD Electronic Recording of Monthly Key Message and Messages from the Council Office Pg. 24
9. **Council Committee Reports:** None
10. **Council Invitations / Correspondence:**
  - 10.1 RFD Invitation to Canada Day Event Pg. 25
  - 10.2 RFD Invitation to Annual Car Show and Award Presentation Pg. 27
  - 10.3 RFD Invitation to Special Ceremony at Sundre Seniors' Supportive Living Facility Pg. 29
11. **Closed Meeting:**
  - 12.1 Advice From Officials, *FOIPP Act, Section 24*
12. **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](mailto:townmail@sundre.com)*



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
April 28, 2025

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, April 28, 2025, commencing at 4:00 p.m.

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

**ABSENT:** Councillor Petersen

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Legislative Executive Assistant, Betty Ann Fountain

**PUBLIC:** 1

**DELEGATION:** 2, Representatives of KPMG LLP, Colin Mitchell and Samuel Straka

**PRESS:** 1

**CALL TO ORDER:** The meeting was called to order at 4:00 p.m., with a moment of reflection on the business of the evening.

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 143-28-04-25* MOVED by Councillor Isaac that the agenda be approved as amended as follows:

1. ADD under Old Business, 9.1 RFD Letter of Support

**CARRIED**

**Councillor Absence:** *Councillor Petersen notified CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 144-28-04-25* MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on April 7, 2025, be approved as presented.

**CARRIED**

*Res.145-28-04-25* MOVED by Councillor Dalke that the Minutes of the Strategic Advisory Committee Meeting of April 12-13, 2025, be approved as presented.

**CARRIED**

**DELEGATION:** **Financial Audit, KPMG LLP**

*Res.146-28-04-25* MOVED by Councillor Isaac that the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return for 2024, as information.

**CARRIED**

**CLOSED MEETING:**

*Mayor Warnock advised the public that they are welcome to remain in the Council Chambers until Council returns from the Board Room.*

*Res. 147-28-04-25* MOVED by Councillor Marr that the Town of Sundre Council go into a closed meeting at 4:08 p.m.

**CARRIED**

The following, including 7 Council members, retreated to the Board Room for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director Corporate Services

Public: KPMG LLP representatives Colin Mitchell and Samuel Straka

**Topic of Closed Meeting**

6.1 Management Letter Discussion, *FOIPP Act Section 24(1)(b)*.

*CAO Linda Nelson and Director of Corporate Services, Chris Albert, left the closed meeting, returning to the Council Chambers at 4:32 p.m.*

*Mayor Warnock, Council and the representatives of KPMG returned to the Council Chambers at 4:44 p.m.*

**RETURN TO OPEN MEETING:**

*Res. 148-28-04-25* MOVED by Councillor Anderson that Council return to an open meeting at 4:45 p.m.

**IN ATTENDANCE:**

Mayor Richard Warnock  
Councillor Connie Anderson  
Councillor Todd Dalke  
Councillor Jaime Marr  
Councillor Paul Isaac  
Councillor Chris Vardas

Regular Council Minutes – April 28, 2025

**ABSENT:** Councillor Petersen

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Legislative Executive Assistant, Betty Ann Fountain

**PUBLIC:** 1

**PRESS:** 1

**2024 Audit Report, the 2024 Audited Financial Statements and the 2024 Financial Information Return (FIR)**

*Res. 149-28-04-25* MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2024 Auditor's Report and the 2024 Audited Financial Statements and the 2024 Financial Information Return; and furthermore

**CARRIED**

*Res. 150-28-04-25* MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

**CARRIED**

*KPMG Representatives, Colin Mitchell and Samuel Straka, left the meeting at 5:06 p.m.*

**BYLAWS / POLICIES:** **Council Procedural Bylaw 2025-08**

*Res. 151-28-04-25* MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-08, being the Council Procedural Bylaw.

**CARRIED**

*Res. 152-28-04-25* MOVED by Councillor Anderson that the Town of Sundre Council give Second Reading to Bylaw 2025-08, being the Council Procedural Bylaw.

**CARRIED**

*Res. 153-28-04-25* MOVED by Councillor Vardas that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw.

**CARRIED**

*Res. 154-28-04-25* MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw.

**CARRIED**

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Initials

**Bylaw 2025-07 Mountain Springs Area Structure Plan**

- Res. 155-28-04-25*      MOVED by Councillor Marr that the Town of Sundre Council rescind Bylaw 2023-01, and  
**CARRIED**
- Res. 156-28-04-25*      MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan, and furthermore  
**CARRIED**
- Res. 157-28-04-25*      MOVED by Councillor Anderson that the Town of Sundre Council set Monday, June 9, 2025, at 4:00 p.m. for Public Hearing to Bylaw 2025-07.  
**CARRIED**

**OLD BUSINESS:****Alberta Forest Products Association's Letter to the Premier**

- Res. 158-28-04-25*      MOVED by Councillor Marr that the Town of Sundre Council that Council supports the signing of the Alberta Forest Products Association's letter to the Premier by Mayor Warnock on behalf of Council and the citizens of Sundre.  
**CARRIED**

