



Regular Council Meeting
Town of Sundre Municipal Council Chambers
September 8, 2025
4:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing:**
- 3. Agenda – Amendments and Adoption**
 - 3.1 September 8, 2025
 - 3.2 Councillor Absence (if applicable)
- 4. Adoption of Previous Minutes**
 - 4.1 June 23, 2025 Regular Meeting of Council Minutes Pg. 1
 - 4.2 July 10, 2025 Special Closed Meeting of Council Minutes Pg. 7
- 5. Delegation:**
 - 5.1 RFD Sundre R.C.M.P. Detachment Commander, Q1 Report Pg. 9
- 6. Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-11 To Establish the Committees of Council, Schedule “H” Pg. 22
- 7. Old Business: None**
- 8. New Business:**
 - 8.1 RFD Q2 Financial Report Pg. 41
 - 8.2 RFD 2025 Auditor Appointment Pg. 75
 - 8.3 RFD FRIAA FireSmart Program Grant Pg. 76
 - 8.4 RFD ADOA Proclamation Pg. 80
 - 8.5 RFD National Depression Screening Day Proclamation Pg. 82
- 9. Administration:**
 - 9.1 RFD Achievement of Applied Land Use Planning Certificate Pg. 85
- 10. Council Committee Reports: None**
- 11. Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 87
 - 11.1 Letter of Introduction, Commander Alberta R.C.M.P. Pg. 88
 - 11.2 2025 Hospital Gala Sponsorship Letter Pg. 90
 - 11.3 Letter from Sundre & District Aquatic Society Pg. 92
 - 11.4 Letter of Support_Sundre Rodeo & Race Association Pg. 93
- 12. Closed Meeting:**
 - 12.1 Advice From Officials, *Access To Information Act*, Section 29
- 13. Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
June 23, 2025
4:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, June 23, 2025, commencing at 4:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Todd Dalke (*arrived at 4:02 p.m.*)
Councillor Jaime Marr
Councillor Chris Vardas

ABSENT: Councillor Paul Isaac

STAFF: Acting CAO / Director Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone
Economic Development Officer, Jon Allan

PUBLIC: 0

DELEGATION: Emma Peters & Nikki Vardas – 6Km Run Fundraising Coordinators, and Tracey McCrimmon, Sundre Petroleum Operators Group

PRESS: 1

Mayor Warnock addressed the public sitting in the Council Chambers and welcomed the public attending the meeting by Live-Stream: We are serving notice that this meeting is being live-streamed. The camera will focus only on Council, not individuals sitting in the gallery.

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

PUBLIC HEARING: **20250623: Bylaw 2025-06 Land Use Bylaw Map Amendment**

The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments thereto*.

The Mayor declared Public Hearing 20250623 relating to Bylaw 2025-06 Land Use Bylaw Map Amendment now open at 4:01 p.m.

ROLL CALL:

Mayor requested that anyone registered to attend the Public Hearing by phone to state their name for the record.

Legislative Executive Assistant confirmed that we did not receive any requests to be registered to join the Public Hearing by phone.

Purpose of Bylaw 2025-06

The purpose of Bylaw No. 2025-06 is to amend the Land Use Bylaw Map by changing the land use designation for five parcels legally described as Plan 9912954, Block 18, Lots 2 to 6 (Civic Address of 106 – 114, 12 Avenue N.E.), from Low Density Residential (R-1) to General Residential (R-2).

- Confirmation of Notices;
- Development Authority's report;
- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Any other person(s) deemed affected by the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.

Acting CAO – Public Notifications:

Notification of the Public Hearing for Bylaw 2025-06 was published in the local newspaper on June 10th and June 17th, 2025 and on the Town's website from June 10 to June 23, 2025. Adjacent Landowner Notifications were mailed via Canada Post on June 10th, 2025.

Development Authority's Report:

The Development Authority, Benazir Thaha Valencia, Director Community Development delivered a verbal report accompanied by a PowerPoint presentation.

Public Communications: None

Those in Favour of the Bylaw: None

Those in Opposition to the Bylaw: None

Other person(s) Deemed Affected by the Bylaw: None

Closing Statement: The Development Authority provided a brief closing statement.

Call for a Motion: The Mayor called for a motion to close the Public Hearing at 4:17 p.m.

 Initials

Res. 236-23-06-25 MOVED by Councillor Marr that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20250623 pertaining to Bylaw 2025-06 being a bylaw to amend the Land Use Bylaw Map.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION:

Res. 237-23-06-25 MOVED by Councillor Vardas that the agenda be approved as presented.

CARRIED

Councillor Absence: *Councillor Isaac advised the Acting CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 238-23-06-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on June 9, 2025 be approved as presented.

CARRIED

DELEGATION:

Fundraising Event

Res. 239-23-06-25 MOVED by Councillor Dalke that the Town of Sundre Council accept the verbal presentation regarding the fundraising event as information.

CARRIED

Res. 240-23-06-25 MOVED by Councillor Vardas that the Town of Sundre Council accept the presentation from Sundre Petroleum Operators Group and at Council's discretion assist with the Neighbourhood Day Breakfast from 8:00 a.m. to 9:30 a.m. on Friday, August 22, 2025.

CARRIED

BYLAWS/POLICIES:

Bylaw 2025-06 Land Use Bylaw Map Amendment

Res. 241-23-06-25 MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2025-06, being a Bylaw to amend the Land Use Bylaw Map by redesignating five residential lots, legally described as Plan 991 2954, Block 18, Lots 2 – 6, from Low Density Residential (R-1) to General Residential (R-2).

CARRIED

Res. 242-23-06-25 MOVED by Councillor Marr that the Town of Sundre Council give Third Reading to Bylaw 2025-06, being a Bylaw to amend the Land Use Bylaw Map by redesignating five residential lots, legally described as Plan 991 2954, Block 18, Lots 2 – 6, from Low Density Residential (R-1) to General Residential (R-2).

CARRIED

Mayor Warnock called a break at 4:56 p.m.

Mayor Warnock reconvened the meeting at 5:00 p.m.

