



Regular Council Meeting

**Via Teleconferencing**

September 14, 2020

6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 September 14, 2020 Regular Council Meeting
4. **Adoption of Previous Minutes**
  - 4.1 July 9, 2020 Special Council Meeting Pg. 1
  - 4.2 July 28, 2020 Special Council Meeting Pg. 3
  - 4.3 August 13, 2020 Special Council Meeting Pg. 5
  - 4.4 August 24, 2020 Regular Council Meeting Pg. 7
5. **Delegation**
  - 5.1 Mr. Peter Seier, TC Energy Presentation (NGTL 2022 proposed project) Pg. 10
  - 5.2 Price Waterhouse Cooper, LLP Pg. 24
6. **Closed Meeting**
  - 6.1 Management Letter Discussion – *FOIPP Act Section 23(1)(b)*
7. **Return to Opening Meeting**
  - 7.1 Approval of 2019 Audited Financial Statements, Auditor’s Report; and Financial Information Return Pg. 25
8. **Bylaws/Policies:** None
9. **Old Business:** None
10. **New Business**
  - 10.1 RFP Compensation and Benefit Review Pg. 100
  - 10.2 RFD Proclamation - Fire Prevention Week October 4-10, 2020 Pg. 103
  - 10.3 RFD Proclamation – International Day of Older Persons, Oct. 1, 2020 Pg. 105
  - 10.4 RFD Rescind Appointment of Former Fire Chief Pg. 108
11. **Administration:** None
12. **Municipal Area Partnership (MAP):** None
13. **Council Committee Reports:** Pg. 109
  - 13.1 Council Funke
14. **Council Invitations / Correspondence** Pg. 114
  - 14.1 Recognition of 100<sup>th</sup> Birthday Certificate



Regular Council Meeting

**Via Teleconferencing**

September 14, 2020

6:00 p.m.

**15. Closed Meeting**

15.1 Advice from Officials - *FOIPP Act Section 24*

**16. Return to Open Meeting**

**17. 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.*



Special Council Meeting  
Minutes  
July 9, 2020  
Via Tele-Conferencing

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Thursday, July 9, 2020 commencing at 5:45 p.m.

**IN ATTENDANCE BY PHONE** Mayor Terry Leslie (by phone)  
Councillor Paul Isaac  
Councillor Richard Warnock  
Councillor Rob Wolfe  
Councillor Charlene Preston  
Councillor Cheri Funke

Councillor Todd Dalke joined the meeting at 5:49 p.m.

**STAFF IN ATTENDANCE** Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Recording Secretary, Betty Ann Fountain

**PUBLIC** There was 1 member of the public in attendance via conference call.

**CALL TO ORDER** The meeting was called to order at 5:45 p.m., with a moment of reflection on the business of the evening.

**AGENDA – AMENDMENTS AND ADOPTION**

*Res.151-09-07-20* MOVED by Councillor Warnock that the Agenda be approved as presented.

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES** - None

**NEW BUSINESS**

**Lift Station Emergency Generator**

*Res. 152-09-07-20* MOVED by Councillor Wolfe that the Town of Sundre Council approve costs not to exceed \$95, 100.00 plus GST for the purchase and installation of the Lift Station Emergency Generator, and that the funds be drawn from the Utilities Life Cycling Restricted Surplus account.

**CARRIED**

**CLOSED MEETING**

**Topic of Closed Meeting**

*Privileged Information, Section 27 of the FOIP Act*

The Chief Administrative Officer left the meeting at 6:05 p.m.

The Director of Corporate Services left the meeting at 6:05 p.m.

*Res. 153-09-07-20*      MOVED by Councillor Wolfe that Council go into closed meeting at 6:06 p.m.

J. Butler of Brownlee Law joined the closed meeting at 6:06 p.m.

**CARRIED**

**RETURN TO OPEN MEETING**

*Res. 154-09-07-20*      MOVED by Councillor Wolfe that Council return to open meeting at 7:18 p.m.

**CARRIED**

**ADJOURNMENT**

*Res.155-09-07-20*      MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:18 p.m.

**CARRIED**

These Minutes approved this 28<sup>th</sup> day of July 2020

Mayor, Terry Leslie

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Chief Administrative Officer, Linda  
Nelson





Special Council Meeting  
Minutes  
July 28, 2020  
Via Tele-Conferencing

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Tuesday, July 28, 2020 commencing at 5:30 p.m.

**IN ATTENDANCE BY PHONE**

Mayor Terry Leslie  
Councillor Paul Isaac  
Councillor Richard Warnock  
Councillor Rob Wolfe  
Councillor Charlene Preston  
Councillor Cheri Funke  
Councillor Todd Dalke

**STAFF IN ATTENDANCE**

Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Director Emergency Management, Kevin Heerema  
Recording Secretary, Betty Ann Fountain  
Communications, Chelsea Mather

**PUBLIC**

There was 1 member of the public in attendance via conference call.

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m., with a moment of reflection on the business of the evening.

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 156-28-07-20* MOVED by Councillor Dalke that the Minutes of the Special Meeting of Council held on July 9, 2020 be approved as presented.

**CARRIED**

**NEW BUSINESS**

**Asset Management Cohort**

*Res. 157-28-07-20* MOVED by Councillor Warnock that the Town of Sundre Council support Administration's application for the asset management cohort opportunity from the RMA, AUMA, and IAMA, and that the Town of Sundre commits staff and other personnel in the asset management cohort program to advance our asset management.

**CARRIED**

**Alberta Water Council Ad Hoc Group Project**

*Res. 158-28-07-20* MOVED by Councillor Wolfe that the Town of Sundre Council support Councillor Funke's participation as a member of the Alberta Water Council's "ad hoc" group project.

**CARRIED**

**Overview of Spring Workshop Items**

*Res. 159-28-07-20* MOVED by Councillor Preston that the Town of Sundre Council accept the verbal Overview of Spring Workshop Items as information.

**CARRIED**

**Central Alberta Mayors Group**

*Res. 160-28-07-20* MOVED by Councillor Funke that the Town of Sundre Council directs Administration to send a letter to Sundre citizens on behalf of Mayor and Council in regard to the use of masks in response to the escalation of Covid-19 cases in the Central Zone.

**CARRIED**

**Correspondence**

*Res. 161-28-07-20* MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from the Mayor of Cold Lake as information.

**CARRIED**

The Mayor called a 15 minute recess at 5:55 p.m.

**CLOSED MEETING**

**Topic of Closed Meeting**

*Res. 162-28-07-20* MOVED by Councillor Wolfe that Council go into closed meeting at 6:10 p.m.

**CARRIED**

The Chief Administrative Officer left the meeting at 9:15 p.m.

**RETURN TO OPEN MEETING**

*Res. 163-28-07-20* MOVED by Councillor Wolfe that Council return to open meeting at 10:05 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 164-28-07-20* MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 10:05 p.m.

**CARRIED**

These Minutes approved this 14<sup>th</sup> day of September 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



Special Council Meeting  
Minutes  
August 13, 2020  
Via Tele-Conferencing

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Thursday, August 13, 2020 commencing at 5:30 p.m.

**IN ATTENDANCE BY PHONE**

Mayor Terry Leslie  
Councillor Paul Isaac  
Councillor Richard Warnock  
Councillor Rob Wolfe  
Councillor Charlene Preston  
Councillor Cheri Funke  
Councillor Todd Dalke

**STAFF IN ATTENDANCE**

Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Manager of Operations, Jim Hall  
Administrative Support /Communications, Chelsea Mather

**PUBLIC**

There was 1 member of the public in attendance via conference call.

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m., with a moment of reflection on the business of the evening.

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 165-28-07-20*

MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on July 28, 2020 be approved as presented.

**CARRIED**

**NEW BUSINESS**

**Municipal Stimulus Program**

*Res. 166-13-08-20*

MOVED by Councillor Funke that the Town of Sundre Council direct administration to proceed with an application to pave Centre Street from the bridge, south to Greenwood Campground and for phase one of the Camping/Recreation project.

**CARRIED**

**Community Grant Program- Third Intake**

*Res. 167-13-08-20*

MOVED by Councillor Dalke that the Town of Sundre Council approve the grant requests from the third intake of applications as recommended by the Grant Committee.

**CARRIED**

\_\_\_\_\_  
Initials

Organization	Type of Grant	Amount Requested	Amount Granted
Sundre & District Curling Club	General Operations and Repairs (roof replacement)	\$10,000	<b>\$4012</b>
MVHS Rodeo Club	One-time Community Event	\$1500	<b>\$1500</b>
Grad Class 2020 Prom Committee	One-time Community Event	\$1500	<b>\$1500</b>
Sundre Palliative Care Association	In-Kind ( <i>\$ value unknown</i> )	40 hours/2020 90 hours/2021	<b>\$0.00</b>
Ski N' Bike Club	One-time Operations (building of storage structure)	\$6,000	<b>\$6000</b>
West Country Centre 50+	One-time Building Renovations	\$3948	<b>\$3948</b>
West Country Centre 50+	One-time Building Renovations	\$1970	<b>\$3948</b>

The Mayor called a 15-minute recess at 6:20 p.m.

#### **CLOSED MEETING**

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

Advise from Officials, Section 24 of the FOIP Act

*Res. 168-13-08-20* MOVED by Councillor Wolfe that Council go into closed meeting at 6:35 p.m.

**CARRIED**

#### **RETURN TO OPEN MEETING**

*Res. 169-13-08-20* MOVED by Councillor Warnock that Council return to open meeting at 8:34 p.m.

**CARRIED**

#### **ADJOURNMENT**

*Res. 170-13-08-20* MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:35 p.m.

**CARRIED**

These Minutes approved this 24<sup>th</sup> day of August 2020

Mayor, Terry Leslie

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Chief Administrative Officer, Linda Nelson



Regular Council Meeting  
Minutes  
**Via Teleconferencing**  
August 24, 2020

The regular meeting of Council of the Municipality of Sundre was held Via Teleconferencing in the Municipal Office on Monday, August 24, 2020 commencing at 6:00 p.m.

**IN ATTENDANCE**

Mayor Terry Leslie  
Councillor Todd Dalke  
Councillor Cheri Funke  
Councillor Paul Isaac  
Councillor Charlene Preston  
Councillor Richard Warnock  
Councillor Rob Wolfe

**STAFF**

Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Administrative Support, Betty Ann Fountain  
Communications, Chelsea Mather

**ABSENT**

None

**PUBLIC**

There were 3 members of the public in attendance via conference call.

**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.175-24-08-20* MOVED by Councillor Preston that the Agenda be approved as amended with the following changes:

Addition Item 4.2: August 21, 2020 Special Council Meeting Minutes  
Addition Item 7.1: Business arising from August 21, 2020 Motion of Council

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 176-24-08-20* MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 22, 2020 be approved as presented.

**CARRIED**

*Res. 177-24-08-20* MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on August 21, 2020 be approved as presented.

**CARRIED**

**DELEGATION**

None

**BYLAWS & POLICIES**      None

**OLD BUSINESS**      None

**NEW BUSINESS**      **Business Arising from August 21, 2020 Motion of Council**

*Res. 178-24-08-20*      MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal report from the Chief Administrative Officer as information.

**CARRIED**

**ADMINISTRATION**      **Sundre RCMP Detachment 2<sup>nd</sup> Quarter 2020**

*Res. 179-24-08-20*      MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre RCMP Detachment 2<sup>nd</sup> Quarter 2020 Statistics Report as information.

**CARRIED**

**MUNICIPAL AREA PARTNERSHIP**      None

**COUNCIL REPORTS**      None

**COUNCIL INVITATIONS/CORRESPONDENCE**

*Res. 180-24-08-20*      **Correspondence – Minister of Alberta Justice and Solicitor General**

MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from the Honourable Doug Schweitzer, Q.C., Minister of Justice and Solicitor General as information.

**CARRIED**

*Res. 181-24-08-20*      **Correspondence – Westlock County**

MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Westlock County as information.

**CARRIED**

**CLOSED MEETINGS – NOTICE TO PUBLIC**

Mayor Leslie excused all public members at 6:09 p.m. advising that they could contact the Chief Administrative Officer for information regarding any motions to be brought forward when the closed meeting session concludes.

**Mayor Leslie called for a 5 minute recess at 6:10 p.m.**

The following including Council were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Alberta, Director Corporate Services

Public: None

**CLOSED MEETING**

**Topic of Closed Meeting**

Advice from Officials Section 24 of the *FOIP Act*

*Res. 182-24-0085-20*      MOVED by Councillor Dalke that Council go into closed meeting at 6:15 p.m.

**CARRIED**

**RETURN TO OPEN MEETING**

*Res. 183-24-08-20*      MOVED by Councillor Preston that Council return to open meeting at 6:25 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 184-24-08-20*      MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 6:26p.m.

**CARRIED**

These Minutes approved this 14<sup>th</sup> day of September 2020

Mayor, Terry Leslie

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>TC Energy Proposed NGTL 2022 project</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

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### **BACKGROUND/PROPOSAL:**

Mayumi Murabayashi of TC Energy Public Affairs – Canada West will present a verbal update to the TC Energy proposed NGTL 2022 project.

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

See attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

*Goal 1.1 Improve communication and transparency with our stakeholders.*

### **ADMINISTRATION RECOMMENDATIONS:**

The Council accept the TC Energy presentation as information.

### **MOTION:**

That the Town of Sundre Council accept the presentation from TC Energy as information.

Attachment:

Date Reviewed: September 01, 2020

CAO: Amida Nelson





# Proposed NGTL West Path Delivery 2022

September, 2020



5.1a



# Safety Moment – Wildlife

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## Travel Times

- If you are travelling at night be sure you are well rested and pull over if needed
- Let people know when you are doing longer trips

## Headlights

- Proper working

## Emergency Kit

- Purchase proper kit

## Aware of signs

- Look for wildlife warning signs

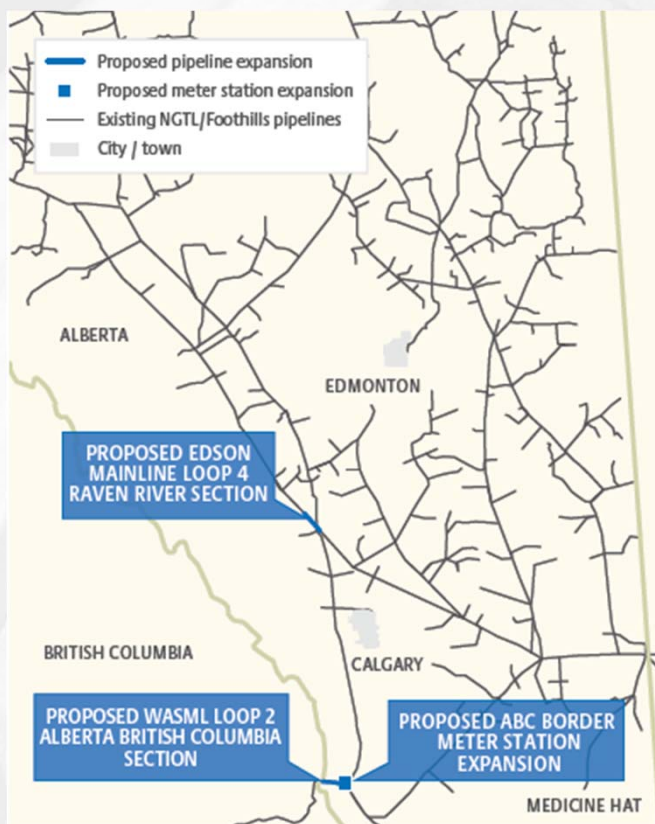


# NGTL West Path Delivery 2022

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NGTL, a wholly owned subsidiary of TransCanada PipeLines Limited, an affiliate of TC Energy Corporation TC Energy are proposing the NGTL West Path Delivery 2022 Project.

# NGTL West Path Delivery 2022



The proposed NGTL West Path Delivery 2022 is necessary to supply growing demand in southwest A.B., southern B.C. and downstream North American markets, with natural gas produced in Western Canada.

## CER Application:

- Project Application was filed on June 1, 2020

## Components:

This proposed project is made up of three sections

- 1. The proposed Edson Mainline Loop 4 Raven River Section
- 2. The proposed Western Alberta System Mainline Loop 2 (WASML) Alberta British Columbia Section
- 3. The proposed Alberta British Columbia (ABC) Border Meter Station Expansion

# Raven River Section



Q3 2019	Engagement Start
Q1 2020	Project Notification
Q2 2020	Application
Q4 2021	Mainline Construction Start
Q4 2022 (commercial)	In Service Date

## Raven River Section

The proposed Raven River Section will consist of approximately 18 km of 48-inch diameter pipeline, located approximately 16 km northwest of the Town of Sundre, A.B.