*Mayor Warnock called a recess at 5:21 p.m.*

*Mayor Warnock reconvened the meeting at 5:27 p.m.*

**NEW BUSINESS:****National Day of Mourning**

- Res. 159-28-04-25*      MOVED by Councillor Isaac that the Town of Sundre Council supports and is committed to safe workplaces by observing the National Day of Mourning, and by promoting safe work environments for all members of our community.  
**CARRIED**

**Alberta Disability Worker Association Proclamation**

- Res. 160-28-04-25*      MOVED by Councillor Vardas that the Town of Sundre Council proclaim the week of May 19 – 23, 2025 as "Alberta Disability Services Professionals Appreciation Week" in the Town of Sundre and that the Mayor be authorized to the sign the proclamation on behalf of Council and the citizens of Sundre.  
**CARRIED**

**Lagoon Materials**

- Res. 161-28-04-25*      MOVED by Councillor Marr that the Town of Sundre Council approve funding not to exceed \$100,000.00, which includes the budget overrun for the crushing and rehabilitation of a number of laneways, with funds to be withdrawn from the General Corporate Stabilization Restricted Surplus Account.  
*Opposed: Councillor Anderson*  
**CARRIED**

**Mountain View County Resolution to RMA***Res. 162-28-04-25*

MOVED by Councillor Marr that the Town of Sundre Council support the submission of a resolution for “Rural Participation on the Integration Council for Refocusing Alberta’s Health Care System” to the 2025 Alberta Municipalities Conference by June 30, 2025.

**CARRIED****ADMINISTRATION:****Departmental Reports March 2025***Res. 163-28-04-25*

MOVED by Councillor Isaac that the Town of Sundre Council accept the March 2025 Departmental Reports as information.

**CARRIED****COUNCIL COMMITTEE REPORTS:****Council Committee Reports March 2025***Res. 164-28-04-25*

MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock’s report for March 2025 as information.

**CARRIED****COUNCIL KEY MESSAGE:****Council Key Messages March 2025***Res. 165-28-04-25*

MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of March 2025 as information.

**CARRIED****COUNCIL INVITATIONS/ CORRESPONDENCE:****Council Correspondence***Res. 166-28-04-25*

MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from Parkland Regional Library System as information.

**CARRIED***Res. 167-28-04-25*

MOVED by Councillor Isaac that the Town of Sundre accept the Alberta Declaration for Nursing Week, May 12 – 18, 2025, from the Honourable Adriana Lagrange, as information, with a special thank you to all nurses serving in our community.

**CARRIED****Completion of EOEP Education Program***Res. 168-28-04-25*

MOVED by Councillor Isaac that the Town of Sundre Council congratulate Mayor Warnock on achieving the Municipal Elected Leaders Certificate.

**CARRIED**

**CLOSED MEETING:**

*Mayor Warnock advised that the public that they are welcome to stay in the Council Chambers as Council retreated to the Board Room. There are no Motions of Council expected.*

*Res. 169-28-04-25*                      MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 5:56 p.m.

*Mayor Warnock called a break at 5:57 p.m.*

*Mayor Warnock reconvened the closed meeting at 6:05 p.m.*

The following were in attendance for the closed meeting session:  
Staff: Chief Administrative Officer, Linda Nelson

**Topic of Closed Meeting**

14.1     Advice from Officials, *FOIPP Act, Section 24*

*Res. 170-28-04-25*                      MOVED by Councillor Isaac that Council return to an open meeting at 6:08 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 171-28-04-25*                      MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 6:09 p.m.

**CARRIED**

These Minutes approved this 12<sup>th</sup> day of May 2025

Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>Bylaw 2025-10, MDP Textual Amendment</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Community Development - Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

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### **BACKGROUND/PROPOSAL:**

Bylaw 2025-10 is an administrative amendment to the commercial section of the Municipal Development Plan to include policy language for transitional areas between higher-intensity commercial and lower-density residential to reduce land use conflicts, enhance walkability, and contribute to vibrant, livable communities.

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

See attached Report to Council

### **ALIGNMENT WITH STRATEGIC PLAN:**

This matter aligns with Council Strategic Plan, Pillar 1, Community Development

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2025-10 and set a Public Hearing date.

### **MOTION:**

That the Town of Sundre Council give first reading to Bylaw 2025-10 being a bylaw to amend the Municipal Development Plan; and further

That the Town of Sundre Council set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-10.

Attachments: Bylaw 2025-10  
Report to Council  
Schedule "A"

Date Reviewed: May 8, 2025

ACTING CAO: Chris Albert





**COUNCIL DATE** May 12, 2025  
**SUBJECT** Bylaw 2025-10, MDP Textual Amendment  
**ORIGINATING DEPARTMENT** Community Development - Planning & Development  
**AGENDA ITEM** 6.1a

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**BACKGROUND/PROPOSAL:**

Bylaw 2025-10 is an administrative amendment to the commercial section of the Municipal Development Plan to include policy for transitional areas between commercial and residential.

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

This administrative amendment proposes the inclusion of new policy language in the Commercial section of the Municipal Development Plan (MDP) to address transitional areas situated between higher-intensity commercial or institutional uses and adjacent lower-intensity residential neighborhoods.

The new policy is as follows:

5.3.4 Transitional areas between higher-intensity commercial or institutional uses and lower-intensity residential neighborhoods shall support a compatible mix of land uses such as medium-density housing, small-scale retail, offices, and community services to reduce land use conflicts, enhance walkability, and contribute to vibrant, livable communities.