OLD BUSINESS:

None

Initials

NEW BUSINESS:**Mountain View Regional Film Office Strategic Plan – Next Steps***Res. 243-23-06-25*

MOVED by Councillor Petersen that the Town of Sundre Council accept for information the report from the Economic Development Officer on behalf of the Mountain View Regional Film Office.

CARRIED**2024 Capital Spending RSA Transfers***Res. 244-23-06-25*

MOVED by Councillor Anderson that the Town of Sundre Council approves the transfer of additional funding in the amount of \$1,693 from the Utilities Lifecycling RSA for the Gas Line Heater capital project.

CARRIED*Res. 245-23-06-25*

MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$8,286 to the Fire Capital RSA in unspent funding for the Superior Pumper Unit Replacement capital project.

CARRIED*Res. 246-23-06-25*

MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$405,089 to the Utilities Lifecycling RSA in unspent funding for the Hwy. 27 Water & Wastewater Upgrades capital project.

CARRIED*Res. 247-23-06-25*

MOVED by Councillor Dalke that the Town of Sundre Council approves the transfer of \$12,833 to the Municipal Lifecycling RSA in unspent funding for the Unit 145 capital project.

CARRIED*Res. 248-23-06-25*

MOVED by Councillor Petersen that the Town of Sundre Council approves the transfer of \$2,156 to the General Corporate Stabilization RSA in unspent funding for the Confined Space Entry Equipment capital project.

CARRIED*Res. 249-23-06-25*

MOVED by Councillor Anderson that the Town of Sundre Council approves the transfer of \$1,203 to the Municipal New Projects RSA in unspent funding for the 1 Avenue N.W. Swale capital project.

CARRIED

 Initials

Res. 250-23-06-25 MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$6,877 to the Municipal New Projects RSA in unspent funding for the Sewer Flushing Equipment capital project.

CARRIED

ADMINISTRATION:

Res. 251-23-06-25

Departmental Reports May 2025

MOVED by Councillor Marr that the Town of Sundre Council accept the May 2025 Departmental Reports as information

CARRIED

COUNCIL COMMITTEE

REPORTS:

Res. 252-23-06-25

Council Committee Reports May 2025

MOVED by Councillor Vardas that the Town of Sundre Council accept Mayor Warnock's report for May 2025 as information.

CARRIED

COUNCIL KEY MESSAGE:

Res. 253-23-06-25

Council Key Messages May 2025

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

CARRIED

**COUNCIL INVITATIONS /
CORRESPONDENCE:**

Res. 254-23-06-25

Letter from the Minister of Forestry and Parks

MOVED by Councillor Dalke that the Town of Sundre Council accept the letter from the Honourable Todd Loewen, Minister of Forestry and Parks pertaining to the Town of Sundre's letter of April 29 to the province in support of the efforts of the Alberta Forest Products Association to ensure a sustainable forestry industry in Alberta, as information.

CARRIED

Library Board Letter of Resignation

Res. 255-23-06-25

MOVED by Councillor Marr that the Town of Sundre Council accept the letter of resignation of Nila E. Stringer from the Sundre Municipal Library Board, and thank Ms. Stringer for her years of service to our community.

CARRIED

Invitation to Sundre Pickleball Association's Celebration

Res. 256-23-06-25

MOVED by Councillor Vardas that the Town of Sundre Council accept the invitation for the Mayor or a Designated Councillor to attend the Sundre Pickleball Association's Celebration (Repaving Completion) event on Monday,

June 30, 2025 at 9:30 a.m., at the pickleball court; and further direct administration to send an RSVP to the association.

DEFEATED

Res. 257-23-06-25

MOVED by Councillor Marr that the Town of Sundre Council accept the invitation for the Mayor and Council to attend the Sundre Pickleball Association's Celebration (Repaving Completion) event on Monday, June 30, 2025 at 9:30 a.m., at the pickleball court; and further direct administration to send an RSVP to the association.

CARRIED

CLOSED MEETING: None

ADJOURNMENT

Res. 258-23-06-25

MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 5:44 p.m.

CARRIED

These Minutes approved this 8th Day of September 2025.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



Special Closed Council Meeting
Town of Sundre Municipal Council Chambers
Minutes
Thursday, July 10, 2025

The Special Closed Meeting of Council of the Municipality of Sundre was held in Council Chambers of the Municipal Office on Thursday, July 10, 2025, commencing at 6:00 p.m.

ATTENDING: Mayor Richard Warnock
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

Absent: Councillor Connie Anderson

Staff: Acting Chief Administrative Officer, Chris Albert
Legislative Executive Assistant, Betty Ann Formstone

Public: 0

Press: 0

CALL TO ORDER The Special Closed Meeting of Council was called to order at 6:06 p.m.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 259-10-07-25 MOVED by Councillor Isaac that the agenda be approved as presented.

CARRIED

CLOSED MEETING

Res. 260-10-07-25 MOVED by Councillor Dalke that the Town of Sundre Council go into Closed Meeting at 6:07 p.m.

CARRIED

Legislative Executive Assistant left the meeting at 6:07 p.m.

CLOSED MEETING ADJOURNMENT:

Res. 261-10-07-25 MOVED by Councillor Vardas that the Special Closed Meeting of Council be adjourned at 7:11 p.m.

CARRIED

Legislative Executive Assistant, Betty Ann Formstone, returned to the Council Chambers at 7:13 p.m.

Special Closed Council Meeting Minutes – July 10, 2025

Mayor Warnock called a break at 7:14 p.m. in order to give Councillor Anderson opportunity to join via phone
Mayor Warnock reconvened the meeting at 7:20 p.m.

RETURN TO OPEN MEETING

Res. 262-10-07-25 MOVED Unanimously that the Town of Sundre Council to go back into an Open Meeting at 7:23 p.m.

CARRIED

ATTENDING: Mayor Richard Warnock
 Councillor Connie Anderson (by phone)
 Councillor Owen Petersen
 Councillor Todd Dalke
 Councillor Jaime Marr
 Councillor Paul Isaac
 Councillor Chris Vardas

Absent: None

Staff: Acting Chief Administrative Officer, Chris Albert
 Legislative Executive Assistant, Betty Ann Formstone

Public: 0

Press: 0

Request for Funding from a Local Organization

Res. 263-10-07-25 MOVED by Councillor Petersen that the Town of Sundre Council give \$24,999 to the Sundre & District Historical Society for operations, payable in three installments of \$8,333 on the last day of July, August and September, 2025; contingent on the Museum remaining open, with funds to be drawn from the Community Services Stabilization Restricted Surplus Account.