### On-going work:

- Drone flyovers
- Geo-technical work
- Environmental studies

# Alberta British Columbia Section



Q3 2019	Engagement Start
Q1 2020	Project Notification
Q2 2020	Application
Q1 2022	Clearing Start
Q3 2022	Mainline Construction Start
Q4 2022 (commercial)	In Service Date

## Alberta British Columbia Section

The proposed WASML2 Alberta British Columbia Section will consist of approximately 5.8 km of 48-inch diameter pipeline, located approximately 6 km west of Coleman, A.B.

### On-going work:

- Drone flyovers
- Geo-technical work
- Environmental studies



# ABC Border Meter Station Expansion



## ABC Border Meter Station Expansion

The proposed ABC Border Meter Station Expansion is located approximately 6 km west of Coleman, A.B.

Q3 2019	Engagement Start
Q1 2020	Project Notification
Q2 2020	Application
Q3 2022	Construction Start
Q4 2022 (commercial)	In Service Date

# Socio-Economic Assessments

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NGTL conducted a socio-economic assessment (SEA) to consider potential effects of the Projects on nearby communities.

In particular, we looked at topics including:

- Interactions of construction workforce in nearby communities
- Changes in demand for community infrastructure and services (accommodations, emergency services, health care)
- Increased traffic volumes as a result of transporting workers and equipment
- Effects of construction activities such as noise, lights or access restrictions on any nearby residents or land users
- Increased economic benefits (contract procurement and employment opportunities)

The Projects will not create significant adverse socio-economic effects given the negligible to low scale of construction and operations activities.



# Construction

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- Project employees and contractors adhere to TC Energy's policies and procedures on safety, responsibility, integrity, diversity, inclusion and fair employment to foster the well-being of workers and nearby communities.
- TC Energy pipelines are built to meet or exceed industry and government standards for safety and reliable operation.
- Strive to limit noise, dust and smells throughout construction and operation of the Project.
- Make every effort to minimize the impact of traffic during the life of the Project.
- Where effects are predicted, NGTL implements mitigation and enhancement measures. We monitor mitigation and enhancement measures throughout construction, and report to the regulator to confirm that they were followed.

# Community Benefits/Supplier Registration

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## Community investment opportunities

- TC Energy Build Strong
  - <https://www.tcenergy.com/community-giving/apply-for-funding/>

## Supplier Registration

- <https://www.tcenergy.com/operations/vendors/>

# Public Awareness

TC Energy's Public Awareness Program shares safety information with the following groups:

- Emergency responders
- Excavators and contractors
- Affected public
  - Landowners, tenants, business owners, and schools
- Public officials
- Municipal staff and elected officials, Indigenous leaders and provincial representatives





## Safety and Emergency Response

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- Top quality steel and welding techniques, confirmed by x-ray or ultrasound processes
- Before being placed in service, pipeline integrity is tested under pressure beyond the maximum operating pressure
- 24/7 monitoring by trained personnel at TC Energy's state-of-the-art Gas Control Centre
- Emergency Response Program, coordinated with local first responders
- A 65-year history of building and operating pipelines safely



# Questions?

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For any inquiries you might have after this presentation, please contact our Public Affairs team:

Public Affairs – Preston Seier

Phone: (587) 834-0658

Email: [preston\\_seier@tcenergy.com](mailto:preston_seier@tcenergy.com)



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Delegation: Price Waterhouse Cooper, LLP</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>5.2</b>

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### **BACKGROUND/PROPOSAL:**

Angela Loo, Partner with Price Waterhouse Cooper LLP will be providing the Auditor's Report to Council as well as the Audited Financial Statements and Financial Information Return.

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

The Auditor's go through the Audited Financial Reports at the Council meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

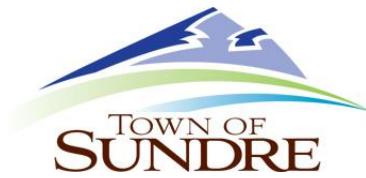
That Council accept the report from Price Waterhouse Cooper, LLP as information

### **MOTION:**

That the Town of Sundre Council thank the representatives of Price Waterhouse Cooper, LLP and accept their presentation, as information.

Date Reviewed: September 03, 2020

CAO: Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>2019 Audit Report, the 2019 Audited Financial Statements and the 2019 Financial Information Return (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

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### **BACKGROUND/PROPOSAL:**

The 2019 Audited Financial Reports and Financial Statements and the 2019 Financial Information Return (FIR) are being presented for Council's review and information.

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

See attached Report to Council for further details.

### **ALIGNMENT WITH STRATEGIC PLAN**

1.1 Improve communication and transparency with our stakeholders

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2019 Auditor's Report, 2019 Audited Financial Statements and the 2019 Financial Information Return.

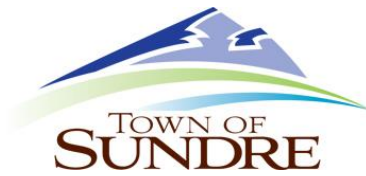
### **MOTION:**

That the Town of Sundre Council move to accept the 2019 Auditor's Report and the 2019 Audited Financial Statements and the 2019 Financial Information Return as presented by PricewaterhouseCoopers LLP; and

Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

Date Reviewed: September 3, 2020

CAO: *Linda Nelson*



## REPORT TO COUNCIL

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>2019 Audit Report, the 2019 Audited Financial Statements and the 2019 Financial Information Report (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1a</b>

### **BACKGROUND/PROPOSAL:**

The following sections of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements of the Town of Sundre regarding financial statements and the financial information report.

Section 276(1) states “Each municipality must prepare annual financial statements of the municipality for the immediate preceding year”

Section 276(3) states “Each municipality must make its financial statements, or a summary of them, and the auditor’s report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.”

Section 277(1) states “Each municipality must prepare a financial information return respecting the financial affairs of the municipality for the immediate preceding calendar year.”

Section 278 requires “Each municipality must submit its financial return and the auditor’s report on the financial information return, and its financial statements and the auditor’s report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return and statements have been prepared.”

Section 280(1) requires “Each council must appoint one or more auditors for the municipality.”

Section 281(1) requires “The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.”

Council appointed PricewaterhouseCoopers LLP (PwC) to be the Town of Sundre auditors for the 2019 financial statements and financial information return. In consultation with administration, PwC developed a schedule that included a week in December and two weeks in March for the required fieldwork. Due to COVID-19 public health emergency, the Minister of



Municipal Affairs signed Ministerial Order No. MSD: 036/20, which extends the due date for submitting the Financial Information Return (FIR) and Statistical Information Return (SIR) to October 1, 2020. In addition, health restrictions prevented PwC from undertaking the fieldwork scheduled for March and were required to conduct the remaining portion of the audit utilizing digital means, which significantly slowed down the project.

Council is receiving the auditor's report for both the financial statements and financial information return and PwC will present their findings to Council. Their management report will be presented to Council during the Closed Meeting session.

PricewaterhouseCoopers LLP representatives will be present to make a public presentation of the 2019 audited financial statements and their auditor's report.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This supports Council's strategic priorities of improved communication and transparency with our stakeholders, as well as financial stability.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2019 auditor's report, 2019 audited financial statements and the 2019 financial information return.

**COSTS/SOURCE OF FUNDING:**

Not Applicable

**ATTACHMENTS:**

2019 Auditor's Reports

Draft 2019 Financial Statements

Draft 2019 Financial Information Return

# Town of Sundre audit results for the year ended December 31, 2019

For presentation to the Mayor and Town Council  
September 14, 2020



## A message from Angela Loo

**I am pleased to provide you with the results of our audit of the financial statements of Town of Sundre (the Town) for the year ended December 31, 2019.**

The accompanying report is prepared to assist you in your review of the financial statements. It includes an update on the status of our work, as well as a discussion on the significant audit, accounting and financial reporting matters and insights from our audit that we believe would be of greatest interest to the Mayor and Town Council.

The scope and proposed focus of our audit work was summarised in our audit plan, which we provided to the Mayor and Town Council in December 2019. We have subsequently reviewed our audit plan and concluded that our original risk assessment remains appropriate with the exception of additional considerations for COVID-19.

We have substantially completed our audit work and will be issuing an unqualified audit opinion on the financial statements pending resolution of outstanding items noted in this report. Our draft auditor's report, is included as Appendix A.

We look forward to discussing our report with you on September 14, 2020. If you have any questions or concerns prior to the Mayor and Town Council meeting, please do not hesitate to contact me in advance.

Yours very truly,

*PricewaterhouseCoopers LLP*

**Angela Loo, CPA ,CA**  
Partner  
Assurance

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On behalf of our team, I would like to express our sincere gratitude to the management and staff of The Town of Sundre for their cooperation and assistance throughout the course of our audit.



Angela Loo  
Partner



We are reimagining the possible, investing in our people and our technology to provide you with a digitally amplified and insightful audit.



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## 01 Status of the audit →



We have substantially completed our audit of the 2020 financial statements.

Outstanding items at the time of mailing are referred to in this report.

## 02 Significant audit, accounting and financial reporting matters →

1. Management override of controls
2. Risk of fraud in revenue recognition

## 03 Audit findings →

### Misstatements

1	Unadjusted	2	Adjusted
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### Control deficiencies

0	Significant deficiencies	0	Material weaknesses
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## 04 Bringing you insights that matter →

## 05 Other items for discussion →

## 06 Appendices →

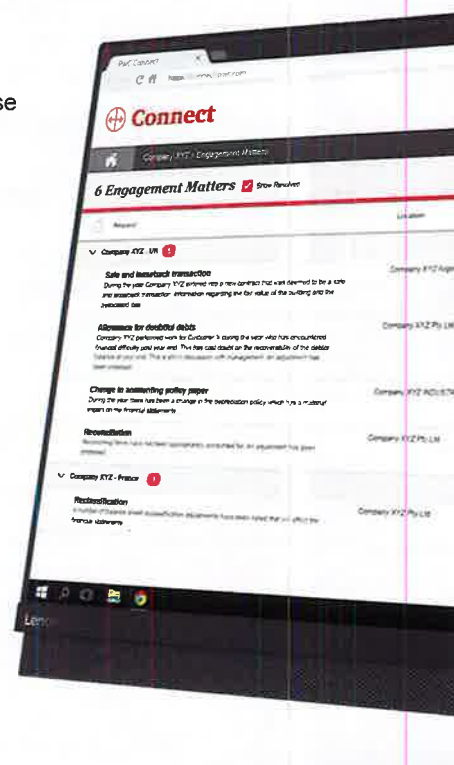
# 01 Status of the audit



We have substantially completed our audit of the 2019 financial statements.

The following items are outstanding at the time of mailing and need to be addressed before we can issue our auditor's report. We will provide an update on the status of these items at our upcoming meeting.

1. Review of final financial statements
2. Receipt of signed management representation letter
3. Subsequent event procedures
4. Mayor and Town Council's approval of financial statements



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**236**  
Requests

**26**  
Discussions held

## 02 Significant audit, accounting and financial reporting matters



We are responsible for discussing our views about the significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.

## Significant audit, accounting and financial reporting matters

# Audit risks and results

### Matter #1 Management override of controls

#### Background information

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.

#### PwC's views

- Management has controls and procedures in place to ensure appropriate segregation of duties exist over financial reporting.
- Management reviews significant and unusual entries to ensure that accounting for these entries are appropriate.
- We enquired of management as to their perspective on fraud risk and the existence of fraud in the Town.
- We have obtained a listing of journal entries and confirmed its completeness.
- We have selected a sample of journal entries and reviewed them for reasonableness.
- We have applied professional skepticism in performing our audit procedures and ensured that unpredictability was incorporated into our audit approach.
- Our procedures in this area were performed without exception.



## Significant audit, accounting and financial reporting matters

# Audit risks and results

### Matter #2 Fraud risk in revenue recognition

#### Background information

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

#### PwC's views

- 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 considered the risk to be related to the occurrence assertion only.
- Management reviews significant and unusual entries to ensure that accounting for these entries are appropriate.
- We have assessed the appropriateness of revenue recognition policies and compliance with these policies.
- We have understood and evaluated the controls in place relating to the recording of revenue and deferred revenue.
- We obtained a high level of substantive evidence related to the specific risk of fraud in revenue recognition and performed testing of journal entries related to revenue recognition.
- Our procedures in this were performed without exception.



## Significant audit, accounting and financial reporting matters

### Other matter

#### Matter #3 Subsequent events and going concern

##### Background information

The COVID-19 outbreak has developed rapidly in 2020. Measures taken to contain the virus have affected economic activity, which in turn has implications in a number of areas and is affecting businesses, industries and governments in differing ways.

Management has considered the impact of the COVID-19 on their financial statements and concluded that the event is a non-adjusting subsequent event. As such, the balances and transactions disclosed within the financial statements are not impacted by the outbreak.

However, the COVID-19 will have a significant impact on the Town's 2020 operations and financial results. Management has considered this impact and added a subsequent event note within its financial statements to disclose this. Subsequent events need to be considered up to the date of the release of our audit opinion.

##### PwC's views

- We worked with management to understand the implications of COVID-19 on the government and its future operations.
- We reviewed the subsequent event disclosure and assessed its appropriateness and sufficiency in accordance with the requirements of PSAS.
- We reviewed forecasts prepared by management to ensure they are reflective of the current environment, and future funding to understand and assess if there is an interruption or impact from COVID-19
- We concluded that management's assessment of COVID-19 on their financial statements, including the ability to continue as a going concern is appropriate
- We will review this disclosure with management just prior to issuing our audit report to ensure that it reflects all current events.





03

## Audit findings



We are required to communicate any unadjusted and adjusted items, including disclosures and items that relate to prior periods or could impact future periods, and the effect that they may have on our opinion.

Audit findings

Summary of unadjusted and adjusted items

Our responsibility is to issue an opinion as to whether the financial statements are free of material misstatement.

The materiality levels previously communicated to you were:

Overall materiality: \$270,000  
Performance materiality: \$243,000  
SUM de minimus: \$27,000

These materiality levels have changed based on final financials

Overall materiality: \$287,400  
Performance materiality: \$258,600  
SUM de minimus: \$28,700

Adjusted items

A summary of adjustments made as a result of our audit work is included below.

Adjusted items for the year ended March 31, 2020	Assets Dr / (Cr)	Liabilities Dr / (Cr)	Accumulated Surplus Dr / (Cr)	Excess of revenue over expenses Dr/ (Cr)
1. To correct GL account mapping from Revenue to Expenses				
Revenue				165,000
Expenses				(165,000)
2. Late client adjustment to record Fire Mountain View County (MVC) payment to MVC and MVC's allocated service revenue earned during 2019.				
Expense				209,397
Accrued liabilities		(14,414)		
Accumulated Surplus - General			(194,983)	





Audit findings

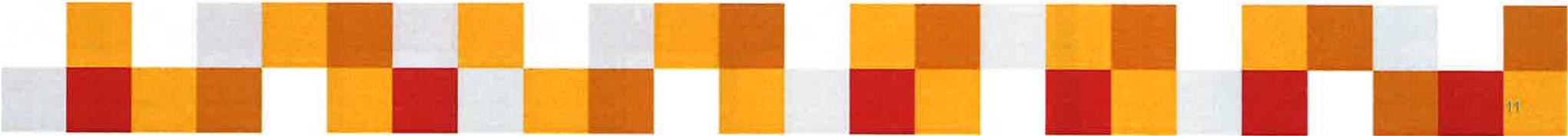
# Summary of unadjusted and adjusted items

## Unadjusted items

During our audit, we did not note any current year unadjusted items with an impact on deficiency of revenue over expenses, however an unadjusted item from the prior year's audit with a roll forward impact on the current year:

Unadjusted items for the year ended March 31, 2020	Assets Dr / (Cr)	Liabilities Dr / (Cr)	Accumulated Surplus Dr / (Cr)	Excess of revenue over expenses Dr/ (Cr)
1. Prepaid local improvement charges collected in prior years, which should have been recognized as revenue in the period collected.		46,731	70,097	23,366

As a result of our audit, we conclude that the above unadjusted items are immaterial, individually and in aggregate, to the financial statements taken as a whole.





## 04 Bringing you insights that matter



With an understanding of your business and operations, your audit team along with other specialists in finance, cybersecurity, and more can dig deeper into important audit matters in a new way and share thought leadership to help you make important business decisions.

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Bringing you insights that matter

## Insights into your business and industry

March 20, 2020

### Responding to COVID-19: Considerations for corporate boards



As Coronavirus (COVID-19) continues to spread as a global pandemic, the business community is feeling unprecedented impacts. From concerns over employee well-being to massive supply chain disruptions to gyrating stock prices, businesses are experiencing a range of implications. Now more than ever, boards of directors need to be proactive and agile, and they need to respond with strong leadership. Since there are numerous strategic, operational and policy concerns impacting both the short and long term, boards will want to immediately consider the following issues.