Inclusion of this policy supports the integration of commercial and residential land uses while reducing conflicts through well-guided development and aims to support a compatible mix of land uses in transitional areas. These may include medium- to high-density residential forms such as townhouses and low-rise apartments, ground-floor retail or service commercial spaces such as cafés, boutiques, or clinics, and small-scale offices or live-work units. This blend of uses is intended to foster a walkable, vibrant urban fabric that bridges the scale and function of commercial hubs and residential neighborhoods.

The amendment will be circulated as per the requirements of the *Municipal Government Act*, R.S.A. 2000, Chapter 26 as amended, for comment from the public and adjacent landowners.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2025-10 and set a Public Hearing date of May 26, 2025.

Date Reviewed: May 8, 2025

ACTING CAO: Chris Albert



**TOWN OF SUNDRE**

**BYLAW 2025-10**

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND BYLAW 2024-04 (Municipal Development Plan)

**WHEREAS**, Section 632 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Municipal Development Plan;

**AND WHEREAS**, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a bylaw;

**NOW THEREFORE**, the Council of the Town of Sundre, in the Province of Alberta hereby enacts the following amendments to Bylaw 2024-04, Municipal Development Plan.

Portions of Bylaw 2024-04, Municipal Development Plan to be amended as follows:

Add:

**5.3 Commercial**

5.3.4 Transitional areas between higher-intensity commercial or institutional uses and lower-intensity residential neighborhoods shall support a compatible mix of land uses such as medium-density housing, small-scale retail, offices, and community services to reduce land use conflicts, enhance walkability, and contribute to vibrant, livable communities.

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

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_ 2025 Motion No. \_\_\_\_\_

**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_ 2025 Motion No. \_\_\_\_\_

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_ 2025 Motion No. \_\_\_\_\_

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025 Motion No. \_\_\_\_\_

\_\_\_\_\_  
Mayor, Richard Warnock

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

**Schedule "A"**  
**Bylaw 2025 -10**  
**Municipal Development Plan**  
**Map 2 - Land Use Concept, Amendment**



**Legend**

Subject Lands



Commercial  to Transitional Mixed Use 





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>Bylaw 2025-09 Land Use Redesignation, R-4 to R-2</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Community Development - Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.2</b>

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### **BACKGROUND/PROPOSAL:**

Planning and Development has received an application to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot: 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2). The redesignation will allow for a multiplex dwelling of 4 units.

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

See attached Report to Council

### **ALIGNMENT WITH STRATEGIC PLAN:**

This matter aligns with Council Strategic Plan, Pillar 1, Community Development

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2025-09 and set a Public Hearing date.

### **MOTION:**

That the Town of Sundre Council give First Reading to Bylaw 2025-09, being a bylaw to amend the Land Use Bylaw Map to redesignate the Estate Residential District (R-4) lot, legally described as Plan: 8410936, Block 3, Lot 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2); and further

That the Town of Sundre Council set Monday, May 26, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-09.

Attachments: Bylaw 2025-09  
Schedule A  
Report to Council

Date Reviewed: May 8, 2025

ACTING CAO: Chris Abbott



**COUNCIL DATE** May 12, 2025  
**SUBJECT** Bylaw 2025-06 Land Use Redesignation of Parcel, R-4 to R-2  
**ORIGINATING DEPARTMENT** Community Development - Planning & Development  
**AGENDA ITEM** 6.2a

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**BACKGROUND/PROPOSAL:**

Planning and Development has received an application to redesignate the Estate Residential District (R-4) lot, legally described as Plan 8410936, Block 3, Lot: 6 (Civic Address of 1107 1 Ave. NE), to General Residential (R-2). The redesignation will allow for a multiplex dwelling of 4 units.

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

Each unit feature 2 to 3 bedrooms and include a single garage, designed to support mid-density residential use in alignment with the Town of Sundre's growth and affordability goals, as stated in the Municipal Development Plan (MDP):

- 5.2.2 The Town of Sundre should encourage the development of innovative and alternative housing forms which broaden the range of housing choices.
- 5.2.4 The Town shall encourage the development of a variety of housing options tailored for seniors and multiple generations, fostering the ability to age in place located near services, and amenities.

The proposed development is designed to integrate with the Town's existing municipal infrastructure. All essential services—including water supply, sanitary sewer systems, and stormwater management—will be connected to current municipal systems. However, it will be necessary to establish additional service connections to support the increased density of the proposed development.

Each unit will feature a private single-car garage, accompanied by a driveway that provides space for additional on-site parking. The overall site will be landscaped, incorporating both aesthetic and environmentally conscious elements and will adhere to Land Use Bylaw regulations.

The application will be circulated as per the requirements of the *Municipal Government Act*, R.S.A. 2000, Chapter 26 as amended, and the Town's Land Use Bylaw for comment from the public and adjacent landowners.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2025-09 and set a Public Hearing date of May 26, 2025.

Date Reviewed: May 8, 2025

ACTING CAO: Chris Allert



6.2b

**TOWN OF SUNDRE**

**BYLAW 2025-09**

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

**WHEREAS**, Section 639 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

**AND WHEREAS**, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

**NOW THEREFORE**, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a parcel legally described as Plan 8410936, Block 3, Lot: 6 (Civic Address of 1107 1 Ave. NE), from Estate Residential District (R-4) to General Residential (R-2) as shown on Schedule 'A'.