In Favour: Councillor Petersen, Councillor Marr, Councillor Vardas, Councillor Isaac, Mayor Warnock, and Councillor Anderson

Opposed: Councillor Dalke

CARRIED

Res. 264-10-07-25 MOVED by Mayor Warnock that the Town of Sundre Council direct administration to work with the Board of the Sundre & District Historical Society and the sitting Council Member to the Sundre & District Historical Society Board with a report to come to Council at a later date.

CARRIED

ADJOURNMENT

Res. 265-10-07-25 MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 7:52 p.m.

CARRIED

These Minutes approved this 8th day of September 2025

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	Delegation: Sundre RCMP Detachment Commander
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

The Detachment Commander is appearing before Council to present the Sundre Q1 Provincial Community Report and Crime Statistics.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion and presentation of report.

ALIGNMENT WITH STRATEGIC PLAN

Item aligns with Council's Strategic Plan Pillar 2, Community Wellness and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council thank the Detachment Commander for attending Council and accepts the Sundre Q1 Provincial Community Report and Crime Statistics as information, and congratulates Sgt. Hardy on her promotion and appointment as detachment commander.

MOTION:

That the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre Q1 Provincial Community Report and Crime Statistics as information, and congratulates Sgt. Hardy on her promotion and appointment as detachment commander.

ATTACHMENTS:

5.1a August 13, 2025 Letter to Mayor Warnockl;

5.1b Community Priorities and Consultations;

5.1c Provincial Service Composition;

5.1d Crime Statistics

Date Reviewed: September 02, 2025

CAO: Jonda Nelson



August 13, 2025

Mr. Richard Warnock
Mayor
Town of Sundre, AB

Dear Mayor Warnock,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Sundre Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,


Sgt. Courtney Harding
Chief of Police
Sundre RCMP





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Sundre

Detachment Commander

Sgt. Courtney Harding

Report Date

August 13, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Traffic - Impaired driving
Updates and Comments:

Sundre RCMP Members continue to focus enforcement and prevention in Traffic Safety, with a focus on Impaired Driving. Approximately 130 vehicle stops were completed, with provincial statute charges being laid on multiple investigations. 8 Impaired Driving investigations - Immediate Roadside Sanctions were put into place, 5 CAU, 3 fail.

58 investigations were held in regard to moving traffic violations.

Priority #2: Crime Reduction - N/A
Updates and Comments:

Sundre RCMP attended multiple Community Crime Prevention meetings over Q1, including Sundre Citizens on Patrol Association (SCOPA), Rural Crime Watch and hosted the Youth Justice Committee for an educational presentation to Sundre RCMP Detachment staff regarding services provided to community youth. Sundre RCMP is currently monitoring 8 offenders on curfew conditions. 40 curfew checks were completed in Q1. Sundre RCMP continue to work closely with Probation and RCMP Threat Evaluation monitoring unit regarding the monitoring of high-risk offenders.





Priority #3: Mental Health and Substance Abuse - N/A

Updates and Comments:

17 Mental Health related occurrences in Q1 were investigated by Sundre RCMP Detachment. 7 clients were apprehended by Sundre RCMP and transported to Hospital under the Mental Health Act (MHA). 2 of those complaints involved the use of drugs/alcohol by the subject of complaint. Regional Policing and Crisis Teams (RPACT) referrals were made on 2 files.

RPACT has offered to provide a presentation to any community group interested in learning more about the services they provide.

Priority #4: Police / Community Relations - Police Visibility

Updates and Comments:

Sundre RCMP Members have attended approximately 14 Community Events over Q1, including Serge duties for the Sundre Pro Rodeo, Pro Rodeo Parade, monthly 'Coffee with a Cop' hosted by McDonald's, volunteering for McHappy Day, and attended Clearwater County, Mountain View County and Town of Sundre Council Delegation meetings. Sundre RCMP hosted the Youth Justice Committee in June to present to Sundre RCMP Members on their services and benefits of youth crime diversion. RCMP Liaisons continue to be active with Sundre Citizens on Patrol and Search and Rescue. A member of Sundre RCMP coached the local youth soccer team this spring. Sundre RCMP continues to be engaged with the Community as much as possible. Proactive traffic enforcement and additional rural patrols in police vehicle and all terrain vehicles (west country) provide police visibility.



Community Consultations

Consultation #1

Date	Meeting Type
April 22, 2025	Meeting with Elected Officials
Topics Discussed	
(1): Regular reporting information sharing	
Notes/Comments:	
A/Sgt. attended a Delegation for Reeve/Council at Clearwater County Office. Regular reporting and information sharing.	

Consultation #2

Date	Meeting Type
April 25, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives	
Notes/Comments:	
Sundre RCMP attended "Coffee with a Cop" hosted by Sundre McDonald's to connect with members of the community and answer any concerns or questions they may have.	

Consultation #3

Date	Meeting Type
May 8, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives(2): Youth	
Notes/Comments:	
A/Sgt. attended McHappy Day to volunteer for 2 hours in the drive thru. Raising money for Ronald McDonald House. Connected with members of the community in the drive thru.	





Consultation #4

Date	Meeting Type
May 30, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives	
Notes/Comments:	
Sundre RCMP members attended "Coffee with a Cop" hosted by Sundre McDonalds to connect with members of the community and address any concerns. Sundre Town Peace Officers were in attendance.	

Consultation #5

Date	Meeting Type
June 4, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Youth(2): Education Session	
Notes/Comments:	
Sundre RCMP hosted the Sundre Youth Justice Committee to present to Detachment staff on the Youth Justice Committee for Sundre.	

Consultation #6

Date	Meeting Type
June 9, 2025	Meeting with Elected Officials
Topics Discussed	
(1): Regular reporting information sharing	
Notes/Comments:	
A/Sgt. attended a Town of Sundre Council Meeting for Q4 reporting to Mayor and Council.	