**Business**


**Employee well-being.** First and foremost, companies need to address their employees' well-being. They need to address workplace safety and consider how to renege up and sustain remote working capabilities. The communication strategy needs to be factual, authentic and timely.

**Impound on strategy.** Considering the board's responsibility for risk and strategy oversight, boards will want more frequent communications with management on the impact of COVID-19 on operations and the execution of strategic initiatives. In particular, they will want to have additional discussions about the need to pivot in light of current circumstances, changes to capital investment strategies, supply chain issues, workforce planning and cost reduction efforts.

  Responding to COVID-19: Considerations for corporate boards

 Click on the image to read the publication

[https://drive.google.com/file/d/1ySzbEx38io1fSqRGt4iVfTGYh\\_UMYCIY/view](https://drive.google.com/file/d/1ySzbEx38io1fSqRGt4iVfTGYh_UMYCIY/view)



### Building an agile cybersecurity strategy

#### Shift podcast



Click on the image to listen to the podcast

<https://www.pwc.com/ca/en/services/consulting/transformation/shift-podcast/episode-09-building-an-agile-cybersecurity-strategy.html#transcript>

Data breaches and cybersecurity vulnerabilities have been all over the news, elevating these issues in the mind of Institutes and consumers. When it comes to cyber threats and attacks it's not a question of "if" but "when" they'll happen. Being prepared for evolving threats is a must to stay in business and establish customer trust.

On Episode 9 of the Shift podcast, Sean Joyce, PwC US Cybersecurity and Privacy leader, offers insights into how Institutes can better prepare outlining steps they can take today to improve their cybersecurity readiness and response capabilities.

For more information on any of these topics, please speak to Angela Loo who can discuss with you and arrange discussions with PwC's experts.



## 05 Other items for discussion



Working in harmony with you, we combine our judgement and experience to communicate matters that may assist you in overseeing both management's financial reporting process and our commitment to an effective audit.



Other items for discussion

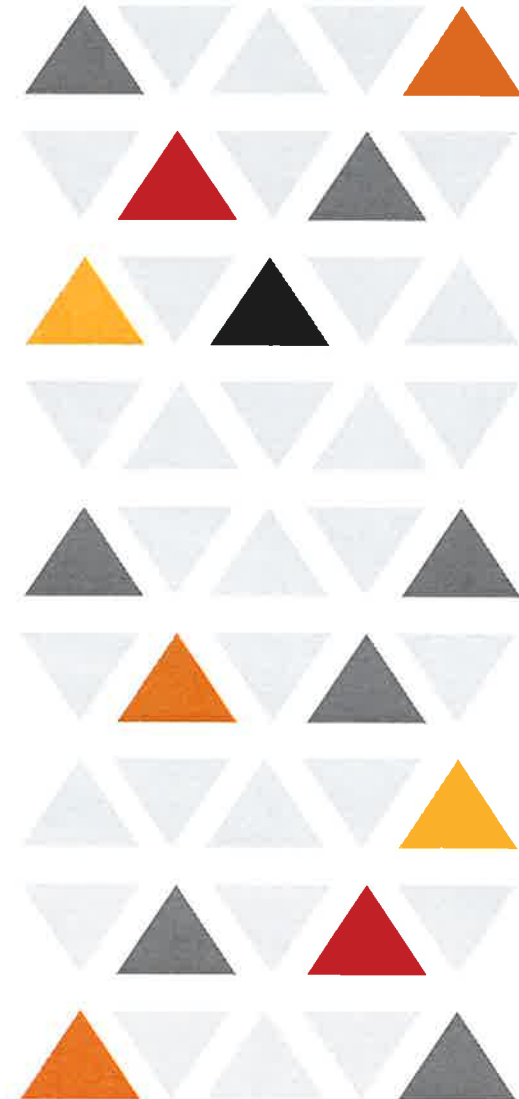
Required communications

Draft auditor's report	The draft auditor's report is included in Appendix 1.
Management's representations	<p>We are required to inform you of the representations we are requesting from management. A copy of the management representation letter is included in Appendix 2.</p> <p>We requested our standard representations.</p>
Independence	We confirm our independence with respect to the Town and are not aware of any additional relationships that would impair our independence or need to be disclosed to you.
Significant deficiencies in internal control	We are required to report to you any significant internal control deficiencies noted in the course of our work. There were no such deficiencies. We will issue a separate letter to management outlining other observations and recommendations with respect to the Town's internal controls.
Other information in documents containing audited financial information	You confirm that you are not required or intend to issue any documents that contain or accompany the financial statements and the auditor's report thereon.

## Other items for discussion

# Required communications

<p><b>Fraud and illegal acts</b></p>	<p>No fraud involving senior management or employees with a significant role in internal control or that would cause a material misstatement of the financial statements and no illegal acts came to our attention.</p> <p><b>We would like to reconfirm that the Mayor and Town Council is not aware of any such fraud or illegal acts not previously discussed with us. If you have any concerns with respect to fraud or alleged fraud please reach out to us to discuss.</b></p>
<p><b>Subsequent events</b></p>	<p>The global pandemic of Covid-19 has caused significant impact to the economy as well as our health and safety in Spring of 2020. This provides cause to consider the impact of Covid-19 as a subsequent event for all Organizations. Management has reviewed and disclosed the impact of Covid-19 as a subsequent event in the December 31, 2019, financial statements.</p> <p>No subsequent events which would impact the financial statements other than those disclosed have come to our attention.</p> <p><b>We would like to reconfirm that the Mayor and Town Council is not aware of any other subsequent events that might affect the financial statements?</b></p>





# Appendices

06

- 1 Draft auditor’s report
- 2 Management representation letter
- 3 Revised standard for auditing accounting estimates



## Appendix 1

# Draft auditor's report





## *Independent auditor's report*

To the Mayor and Town Council of Town of Sundre

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### *Our opinion*

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Town of Sundre (the Town) as at December 31, 2019 and the results of its operations, changes in its net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### **What we have audited**

The Town's financial statements comprise:

- the statement of financial position as at December 31, 2019;
- the statement of operations and accumulated surplus for the year then ended;
- the statement of change in net financial assets for the year then ended;
- the statement of cash flows for the year then ended; and
- the notes to the financial statements, which include a summary of significant accounting policies.

---

### *Basis for opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Independence**

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada. We have fulfilled our other ethical responsibilities in accordance with these requirements.

---

### *Responsibilities of management and those charged with governance for the financial statements*

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

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

"PwC" refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership.



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

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

---

### *Auditor's responsibilities for the audit of the financial statements*

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.





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

**DRAFT**

Chartered Professional Accountants

Calgary, Alberta  
September 14, 2020



## Appendix 2

# Management representation letter



*Client Letterhead*

September 14, 2020

PricewaterhouseCoopers LLP  
111-5th Avenue SW, Suite 3100  
Calgary, Alberta T2P 5L3

We are providing this letter in connection with your audit of the financial statements of Town of Sundre (the Town) as at December 31, 2019 and for the year then ended for the purpose of expressing an opinion as to whether such financial statements present fairly, in all material respects, the financial position of the Town and results of its operations and its cash flows in accordance with Canadian public sector accounting standards (the financial statements). This letter also covers the audit of the Financial Information Return (FIR) as at and for the year ended December 31, 2019.

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 5, 2019.

We confirm the following representations:

- The preparation and fair presentation of the financial statements are in accordance with Canadian public sector accounting standards including disclosures;
- We are responsible for the preparation and presentation of the FIR, in accordance with the basis of accounting described in notes;
- We designed, implemented and maintained an effective system of internal control over financial reporting and the FIR to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error;
- We designed, implemented and maintained an effective system of internal control to prevent and detect fraud;
- We provided you with all relevant information and access, as agreed in the terms of the audit engagement; and
- We ensured all transactions have been recorded in the accounting records and are reflected in the financial statements and the FIR.

**Preparation of financial statements and FIR**

The financial statements are fairly presented in accordance with Canadian public sector accounting standards, and include all disclosures necessary for such fair presentation and disclosures otherwise required to be included therein by the laws and regulations to which the Town is subject. We have prepared the Town's financial statements on the basis that the Town is able to continue as a going concern.

The FIR includes all disclosures necessary for presentation in accordance with the basis of accounting described in the notes and disclosures otherwise required to be included therein by the laws and regulations to which the FIR is subject.

We have appropriately reconciled our books and records (e.g. general ledger accounts) underlying the financial statements to their related supporting information (e.g. subledger or third party data). All related reconciling items considered to be material were identified and included on the reconciliations and were appropriately adjusted in the financial statements. There were no material unreconciled differences or material general ledger suspense account items that should have been adjusted or reclassified to another account balance. There were no material general ledger suspense account items written off to a statement of financial position account, which should have been written off to a profit and

loss account and vice versa. All intra-entity accounts have been eliminated or appropriately measured and considered for disclosure in the financial statements.

**Other information**

We confirm to you that we are not required by law, regulation or custom and do not intend to issue a document (which would include or accompany the financial statements and our auditor's report thereon) with information on the Town's operations and the Town's financial results and financial position as set out in the financial statements.

**Accounting policies**

We confirm that we have reviewed the Town's accounting policies and, having regard to the possible alternative policies, our selection and application of accounting policies and estimation techniques used for the preparation and presentation of the financial statements is appropriate in the Town's particular circumstances.

**Internal control over financial reporting**

We have disclosed to you all deficiencies in the design or operation of disclosure controls and procedures and internal control over financial reporting that we are aware.

**Minutes**

All matters requiring disclosure to or approval of the Mayor and Town Council have been brought before them at appropriate meetings and are reflected in the minutes.

**Completeness of transactions**

All contractual arrangements entered into by the Town with third parties have been properly reflected in the accounting records or/and, where material (or potentially material) to the financial statements and the FIR, have been disclosed to you. The Town has complied with all aspects of contractual agreements that could have a material effect on the financial statements and the FIR in the event of non-compliance. There are no side agreements or other arrangements (either written or oral) undisclosed to you.

**Fraud**

We have disclosed to you:

- The results of our assessment of the risk that the financial statements and the FIR may be materially misstated as a result of fraud;
- All information in relation to fraud or suspected fraud of which we are aware affecting the Town involving management, employees who have significant roles in internal control or others where the fraud could have a material effect on the financial statements and the FIR; and
- All information in relation to any allegations of fraud, or suspected fraud, affecting the Town's financial statements and the FIR communicated by employees, former employees, analysts, regulators, investors or others.

**Disclosure of information**

We have provided you with:

- Access to all information of which we are aware that is relevant to the preparation of the financial statements and the FIR, such as records, documentation and other matters including:
  - Contracts and related data;
  - Information regarding significant transactions and arrangements that are outside the normal course of business;
  - Minutes of the meetings of Mayor and Town Council. The most recent meetings held were June 8, 2020;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.

**Compliance with laws and regulations**

We have disclosed to you all aspects of laws, regulations and contractual agreements that may affect the financial statements and the FIR, including any known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements and the FIR.

There have been no communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices.

**Accounting estimates and fair value measurements**

Significant assumptions used by the Town in making accounting estimates, including fair value accounting estimates, are reasonable.

For recorded or disclosed amounts in the financial statements that incorporate fair value measurements, we confirm that:

- The measurement methods are appropriate and consistently applied;
- The significant assumptions used in determining fair value measurements represent our best estimates, are reasonable and have been consistently applied;
- No subsequent event requires adjustment to the accounting estimates and disclosures included in the financial statements and the FIR; and
- The significant assumptions used in determining fair value measurements are consistent with the Town's planned courses of action. We have no plans or intentions that have not been disclosed to you, which may materially affect the recorded or disclosed fair values of assets or liabilities.

Significant estimates and measurement uncertainties known to management that are required to be disclosed in accordance with CPA Canada Public Sector Accounting Handbook Section 2130, *Measurement Uncertainty*, have been appropriately disclosed.

**Related parties**

We confirm that we have disclosed to you the identity of the Town's related parties as defined by CPA Canada Public Sector Accounting Handbook Section PS 2200, *Related Party Disclosures*, and all the related party relationships and transactions.

The identity and relationship of, and balances and transactions with, related parties have been properly recorded and adequately disclosed in the financial statements as required by CPA Canada Public Sector Accounting Handbook Section PS 2200, *Related Party Disclosures*. We provided support for any assertion that a transaction with a related party was conducted on terms equivalent to those prevailing in an arm's length transaction.

The list of related parties attached to this letter as Appendix A accurately and completely describes the Town's related parties and the relationships with such parties.

**Going concern**

There are no events or conditions that, individually or collectively, may cast significant doubt on the Town's ability to continue as a going concern.

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements (e.g. to dispose of the business or to cease operations).

**Assets and liabilities**

We have satisfactory title or control over all assets. All liens or encumbrances on the Town's assets and assets pledged as collateral, to the extent material, have been disclosed in notes to the financial statements.



We have recorded or disclosed, as appropriate, all liabilities, in accordance with Canadian public sector accounting standards. All liabilities and contingencies, including those associated with guarantees, whether written or oral, under which the Town is contingently liable in accordance with CPA Canada Public Sector Accounting Handbook Section PS 3300, *Contingent Liabilities*, have been disclosed to you and are appropriately reflected in the financial statements.

**Litigation and claims**

All known actual or possible litigation and claims, which existed as at December 31, 2019 or exist now, have been disclosed to you and accounted for and disclosed in accordance with Canadian public sector accounting standards, whether or not they have been discussed with legal counsel.

**Misstatements**

Certain representations in this letter are described as being limited to those matters that are material. Items are also considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.

We confirm that the financial statements are free of material misstatements, including omissions.

The effects of the uncorrected misstatements in the financial statements, as summarized in Appendix B, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. We confirm that we are not aware of any uncorrected misstatements other than those included in Appendix B.

The adjusted misstatements summarized in Appendix C have been approved by the Town and adjusted in the financial statements.

**Events after statement of financial position date**

We have identified all events that occurred between December 31, 2019 and the date of this letter that may require adjustment of, or disclosure in, the financial statements, and have effected such adjustment or disclosure.

**For the following specific representations, the terms “year end” and “year” are defined as each year end and each year respectively, covered by the audit of the financial statements as stated above.**

**Cash and banks temporary investments**

The books and records properly reflect and record all transactions affecting cash funds, bank accounts and bank indebtedness of the Town.

All cash balances are under the control of the Town, free from assignment or other charges, and unrestricted as to use, except as disclosed to you.

The amount shown for cash on hand or in bank accounts excludes trust or other amounts, which are not the property of the Town.

Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been properly disclosed.

All cash and bank accounts and all other properties and assets of the Town are included in the financial statements.

**Restricted assets and revenues**

All assets and revenues subject to externally imposed restrictions are disclosed in the financial statements.

All externally restricted inflows, other than those that relate to government transfers received or trusts under administration, have been recognized as revenue in the year/period in which the resources were used for the purposes specified. All externally restricted inflows received before this criterion has been met have been reported as liabilities until the resources are used for the purposes specified.

Condensed supplementary financial information relative to internally restricted entities has been disclosed in the financial statements, by entity and as a whole.

#### **Accounts receivable**

All amounts receivable by the Town were recorded in the books and records.

Amounts receivable amounted to \$1,134,198 and are considered to be fully collectible.

Amounts receivable are not subject to discount except for normal cash discounts which are appropriately provided for.

All receivables were free from hypothecation or assignment as security for advances to the Town, except as hereunder stated.

The Town has disclosed to us all transfers of receivables (including securitizations) that have occurred during the year.

Receivables, other than transfers receivable accounted for in accordance with the CPA Canada Public Sector Accounting Handbook Section PS 3410, *Government Transfers* and taxes receivable accounting for in accordance with CPA Canada Public Sector Accounting Handbook Section PS 3510, *Tax Revenue*, recorded in the financial statements, represent bona fide claims against debtors for sales or other charges arising on or before year end and are not subject to discount except for normal cash discounts.

#### **Financial assets**

All securities and other financial assets that were owned by the Town were recorded in the accounts.

All income earned on the financial assets has been recorded in the accounts, and any interest income has been accrued using the effective interest rate method.

We are not aware of any objective evidence of impairment that would result in the recognition of an impairment loss on any financial asset.

You have been informed of the acquisition of or the formation of all government units, business enterprises, partnerships, joint ventures or other participations during the year.

All transactions with subsidiaries, business enterprises, partnerships or joint ventures have been recorded in the accounts presented to you. All investments in and advances to subsidiaries, business enterprises, partnerships, joint ventures or other participations are appropriately recorded, and there is no evidence of impairment in value below the resulting balances shown in the financial statements.

There has been no activity in any dormant or inactive subsidiaries, business enterprises, partnerships, joint ventures or other participations, except as disclosed to you.

#### **Tangible capital assets**

All charges to tangible capital asset accounts represented the actual cost of additions to tangible capital assets.

All contributed tangible capital assets have been recorded at fair value at the date of the contribution.