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

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025 Motion No. \_\_\_\_\_

**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_, 2025 Motion No. \_\_\_\_\_

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025 Motion No. \_\_\_\_\_

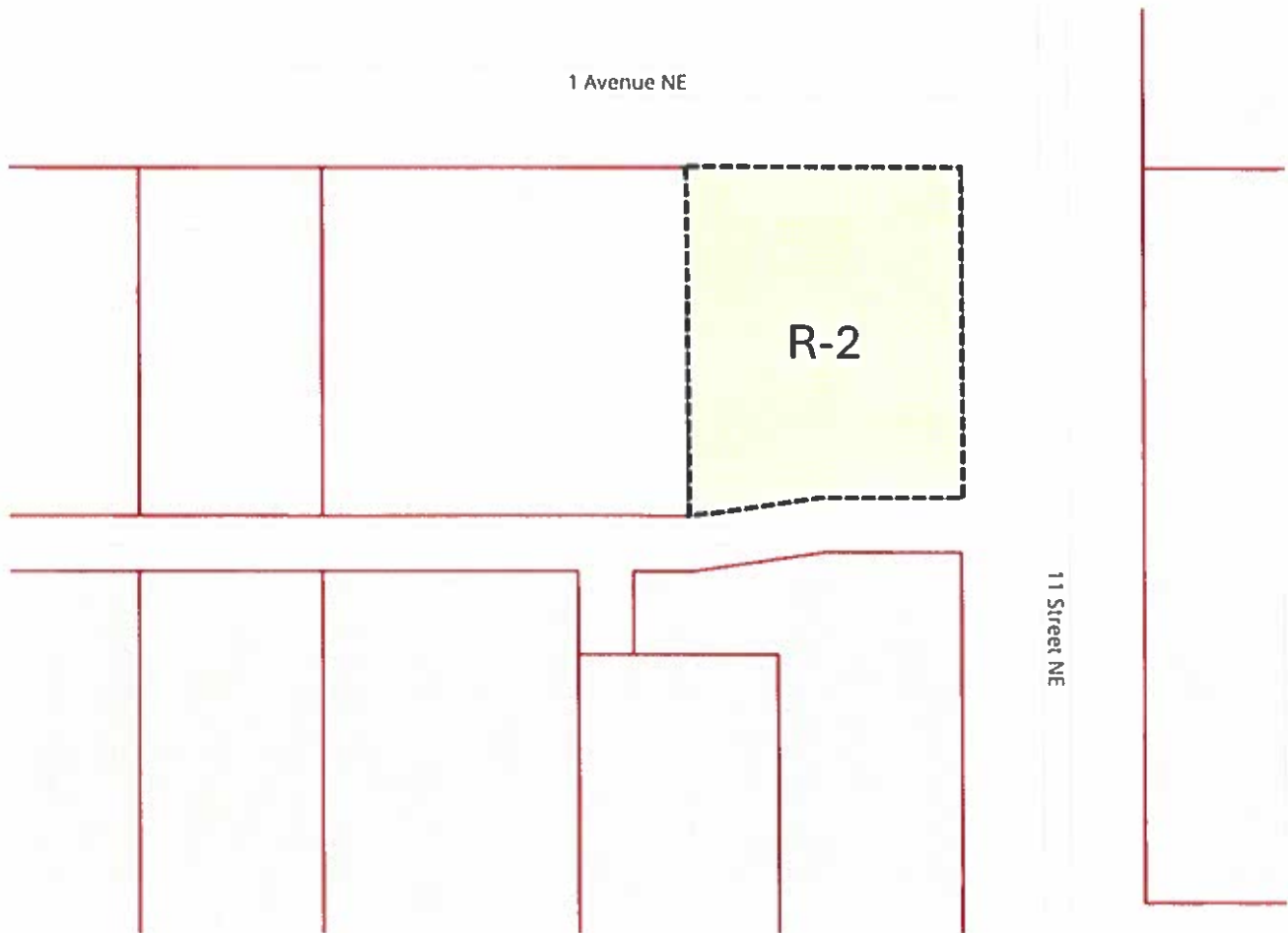
**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025 Motion No. \_\_\_\_\_

\_\_\_\_\_  
Mayor, Richard Warnock

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

**Schedule “A”**  
**Bylaw 2025 -09**  
**Land Use Bylaw Amendment**

6.2c



**Legend**

Subject Lands



General Residential (R-2)





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>RFD Sponsorship, MVSH Golf Tournament</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.1</b>

### **BACKGROUND/PROPOSAL:**

The Mountain View Seniors Housing Foundation employs various fundraising strategies to procure essential equipment and resources for the lodges under its purview. The Foundation's efforts are directed towards enhancing the quality of life for seniors by ensuring they have access to amenities and facilities that promote comfort, well-being, and engagement.

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

The 15<sup>th</sup> Annual Mountain View Seniors Housing Foundation Golf Classic is scheduled for September 11, 2025, location to be announced. Sponsorship packages are available at a variety of levels and costs.

The Council Discretionary Fund is a component of the Community Services Department's budget that has a remaining balance of \$426.25.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council's Strategic Plan Pillar 2 Community Wellness and Pillar 5 Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council sponsor the 2025 Mountain View Seniors Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund at a sponsorship level package as determined by Council.