Consultation #7

Date	Meeting Type
June 11, 2025	Meeting with Elected Officials
Topics Discussed	
(1): Regular reporting information sharing	
Notes/Comments:	
A/Sgt. attended Delegation with Olds RCMP at Mountain View County Office Reeve/Council meeting. Regular reporting and information sharing regarding Annual priorities and any concerns.	

Consultation #8

Date	Meeting Type
June 12, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Crime Reduction Initiatives	
Notes/Comments:	
Sundre Constable attended Sundre Citizens on Patrol regular meeting.	

Consultation #9

Date	Meeting Type
June 21, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives	
Notes/Comments:	
Sundre Members attended the Sundre Pro Rodeo in Serge before nighttime competition.	



Consultation #10

Date	Meeting Type
June 21, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives(2): Youth	
Notes/Comments:	
Sundre RCMP Members participated in the Sundre Pro Rodeo Parade	

Consultation #11

Date	Meeting Type
June 27, 2025	Community Connection
Topics Discussed	
(1): Regular reporting information sharing	
Notes/Comments:	
A/Sgt. attended Coffee with a Cop, hosted by McDonalds. Liaised with Town of Sundre Peace Officers as well as members of the community to answer any questions they may have and address topics of concern.	

Consultation #12

Date	Meeting Type
June 27, 2025	Community Connection
Topics Discussed	
(1): Crime Reduction Initiatives	
Notes/Comments:	
Cpl. attended a Community Pancake Breakfast being held at the Bergen Hall. Connected with members of the local rural Bergen Community.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	7	1	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, seven officers are currently working at Sundre Detachment. There is only one soft vacancy during this time due to extended leave. There are currently no hard vacancies at Sundre Detachment.

Detachment Support: There are two established positions that are currently working, with no hard vacancies.

Update: as of July 2025, all positions are permanently filled at Sundre Detachment, with no soft/hard vacancies.





**Sundre Provincial Detachment
Crime Statistics (Actual)
Q1 (April - June): 2021 - 2025**

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	0	2	1	0	N/A	-100%	0.1
Sexual Assaults		0	0	0	1	3	N/A	200%	0.7
Other Sexual Offences		0	4	0	2	1	N/A	-50%	0.0
Assault		31	22	21	18	13	-58%	-28%	-4.0
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		8	6	17	9	4	-50%	-56%	-0.5
Uttering Threats		5	9	17	14	12	140%	-14%	1.9
TOTAL PERSONS		44	42	57	47	34	-23%	-28%	-1.5
Break & Enter		10	17	13	21	4	-60%	-81%	-0.8
Theft of Motor Vehicle		3	7	11	5	4	33%	-20%	0.0
Theft Over \$5,000		4	3	4	6	2	-50%	-67%	-0.1
Theft Under \$5,000		16	24	13	12	13	-19%	8%	-1.8
Possn Stn Goods		9	11	7	7	4	-56%	-43%	-1.4
Fraud		12	12	10	22	11	-8%	-50%	0.8
Arson		4	2	3	0	0	-100%	N/A	-1.0
Mischief - Damage To Property		24	44	26	30	17	-29%	-43%	-2.8
Mischief - Other		12	22	15	11	22	83%	100%	0.9
TOTAL PROPERTY		94	142	102	114	77	-18%	-32%	-6.2
Offensive Weapons		7	4	14	4	8	14%	100%	0.2
Disturbing the peace		4	17	10	10	17	325%	70%	1.9
Fail to Comply & Breaches		16	18	14	11	18	13%	64%	-0.3
OTHER CRIMINAL CODE		8	3	10	5	12	50%	140%	1.0
TOTAL OTHER CRIMINAL CODE		35	42	48	30	55	57%	83%	2.8
TOTAL CRIMINAL CODE		173	226	207	191	166	-4%	-13%	-4.9



Sundre Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	4	0	3	200%	N/A	0.2
Drug Enforcement - Trafficking		0	2	4	0	2	N/A	N/A	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	4	8	0	5	400%	N/A	0.4
Cannabis Enforcement		0	0	4	0	1	N/A	N/A	0.2
Federal - General		2	1	3	1	2	0%	100%	0.0
TOTAL FEDERAL		3	5	15	1	8	167%	700%	0.6
Liquor Act		0	1	4	2	2	N/A	0%	0.5
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		9	17	37	26	26	189%	0%	4.3
Other Provincial Stats		21	47	32	23	40	90%	74%	1.4
Total Provincial Stats		30	65	73	51	68	127%	33%	6.2
Municipal By-laws Traffic		0	1	1	0	2	N/A	N/A	0.3
Municipal By-laws		5	3	2	1	2	-60%	100%	-0.8
Total Municipal		5	4	3	1	4	-20%	300%	-0.5
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		8	6	11	12	10	25%	-17%	1.0
Property Damage MVC (Reportable)		57	39	41	37	38	-33%	3%	-4.0
Property Damage MVC (Non Reportable)		6	10	4	10	8	33%	-20%	0.4
TOTAL MVC		72	55	56	59	56	-22%	-5%	-2.8
Roadside Suspension - Alcohol (Prov)		12	4	5	14	11	-8%	-21%	0.8
Roadside Suspension - Drugs (Prov)		1	0	0	0	0	-100%	N/A	-0.2
Total Provincial Traffic		261	139	121	127	185	-29%	46%	-16.4
Other Traffic		1	1	1	0	0	-100%	N/A	-0.3
Criminal Code Traffic		11	13	21	20	6	-45%	-70%	-0.3
Common Police Activities									
False Alarms		10	6	11	11	6	-40%	-45%	-0.3
False/Abandoned 911 Call and 911 Act		3	19	5	2	6	100%	200%	-1.1
Suspicious Person/Vehicle/Property		34	12	24	39	26	-24%	-33%	1.1
Persons Reported Missing		10	4	6	7	4	-60%	-43%	-0.9
Search Warrants		0	0	3	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		35	15	15	21	14	-60%	-33%	-3.6
Form 10 (MHA) (Reported)		1	2	2	1	6	500%	500%	0.9