No significant tangible capital asset additions were charged to repairs and maintenance or other expense accounts.

Book values of tangible capital assets sold, destroyed, abandoned or otherwise disposed of have been eliminated from the accounts.

Tangible capital assets owned by the Town are being depreciated on a systematic basis over their estimated useful lives, and the provision for depreciation was calculated on a basis consistent with that of the previous date.

All lease agreements covering assets leased by or from the Town have been disclosed to you and classified as leased tangible capital assets or operating leases.

Leased tangible capital assets are being amortized on a systematic basis over the period of expected use.

There have been no events, conditions or changes in circumstances that indicate that a tangible capital asset no longer contributes to the Town's ability to provide goods and services or that the value of future economic benefits associated with the tangible capital asset is less than its net book value. We believe that the carrying amount of the Town's long-lived tangible capital assets is fully recoverable in accordance with CPA Canada Public Sector Accounting Handbook PS 3150, *Tangible Capital Assets*.

#### **Long-term debt**

All borrowings and financial obligations of Town of which we are aware are included in the financial statements as at year end, as appropriate. We have fully disclosed to you all borrowing arrangements of which we are aware.

The Town has not violated any covenants on long-term debt during the year. We have fully disclosed to you all covenants and information related to how we determined our compliance with the terms of the covenants.

#### **Deferred revenue**

All material amounts of deferred revenue and deferred contributions were appropriately recorded in the books and records.

#### **Statements of operations, changes in net financial assets**

All transactions entered into by the Town have been recorded in the books and records presented to you.

All amounts have been appropriately classified within the statements of operations and changes in net financial assets.

Any changes to internal fund restrictions that are reflected in the financial statements, but no yet approved by the Mayor and Town Council will be approved prior to the Mayor and Town Council approving the financial statements.

The accounting principles and policies followed throughout the year were consistent with prior period practices (except as disclosed in the financial statements).

#### **Liabilities for contaminated sites**

No liabilities for remediation were recognized because we believe that the Town does not have any contaminated sites that would require remediation.

#### **Environmental matters**

There are no liabilities or contingencies arising from environmental matters that have not already been disclosed to the auditor.

Liabilities or contingencies related to environmental matters have been recognized, measured and disclosed, as appropriate, in the financial statements.

We have considered the effect of environmental matters and the carrying value of the relevant assets is recognized, measured and disclosed, as appropriate, in the financial statements.

All commitments related to environmental matters have been measured and disclosed, as appropriate in the financial statements.

**General**

There are no proposals, arrangements or actions completed, in process, or contemplated that would result in the suspension or termination of any material part of the Town's operations.

Information relative to any matters handled on behalf of the Town by any legal counsel, including all correspondence and other files, has been made available to you.

**Segment disclosures**

Pursuant to CPA Canada Public Sector Accounting Handbook Section PS 2700, *Segment Disclosures*, in identifying segments, management has considered the definition of a segment and other factors, including:

- the objectives of disclosing financial information by segment;
- the expectations of members of the community and their elected or appointed representatives regarding the key activities and accountabilities of the government;
- the qualitative characteristics of financial reporting as set out in CPA Canada Public Sector Accounting Handbook Section PS 1000, *Financial Statement Concepts*;
- the homogeneous nature of the activities, service delivery, or recipients of the services;
- whether the activities relate to the achievement of common outcomes or services as reflected in government performance reports and plans;
- whether discrete financial information is reported or available; and
- the nature of the relationship between the government and its organizations (within the reporting entity).

Management has identified following operating segments: General Government, Protective Services, Transportation Services, Planning and Development, Utility Services, and Recreation and Culture.

The financial statements disclose all the relevant factors used to identify the Town's reportable segments.

Changes in accounting policies related specifically to segment reporting that have a material effect on segment information have been disclosed. The prior year's segment information presented for comparative purposes has been restated.

**Government transfers***Transferring organization*

Transfers have only been recognized as an expense in the year the transfer has been authorized and all eligibility criteria have been met by the recipient.

*Recipient organization*

We have disclosed all significant terms and agreements in respect of transfers received from governments.

Transfers without eligibility criteria or stipulations have been recognized as revenue once the transfer has been authorized.

Transfers with eligibility criteria but without stipulations have been recognized as revenue once the transfer has been authorized and all eligibility criteria have been met.

Transfers with or without eligibility criteria but with stipulations have been recognized as revenue in the year the transfer has been authorized and all eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government in accordance with CPA Canada Public Sector Accounting Handbook PS 3200, *Liabilities*.

*Disclosure*

The major kinds of transfers recognized have all been disclosed in the financial statements as well as the nature and terms of liabilities arising from government transfers received.

**Budgetary data**

We have included budgetary data in our financial statements, which is relevant to the users of financial statements and consistent with that originally planned and approved by Town Council on December 5, 2016. Planned results were presented for the same scope of activities and on a basis consistent with that used for actual results.

Yours truly,

Town of Sundre

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Linda Nelson, Chief Administrative Officer

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Chris Albert, Director of Corporate Services



## **Appendix A – Related Parties**

### **Mayor**

- Terry Leslie

### **Town Councillors**

- Cheri Funke
- Paul Isaac
- Todd Dalke
- Charlene Preston
- Robert Wolfe
- Richard Warnock

### **Management**

- Linda Nelson, Chief Administrative Officer
- Chris, Albert, Director of Corporate Services
- Mike Marko, Director of Planning & Development

### **Other**

- Soul Divinity Healing & Art (owned by family member of Councillor Richard Warnock)
- Tranquility Day Spa (owned family member of Councillor Rob Wolfe)
- Fountain Tire (owned by Councillor Todd Dalke)

## Appendix B - Summary of unadjusted items

As a result of our audit, we did not note any current year unadjusted items with an impact on deficiency of revenue over expenses.

We noted an unadjusted item from the prior year's audit with a roll forward impact on the current year:

	Statement of Operations	Statement of Financial Position		
Description	Overstated (understated) \$	Assets (overstated) understated \$	Liabilities overstated (understated) \$	Accumulated surplus overstated (understated) \$
Prepaid local improvement charges collected in prior years, which should have been recognized as revenue in the period collected.	\$23,366	\$-	\$46,731	\$70,097

As a result of our audit, we conclude that the above unadjusted items are immaterial - individually and in total - to the financial statements taken as a whole.

## Appendix C - Summary of adjusted items

As a result of our audit, the following adjustment was corrected.

Description	Statement of Operations	Statement of Financial Position		
	Overstated (understated) \$	Assets (overstated) understated \$	Liabilities overstated (understated) \$	Accumulated Surplus overstated (understated) \$
To correct GL account mapping from Revenue to Expenses	Revenue \$165,000  Expenses (\$165,000)	\$-	\$-	\$-
Late client adjustment to record Fire Mountain View County (MVC) payment to MVC and MVC's allocated service revenue earned during 2019	Expenses \$209,397		Accrued Liabilities (\$14,414)	Accumulated Surplus – General (\$194,983)



## Appendix 3

# Revised standard for auditing accounting estimates

CAS 540 (Revised) “Auditing Accounting Estimates and Related Disclosures” is the enhanced standard for auditing accounting estimates and is effective for periods beginning on or after December 15, 2019. The revised standard enhances and expands on the existing requirements in a number of key areas, which will in many cases, have a significant impact on the robustness of audit risk assessment procedures and the resulting audit work we perform.

Risk Assessment	Audit Response	Disclosures	Communications
<b>Key Changes</b> <ul style="list-style-type: none"> <li>• More detailed requirements around understanding processes and controls</li> <li>• Deeper evaluation of estimation uncertainty, complexity, subjectivity and other inherent risk factors (characteristics that drive risks of misstatement) for all estimates</li> <li>• Requirement to consider spectrum of inherent risk as basis for ‘scaling’ audit response</li> </ul>	<b>Key Changes</b> <ul style="list-style-type: none"> <li>• Emphasis on consideration of testing operating effectiveness of relevant controls</li> <li>• More detailed objectives-based requirements for testing methods, significant assumptions and data</li> <li>• Expanded requirements regarding audit evidence when developing auditor’s point estimate or range</li> </ul>	<b>Key Changes</b> <ul style="list-style-type: none"> <li>• Evaluation of disclosures alongside the accounting estimate for risk assessment and testing, with emphasis on the adequacy of estimation uncertainty information</li> </ul>	<b>Key Changes</b> <ul style="list-style-type: none"> <li>• Emphasized requirements regarding communications with those charged with governance</li> </ul>
<b>Expected Impact</b> <ul style="list-style-type: none"> <li>• More time spent with management and additional inquiries of personnel and requests for supporting documentation</li> <li>• May result in additional identified audit risks or changes in audit strategy to respond to those risks</li> <li>• Risk assessment procedures performed for more estimates</li> </ul>	<b>Expected Impact</b> <ul style="list-style-type: none"> <li>• Possible increase in testing and reliance on internal controls</li> <li>• Expanded procedures and additional evidence over methods, significant assumptions and data</li> <li>• Changes in the nature and extent of audit testing and documentation when testing management’s estimate or when developing a point estimate</li> </ul>	<b>Expected Impact</b> <ul style="list-style-type: none"> <li>• Earlier evaluation, expanded procedures and additional supporting documentation for related disclosures</li> </ul>	<b>Expected Impact</b> <ul style="list-style-type: none"> <li>• Additional matters to be communicated, further management representations required and extended procedures on ‘stand back’ evaluation during completion</li> </ul>



Click to read CPA Canada’s Audit Client briefing:  
Revised CAS 540, auditing estimates

<https://www.cpacanada.ca/en/business-and-accounting-resources/audit-and-assurance/canadian-auditing-standards-cas/publications/client-briefing-cas-540-revised>

[pwc.com/ca](http://pwc.com/ca)

The matters raised in this and other reports that 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. Comments and conclusions should only be taken in context of the financial statements as a whole, as we do not mean to express an opinion on any individual item or accounting estimate. This report has been prepared solely for your use. It was not prepared for, and is not intended for, any other purpose. No other person or entity shall place any reliance upon 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 upon the contents of this report by any person or entity other than you.

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**TOWN OF SUNDRE**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

Approved by Council:

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Terry Leslie, Mayor

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Chris Albert, CPA, CGA  
Director of Corporate Services

**Town of Sundre**  
**Statement of Financial Position**  
**As at December 31, 2019**

	2019 \$	2018 \$
	<hr/>	<hr/>
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 4)	\$ 9,750,272	\$ 9,546,753
Receivables (Note 5)		
Taxes and grants in place of taxes	340,293	298,879
Trade and other receivables	793,905	728,442
Investments (Note 6)	27,700	27,700
	<hr/> \$ 10,912,170	<hr/> \$ 10,601,774
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 995,310	\$ 986,721
Deposit liabilities	61,703	62,753
Deferred revenue (Note 7)	1,194,524	905,806
Long-term debt (Note 8)	6,310,401	5,456,862
	<hr/> \$ 8,561,938	<hr/> \$ 7,412,142
<b>NET FINANCIAL ASSETS</b>	<hr/> \$ 2,350,232	<hr/> \$ 3,189,632
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11)	\$ 42,872,155	\$ 41,722,954
Inventory for consumption	80,842	80,841
Prepaid Expense	25,807	29,315
	<hr/> \$ 42,978,804	<hr/> \$ 41,833,110
<b>ACCUMULATED SURPLUS (Note 13)</b>	<hr/> \$ 45,329,036	<hr/> \$ 45,022,742

Commitments and contingencies (Note 16 and 17)

Approved on behalf of Council by:

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\_\_\_\_\_

**Town of Sundre**  
**Statement of Operations and Accumulated Surplus**  
**As at December 31, 2019**

	Budget \$	2019 \$	2018 \$
<b>REVENUE</b>			
Net municipal taxes (Schedule 3)	\$ 3,709,325	\$ 3,491,851	\$ 3,336,996
User fees and sales of goods	3,758,420	3,957,227	3,916,803
Government transfers for operating (Schedule 4)	788,543	1,057,444	1,037,935
Investment Income	26,000	192,521	141,329
Fines, penalties and cost of taxes	111,200	122,967	131,758
Licenses and permits	86,300	85,862	161,497
Rentals	103,850	97,151	105,927
Other	9,200	231,891	210,774
<b>Total Revenue</b>	<b>\$ 8,592,838</b>	<b>\$ 9,236,914</b>	<b>\$ 9,043,019</b>
<b>EXPENSES</b>			
Legislative	\$ 306,622	\$ 319,563	\$ 364,749
Administration	706,578	621,714	573,897
Protective services	715,241	895,931	619,970
Roads, streets, walks, lighting	1,569,581	1,305,202	1,355,759
Water supply and distribution	1,174,031	1,163,421	1,037,605
Wastewater treatment and disposal	787,807	762,305	744,301
Waste management	228,339	269,069	208,181
Gas distribution	1,169,444	1,114,644	928,751
Family and community support	35,520	165,691	166,258
Land use planning, zoning and development	839,107	699,372	691,216
Parks and recreation	1,727,840	1,644,281	1,604,706
Culture	128,001	313,856	322,364
<b>Total Expenses</b>	<b>\$ 9,388,111</b>	<b>\$ 9,275,049</b>	<b>\$ 8,617,757</b>
<b>EXCESS OF REVENUE OVER EXPENSES - BEFORE OTHER</b>	<b>\$ (795,273)</b>	<b>\$ (38,135)</b>	<b>\$ 425,262</b>
<b>OTHER</b>			
Contributed Assets	-	54,050	-
Government Transfers for capital (Schedule 4)	300,000	290,379	723,051
	<b>\$ 300,000</b>	<b>\$ 344,429</b>	<b>\$ 723,051</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ (495,273)</b>	<b>\$ 306,294</b>	<b>\$ 1,148,313</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>\$ 45,022,742</b>	<b>\$ 45,022,742</b>	<b>\$ 43,874,429</b>
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 13)</b>	<b>\$ 44,527,469</b>	<b>\$ 45,329,036</b>	<b>\$ 45,022,742</b>

**Town of Sundre**  
**Statement of Change in Net Financial Assets**  
**As at December 31, 2019**

	2019 Budget \$	2019 \$	2018 \$
<b>EXCESS OF REVENUES OVER EXPENSES</b>	\$ (495,273)	\$ 306,294	\$ 1,148,313
<b>Change in tangible capital assets</b>			
Acquisition of tangible capital assets	(3,401,513)	(3,021,585)	(3,063,545)
Contributed Tangible capital assets	-	(54,050)	-
(Gain) Loss on sale of tangible capital assets	-	(3,603)	38,561
Amortization of tangible capital assets	1,900,000	1,837,537	1,708,819
Trade-in value on disposal of tangible capital assets	-	40,000	-
Proceeds on disposal of tangible capital assets	-	52,500	-
	<u>\$ (1,501,513)</u>	<u>\$ (1,149,201)</u>	<u>\$ (1,316,165)</u>
<b>Change in non-financial assets</b>			
(Acquisition) Use of inventories for consumption	-	(1)	(28,269)
Use (Acquisition) of prepaid assets	-	3,508	1,052
	<u>-</u>	<u>3,507</u>	<u>(27,217)</u>
<b>(DECREASE) INCREASE IN NET ASSETS</b>	\$ (1,996,786)	\$ (839,400)	\$ (195,069)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>\$ 3,189,632</u>	<u>\$ 3,189,632</u>	<u>\$ 3,384,701</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u><u>\$ 1,192,846</u></u>	<u><u>\$ 2,350,232</u></u>	<u><u>\$ 3,189,632</u></u>

**Town of Sundre  
Statement of Cash Flows  
As at December 31, 2019**

	2019 \$	2018 \$
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:</b>		
<b>OPERATING</b>		
Excess of revenues over expenses	\$ 306,294	\$ 1,148,313
Non-cash items included in excess (shortfall) of revenue over expenses		
Amortization of tangible capital assets	1,837,537	1,708,819
Tangible capital assets received as contributions	(54,050)	-
(Gain) / Loss on disposal of tangible capital assets	(3,603)	38,561
Trade-in value on disposal of tangible capital assets	40,000	(2,550)
Non-cash charges to operations (net change)		
(Increase) Decrease in taxes and grants in place of taxes	(41,414)	66,763
(Increase) Decrease in trade and other receivables	(65,463)	611,484
(Increase) Decrease in inventory for consumption	(1)	(28,269)
Decrease (Increase) in prepaid expenses	3,508	1,052
Increase (Decrease) in accounts payable and accrued liabilities	8,589	(594,469)
(Decrease) Increase in deposit liabilities	(1,050)	59,903
Increase (Decrease) in deferred revenue	288,718	(46,946)
Total cash provided by operations	<u>\$ 2,319,065</u>	<u>\$ 2,962,661</u>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(3,021,585)	(3,063,545)
Proceeds on disposal of tangible capital assets	52,500	2,550
Cash applied to capital transactions	<u>\$ (2,969,085)</u>	<u>\$ (3,060,995)</u>
<b>FINANCING</b>		
Long-term debt repaid	(453,661)	(405,234)
Long-term debt acquired	1,307,200	1,483,000
Cash provided by financing transactions	<u>\$ 853,539</u>	<u>\$ 1,077,766</u>
<b>CHANGE IN CASH AND TEMPORARY INVESTMENTS DURING THE YEAR</b>	<u>\$ 203,519</u>	<u>\$ 979,432</u>
<b>CASH AND TEMPORARY INVESTMENTS, BEGINNING OF YEAR</b>	<u>\$ 9,546,753</u>	<u>\$ 8,567,321</u>
<b>CASH AND TEMPORARY INVESTMENTS, END OF YEAR</b>	<u><u>\$ 9,750,272</u></u>	<u><u>\$ 9,546,753</u></u>
<b>Cash and temporary investments is made up of:</b>		
Cash and temporary investments (Note 4)	\$ 8,630,911	\$ 8,698,243
Designated portion of cash (Note 4)	1,119,361	848,510
	<u><u>\$ 9,750,272</u></u>	<u><u>\$ 9,546,753</u></u>