### **COSTS/FUNDING:**

See attached sponsorship information.

### **MOTION:**

That the Town of Sundre Council sponsor the 2025 Mountain View Seniors Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, as a \_\_\_\_\_ sponsor.

### **ATTACHMENTS:**

Copy of 2025 Save the Date announcement  
Copy of 2024 Sponsorship Opportunities

Date Reviewed: May 8, 2025

ACTING CAO: Chris Albert



# Save the Date!



The 15th Annual Golf Classic will take place on  
**Thursday, September 11, 2025**  
**LOCATION TO BE ANNOUNCED**

**SPONSORSHIP PACKAGES** (per copy of 2024 sponsor sheet)

PLATINUM \$5,000

GOLD \$2,500

SILVER \$1,500

CART SPONSOR \$3,000

HOLE SPONSOR \$500 per HOLE

HOLE-IN-ONE \$2,000

**Comparative 2024 Municipal Sponsorship**

Town of Olds - Silver

Town of Didsbury - Silver

Town of Carstairs - Gold

Mountain View County - Silver



Mountain View  
Seniors' Housing  
Foundation

I am so happy that I  
chose Mountain View  
Seniors' Housing!"

- MVSH Resident



## More Sponsorship<sup>45</sup> Opportunities

*Help us make a difference!*

### Cart Sponsor - \$3,000

#### Includes:

- Four (4) Green fees including power carts
- Eight (8) drink tickets
- Company logo on all cart signs
- Company logo on the Annual Golf Classic webpage at Mvsh.ca
- Recognition on our social media platforms

### Hole-In-One Sponsor - \$2,000

#### Includes:

- Four (4) Green fees including power carts
- Eight (8) drink tickets
- Company logo on Golf Classic webpage at Mvsh.ca
- Recognition on our social media platforms

### Hole Sponsor - \$500

#### Includes:

- One (1) Green fee including a shared power cart
- Two (2) drink tickets
- Opportunity to host an activity or giveaway at your assigned hole
- Recognition on our social media platforms

### Platinum Sponsor - \$5,000

#### Includes:

- Eight (8) Green fees including power carts
- Sixteen (16) drink tickets
- Company logo on the Annual Golf Classic webpage at Mvsh.ca
- Recognition on our social media platforms

### Gold Sponsor - \$2,500

#### Includes:

- Four (4) Green fees including power carts
- Eight (8) drink tickets
- Company logo on Golf Classic webpage at Mvsh.ca
- Recognition on our social media platforms

### Silver Sponsor - \$1,500

#### Includes:

- Two (2) Green fees including power cart
- Four (4) drink tickets
- Company logo on Golf Classic webpage at Mvsh.ca
- Recognition on our social media platforms

**COPY**



## REQUEST FOR DECISION

**COUNCIL DATE** May 12, 2025  
**SUBJECT** RFD Appointments to ARP Ad Hoc Committee  
**ORIGINATING DEPARTMENT** Legislative Services / Community Development  
**AGENDA ITEM** 8.2

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### **BACKGROUND/PROPOSAL:**

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

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

Council approved Bylaw 2025-01 "Council Committees Bylaw" and Schedule "G" of the Bylaw at the February 24, 2025 Regular Meeting, "Ad-Hoc Downtown Area Re-development Plan (ARP) Committee. As per Schedule "G", the appointment of the ad-hoc committee is based on recommendations of administration through an expression of interest process and scoring matrix. The ad-hoc committee will disband upon adoption of the Area Re-development Plan Bylaw by Council.

Although the Terms of Reference states that five (5) representatives from the community are to be appointed to the ad-hoc committee, there was great interest shown in the number of applications that were received, therefore administration is recommending that seven (7) individuals be appointed. The CAO, Director of Community Development, the Economic Development Officer and a Recording Secretary will make up the balance of the committee.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that the following be appointed to the Ad-Hoc Downtown ARP Committee: Ms. Laura K. Kutz of Kutz Law Office; Aaron Melin – Citizen and Project Manager for McElhanney Ltd.; Mr. Tom Boucher – Citizen; Mr. Brad Lindeburgh – Citizen and local Real Estate Agent; Ms. Corynn Wylie – Citizen and Educator; Mr. Steve Boucher – local business operator and land developer; and Mr. Cam Bowman – General Manager Freson's Bros.

### **MOTIONS:**

That the Town of Sundre Council appoint Ms. Laura K. Kutz of Kutz Law Office, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Mr. Aaron Melin – Citizen and Project Manager for McElhanney Ltd., to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Mr. Tom Boucher – Citizen, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Mr. Brad Lindeburgh – Citizen and local Real Estate Agent, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Ms. Corynn Wylie – Citizen and Educator, to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Mr. Steve Boucher – local business operator and land developer to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

That the Town of Sundre Council appoint Mr. Cam Bowman – General Manager Freson's Bros. to the Ad-Hoc Downtown ARP Committee for the term of the Committee.

### **ATTACHMENTS:**

Schedule "G": Terms of Reference, Ad-Hoc Downtown ARP Committee

Date Reviewed: May 8, 2025

ACTING CAO Chris Allert

## Schedule "G"

## TERMS OF REFERENCE

## AD-HOC DOWNTOWN ARP COMMITTEE

**VII. STATEMENT OF PURPOSE**

The Downtown ARP Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, assist in the drafting and implementation of a Downtown Area Redevelopment Plan.