Sundre Provincial Crime Gauge

2025 vs. 2024
January to July

Criminal Code Offences



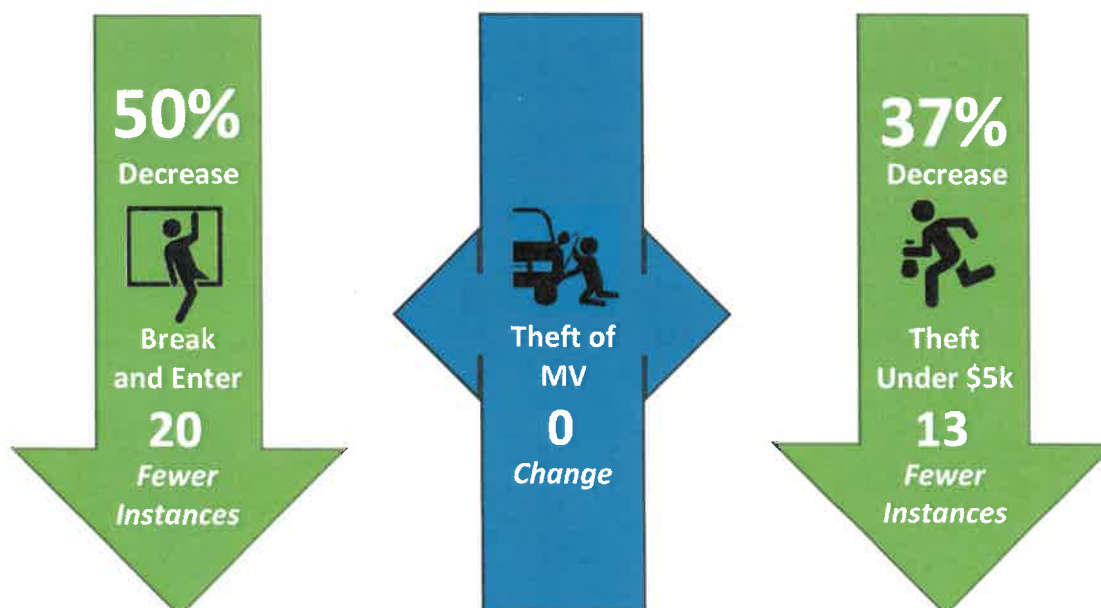
**Total
Criminal Code
Offences:**

9%

Decrease

When compared to
January to July, 2024

Select Property Crime



**Sundre (Provincial) Crime Statistic Summary – January to July****2025/08/06*****Sundre (Provincial) – Highlights***

- **Break & Enters** are showing a 50.0% decrease when compared to the same period in 2024 (January to July). There were 20 fewer actual occurrences (from 40 in 2024 to 20 in 2025).
- **Theft of Motor Vehicles** decreased by 0.0% when compared to the same period in 2024 (January to July). There were 0 fewer actual occurrences (from 7 in 2024 to 7 in 2025).
- **Theft Under \$5,000** decreased by 37.1% when compared to the same period in 2024 (January to July). There were 13 fewer actual occurrences (from 35 in 2024 to 22 in 2025).

Sundre (Provincial) – Criminal Code Offences Summary

Crime Category	% Change 2024 – 2025 (January to July)
Total Persons Crime	3.8% Decrease
Total Property Crime	22.3% Decrease
Total Criminal Code	9.3% Decrease

From January to July 2025, when compared to the same period in 2024, there have been:

- 4 fewer **Persons Crime** offences;
- 51 fewer **Property Crime** offences; and
- 37 fewer **Total Criminal Code** offences;

Sundre (Provincial) – July, 2025

- There were 0 **Thefts of Motor Vehicles** in July: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 6 **Break and Enters** in July: 3 businesses, 2 residences, 0 cottages/seasonal residences, 1 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in July (1 alcohol related and 0 drug related). This brings the year-to-date total to 23 (23 alcohol related and 0 drug related).
- There were a total of 3 files with the **Spousal Abuse** survey code in July (July 2024: 8). This brings the year-to-date total to 29 (2024: 51).
- There were 169 files with **Victim Service Unit** referral scoring in Sundre Provincial: 6 accepted, 96 declined, 3 proactive, 0 requested but not available, and 64 files with no victim.



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	RFD Bylaw 2025-11 "Council Committees Bylaw", Schedule "H" Naming Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council's Naming Policy A-013-00-POL was adopted by resolution on February 24, 2025. All proposed development areas, roads, passive outdoor recreation areas, parks, trails and municipal owned or operated facilities names are to be brought forward to Council for decision based on recommendations of the Naming Committee.

Schedule "H" to Bylaw 2025-11 being a Bylaw to Establish the Committees of Council, establishes the Terms of Reference for the Naming Committee comprised of all members of Council.

ALIGNMENT WITH STRATEGIC PLAN

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

COSTS/FUNDING:

In-house staff time.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends all three readings to Bylaw 2025-11 "Council Committees Bylaw" as presented, by adding Schedule "H", the Naming Committee.

MOTION:

That Council rescind Bylaw 2025-01 and amendments thereto.

That the Town of Sundre Council gives First Reading to Bylaw 2025-11 "Council Committees Bylaw", by adding Schedule "H", the Naming Committee.

That the Town of Sundre Council gives Second Reading to Bylaw 2025-11 "Council Committees Bylaw", by adding Schedule "H", the Naming Committee.

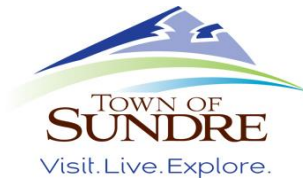
That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2025-11 "Council Committees Bylaw", by adding Schedule "H", the Naming Committee.

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2025-11 "Council Committees Bylaw", by adding Schedule "H", the Naming Committee.

ATTACHMENTS: Bylaw 2025-11 "Council Committees Bylaw" with Schedule "H" (6.1a & 6.1b)

Date Reviewed: September 02, 2025

CAO: Linda Nelson



TOWN OF SUNDRE

BYLAW NO. 2025-11

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE *MUNICIPAL GOVERNMENT ACT*, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:

1. NAME OF BYLAW

This Bylaw may be cited as "Council Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;

- 3.1.9 “Mayor” means the Chief Elected Official of the Town of Sundre;
- 3.1.10 “Terms of Reference” means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 “Voting Member” means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.

- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- 8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2 The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 3.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

15. EFFECTIVE DATE

- 15.1 All Schedules attached are part of and form part of this Bylaw.
- 15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

16. REPEAL

- 16.2 Bylaw 2025-01 and amendments thereto are hereby repealed.

Read for a first time on this ____ day of _____, 2025; Motion No. _____;

Read for the second time on this ____ day of _____, 2025; Motion No. _____;

Given Unanimous Consent to Proceed to a third reading this ____ day of _____, 2025;

Motion No. _____;

Read for the third time on this ____ day of _____, 2025; Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting.

Schedule “B”

TERMS OF REFERENCE

COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

II. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council’s strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council’s strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required to facilitate the timely review and recommendations on applications.

VII. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any funding decisions in which they have a real or perceived conflict.

Schedule "C"

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBILITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act shall be the chair of the Committee:

- (i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
- (ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
- (iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

Schedule E Terms of Reference Emergency Management Advisory Committee continued

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;
- b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
- b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

Schedule “D”
TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE

I. STATEMENT OF PURPOSE

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local agencies and citizens.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor and 1 Councillor
- Mountain View County 2 Councillors
- 2 members at large
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. ROLES AND RESPONSIBILITIES

The Committee shall:

- Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.
- Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.
- Abide by the Town of Sundre Committees Bylaw

I. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year. Members at large shall be a term of two years and may be renewed at the discretion of Town of Sundre Council.

II. FREQUENCY OF MEETINGS

The committee shall normally meet during regular business hours on a weekday, on such dates and locations as determined at the discretion of the committee.

III. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any decisions in which they have a real or perceived conflict.

Schedule “E”

TERMS OF REFERENCE

SUNDRE STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

Under the *Municipal Government Act*, (MGA), councillors have the duty to: consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality. participate generally in developing and evaluating the policies and programs of the municipality, participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council, obtain information about the operation or administration of the municipality from the chief administrative officer, keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Council's effectiveness depends on councillors providing input on specific areas, while thinking and voting for the whole municipality.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Advisory)
- Staff members as designated by the Chief Administrative Officer (Advisory)
- Recording Secretary (Support Staff)
- A quorum shall consist of a majority of the current Council committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

- Attend the Orientation session during the first term of council.
- Participate in the Strategic Planning Session during the first term of council.
- Participate in the spring strategic advisory meeting. Review draft documents for further administrative research, and subsequent review at fall strategic advisory meeting.
- Participate in the fall strategic advisory meeting. Review draft budget documents for the debate and subsequent approval of Council at the regular council meetings in December.
- Review draft business plans for Town departments.
- Make best efforts to participate in the spring and fall open houses.
- Abide by the Town of Sundre Committees Bylaw

IV. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

V. FREQUENCY OF MEETINGS

- Orientation shall take place over 1 weekend, generally in November following the municipal election, this session is mandatory. More than one orientation session may occur over the four year term, according to best practices, (year 1 and year 3). Orientation sessions shall be coordinated and scheduled by the Chief Administrative Officer.

- Strategic Planning shall take place over 1 weekend in January following the municipal election, this session is mandatory.
- Spring Open House shall generally take place in March and shall be set at the Organizational meeting in the preceding year.
- Fall Open House shall generally take place in September and shall be set at the Organizational meeting in the preceding year.
- Spring strategic advisory meeting shall generally take place over three days in April and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the workshop, and all regulations for closed sessions shall be in effect. Typically, this meeting shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.
- Fall strategic advisory meeting shall generally take place over three days in October and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the meeting, and all regulations for closed sessions shall be in effect. Typically, this workshop shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

Schedule "F"

TERMS OF REFERENCE

SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new hospital/health complex.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor
- Town of Sundre Council Representative
- Mountain View County Council Representative
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Town of Sundre Director of Corporate Services (Non-Voting)
- Mountain View County CAO or designate (Non-Voting)
- 2 Town of Sundre Physicians, one from the Moose and Squirrel and one from Greenwood Family Physicians
- 1 Hospital Futures Committee Member
- Sundre Hospital Site Lead (Advisory, Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

The committee shall be responsible to:

- Meet with P3 Capital Partners Inc. on the requirements for a new Sundre hospital proposal.
- Review and approve communications related to the project.
- Review Request for Proposals (RFP) that will go out to public tender.
- Evaluate and interview proponents based on the proposals.
- Negotiate terms with potential shortlist partners for presentation to Town of Sundre Council.
- The CAO or their designate shall present the recommendations of the committee to Council for information or decision as appropriate.
- Abide by the Town of Sundre Committees Bylaw.

IV. TERM

The committee appointment for members of Council shall be for one (1) year, renewable by motion of Council at the annual Organizational Meeting. The Chair shall be the Mayor of the Town of Sundre for a term of one (1) year, reappointed each year at the Organizational meeting. All other committee members shall be appointed for the term of the committee. The committee shall disband on the date the hospital is officially opened.

V. FREQUENCY OF MEETINGS

Meetings are convened on an as needed basis and may include meetings with P3 Capital Partners Inc. as required. The committee will regularly report to Council.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

Schedule “G”

TERMS OF REFERENCE

AD-HOC DOWNTOWN ARP COMMITTEE

VII. STATEMENT OF PURPOSE

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

VIII. COMPOSITION OF COMMITTEE

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

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

IX. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

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

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

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

X. ROLES AND RESPONSIBILITIES

Staff Shall:

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

The Committee shall:

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

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

The CAO shall:

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

The Council shall:

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

XI. FREQUENCY OF MEETINGS

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

TERMS OF REFERENCE**NAMING COMMITTEE**

I. STATEMENT OF PURPOSE

To review and consider all applications for the naming of development areas or honorary names and make recommendation to Council for approval/refusal of the names, based on the Town's history, culture, heritage, and natural features, and in accordance with the Council Naming Policy.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review Naming applications to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure all applications promote a distinctive and unique identity based on the Town's history, culture and heritage.
- To review names submitted to the committee that will be maintained on a Names Reserve List and make recommendation to Council.
- To review requests for the "honourary" naming of roads, trails, parks or municipal facilities and make recommendation to Council.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the Naming Policy adopted by Council, which includes policy pertaining to sponsorship naming rights, in accordance with Section 5 of the Council Naming Policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review all applications for the naming of development areas or honorary names and make recommendation to Council for approval/refusal of the names, based on the requirements in the Council Naming Policy.
- To evaluate and make recommendations to Council based on criteria as follows:
 - i. Emergency response use (e.g., confusion with similar names, redundancies);
 - ii. Signage limitations (i.e., number of character or words);
 - iii. The possibility of misuse in derogatory or profane manner.