**Town of Sundre**  
**Schedule of Changes in Accumulated Surplus**  
**As at December 31, 2019**  
**Schedule 1**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 1,253,524	\$ 7,503,126	\$ 36,266,092	\$ 45,022,742	\$ 43,874,429
Excess of revenues over expenses	306,294	-	-	306,294	1,148,313
Unrestricted funds designated for future use	(869,996)	869,996	-	-	-
Restricted funds used for operations	-	-	-	-	-
Restricted funds used for tangible capital assets	-	(2,071,735)	2,071,735	-	-
Current year funds used for tangible capital assets	(949,850)	-	949,850	-	-
Contributed tangible capital assets	(54,050)	-	54,050	-	-
Disposal of tangible capital assets	88,897	-	(88,897)	-	-
Annual amortization expense	1,837,537	-	(1,837,537)	-	-
Long term debt acquired	1,307,200	-	(1,307,200)	-	-
Long term debt repaid	(453,661)	-	453,661	-	-
Change in accumulated surplus	\$ 1,212,371	\$ (1,201,739)	\$ 295,662	\$ 306,294	\$ 1,148,313
<b>BALANCE, END OF YEAR</b>	<u>\$ 2,465,895</u>	<u>\$ 6,301,387</u>	<u>\$ 36,561,754</u>	<u>\$ 45,329,036</u>	<u>\$ 45,022,742</u>

**TOWN OF SUNDRE**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**For the Year Ended December 31, 2019**  
**Schedule 2**

	<b>Buildings</b>	<b>Engineered Structures</b>	<b>Land</b>	<b>Land Improvements</b>	<b>Machinery &amp; Equipment</b>	<b>Vehicles</b>	<b>2019</b>	<b>2018</b>
<b>COSTS:</b>								
<b>Balance, beginning of year</b>	\$ 14,781,935	\$ 30,759,254	\$ 9,297,610	\$ 1,842,753	\$ 3,278,138	\$ 1,692,270	\$ 61,651,960	\$ 58,689,317
Acquisition of tangible capital assets	44,580	2,065,039	-	104,477	443,822	35,334	2,693,252	2,859,030
Work-in-progress	-	575,393	-	23,465	(216,475)	-	382,383	204,515
Disposal of tangible capital assets	-	-	(52,500)	-	(62,395)	-	(114,895)	(100,902)
<b>Balance, end of year</b>	\$ 14,826,515	\$ 33,399,686	\$ 9,245,110	\$ 1,970,695	\$ 3,443,090	\$ 1,727,604	\$ 64,612,700	\$ 61,651,960
<b>ACCUMULATED AMORTIZATION:</b>								
<b>Balance, beginning of year</b>	\$ 5,546,778	\$ 11,345,259	\$ -	\$ 693,305	\$ 1,573,672	\$ 769,992	\$ 19,929,006	\$ 18,282,528
Annual Amortization	462,182	957,160	-	117,566	215,435	85,194	1,837,537	1,708,819
Accumulated amortization on disposals	-	-	-	-	(25,998)	-	(25,998)	(62,341)
<b>Balance, end of year</b>	\$ 6,008,960	\$ 12,302,419	\$ -	\$ 810,871	\$ 1,763,109	\$ 855,186	\$ 21,740,545	\$ 19,929,006
<b>2019 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 8,817,555	\$ 21,097,267	\$ 9,245,110	\$ 1,159,824	\$ 1,679,981	\$ 872,418	\$ 42,872,155	\$ 41,722,954
<b>2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 9,235,157	\$ 19,413,995	\$ 9,297,610	\$ 1,149,448	\$ 1,704,466	\$ 922,278	\$ 41,722,954	

**Town of Sundre**  
**Schedule of Property and Other Taxes**  
**For the Year Ended December 31, 2019**  
**Schedule 3**

	Budget \$	2019 \$	2018 \$
<b>TAXATION</b>			
Real property taxes	\$ 3,464,325	\$ 4,345,843	\$ 4,180,990
Linear property taxes	125,000	170,045	123,584
Grants in Lieu of Taxes	40,000	-	38,413
Special assessments and local improvement taxes	80,000	102,052	102,511
	<u>\$ 3,709,325</u>	<u>\$ 4,617,940</u>	<u>\$ 4,445,498</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	-	1,031,576	1,045,255
Mountain View Senior's Housing	-	93,509	62,821
Designated Industrial Properties	-	1,004	426
	<u>\$ -</u>	<u>\$ 1,126,089</u>	<u>\$ 1,108,502</u>
<b>NET MUNICIPAL TAXES</b>	<u><u>\$ 3,709,325</u></u>	<u><u>\$ 3,491,851</u></u>	<u><u>\$ 3,336,996</u></u>

**Town of Sundre**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2019**  
**Schedule 4**

	Budget \$	2019 \$	2018 \$
<b>TRANSFERS FOR OPERATING</b>			
<b>FEDERAL TRANSFERS</b>			
Celebrate Canada	\$ -	\$ -	\$ -
<b>PROVINCIAL TRANSFERS</b>			
Family & Community Services	-	71,478	71,478
Municipal Sustainability Initiative - Operating	30,000	34,957	29,394
River Bank Stabilization	-	9,809	16,704
Flood Mitigation	-	-	23,780
Other	-	49,368	41,247
	<u>\$ 30,000</u>	<u>\$ 165,612</u>	<u>\$ 182,603</u>
<b>LOCAL GOVERNMENT TRANSFERS</b>			
Shared-cost agreements and grants	758,543	891,832	855,332
<b>Total Operating</b>	<u>\$ 788,543</u>	<u>\$ 1,057,444</u>	<u>\$ 1,037,935</u>
<b>TRANSFERS FOR CAPITAL</b>			
<b>FEDERAL TRANSFERS</b>			
Federal Gas Tax Rebate	20,000	4,369	-
<b>PROVINCIAL TRANSFERS</b>			
Municipal Sustainability Initiative - Capital	280,000	286,010	723,051
<b>LOCAL GOVERNMENT TRANSFERS</b>			
Shared-cost agreements	-	-	-
<b>Total Capital</b>	<u>\$ 300,000</u>	<u>\$ 290,379</u>	<u>\$ 723,051</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u><u>\$ 1,088,543</u></u>	<u><u>\$ 1,347,823</u></u>	<u><u>\$ 1,760,986</u></u>

**Town of Sundre**  
**Schedule of Expenses by Object**  
**For the Year Ended December 31, 2019**  
**Schedule 5**

	Budget \$	2019 \$	2018 \$
<hr/>			
<b>EXPENSES BY OBJECT</b>			
Salaries, wages and benefits	\$ 2,835,818	\$ 2,974,908	\$ 2,819,324
Contracted and general services	835,153	773,417	939,134
Materials, goods, utilities and other	3,015,445	2,443,593	2,279,957
Transfers to local organizations	596,695	1,038,837	694,489
Interest on long-term debt	205,000	206,757	176,034
Amortization of tangible capital assets	1,900,000	1,837,537	1,708,819
	<hr/>	<hr/>	<hr/>
	\$ 9,388,111	\$ 9,275,049	\$ 8,617,757
	<hr/>	<hr/>	<hr/>



**Town of Sundre**  
**Schedule of Segmented Disclosure**  
**For the Year Ended December 31, 2019**  
**Schedule 6**

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Utility Services	Total \$
<b>REVENUE</b>							
Net Municipal Taxes	\$ 3,491,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,491,851
Government transfers	34,957	192,981	301,067	41,871	776,947	-	1,347,823
User fees and sales of goods	90,303	151,830	92,627	96,020	359,342	3,473,085	4,263,207
Investment income	192,521	-	-	-	-	-	192,521
Other revenues	201,385	15,193	-	6,100	63,263	-	285,941
	<u>\$ 4,011,017</u>	<u>\$ 360,004</u>	<u>\$ 393,694</u>	<u>\$ 143,991</u>	<u>\$ 1,199,552</u>	<u>\$ 3,473,085</u>	<u>\$ 9,581,343</u>
<b>EXPENSES</b>							
Contract & general services	\$ 199,752	\$ 96,673	\$ 83,233	\$ 41,171	\$ 62,253	\$ 290,335	\$ 773,417
Salaries & wages	358,154	244,279	338,039	461,267	774,663	798,506	2,974,908
Goods & supplies	250,713	213,102	269,383	154,144	319,121	1,237,130	2,443,593
Transfers to local organizations	-	209,397	-	42,790	692,063	94,587	1,038,837
Long-term debt interest	18,659	-	118,194	-	3,986	65,918	206,757
Other expenses	-	-	-	-	-	-	-
	<u>\$ 827,278</u>	<u>\$ 763,451</u>	<u>\$ 808,849</u>	<u>\$ 699,372</u>	<u>\$ 1,852,086</u>	<u>\$ 2,486,476</u>	<u>\$ 7,437,512</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	<u>\$ 3,183,739</u>	<u>\$ (403,447)</u>	<u>\$ (415,155)</u>	<u>\$ (555,381)</u>	<u>\$ (652,534)</u>	<u>\$ 986,609</u>	<u>\$ 2,143,831</u>
Amortization expense	(114,000)	(132,480)	(496,353)	-	(271,741)	(822,963)	(1,837,537)
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u><u>\$ 3,069,739</u></u>	<u><u>\$ (535,927)</u></u>	<u><u>\$ (911,508)</u></u>	<u><u>\$ (555,381)</u></u>	<u><u>\$ (924,275)</u></u>	<u><u>\$ 163,646</u></u>	<u><u>\$ 306,294</u></u>

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town of Sundre are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Sundre are as follows:

a) **Reporting Entity**

The financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and changes in financial position of the reporting entity that comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are controlled by the municipality.

The schedule of taxes levied also includes requisitions for education and seniors' lodges that are not part of the municipal reporting entity. Interdepartmental and organizational transactions and balances are eliminated.

b) **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

Revenues are recognized as they are earned and measurable. Funds from external parties and earnings thereon that are restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

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

c) **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles for local governments established by PSAB requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) **Government Transfers**

Government transfers are the transfers of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be determined.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

e) **Deferred Revenue**

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and is restricted and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

f) **Taxes and Grants in place of Taxes Receivable**

Taxes and grants in place of taxes receivable consist of current and non-current property tax levies, which remain outstanding at December 31.

g) **Investments**

Investments are recorded at amortized cost. When there is a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

h) **Prepaid Local Improvement Charges**

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight-line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

i) **Non-Financial Assets**

Non-Financial Assets are assets that are not available to discharge existing liabilities but held for use in Town operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Town operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**k) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life in accordance with Board Policy B-019 – Tangible Capital Assets as follows:

	<b><u>YEARS</u></b>
Land Improvements	15 - 25
Buildings	25 - 30
Engineered Structures	
Water System	30 - 40
Waste Water System	30 - 75
Gas System	30 - 50
Other engineered structures	5 - 40
Machinery & Equipment	3 - 40
Vehicles	10 - 25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use. Government contributions for the acquisition of capital assets are recorded as capital revenue and do not reduce the related capital asset costs.

**l) Contributions of Tangible Capital Assets**

Contributed tangible capital assets are recorded at fair value at the date of receipt and are recorded as revenue in the year of acquisition.

**m) Inventories**

Inventories of materials and supplies are valued at the lower of cost or net realizable value with cost determined by the average cost method.

**n) Reserves for Future Expenditures**

Reserves are established at the discretion of Council to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected in accumulated surplus.

**o) Leases**

Leases are classified as capital or operating leases. Leases that transfer substantially all of the benefit and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**p) Contaminated Sites**

The Town of Sundre reviews all contaminated sites for possible liabilities associated with the remediation of such sites. Management has assessed such sites and has determined there is no liability regarding the remediation of these sites.

**q) Related Party Transactions**

Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and when the transactions have, or could have, a material financial effect on the financial statements. Related parties and transactions are reviewed annually.

**2. ADOPTION OF NEW ACCOUNTING STANDARDS**

**PSAB Section 3430, Restructuring Transactions**

PSAB 3430 Restructuring Transactions came into effect for the 2019 fiscal year and applies to restructuring transactions. Currently, the Town does not have restructuring transactions.

**3. FUTURE ACCOUNTING POLICIES**

The Public Sector Accounting Board (PSAB) recently announced the following accounting pronouncements:

**PSAB Section 1201, Financial Statement Presentation**

This section is effective for fiscal years beginning on or after April 1, 2021, when sections PS 2601 and PS 3450 are adopted and establishes new general reporting principles and standards for the disclosure of information in government financial statements.

**PSAB Section 2601, Foreign Currency Translation**

This section is effective for fiscal years beginning on or after April 1, 2021 and establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements.

**PSAB Section 3280, Asset Retirement Obligations**

This section is effective for fiscal years beginning on or after April 1, 2021 and provides guidance on accounting for asset retirement obligations.

**PSAB Section 3400, Revenue**

This section is effective for fiscal years beginning on or after April 1, 2022 and provides greater clarity on the difference between exchange and non-exchange transactions.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**3. FUTURE ACCOUNTING POLICIES (continued)**

**PSAB Section 3450, Financial Instruments**

This accounting pronouncement establishes standards on how to account for and report all types of financial instruments including derivatives. Financial instruments include primary instruments and derivative instruments. It is effective for fiscal years beginning on or after April 1, 2019 for governments only, with early adoption encouraged. In addition, the Town will be required to assess Section 3041, Portfolio investments; Section 3050, Loans receivable; Section 3390, Contractual obligations; Section 3230, Long-term debt; Section 2500, Consolidation; and Section 3070, Investments in government business enterprises.

Management is assessing the impact of the adoption of these standards which is not known or reasonably estimable at this time.

**4. CASH AND TEMPORARY INVESTMENTS**

	2019 \$	2018 \$
Cash	7,785,023	7,873,018
Temporary Investments	845,888	825,225
Designated Cash	1,119,361	848,510
	<u>9,750,272</u>	<u>9,546,753</u>

Temporary investments consist of short-term deposits with original maturities of three months or less and that can be converted to cash as required. Designated cash relates to conditional grants received.

**5. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES**

	2019 \$	2018 \$
Current taxes and grants in place of taxes	340,293	298,879
Trade and other	793,905	728,442
	<u>1,134,198</u>	<u>1,027,321</u>



**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

**6. INVESTMENTS**

	2019 \$	2018 \$
Investment in Gas Alberta Inc.		
Shares at cost	200	200
Debentures	27,500	27,500
	<u>27,700</u>	<u>27,700</u>

The investment in Gas Alberta Inc. consists of shares of \$200 and debenture of \$27,500 that is non-interest bearing and is due when the Gas Alberta Inc. contract expires. Expiry requires five years notice prior to service termination. Shares are not publically traded therefore fair market value is not readily available.

**7. DEFERRED REVENUE**

	2019 Beginning \$	Additions	Utilizations	2019 End \$
Royal Bank of Canada – Learn to Play	6,784	-	-	6,784
Catalyst Changers – gazebo project	5,000	-	5,000	-
Prepaid local improvement charges	70,097	-	23,366	46,731
Mountain View Senior's Housing	21,230	418	-	21,648
	<u>103,111</u>	<u>418</u>	<u>28,366</u>	<u>75,163</u>
Grants				
Riverbank Stabilization	9,297	512	9,809	-
FRIAA FireSmart Program	35	1	-	36
Travel Alberta	-	40,196	40,196	-
Municipal Sustainability Int. - Operating	34,957	35,617	34,957	35,617
Federal Gas Tax Fund	121,574	154,889	4,369	272,094
Municipal Sustainability Int. - Capital	636,832	460,792	286,010	811,614
	<u>802,695</u>	<u>692,007</u>	<u>375,341</u>	<u>1,119,361</u>
	<u>905,806</u>	<u>692,425</u>	<u>403,707</u>	<u>1,194,524</u>

Deferred revenue represents amounts received or receivable which will be recognized as revenue in the period in which they are earned and corresponding expenditures are incurred.