**VIII. COMPOSITION OF COMMITTEE**

The Downtown ARP Committee shall be made up of a core group of eight (8) individuals:

- 5 representatives from stakeholders such as individual service providers who have expertise and experience in the provision of downtown businesses, economic development, tourism; or Town electors who have an interest in the sustainability and growth of the Town of Sundre, with a majority being business owners with a valid business license issued by the Town of Sundre
- Chief Administrative Officer, and/or designate; (non-voting)
- Director of Community Development; (non-voting)
- Economic Development Officer (non-voting)
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

**IX. DUTIES AND POWERS**

The Committee has no delegation decision making power from Council.

The establishment of an ARP Committee provides an important forum for identifying opportunities and provide input for the draft ARP.

The establishment of the ARP Committee provides a forum for open discussion and brainstorming of ideas that may be included in the writing and implementation of the Area Re-development Plan.

The committee will disband upon adoption of the Area Re-development Plan Bylaw by Council.

**X. ROLES AND RESPONSIBILITIES**

Staff Shall:

- Prepare an Expression of Interest Document for Advertising for membership on the committee.
- Prepare a Matrix for scoring, which shall use key words to identify relevant experience, suitability and/or ability to contribute positively to the committee, for all submitted Expressions of Interest.
- Prepare an agenda and topics for discussion at each committee meeting.

The Committee shall:

- Appoint a Chair;
- Provide feedback on Downtown Corridor Enhancement communication strategies.
- Participate in open discussion and idea sharing to:

- Discuss public input for consideration in drafting of the Area Re-development Plan Bylaw;
- Support administration at Public Information Sessions.

The CAO shall:

- Provide staff recommendations for appointments to the committee, based on the scoring matrix, for Council's consideration.
- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Ad Hoc Downtown ARP Committee;
- Appoint members to the Ad Hoc Downtown ARP Committee, based on recommendations of staff through an expression of interest process and scoring matrix.

**XI. FREQUENCY OF MEETINGS**

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>RFD Facility Rehabilitation</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Community Services</b>
<b>AGENDA ITEM</b>	<b>8.3</b>

### **BACKGROUND/PROPOSAL:**

As part of the 2025 Ten-Year Capital Plan, Council approved the arena compressor overhaul and valve replacement project. The Town commissioned a professional building envelope study for the arena in 2020, to identify improvements needed to keep the facility functional for the next 10 to 15 years. Although in recent years, several upgrades have already been completed, some recommended work remains unfinished.

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

Administration has been in contact with Mountain View County (see attached project sheet) to access capital funding under their Policy #8006. Access to this funding would require a contribution from the Town equal to 44% of the project costs. The projects prioritized for 2025 and outlined in the project sheet, encompass four (4) in-scope areas and would include the compressor overhaul, plant room heaters, bleacher heating, concession grill, concession hood fan, shower floor replacement and all floor matting replacement. The total estimated cost for the identified projects is \$240,000, with an anticipated Town contribution of \$115,000. Completing the requested projects would be contingent upon receiving the full anticipated Mountain View County contribution of at least \$125,000.

### **ALIGNMENT WITH STRATEGIC PLAN**

This matter aligns with Council Strategic Plan, Pillar 4, Supportive Infrastructure

### **ADMINISTRATION RECOMMENDATIONS:**

Contingent on appropriate funding from Mountain View County, Administration recommends Council approve proceeding with the seven scoped projects, as outlined in the project sheet sent to Mountain View County, with a Town contribution not to exceed \$115,000 to be drawn from the Municipal Infrastructure Lifecycling RSA.

### **COSTS/FUNDING:**

\$115,000 to be drawn from the Municipal Infrastructure Lifecycling Restricted Surplus Account

### **MOTION:**

That the Town of Sundre Council approve, contingent on appropriate funding from Mountain View County, proceeding with the scoped projects, with a Town contribution not to exceed \$115,000 to be drawn from the Municipal Infrastructure Lifecycling Restricted Surplus Account.

Date Reviewed: May 8, 2025

ACTING CAO: Chris Albert

## SUNDRE ARENA CAPITAL UPGRADE PROJECT PROJECT SHEET

### INTRODUCTION

The Sundre Arena Capital Upgrade Project is a key initiative that reflects the Town of Sundre's ongoing commitment to improving regional recreation infrastructure. As a vital community hub, the Town Arena serves as a gathering place for residents and visitors alike, playing a central role in hosting sports, recreational activities, and local events. Its continued enhancement ensures it remains a welcoming and functional space that brings people together from across the region.

### BACKGROUND

In 2020, the Town of Sundre commissioned a professional building envelope study for the Sundre Arena to identify improvements needed to keep the facility functional for the next 10 to 15 years. Although several upgrades have already been completed in recent years, some recommended work remains unfinished. The Town is looking to accelerate these remaining projects over the next two years, to help ensure the arena's long-term viability and the safety of its users.

### PROJECT OVERVIEW

To complete the critical improvements to the arena over a two-year period, the Town has identified and prioritized projects with an estimated total cost of \$240,000 in 2025. Mountain View County's Policy #8006 is an integral component by potentially contributing \$134,400 towards the costs of the Town of Sundre's Arena Capital Upgrade Project. This funding calculation is based on a cost-sharing model reflecting population distribution of 44% from the Town and 56% from the County, as per Policy #8006.