The use of the Municipal Sustainability Initiative Grants and the Federal Gas Tax Grant is restricted to eligible capital projects as approved by the Province, which are scheduled for completion in the future.

Prepaid local improvement charges are being amortized to revenue at a rate of \$23,366 per year over the next 3 years.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

**8. LONG-TERM DEBT**

	2019 \$	2018 \$
Tax supported debentures	4,088,338	2,974,420
Special levies supported debentures	769,749	900,765
Utility supported debentures	1,452,314	1,581,677
	<u>6,310,401</u>	<u>5,456,862</u>

The current portion of long-term debt is \$473,781 (2018 - \$453,662).

Principal and interest repayments are as follows:

	Principal \$	Interest \$	Total \$
2020	473,781	220,648	694,429
2021	464,991	202,582	667,573
2022	329,461	185,884	515,345
2023	341,894	173,451	515,345
2024	343,263	172,083	515,346
Thereafter	4,357,011	898,947	5,255,958
	<u>6,310,401</u>	<u>1,853,595</u>	<u>8,163,996</u>

Debenture debt is repayable to the Alberta Capital Finance Authority bearing interest rates ranging from 2.46% to 5.24% per annum, before provincial subsidy and matures in periods 2020 to 2039. For qualifying debentures, the Province of Alberta rebates interest. Debenture debt is issued on the credit and security of the Town of Sundre at large.

Interest on long-term debt amounted to \$206,757 (2018 - \$176,034).

The Town's total cash payments for interest in 2019 were \$206,757 (2018 - \$176,034).

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

**9. RESTRICTED SURPLUSES**

Restricted Surpluses for operating and capital activities are as follows:

	Beginning of Year	End of Year
	\$	\$
<b>Operating</b>		
General Corp. Stabilization	556,210	577,360
Planning & Development	461,543	-
Fire (Operating)	78,692	102,413
	<u>1,096,445</u>	<u>679,773</u>
<b>Capital</b>		
Municipal New Projects	-	29,185
Municipal Life-cycling	2,233,517	2,120,873
Utility Life-cycling	3,039,626	2,411,824
Fire (Capital)	711,742	629,637
Off-Site Levy - Water	305,659	311,673
Municipal Reserve	62,248	63,473
Sundre Golf Society	53,889	54,949
	<u>6,406,681</u>	<u>5,621,614</u>
<b>Total Restricted Surpluses</b>	<u><u>7,503,126</u></u>	<u><u>6,301,387</u></u>

Capital Restricted Surpluses are based on a 10-year capital replacement plan that is approved by Council on an annual basis.

**10. DEBT LIMITS**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the Town of Sundre be disclosed as follows:

	2019 \$	2018 \$
Total debt limit	<u>13,855,371</u>	<u>13,564,528</u>
Total debt	<u>6,310,401</u>	<u>5,456,862</u>
Amount of debt limit unused	<u><u>7,544,970</u></u>	<u><u>8,107,666</u></u>
	2019 \$	2018 \$
Debt servicing limit	<u>2,309,229</u>	<u>2,260,755</u>
Debt servicing	<u>694,429</u>	<u>660,418</u>
Amount of debt servicing limit unused	<u><u>1,614,800</u></u>	<u><u>1,600,337</u></u>

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

**10. DEBT LIMITS (continued)**

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue.

Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**11. TANGIBLE CAPITAL ASSETS**

	Net Book Value	
	2019	2018
	\$	\$
Land	9,245,110	9,297,610
Land Improvements	1,159,824	1,149,448
Buildings	8,817,555	9,235,157
Engineered Structures	21,097,267	19,413,995
Machinery, equipment and furnishings	1,679,981	1,704,466
Vehicles	872,418	922,278
	<u>42,872,155</u>	<u>41,722,954</u>

There were contributed assets of \$54,050 in 2019 (2018 - NIL); and the total contributed assets value is \$1,031,657 (2018 - \$977,607).

**12. EQUITY IN TANGIBLE CAPITAL ASSETS**

	2019	2018
	\$	\$
Tangible Capital Assets (Schedule 2)	64,612,700	61,651,960
Accumulated Amortization (Schedule 2)	(21,740,545)	(19,929,006)
Long-term Debt (Note 8)	(6,310,401)	(5,456,862)
	<u>36,561,754</u>	<u>36,266,092</u>

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**13. ACCUMULATED SURPLUS**

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019 \$	2018 \$
Equity in tangible capital assets (Note 12)	36,561,754	36,266,092
Unrestricted surplus (Schedule 1)	2,465,895	1,253,524
Restricted surplus		
Operating Reserve (Note 9)	679,773	1,096,445
Capital Reserve (Note 9)	5,621,614	6,406,681
	<u>45,329,036</u>	<u>45,022,742</u>

**14. LOCAL AUTHORITIES PENSION PLAN**

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP serves about 265,813 people and 421 employers. It is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

The Town of Sundre is required to make current service contributions to the plan of 9.39% of the pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 13.84% for the excess. Employees of the Town are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP in 2019 were \$190,814 (2018 - \$197,581). Total current service contributions by the employees of the town to the LAPP in 2019 were \$172,436 (2018 - \$180,124).

At December 31, 2018 LAPP disclosed an actuarial surplus of \$3.5 billion (2017 - \$4.84 billion).

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

**15. SALARY AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers are required by Alberta Regulation 313/2000 are as follows:

			2019	2018
			\$	\$
	Salary <sup>1</sup>	Benefits & Allowances <sup>2</sup>	Total	Total
Mayor & Councilors:				
Mayor, Leslie	28,884	373	29,257	30,491
Councilor, Warnock	15,689	202	15,891	17,369
Councilor, Isaac	16,061	848	16,909	17,185
Councilor, Dalke	15,981	836	16,817	16,540
Councilor, Funke	17,105	914	18,019	16,225
Councilor, Wolfe	14,689	757	15,446	15,895
Councilor, Preston	15,361	796	16,157	15,635
	123,770	4,726	128,496	129,340
Chief Administrative Officer	161,690	28,439	190,129	167,811

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, and per diem payments.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

**16. COMMITMENTS**

The Town of Sundre has an agreement with Wild Rose Assessment Services Inc. to provide assessment services. Assessment services are required by the municipality in order to carry out the assessment of property within each municipality, primarily for taxation purposes. Under the terms of the agreements the Town of Sundre is committed to the following minimum payments until the end of March 31, 2020.

April 1, 2019 – March 31, 2020	\$38,220
April 1, 2020 – March 31, 2021	\$39,176
April 1, 2021 – March 31, 2022	\$39,176



**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**16. COMMITMENTS (continued)**

The Town of Sundre has entered into a lease agreement with Brandt Tractor Ltd. in regards to a John Deere 524K Wheel Loader. Under the terms of the lease the Town of Sundre is committed to the following payments until December 19, 2021

January 19, 2020 – December 19, 2020	\$28,322
January 19, 2021 – December 19, 2021	\$28,322

The Town of Sundre has an agreement with Jane Finney to provide animal control services. Under the terms of the agreements the Town of Sundre is committed to the following minimum payments until the end of December 31, 2021.

January 1, 2020 – December 31, 2020	\$25,200
January 1, 2021 – December 31, 2021	\$25,200

The Town of Sundre has agreements with Environmental 360 Solutions Ltd to provide for the residential collection and processing of solid waste, recyclables and compost/organics services. Under the terms of the agreements the Town of Sundre is committed to the following monthly charges:

Residential Solid Waste	October 1, 2019 – December 31, 2020 - \$1.36 per household
	January 1, 2021 – May 31, 2021 - \$1.41 per household
Compost/Organics	October 1, 2019 – December 31, 2020 - \$1.36 per household
	January 1, 2021 – May 31, 2021 - \$1.41 per household
Recyclables	June 1, 2019 – May 31, 2020 - \$1.40 per household
	June 1, 2020 – May 31, 2021 - \$1.46 per household

The Town of Sundre has agreements with Angela's Janitorial Services to provide custodial services to the Town of Sundre firehall, town office and town shop facilities. Under the terms of the agreements the Town of Sundre is committed to the following charges:

Firehall	January 1, 2020 – January 31, 2021	\$15,550
Town Office	January 1, 2020 – January 31, 2021	\$28,275
Town Shop	January 1, 2020 – January 31, 2021	\$20,060

The Town of Sundre has eight agreements with ADT Canada Inc to provide security monitoring services to each of the Town owned facilities. Under the terms of the agreements, the Town of Sundre is committed to the following charges:

January 1, 2020 – December 31, 2020	\$5,179
January 1, 2021 – December 31, 2021	\$5,179
January 1, 2022 – December 31, 2022	\$5,179
January 1, 2023 – March 31, 2023	\$1,295

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**17. CONTINGENCIES**

The Town of Sundre, in the conduct of its normal activities can be named as a defendant in legal proceedings. The ultimate outcome of these proceedings can often not be determined until the proceedings are completed. Should any loss result from the resolution of these proceedings or if the amount of the loss can be determined, such amount would be expensed as they become known to the Town.

The Town of Sundre is a member of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE). Under the terms of the membership, the town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**18. FINANCIAL INSTRUMENTS**

The town's financial instruments consist of cash and temporary investments, receivables, investments, accounts payable and accrued liabilities, deposit liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial statements.

The town is subject to credit risk with respect to taxes, utilities and other accounts receivables. Credit risk arises from the possibility that some taxpayers and other customers may experience financial difficulty and be unable to fulfill their obligations. The Town's customers and taxpayers are diverse which minimizes this risk.

Other than long-term debt or otherwise noted, the carrying value of the financial instrument approximates fair value.

**19. SEGMENTED DISCLOSURE**

The Town is a diversified municipal government that provides a wide range of services to its citizens, including bylaw, fire, water, wastewater and gas management.

For management reporting purposes, the Town's operations and activities are organized and reported by functions and services provided. Certain functions that have been disclosed in the segmented information, along with services provided are as follows:

**a) General Government**

This category encompasses General revenue which includes taxes, government transfers, investment income, and franchise fees as well as Legislative Services which pertains to Town Council, Chief Administrative Officer and Legislative Services and also includes Corporate Services which oversees Financial Services, Taxation Administration, Utilities Administration, Accounts Payable, Accounts Receivable, Payroll, Insurance and Risk Management, Human Resources, and Information Technology.

**19. SEGMENTED DISCLOSURE (continued)**

**b) Protective Services**

Protective services includes Bylaw Enforcement, Animal Control, Disaster Services and Fire Services.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2019**

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**c) Transportation Services**

This category includes Roads, sidewalk maintenance, street lighting, fleet management and Shop.

**d) Planning and development**

This category includes municipal planning, development and economic development.

**e) Utility Services**

This category includes water supply and distribution, water treatment, wastewater treatment and disposal, waste and recycling and the purchase and distribution of gas services for the Town.

**f) Recreation and Culture**

Parks and recreation includes the Sundre Community Centre, Arena, Greenwood Campground, Baseball, Parks, Recreation & Culture grants, Community Services, Trails, Outdoor Rinks, Recreation Fields, funds provided to the Sundre Municipal Library, and funds provided to Greenwood Neighbourhood place to provide Family and Community Support Services (FCSS).

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segments and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The accounting policies used in these segments are consistent with those followed in the preparation of financial statements as disclosed in Note 1. For additional information see the Schedule of Segmented Disclosure (Schedule 6).

**20. REVOLVING LINE OF CREDIT**

The Town has a \$750,000 revolving demand facility. Use of the line of credit is limited to funding current expenditures and obligations of the Town until such time as the taxes levied or to be levied are collected. It is secured by the assets of the Town. The balance outstanding at December 31, 2019 is nil (2018 – nil). This line of credit bears interest at a rate of prime plus 0.25% per annum and is payable on a monthly basis.

**21. SUBSEQUENT EVENTS**

In March 2020, the Town closed all the facilities it operates and curtailed, or modified, the delivery of municipal services in response to the COVID-19 pandemic. In addition, the Town has deferred the application of penalties for late payments of taxes and utilities, and cancelled various user fees and charges. The extent of the financial impacts on the Town's operations from the pandemic and related economic conditions cannot be estimated at this time as it is not yet known when public health restrictions will be lifted, nor what the long-term impacts of the pandemic will be on the Town. While the Town is in a sound financial position, it is possible the pandemic may have a material adverse effect on the future operations and cash flows.

**22. BUDGET AMOUNTS**

The 2019 Budget of the Town of Sundre was approved by Council on March 18, 2019 and has been reported in the financial statements for information purposes only.

**Town of Sundre  
Notes to Financial Statements  
For the Year Ended December 31, 2019**

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**23. APPROVAL OF FINANCIAL STATEMENTS**

The Council and Management have approved these financial statements.

**24. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform to the current year's presentation.

## MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2019

**Municipality Name:** Town of Sundre

## CERTIFICATION

The information contained in this Financial Information Return is presented fairly  
to the best of my knowledge.

\_\_\_\_\_  
Signature of Duly Authorized Signing Officer

**Chris Albert**  
\_\_\_\_\_  
Print Name

**September 14, 2020**  
\_\_\_\_\_  
Date

## FINANCIAL POSITION

Schedule 9A

		Total
		1
<b>Assets</b>	0010	
Cash and Temporary Investments .....	0020	9,750,272

Taxes and Grants in Place of Taxes Receivable .....	0030	
. Current .....	0040	269,577
. Arrears .....	0050	70,716
. Allowance .....	0060	
Receivable From Other Governments .....	0070	
Loans Receivable .....	0080	
Trade and Other Receivables .....	0090	793,905
Debt Charges Recoverable .....	0095	
Inventories Held for Resale .....	0130	
. Land .....	0140	
. Other .....	0150	
Long Term Investments .....	0170	
. Federal Government .....	0180	
. Provincial Government .....	0190	
. Local Governments .....	0200	
. Other .....	0210	27,700
Other Current Assets .....	0230	
Other Long Term Assets .....	0240	
<b>Total Financial Assets</b>		
	0250	
	0260	10,912,170
<b>Liabilities</b>		
Temporary Loans Payable .....	0270	
Payable To Other Governments .....	0280	
Accounts Payable & Accrued Liabilities .....	0290	
Deposit Liabilities .....	0300	995,310
Deferred Revenue .....	0310	61,703
Deferred Revenue .....	0340	1,194,524
Long Term Debt .....	0350	6,310,401
Other Current Liabilities .....	0360	
Other Long Term Liabilities .....	0370	
<b>Total Liabilities</b>		
	0380	
	0390	8,561,938
<b>Net Financial Assets (Net Debt)</b>		
	0395	2,350,232
<b>Non Financial Assets</b>		
Tangible Capital Assets .....	0400	42,872,155
Inventory for Consumption .....	0410	80,842
Prepaid Expenses .....	0420	25,807
Other .....	0430	
<b>Total Non-Financial Assets</b>		
	0440	42,978,804
<b>Accumulated Surplus</b>		
	0450	45,329,036

## CHANGE IN ACCUMULATED SURPLUS

## Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	1,253,524	7,503,126	36,266,092	45,022,742
Net Revenue (Expense) .....	0505	306,294			306,294
Funds Designated For Future Use.....	0511	-869,996	869,996		



Restricted Funds - Used for Operations.....	0512				
Restricted Funds - Used for TCA.....	0513		-2,071,735	2,071,735	
Current Year Funds Used for TCA .....	0514	-949,850		949,850	
Donated and Contributed TCA.....	0516	-54,050		54,050	
Disposals of TCA.....	0517	88,897		-88,897	
Annual Amortization Expense.....	0518	1,837,537		-1,837,537	
Long Term Debt - Issued.....	0519			-1,307,200	-1,307,200
Long Term Debt - Repaid.....	0521	-453,661		453,661	
Capital Debt - Used for TCA.....	0522			1,307,200	1,307,200
Other Adjustments.....	0524	1,307,200		-1,307,200	
Accumulated Surplus - End of Year.....	0525	2,465,895	6,301,387	36,561,754	45,329,036

## FINANCIAL ACTIVITIES BY FUNCTION

## Schedule 9C

	Revenue	Expense
	1	2
<b>Total General</b>	0700 3,491,851	
<b>Function</b>	0710	1150
<b>General Government</b>	0720	1160
Council and Other Legislative .....	0730	1170 319,563
General Administration .....	0740 519,166	1180 621,714
Other General Government.....	0750	1190
<b>Protective Services</b>	0760	1200
Police .....	0770	1210
Fire .....	0780 325,599	1220 688,790
Disaster and Emergency Measures .....	0790 4,550	1230 53,249
Ambulance and First Aid .....	0800	1240
Bylaws Enforcement .....	0810 23,831	1250 126,847
Other Protective Services.....	0820 6,024	1260 27,045
<b>Transportation</b>	0830	1270
Common and Equipment Pool .....	0840	1280
Roads, Streets, Walks, Lighting .....	0850 393,694	1290 1,305,202
Airport .....	0860	1300
Public Transit .....	0870	1310
Storm Sewers and Drainage .....	0880	1320
Other Transportation .....	0890	1330
<b>Environmental Use and Protection</b>	0900	1340
Water Supply and Distribution .....	0910 935,181	1350 1,163,421
Wastewater Treatment and Disposal .....	0920 820,461	1360 762,305
Waste Management .....	0930 323,100	1370 269,069
Other Environmental Use and Protection .....	0940	1380
<b>Public Health and Welfare</b>	0950	1390
Family and Community Support .....	0960 132,921	1400 165,691
Day Care .....	0970	1410
Cemeteries and Crematoriums .....	0980	1420
Other Public Health and Welfare .....	0990	1430
<b>Planning and Development</b>	1000	1440
Land Use Planning, Zoning and Development .....	1010 61,290	1450 364,604

Economic/Agricultural Development .....	1020	82,701	1460	334,768
Subdivision Land and Development .....	1030		1470	
Public Housing Operations .....	1040		1480	
Land, Housing and Building Rentals .....	1050		1490	
Other Planning and Development .....	1060		1500	
Recreation and Culture .....	1070		1510	
Recreation Boards .....	1080		1520	
Parks and Recreation .....	1090	880,291	1530	1,644,281
Culture: Libraries, Museums, Halls .....	1100	186,340	1540	313,856
Convention Centres .....	1110		1550	
Other Recreation and Culture .....	1120		1560	
Other Utilities .....	1125		1565	
Gas .....	1126	1,394,343	1566	1,114,644
Electric .....	1127		1567	
Other .....	1130		1570	
<b>Total Revenue/Expense</b> .....	1140	9,581,343	1580	9,275,049
<b>Net Revenue/Expense</b> .....			1590	306,294

# FINANCIAL ACTIVITIES BY TYPE / OBJECT

## Schedule 9D

		Total 1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal) .....	1720	3,491,851
Business .....	1730	
Business Revitalization Zone .....	1740	
Special .....	1750	
Well Drilling .....	1760	
Local Improvement .....	1770	
Sales To Other Governments .....	1790	
Sales and User Charges .....	1800	3,957,227
Penalties and Costs on Taxes .....	1810	
Licenses and Permits .....	1820	85,862
Fines .....	1830	122,967
Franchise and Concession Contracts .....	1840	
Returns on Investments .....	1850	192,521
Rentals .....	1860	97,151
Insurance Proceeds .....	1870	
Net Gain on Sale of Tangible Capital Assets .....	1880	
Contributed and Donated Assets .....	1885	54,050
Federal Government Unconditional Transfers .....	1890	
Federal Government Conditional Transfers .....	1900	4,369
Provincial Government Unconditional Transfers .....	1910	
Provincial Government Conditional Transfers .....	1920	451,622
Local Government Transfers .....	1930	891,832
Transfers From Local Boards and Agencies .....	1940	
Developer Agreements and Levies .....	1960	
Other Revenues .....	1970	231,891
<b>Total Revenue</b> .....	1980	9,581,343
Expenses	1990	
Salaries, Wages, and Benefits .....	2000	2,974,908
Contracted and General Services .....	2010	773,417
Purchases from Other Governments .....	2020	
Materials, Goods, Supplies, and Utilities .....	2030	2,354,696
Provision For Allowances .....	2040	
Transfers to Other Governments .....	2050	
Transfers to Local Boards and Agencies .....	2060	1,038,837

Transfers to Individuals and Organizations .....	2070	
Bank Charges and Short Term Interest .....	2080	
Interest on Operating Long Term Debt .....	2090	
Interest on Capital Long Term Debt .....	2100	206,757
Amortization of Tangible Capital Assets .....	2110	1,837,537
Net Loss on Sale of Tangible Capital Assets .....	2125	88,897
Write Down of Tangible Capital Assets .....	2127	
Other Expenditures .....	2130	
Total Expenses		9,275,049
Net Revenue (Expense)		306,294

## REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

## Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative .....	2210				
General Administration .....	2220	8,114		114,000	18,659
Other General Government .....	2230				
Protective Services	2240				
Police .....	2250				
Fire .....	2260	111,975		111,976	
Disaster and Emergency Measures .....	2270			14,676	
Ambulance and First Aid .....	2280				
Bylaws Enforcement .....	2290			5,828	
Other Protective Services .....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320				
Roads, Streets, Walks, Lighting .....	2330	92,627	286,010	496,353	118,194
Airport .....	2340				
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360				
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390	935,181		505,733	65,918
Wastewater Treatment and Disposal .....	2400	820,461		282,989	
Waste Management .....	2410	323,100		7,384	
Other Environmental Use and Protection .....	2420				
Public Health and Welfare	2430				
Family and Community Support .....	2440	2,436			
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460				
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490	15,133			
Economic/Agricultural Development .....	2500	1,000			
Subdivision Land and Development .....	2510				
Public Housing Operations .....	2520				
Land, Housing and Building Rentals .....	2530				
Other Planning and Development .....	2540				
Recreation and Culture	2550				
Recreation Boards .....	2560				
Parks and Recreation .....	2570	140,719		271,741	3,986
Culture: Libraries, Museums, Halls .....	2580	131,047			

Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas .....	2606	1,375,434		26,857	
Electric .....	2607				
Other .....	2610				
<b>Total:</b>	2620	3,957,227	286,010	1,837,537	206,757

# TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

# Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative .....	2710				
General Administration .....	2720	72,716			69,465
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750				
Fire .....	2760	41,639			
Disaster and Emergency Measures .....	2770	30,803			
Ambulance and First Aid .....	2780				
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820	57,434			27,862
Roads, Streets, Walks, Lighting .....	2830	1,075,263		1,307,200	200,449
Airport .....	2840				
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890	379,261			123,492
Wastewater Treatment and Disposal .....	2900	1,030,422			
Waste Management .....	2910	34,297			
Other Environmental Use and Protection .....	2920				
Public Health and Welfare	2930				
Family and Community Support .....	2940				
Day Care .....	2950				
Cemeteries and Crematoriums .....	2960				
Other Public Health and Welfare .....	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development .....	2990				
Economic/Agricultural Development .....	3000				
Subdivision Land and Development .....	3010				
Public Housing Operations .....	3020				
Land, Housing and Building Rentals .....	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060				
Parks and Recreation .....	3070	299,750	54,050		32,393
Culture: Libraries, Museums, Halls .....	3080				
Convention Centres .....	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas .....	3106				
Electric .....	3107				

Other .....	3110				
<b>Total</b> .....	3120	3,021,585	54,050	1,307,200	453,661

## CHANGE IN TANGIBLE CAPITAL ASSETS

## Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Tangible Capital Assets - Cost</b>					
Engineered Structures	3200				
Roadway Systems .....	3201	10,973,980	1,230,726		12,204,706
Light Rail Transit Systems .....	3202				
Water Systems .....	3203	8,600,983	379,262		8,980,245
Wastewater Systems .....	3204	10,775,452	1,030,444		11,805,896
Storm Systems .....	3205				
Fibre Optics .....	3206				
Electricity Systems .....	3207				
Gas Distribution Systems .....	3208	408,839			408,839
Total Engineered Structures .....	3210	30,759,254	2,640,432		33,399,686
Construction In Progress .....	3219				
Buildings .....	3220	14,781,935	44,580		14,826,515
Machinery and Equipment .....	3230	3,278,138	227,347	62,395	3,443,090
Land .....	3240	9,297,610		52,500	9,245,110
Land Improvements .....	3245	1,842,753	127,942		1,970,695
Vehicles .....	3250	1,692,270	35,334		1,727,604
<b>Total Capital Property Cost</b> .....	3260	61,651,960	3,075,635	114,895	64,612,700

## Accumulated Amortization

Engineered Structures	3270				
Roadway Systems	3271	4,152,017	438,239		4,590,256
Light Rail Transit Systems	3272				
Water Systems	3273	2,775,598	229,039		3,004,637
Wastewater Systems	3274	4,151,309	280,105		4,431,414
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278	266,335	9,777		276,112
Engineered Structures .....	3280	11,345,259	957,160		12,302,419
Buildings .....	3290	5,546,778	462,182		6,008,960
Machinery and Equipment .....	3300	1,573,672	215,435	25,998	1,763,109
Land .....	3310				
Land Improvements .....	3315	693,305	117,566		810,871
Vehicles .....	3320	769,992	85,194		855,186
<b>Total Accumulated Amortization</b> .....	3330	19,929,006	1,837,537	25,998	21,740,545
<b>Net Book Value of Capital Property</b> .....	3340	41,722,954			42,872,155
<b>Capital Long Term Debt (Net)</b> .....	3350	5,456,862			6,310,401
<b>Equity in Tangible Capital Assets</b> .....	3400	36,266,092			36,561,754

## LONG TERM DEBT SUPPORT

## Schedule 9H

Operating Purposes 1	Capital Purposes 2	Total 3
----------------------------	--------------------------	------------

**Long Term Debt Support**

Supported by General Tax Levies .....
Supported by Special Levies .....
Supported by Utility Rates .....
Other .....

3405			
3410		4,088,338	4,088,338
3420		769,749	769,749
3430		1,452,314	1,452,314
3440			
3450		6,310,401	6,310,401

**Total Long Term Debt Principal Balance****LONG TERM DEBT SOURCES****Schedule 9I**

Alberta Capital Finance Authority .....
Canada Mortgage and Housing Corporation .....
Mortgage Borrowing .....
Other .....

	Operating Purposes 1	Capital Purposes 2	Total 3
3500		6,310,401	6,310,401
3520			
3600			
3610			
3620		6,310,401	6,310,401

**Total Long Term Debt Principal Balance****FUTURE LONG TERM DEBT REPAYMENTS****Schedule 9J****Principal Repayments by Year**

Current + 1 .....
Current + 2 .....
Current + 3 .....
Current + 4 .....
Current + 5 .....
Thereafter .....

	Operating Purposes 1	Capital Purposes 2	Total 3
3700			
3710		473,781	473,781
3720		464,991	464,991
3730		329,461	329,461
3740		341,894	341,894
3750		343,263	343,263
3760		4,357,011	4,357,011
3770		6,310,401	6,310,401

**Total Principal****Interest by Year**

Current + 1 .....
Current + 2 .....
Current + 3 .....
Current + 4 .....
Current + 5 .....
Thereafter .....

3780			
3790		220,648	220,648
3800		202,582	202,582
3810		185,884	185,884
3820		173,451	173,451
3830		172,083	172,083
3840		898,947	898,947
3850		1,853,595	1,853,595

**Total Interest****PROPERTY TAXES AND GRANTS IN PLACE****Schedule 9K**

Property Taxes
Residential Land and Improvements .....
Non-Residential
Land and Improvements (Excluding M & E) .....
Machinery and Equipment .....
Linear Property .....
Railway .....
Farm Land .....
Adjustments to Property Taxes .....

	Property Taxes 1	Grants - in Place 2	Total 3
3900			
3910	3,316,671		3,316,671
3920			
3935	1,130,635		1,130,635
3950	844		844
3960	170,045		170,045
3970			
3980	816		816
3990	-1,071		-1,071

Total Property Taxes and Grants In Place

4000 4,617,940 4,617,940

Requisition Transfers

4010

Education

Residential/Farm Land .....

4031 743,240

Non-Residential .....

4035 288,336

Seniors Lodges .....

4090 93,509

Other .....

4100 1,004

Adjustments to Requisition Transfers .....

4110

Total Requisition Transfers

4120 1,126,089

Net Municipal Property Taxes and Grants In Place

4130 3,491,851

## GRANTS IN PLACE OF TAXES

## Schedule 9L

	Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government .....	4200			
Provincial Government .....	4210			
Local Government .....	4220			
Other .....	4230			
Total	4240			

## DEBT LIMIT

## Schedule 9AA

	1
Debt Limit .....	5700 13,855,371
Total Debt .....	5710 6,310,401
Debt Service Limit .....	5720 2,309,229
Total Debt Service Costs .....	5730 694,429

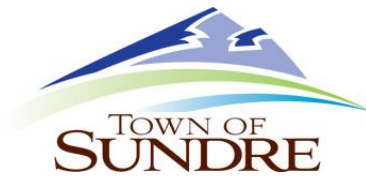
Enter prior year Line 3450 Column 2 balance here:

5,456,862

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW

Please ensure the correct breakdown of Non-Residential Property taxes has been recorded under line 3920





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>RFP Compensation and Benefit Review</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>10.1</b>

---

### **BACKGROUND/PROPOSAL:**

Per Council's direction, Administration issued a Compensation and Benefit Review Request for Proposal. There were three submissions received by the closing deadline.

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

See Report to Council attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

1.1 Improve communication and transparency with our stakeholders

4.0 Financial Stability

### **ADMINISTRATION RECOMMENDATIONS:**

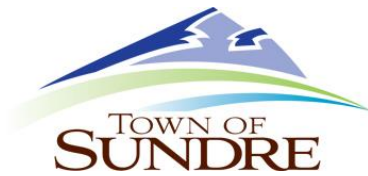
Administration recommends that Council approve the selection of Salopek & Associates to conduct a Compensation and Benefit Review at a cost not to exceed \$40,000.00 including incidentals, with funding to be drawn from the General Corporate Stabilization RSA.

### **MOTION:**

That the Town of Sundre Council move to approve the selection of Salopek & Associates to conduct a Compensation and Benefit Review at a cost not to exceed \$40,000.00 including incidentals, with funding to be drawn from the General Corporate Stabilization RSA.

Date Reviewed: September 10, 2020

CAO: *Linda Nelson*



## REPORT TO COUNCIL

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>RFP Compensation and Benefit Review</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>10.1a</b>

---

### **BACKGROUND:**

Per Council's direction, Administration issued a Compensation and Benefit Review Request for Proposal with a closing date of August 17, 2020. The requested review would encompass all staff positions, as well as Council remuneration and Fire Department compensations. The goal in reviewing and possibly updating the pay structure and benefits is to establish a system that attracts and retains qualified staff and maintains competitive compensation practices with those of comparable municipal and industry employers. Recommendations from the review may include value adjustments, philosophy revisions, scale changes or structure modifications.

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

Three submissions were received by the RFP closing deadline and the following evaluation criteria was used to evaluate the submissions.

Approach & Methodology = 30 points  
Understanding of Service Provision = 10 points  
Experience of Firm = 10 points  
Project Staffing & Experience = 30 points  
Satisfaction of Clients = 5 points  
Pricing = 15 points

In order to ensure a comprehensive and actionable product, the understanding of our request and experience to provide a significant amount of insight were weighted higher than overall price.

Salopek & Associates is a Calgary firm with more than 14 years of experience and 200 clients across Canada consisting of non-profit, municipal and industry entities. The proposal submitted scored highest in the evaluation criteria and while the cost is approximately double of the estimates provided by the other proponents, the methodology and service provision substantiate the proposed fee.

Improve Consulting Group was founded in 2017 by veteran Management Consultant Jonathan White, who led the project team for another organization that completed the 2015 compensation review for the Town of Sundre. Improve's proposal also scored quite high in the

evaluation criteria, but the proposed results were potentially less comprehensive than desired which would result in higher costs than estimated.

HR Outlook is a Red Deer firm which has recently completed a review for the Town of Olds. The proposal would be comparable to reviews completed in the past but did not appear to be as comprehensive as Administration was envisioning.

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

1.1 Improve communication and transparency with our stakeholders

4.0 Financial Stability

#### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the selection of Salopek & Associates to conduct a Compensation and Benefit Review at a cost not to exceed \$40,000.00 including incidentals, with funding to be drawn from the General Corporate Stabilization RSA.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Proclamation – Fire Prevention Week</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Sundre Fire Department</b>
<b>AGENDA ITEM</b>	<b>10.2</b>

---

### **BACKGROUND/PROPOSAL:**

Since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. In 1925, Fire Prevention Week became a national observance, making it the longest-running public health observance in our country. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

This year's FPW campaign, "Serve Up Fire Safety in the Kitchen!™" works to educate everyone about the simple but important actions they can take to keep themselves, and those around them, safe in the kitchen. Cooking is the #1 cause of home fires and home fire injuries. Unattended cooking is the leading cause of fires in the kitchen.

In a fire, mere seconds can mean the difference between a safe escape and a tragedy. Fire safety education is not just for school children. Teenagers, adults, and the elderly are also at risk in fires, making it important for every member of the community to take some time every October during Fire Prevention Week™ to make sure they understand how to stay safe in case of a fire.