### PROJECT DELIVERABLES

The following outlines the 2025 deliverables based on staff evaluations and the 2020 Building Envelope Study. Construction for all components would be scheduled to begin in Q2 and be completed by Q3 of 2025. Further deliverables and associated costs for 2026 projects would be communicated at a later time.

TASK	DESCRIPTION	COST ESTIMATE
<b>Scope 1: Arena Compressor</b>		
Arena Compressor Overhaul	Compressor overhauled to prevent potential breakdowns.	\$25 000.00
		<b>Total Estimate: \$ 25,000.00</b>
<b>Scope 2: Arena Heating</b>		
Plant Room Heaters	Addition of heaters in plant room to prevent pipes from freezing / and furnace for mechanical room	\$20 000.00
Heaters for bleachers	Addition of relief air in mechanical room to allow for uniform heating in bleachers.	\$45 000.00
		<b>Total Estimate: \$ 65,000.00</b>



TASK	DESCRIPTION	COST ESTIMATE
<b>Scope 3: Concession Stand</b>		
Upgrade Concession Grill	Safety concerns were raised and recommended stainless steel wall panels for grill.	\$20 000.00
Make up Air Unit	Safety concerns were highlighted and recommended replacing outdated make up air unit for the kitchen hood.	\$60 000.00
		<b>Total Estimate: \$ 80,000.00</b>
<b>Scope 4: Flooring</b>		
Replace shower floors	Replace shower floors to provide proper drainage and prevent cross contamination of water between shower units.	\$30,000.00
Replace all matting	Floor mats are worn out to the concrete. Replace all matting in the building including the changerooms, hallways, player benches, etc..	\$40,000.00
		<b>Total Estimate: \$ 70 000.00</b>

#### **BUDGET: \$240 000**

Funding sources for the identified project scopes would include the Town's 2025 Capital Budget, municipal restricted surpluses and anticipated contributions from Mountain View County with funding Based on Sundre 44% and Mountain View County 56%.

The Mountain View County funding cap of \$125,000.00 will leave a funding shortfall of \$9,400.00 which will be covered by Town of Sundre if total project costs come in at the total budget amount. Each Scope will be project accountable and the split will be based on the 56/44 percentage.

<b>Project Funding Breakdown Based on 56 County/44 Sundre Split</b>		
<b>Sundre Arena Estimate</b>	<b>Town of Sundre Contribution</b>	<b>MVC Contribution</b>
Scope 1, Arena Compressor - \$25,000	\$11,000	\$14,000
Scope 2, Arena Heating - \$65,000	\$28,600	\$36,400
Scope 3, Concession Stand - \$80,000	\$35,200	\$44,800
Scope 4, Flooring - \$70,000	\$ 30,800	\$39,200
<b>Total:</b>	<b>\$240,000</b>	<b>\$134,400</b>

#### **REQUEST FOR COLLABORATION**

We thank Mountain View County for your partnership in this extended Arena life cycle project with funding, to ensure shared programming opportunities, and visible community collaboration between both municipalities.





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	May 12, 2025
<b>SUBJECT</b>	RFD Electronic Recording of Key Messages & messages from the Office of Council
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.4

### **BACKGROUND/PROPOSAL:**

Each month a paper copy of Council's key messages and a message from the Office of Council is included in the mailing of the Town of Sundre Utility bills and subsequently posted on the Town's website.

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

The Key Monthly Messages are incorporated into the Town of Sundre Regular Council Meeting agenda at the end of each month.

To ensure we reach as many residents as possible, in addition to the paper utility bill insert and post to the website, Council recommended at the Spring Strategic Advisory Committee meeting, that the Mayor electronically record the key messages and the message from the Office of Council and have the recording posted on the Town's website and social media pages.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council's Strategic Plan Pillar 1 Community Development and Pillar 5 Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve an electronic recording of the key messages and the message from the Office of Council by the Mayor and have the recording posted on the Town's website and social media pages.

### **COSTS/FUNDING:**

n/a

### **MOTION:**

That the Town of Sundre Council approve an electronic recording of the key messages and the message from the Office of Council by the Mayor and have the recording posted on the Town's website and social media pages.

Date Reviewed: May 8, 2025

ACTING CAO: Chris Albert



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>RFD Invitation to Canada Day Flag Raising</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.1</b>

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

### **ADMINISTRATION RECOMMENDATIONS:**

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

### **MOTION:**

That the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate in the annual Canada Day Flag Raising on July 1<sup>st</sup> from 10:30 a.m. to 11:30 a.m. at the Sundre & District Museum.

**ATTACHMENTS:** Invitation from the Sundre & District Historical Society / Museum

Date Reviewed: May 8, 2025

ACTING CAO Chris Ollert



Phone: 403-638-3233  
Email: [executivedirector@sundremuseum.com](mailto:executivedirector@sundremuseum.com)  
Web: [www.sundremuseum.com](http://www.sundremuseum.com)

May 2, 2025

Richard Warnock  
Mayor Town of Sundre

[richard.w@sundre.com](mailto:richard.w@sundre.com)

Dear Mr. Warnock,

I am writing this letter to request your attendance at our Sundre Canada Day Celebration on July 1, 2025.

We have a flag raising scheduled for 11:00 am. Traditionally, our dignitaries, together with the Legion representatives, and RCMP gather in the museum gallery at approximately 10:30-10:45. This group then "marches" to the schoolhouse for the formal flag raising and speeches. We would like to have you participate in this portion of the festivities.

As you are well aware, the Town of Sundre serves lunch at 11:30. Tim Hus takes the stage in our village from noon – 2:00. We want to say thank you to council for partnering with the Sundre & District Historical Society in this celebration and we look forward to hosting our community with you!

Most Sincerely,

Carrie Couch  
Executive Director



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>RFD Invitation to Mayor to Attend 2025 Annual Car Show</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.2</b>

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

### **ADMINISTRATION RECOMMENDATIONS:**

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

### **MOTION:**

That the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the "Mayor's Choice Award" for best in show, at the 6<sup>th</sup> Annual Sundre Canada Day Car Show on June 29, 2025 at 3:00 p.m.

**ATTACHMENTS:** West County Cruisers Invitation to Mayor Warnock

Date Reviewed: May 8, 2025

ACTING CAO *Chris Allred*



10.2a

PO Box 1082  
Sundre, AB T0M1X0  
[Westcountrycruisers.sundre@gmail.com](mailto:Westcountrycruisers.sundre@gmail.com)  
Erin: 403.559.4526  
Tomas: 403.559.6388

April 28, 2025

Dear Sir/Madam:

On behalf of the West Country Cruisers, we are writing to invite His Worship Richard Warnock, Mayor of Sundre to the 6<sup>th</sup> Annual Sundre Canada Day Car Show. We are hosting a Car Show and Artisan Market to raise funds in Sundre to support the Sundre Nutrition for Learning, The Den, and the Sundre Community Van.

We would like Mayor Richard Warnock to walk around, admire the Participants Vehicles winning Participant. Our Car Show Awards will take place on June 29, 2025 at 3:00 PM at Sundre Rodeo Grounds. If Mayor Richard Warnock is not available, we would like to invite one or more of the Town of Sundre Councillors to take part in the activities of the Car Show.

Please email us with any questions or comments you may have about this event at [westcountrycruisers.sundre@gmail.com](mailto:westcountrycruisers.sundre@gmail.com). We will email your office next week to follow up.

Thank you again for your support. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erin Erickson".

Erin Erickson

A handwritten signature in cursive script, appearing to read "Tomas Knecht".

Tomas Knecht



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>May 12, 2025</b>
<b>SUBJECT</b>	<b>RFD Invitation to Special Ceremony – Sundre Seniors’ Supportive Living Facility</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.3</b>

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### **BACKGROUND:**

Mountain View Seniors’ Housing is celebrating 65 years of delivering quality service to Albertans in our communities.

### **DISCUSSION:**

To celebrate this significant anniversary during Seniors Week 2025, a special ceremony, BBQ lunch and entertainment are planned to take place at the Sundre Seniors’ Supportive Living Facility on June 4, 2025 at 12:00 p.m.

Mayor and Council are invited to join the celebration, with a request that the Mayor or designated Councillor deliver a brief speech as part of the program and to provide a written message to be included in a “time-capsule” to be opened at the 75<sup>th</sup> anniversary in in 2035.

The organizers have kindly requested that we RSVP by May 29, 2025.

### **ADMINISTRATION RECOMMENDATIONS:**

That Mayor and Council accept the invitation to participate in the Sundre Seniors’ Supportive Living Facility’s celebration on June 4, 2025, providing a brief speech and written message to be included in a “time-capsule” to be opened in 2035.

### **MOTION:**

That the Town of Sundre Council accept the invitation to participate in the Sundre Seniors’ Supportive Living Facility’s celebration on June 4, 2025, providing a brief speech and written message to be included in a “time-capsule” to be opened in 2035.

**ATTACHMENTS:** Invitation from Mountain View Seniors’ Housing

Date Reviewed: May 8, 2025

ACTING CAO Chris Abbott



10.3a

***This year, Mountain View Seniors' Housing proudly celebrates 65 years of delivering quality service to Albertans in our communities.***

To mark this milestone, we are hosting a variety of initiatives and activities throughout the year. As part of the celebrations, we are pleased to formally invite Town of Sundre Mayor and Council to attend a special ceremony at the Sundre Seniors' Supportive Living Facility during Seniors' Week 2025. In addition to your attendance, we would be honoured if the Mayor or a member of Council would consider delivering a brief speech as part of the program.

### **SUNDRE SENIORS' SUPPORTIVE LIVING FACILITY**

**Wednesday, June 4, 2025**

*Located at 749 - 6 Street SW, Sundre, Alberta T0M 1X0*

**You're also invited to join us for a BBQ Lunch starting at 12:00 pm**

**65th Anniversary Program begins at 2:00 pm**

*"Walking on Sunshine" entertainment & cake with the residents to follow at 2:30 pm.*

*As part of our 65th Anniversary celebrations, each lodge will prepare a time capsule to be opened on our 75th Anniversary in 2035. It would be our privilege to have you participate and include a written message in the capsule as part of this historic keepsake.*

**We kindly ask that you RSVP [engage@mvsh.ca](mailto:engage@mvsh.ca) by May 29, 2025.**