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

See Fire Prevention Week Proclamation attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

*Goal 1.1 Improve communication and transparency with our stakeholders.*

### **ADMINISTRATION RECOMMENDATIONS:**

That the Council of the Town Sundre proclaim October 4 – 10, 2020 as Fire Prevention Week in Sundre.

### **MOTION:**

That the Council of the Town of Sundre proclaim October 4 – 10, 2020 as Fire Prevention Week, and urge all the people of Sundre to check their homes, especially their kitchens for fire hazards and to support the many public safety activities and efforts of Sundre's fire and emergency services.

Attachment: Fire Prevention Week Proclamation

Date Reviewed: September 01, 2020

CAO: Linda Nelson



***Fire Prevention Week***  
***October 4 – 10, 2020***  
***PROCLAMATION***

**WHEREAS**, the Town of Sundre is committed to ensuring the safety and security of all those living in and visiting Sundre; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, cooking is the leading cause of home fires in Canada and the United States; and

**WHEREAS**, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**WHEREAS**, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

**WHEREAS**, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

**WHEREAS**, Sundre residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Sundre's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Sundre's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2020 Fire Prevention Week theme™, "Serve Up Fire Safety in the Kitchen!!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

**THEREFORE**, I Terry Leslie on behalf of Council of the Town of Sundre do hereby proclaim October 4-10, 2020, as Fire Prevention Week, and we urge all the people of Sundre to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2020, and to support the many public safety activities and efforts of Sundre's fire and emergency services.

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Mayor, Terry Leslie



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Proclamation – International Day of Older Persons, Oct. 1, 2020</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.3</b>

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### **BACKGROUND/PROPOSAL:**

2020 marks the 75<sup>th</sup> Anniversary of the United Nations and the 30<sup>th</sup> Anniversary of the International Day of Older Persons. 2020 has also seen the emergence of Covid-19 which has caused an upheaval across the world and its effects on older persons. Marking October 1<sup>st</sup> emphasizes the value of seniors and raises awareness about the barrier's older adults face, more importantly it recognizes and lets us celebrate positive contributions of older adults in our community.

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

See Alberta Council on Aging document attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 3. Community Well-being

*Goal 3.3 Continue to work with and value community groups*

### **ADMINISTRATION RECOMMENDATIONS:**

That the Council support the Alberta Council on Aging by proclaiming October 1, 2020 the International Day of Older Persons in Sundre

### **MOTION:**

That the Council of the Town of Sundre proclaim October 1, 2020 as International Day of Older Persons, to celebrate and recognize the valuable contributions of older adults in Sundre.

Attachment: Alberta Council on Aging document

Date Reviewed: September 01, 2020

CAO: Linda Nelson



August 1, 2020

Greetings,

Alberta Council on Aging calls on Albertan municipalities and their various organizations to join in celebrating [International Day of Older Persons](#) on October 1, 2020.

This year marks the 75th Anniversary of the United Nations and the 30th Anniversary of the International Day of Older Persons (UNIDOP). This year has also seen the emergence of COVID-19 which has caused an upheaval across the world. It has also raised the question: **How do pandemics change how we address age and ageing?**

Marking this day emphasizes the value of seniors and raises awareness about the inequalities and barriers older adults face. **Let us also recognize and celebrate positive age and honor the older adults in our communities.**

Alberta Council on Aging thanks the following communities that declared International Day of Older Persons in 2019: Province of Alberta, Sexsmith, Grande Prairie, Bonnyville, St. Paul, Lac la Biche, Legal, Red Deer, Barrhead, Drayton Valley, Calmar, Ponoka, Calgary, Edmonton (Sage Seniors Association), Okotoks, Medicine Hat (Chinook Village), Bruderheim

Our hope this year is **all** communities will commemorate International Day of Older Persons. How might you do this?

### **Declare International Day of Older Persons**

Make a proclamation to declare October 1 as International Day of Older Persons.

### **Host an Event**

Celebrate age in your community showcasing your older adults through local and social media

Let us celebrate together! I look forward to hearing from you.

Jessica

Jessica Kinsella  
Volunteer Coordinator  
Alberta Council on Aging  
780.977.7462 (Office Cell)  
[coordinator@acaging.ca](mailto:coordinator@acaging.ca)  
[www.acaging.ca](http://www.acaging.ca)

## International Day of Older Persons

**PROCLAMATION**

**WHEREAS** the Town of Sundre recognizes and values the experience, contributions, and wisdom of seniors; and

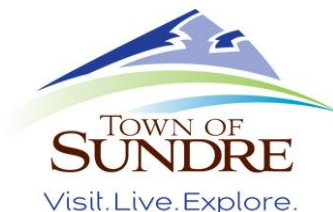
**WHEREAS** the declaration of International Day of Older Persons would give us the opportunity to build greater awareness, understanding and appreciation of seniors; and

**WHEREAS** an International Day of Older Persons will stand as an important annual occasion to celebrate the strength and community connections of seniors in our province.

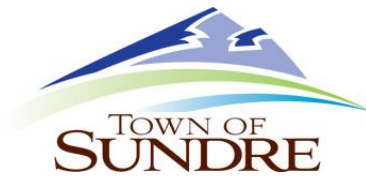
**THEREFORE**, I, Mayor Terry Leslie on behalf of Council and the Citizens of Sundre, do hereby declare October 1, 2020 as International Day of Older Persons in the Town of Sundre

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Mayor Terry Leslie







## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Rescinding 2011 Appointment of Fire Chief</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.4</b>

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### **BACKGROUND/PROPOSAL:**

At the Regular Meeting of Council, January 17, 2011 Council made the following motion:

**22/11** Councillor Paul Isaac moved to appoint Marty Butts as the Fire Chief of the Town of Sundre Volunteer Fire Department for three years, effective January 10, 2011, with an annual review conducted by the Mayor, Deputy Mayor, Council Fire Liaison, and the Chief Administrative Officer. Leadership training to commence within the first year is a requirement of this appointment.

**CARRIED**

### **ADMINISTRATION RECOMMENDATIONS:**

That Motion 22/11 be rescinded.

### **MOTION:**

That the Town of Sundre Council rescind Motion #22/11 made at the Regular Meeting of Council January 17, 2011

Date Reviewed: September 3, 2020

CAO: *Linda Nelson*



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>13.1</b>

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### **BACKGROUND/PROPOSAL:**

Councillor Cheri Funke has provided a report for Council's review and information for June to August 2020.

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

Please see attached report.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

*Goal 1.1 Improve communication and transparency with our stakeholders.*

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept Councillor Funke's Report as presented.

### **MOTION:**

That the Town of Sundre Council accept Councillor Cheri Funke's report for June to August 2020 as information.

Date Reviewed: September 01, 2020

CAO: Linda Nelson

**Council Report  
June – August 2020  
Councilor Cheri Funke**

**June 8 – Regular Council Meeting (via tele-conference)**

**June 17 – Grant Committee Meeting**

During this meeting the Committee discussed the grant applications and made their recommendations to Council for the upcoming Council meeting, the Committee also recommended opening up a 3<sup>rd</sup> intake of grant applications to try and spur new events once COVID restrictions ease.

**June 20 – Emergency Preparedness Pamphlet delivery**

Staff and Council members volunteered their morning to deliver Emergency Preparedness Pamphlets to every home in the Community.

**June 22 – Regular Council Meeting (via tele-conference)**

**July 7 – Pipe Nation Press Conference**

The Director and representative from Keep Alberta Rolling spoke to those in attendance about their schedule and their plans for the upcoming filming of the Pipe Nation Pilot, the press conference was followed by a casting call for extras.

**July 10 – Red Deer River Watershed Alliance AGM (via zoom)**

The keynote speaker was Roy Brooke, his presentation made a case for municipal natural asset management, recognizing that the natural assets (e.g. wetlands, forests, and creeks) contribute to municipal core services. He spoke about the benefits that natural assets can provide to local governments through a series of case studies profiling projects across Canada.

Kevin Gardiner from the Alberta Conservation Association shared the story of stewardship efforts along the Raven River over the past 5 decades.

**July 11 – Council ‘Spring’ Workshop**

Council was asked to put forward their priorities that they believe to be important to our Community from what they had heard from the public. Some of these included, but not limited to; Increase new commercial/industrial developments, working with AT concerning Highway 27, keeping taxes to a minimum, projects for the recent land purchase, arena upgrades and maintenance etc. An updated list of priorities will be given at the Special Council meeting on the 28<sup>th</sup> of July.

**July 15 – Sundre Citizens on Patrol Association**

First meeting back since our parent Association suspended patrols. Committee discussed the grant application that would be submitted to Mountain View County. RCMP updated that property crime was down in their detachment area, which is great news. Talked about upcoming AGM that is slated to be on October 5<sup>th</sup> at 7pm in Council Chambers.

### **July 17 – Red Deer River Watershed Alliance Board Meeting (via zoom)**

Welcome to the new board members that were elected at the AGM. Recently the ED for RDRWA has left, the board appointed a recruitment committee.

### **July 21 – Tour of Prairie Creek Crossing**

### **July 23 – Landscaping Main Avenue Phase 1 with Grade 8s**

Although I attended this as a parent of a grade 8 student and not as a member of Council, I wanted to share with Council the enthusiasm that the kids showed, and although we were hampered by a storm that caused us to pause our work, the kids hard work allowed for the job to be finished well ahead of schedule.

### **July 28 – Special Council Meeting**

### **July 29 – Canadian Water and Wastewater Association, Window on Water Webinar Series, Part 1: Security and Emergency Management**

#### *Critical Infrastructure Resilience to Insider Risk*

Insider Risk occurs when anyone with knowledge or access to an organization's infrastructure accidentally or maliciously misuses their access to harm the organization's employees, customers, assets, reputation, or interests. A good source to read, if you are interested, is 'Enhancing Canada's Critical Infrastructure Resilience to Insider Risk'.

The Federal Governments definition of Critical Infrastructure (CI) refers to processes, systems, facilities, assets and services essential to the health, safety, security or economic well-being of Canadians and the effective functioning of government. CI can be stand-alone or interconnected and independent within and across provinces, territories and national borders. Disruptions of CI could result in catastrophic loss of life, adverse economic effects and significant harm to public confidences. Essentially the list would be categorized as Energy and utilities, Information and Communication Technology, Finance, Health, Water, Transportation, Safety, Government and Manufacturing.

Insider risk is not something that comes first to mind when we think of disaster in our Municipality, it is important to remember and be prepared for disasters that can come from within an organization as well as from the outside.

#### *Preparing Utilities for Disaster within a Disaster*

When it comes to utilities, as for all our infrastructure that we deem critical, that we must be prepared to provide for the continuation of critical functions. I was happy to see that the ICS structure was recommended to all sectors not just municipalities, as it is important for all sectors to have some level of understanding of each other when it comes to disasters involving different sectors.

### **August 13 – Special Council Meeting**

### **August 13 – Sundre Citizens on Patrol**

Unfortunately, there were not enough board members to allow for quorum to be met.

### **August 19, 2020 – Meeting with Fire Department**

### **August 20 – Water Council Ad Hoc Committee, Future of Water Management**

At the July 28 Special Council meeting I requested and received a motion of support from Council to support putting my name forward for an Ad Hoc Water Council Committee to discuss the topics for a future Water Council Initiative. I was appointed by the AUMA Board to be one of 2 municipal representatives on the Committee.

At the meeting we discussed key points and observations that we see in each different sector, and I was pleased to hear that the future fears that are recognized by our municipalities are being recognized as well.

### **August 24 – Regular Council Meeting**

### **August 26 – Canadian Water and Wastewater Association, Window on Water Webinar Series, Part 2: Window on Drinking Water**

#### *Health Canada – Current and Upcoming Revisions to the Canadian Guidelines for Drinking Water Quality*

We were given an over view of Federal guidelines for drinking water. Drinking water quality in Canada is a shared responsibility between Federal, provincial and Territorial governments. Health Canada works in collaboration with the FTP Committee on Drinking Water to develop the Guidelines for Canadian Drinking Water Quality and other technical guidance to support programs in each jurisdiction. The guidelines are used by each jurisdiction as a basis to establish their own requirements for drinking water quality.



When it comes to jurisdiction, when the Provinces concentration limits are higher than the Federal limits, the Provincial limits take precedence.

The three main criteria for guideline development is:

1. Exposure to the contaminant could lead to adverse health effects;
2. The contaminant is frequently detected or could be expected to be found in a large number of drinking water supplies throughout Canada; and
3. The contaminant is detected, or could be expected to be detected, at a level that is of possible health significance

Federal limits for Aluminum are set to be released March 2021, there are several older protocols that Health Canada plans to prioritize in the coming months.

Currently the public consultation is ongoing with Metribuzin (until September 11<sup>th</sup>), Diquat (until October 2<sup>nd</sup>), Guidance on Monitoring Microbial Water Quality in the Distribution System (until

October 16<sup>th</sup>), 2,4-D (until November 6<sup>th</sup>), and Guidelines for Canadian Recreational Water Quality (for 90 days as of Aug 17<sup>th</sup>)

Up-coming consultations include; Dicamba, Bromoxynil, Dimethoate and omethoate, Malathion, MCPA, Atrazine, Corrosion Control, Glyphosate, Waterborne pathogens.

*Health Canada – Monitoring the Biological Stability of Drinking Water in Distribution Systems*

Water quality can significantly deteriorate once it leaves the WTP, with the possibility of exposures to gastrointestinal illnesses and/or exposures to metals. The goal is to minimize changes in water quality and ensure biological stability.

Color, turbidity, taste/odor are good indicators of water quality deterioration. Some causes of water quality deterioration could be; presence of microorganisms, type and availability of nutrients, pipe material and condition, and general distribution system conditions.

Management strategies should include;

- Developing and implementing a monitoring program
  - Evaluate trends and variability
  - Establish water quality targets that trigger corrective actions
- Maintain chemical stability
- Maintain positive pressure
- Keep the distribution system clean
- Ensure strict hygiene during construction, repair or maintenance.

*Panel Discussion – Managing the Challenges of Maintaining Water Quality to the Tap*

The next presenters highlighted how they have combated the recent lead pipe issues, views from utility providers, municipalities and user responsibilities. The Cities of Edmonton and Winnipeg described their programs to change out lead piping, the biggest challenge is land owners willing and/or able to participate in the program.

**August 28 – Red Deer River Watershed Alliance Boarding Meeting**

**August 28 – Water Council Ad Hoc Committee, Future of Water Management**

The Committee was presented with a draft Synthesis of our discussions so far. Further discussions were had by the group to make sure that we have captured the aspects that the Committee deems important.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 14, 2020</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>14.</b>

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### **BACKGROUND/PROPOSAL:**

Correspondence received by, and/or sent by Legislative Services during the period of August 25 and September 10, 2020.

### **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 100<sup>th</sup> Birthday Certificate for Mr. Wilhelm Moser as information.

### **ATTACHMENTS:**

14.1 100<sup>th</sup> Birthday Recognition Certificate

141a Request for Birthday Recognition & Memo to MVSL

Date Reviewed: September 01, 2020

CAO: 



## Recognition of 100<sup>th</sup> Year Birthday

*Wilhelm Moser*

**Awarded this 19<sup>th</sup> day of September 2020**

*Mr. Moser born in Germany on September 19<sup>th</sup>, 1920 has lived in Sundre for 53 of his 100 years.  
His contributions to this community, as a bricklayer by trade, includes the building and  
maintenance of the Sundre Hospital*

*On behalf of Council and the Citizens of Sundre, we wish you a Very Happy 100<sup>th</sup> Birthday*

**Mayor, Terry Leslie**  
**Town of Sundre, Alberta**





Steve Moser <send.steve.money@gmail.com>

Tue, Sep 1,  
10:01 AM (9  
days ago)

Hi Bettyann,

My Opa, Wilhelm Moser, is turning 100 on September 19.

He was born in 1920 in Germany and has lived in Sundre since 1967. He was part of the building and maintenance of the Sundre hospital and a bricklayer by trade.

Thanks for looking into getting a letter of recognition to him, after my Oma passed away last fall and the whole COVID pandemic meaning we can't visit, he's had a bit of a rough go over the last while. I think this would really mean a lot to him!



## MEMO

DATE: SEPTEMBER 3, 2020  
TO: JESSICA, Sundre Senior Living Supportive Facility  
FROM: BETTY ANN FOUNTAIN, Acting Legislative Assistant  
RE: **100<sup>TH</sup> BIRTHDAY CERTIFICATE – W. MOSER, ROOM #231**

Good Afternoon Jessica,

Thank you for hand-delivering Mr. Moser's 100<sup>th</sup> Birthday Celebration Certificate from Mayor, Council, and the Citizens of Sundre.

This special mention of Mr. Moser's birthday was requested by his grandson Steve Moser.

Due to Covid-19, visits with family and friends have been restricted, and Steve thought this special mention of Bill's birthday wishes would please his "Opa".

Sincerely,  
Betty Ann Fountain