- To review documented proof that demonstrates that the proposed commemorative name or honorary name meets one or more of the following:
 - i. Is the name of a Resident (current or past) of the Town of Sundre;
 - ii. It is of historical significance and/or landmark;
 - iii. Traditional usage of lands by Indigenous Peoples;
 - iv. Extra-ordinary achievement (individual or family);
 - v. Significant cultural contribution to the Town of Sundre;
 - vi. Recognizes the flora or fauna or a geographical feature of the Town of Sundre;
 - vii. A Town of Sundre Resident who volunteers and gives extraordinary service to the community or humanitarian causes.
- To ensure the guidelines and all requirements of the Council Naming Policy are complied with in the review of all applications.
- The CAO shall research, and draft all reports to the Committee and Council, and shall present all recommendations of the Committee to Council for decision.

V. TERM

The Committee appointment shall be renewable by Motion of Council at the Organizational Meeting. The Mayor shall serve as the Chair of the Committee.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair.



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	2025 Q2 Financial Reports
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at June 30, 2025

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2024, as well as corresponding budget information.

Cash Balances: As at June 30, 2025, there is approximately \$9.4M in the operating account. There is also almost \$2.7M in Restricted Surplus identified accounts, for total holdings of approximately \$12.1M.

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

Capital Expenditures: project specific comments are included in the schedule.

ALIGNMENT WITH STRATEGIC PLAN

Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q2 2025 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the Q2 2025 Quarterly Financial Reports, as information.

Attachments:

8.1a_Q2 2025, Proforma Report

8.1b_Q2 2025, Cash Report

8.1c_Q2 2025, RSA Report

8.1d_Q2 2025, Capital Project Listing

Date Reviewed: September 02, 2025

CAO: Linda Nelson

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
Taxes and Other Revenue								
Municipal Taxes	-	5,221,800	-	-	5,221,800	5,082,705	3,717,066	1,504,734
Tax Penalties	51,575	-	-	-	51,575	116,649	60,000	(8,425)
Investment Income	60,019	63,038	-	-	123,057	197,074	112,500	10,557
FortisAlberta Franchise Fee	56,739	74,113	-	-	130,852	125,811	160,000	(29,148)
MSI - Operating	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue	168,333	5,358,951	-	-	5,527,284	5,522,239	4,049,566	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(345,405)	(345,405)	-	-	(690,810)	(644,868)	-	(690,810)
Interest on Long-Term Debt	(24,030)	(27,198)	-	-	(51,228)	(55,482)	(73,500)	22,272
Provincial Police Funding Model	(154,815)	(1,467)	-	-	(156,282)	(157,399)	(170,000)	13,718
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(355,917)	4,984,881	-	-	4,628,964	4,664,490	3,806,066	
Net Operational Excess/(Shortfall)								
11 - Legislative	(78,414)	(143,558)	-	-	(221,972)	(171,018)	(287,286)	65,314
12 - Corporate Services	(136,718)	(164,077)	-	-	(300,795)	(283,889)	(281,585)	(19,210)
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(44,306)	(48,571)	-	-	(92,877)	(92,141)	(110,102)	17,225
23 - Fire	(111,304)	179,722	-	-	68,418	48,924	(226,214)	294,632
24 - Emergency Management	254	(2,191)	-	-	(1,937)	1,028	(11,063)	9,126
26 - Animal Control	6,573	412	-	-	6,985	6,249	(5,908)	12,893
32 - Roads	(79,051)	(293,354)	-	-	(372,405)	(229,535)	(276,123)	(96,282)
35 - Shop	(93,717)	(72,580)	-	-	(166,297)	(127,314)	(133,550)	(32,747)
41 - Water	115,621	145,517	-	-	261,138	272,083	230,797	30,341
42 - WasteWater	64,727	84,992	-	-	149,719	138,285	162,296	(12,577)
43 - Solid Waste	44,580	26,343	-	-	70,923	70,044	33,015	37,908
51 - FCSS	(1)	1	-	-	-	-	-	-
61 - Planning & Development	(18,606)	(27,168)	-	-	(45,774)	(66,674)	(135,823)	90,049
63 - Economic Development	(23,595)	33,148	-	-	9,553	(91,852)	(146,694)	156,247
75 - Library	(34,685)	(34,686)	-	-	(69,371)	(67,384)	(69,750)	379
77 - Sundre Community Centre	(26,558)	(23,622)	-	-	(50,180)	(55,384)	(30,796)	(19,384)
80 - Arena	(61,216)	(89,592)	-	-	(150,808)	(176,968)	(44,605)	(106,203)
82 - Greenwood Campground	(6,938)	19,920	-	-	12,982	2,090	(27,843)	40,825
84 - Parks	(39,593)	(83,642)	-	-	(123,235)	(114,703)	(67,943)	(55,292)
85 - Recreation & Culture	(75,298)	608,247	-	-	532,949	509,911	87,500	445,449
86 - Community Services	(49,298)	(61,759)	-	-	(111,057)	(58,922)	(49,010)	(62,047)
87 - Trails	(10,988)	(15,632)	-	-	(26,620)	(28,651)	(12,326)	(14,294)
89 - Outdoor Recreation	(9,001)	(22,663)	-	-	(31,664)	(39,013)	2,523	(34,187)
91 - Gas	185,650	(20,818)	-	-	164,832	138,636	146,654	18,178
Total Net Operational Excess/(Shortfall)	(481,882)	(5,611)	-	-	(487,493)	(416,198)	(1,253,836)	
Year End Surplus/(Deficit)	(837,799)	4,979,270	-	-	4,141,471	4,248,292	2,552,230	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues								
Municipal Taxes	-	5,221,800	-	-	5,221,800	5,082,705	3,717,066	1,504,734
Tax Penalties	51,575	-	-	-	51,575	116,649	60,000	(8,425)
Investment Income	60,019	63,038	-	-	123,057	197,074	112,500	10,557
FortisAlberta Franchise Fee	56,739	74,113	-	-	130,852	125,811	160,000	(29,148)
MSI - Operating	-	-	-	-	-	-	-	-
Expenses								
Requisitions	(345,405)	(345,405)	-	-	(690,810)	(644,868)	-	(690,810)
Interest on Long-Term Debt	(24,030)	(27,198)	-	-	(51,228)	(55,482)	(73,500)	22,272
Provincial Police Funding Model	(154,815)	(1,467)	-	-	(156,282)	(157,399)	(170,000)	13,718
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(355,917)	4,984,881	-	-	4,628,964	4,664,490	3,806,066	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	1,938	-	-
Expenses								
Salaries & Wages	(28,013)	(96,251)	-	-	(124,264)	(127,591)	(192,810)	68,546
Contracted Services	(13,328)	(20,368)	-	-	(33,696)	(8,535)	(17,050)	(16,646)
Materials & Supplies	(37,073)	(26,939)	-	-	(64,012)	(36,830)	(77,426)	13,414
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(78,414)	(143,558)	-	-	(221,972)	(171,018)	(287,286)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	1,713	5,834	-	-	7,547	13,315	7,000	547
Expenses								
Salaries & Wages	(32,483)	(60,897)	-	-	(93,380)	(94,576)	(113,821)	20,441
Contracted Services	(39,286)	(60,057)	-	-	(99,343)	(92,760)	(74,750)	(24,593)
Materials & Supplies	(59,779)	(44,674)	-	-	(104,453)	(97,438)	(87,426)	(17,027)
Utilities	(6,883)	(4,283)	-	-	(11,166)	(12,430)	(12,588)	1,422
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(136,718)	(164,077)	-	-	(300,795)	(283,889)	(281,585)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	2,407	6,006	-	-	8,413	118	6,250	2,163
Expenses								
Salaries & Wages	(31,507)	(51,447)	-	-	(82,954)	(58,348)	(90,676)	7,722
Contracted Services	(4,860)	-	-	-	(4,860)	(4,618)	(2,600)	(2,260)
Materials & Supplies	(10,346)	(3,130)	-	-	(13,476)	(29,293)	(23,076)	9,600
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(44,306)	(48,571)	-	-	(92,877)	(92,141)	(110,102)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	26,701	327,834	-	-	354,535	365,988	69,500	285,035
Expenses								
Salaries & Wages	(53,659)	(94,183)	-	-	(147,842)	(152,155)	(158,512)	10,670
Contracted Services	(11,677)	(4,922)	-	-	(16,599)	(17,376)	(20,550)	3,951
Materials & Supplies	(69,254)	(46,324)	-	-	(115,578)	(139,553)	(106,726)	(8,852)
Utilities	(3,415)	(2,683)	-	-	(6,098)	(7,980)	(9,926)	3,828
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(111,304)	179,722	-	-	68,418	48,924	(226,214)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	864	(1,324)	-	-	(460)	2,429	(2,463)	2,003
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(610)	(867)	-	-	(1,477)	(1,401)	(8,600)	7,123
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	254	(2,191)	-	-	(1,937)	1,028	(11,063)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	6,826	666	-	-	7,492	7,228	7,000	492
Expenses								
Salaries & Wages	-	-	-	-	-	-	(11,458)	11,458
Contracted Services	-	-	-	-	-	-	(500)	500
Materials & Supplies	(253)	(254)	-	-	(507)	(979)	(950)	443
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	6,573	412	-	-	6,985	6,249	(5,908)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,369	21,359	-	-	42,728	42,389	42,500	228
Expenses								
Salaries & Wages	(56,336)	(106,481)	-	-	(162,817)	(166,321)	(189,373)	26,556
Contracted Services	(3,587)	(156,052)	-	-	(159,639)	(7,316)	(27,000)	(132,639)
Materials & Supplies	(7,422)	(1,779)	-	-	(9,201)	(13,594)	(14,750)	5,549
Utilities	(33,075)	(50,401)	-	-	(83,476)	(84,693)	(87,500)	4,024
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(79,051)	(293,354)	-	-	(372,405)	(229,535)	(276,123)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(7,866)	(11,377)	-	-	(19,243)	(14,430)	(25,164)	5,921
Contracted Services	(8,991)	(12,323)	-	-	(21,314)	(18,238)	(15,750)	(5,564)
Materials & Supplies	(74,318)	(47,201)	-	-	(121,519)	(89,840)	(88,636)	(32,883)
Utilities	(2,542)	(1,679)	-	-	(4,221)	(4,806)	(4,000)	(221)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(93,717)	(72,580)	-	-	(166,297)	(127,314)	(133,550)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	234,652	272,744	-	-	507,396	513,183	538,000	(30,604)
Expenses								
Salaries & Wages	(41,492)	(72,886)	-	-	(114,378)	(123,202)	(142,277)	27,899
Contracted Services	(28,210)	(6,102)	-	-	(34,312)	(9,750)	(56,250)	21,938
Materials & Supplies	(34,026)	(28,573)	-	-	(62,599)	(63,679)	(47,426)	(15,173)
Utilities	(15,303)	(19,666)	-	-	(34,969)	(44,469)	(61,250)	26,281
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	115,621	145,517	-	-	261,138	272,083	230,797	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	164,663	196,401	-	-	361,064	369,972	430,000	(68,936)
Expenses								
Salaries & Wages	(38,906)	(68,516)	-	-	(107,422)	(112,210)	(135,778)	28,356
Contracted Services	(17,973)	(22,061)	-	-	(40,034)	(57,693)	(56,500)	16,466
Materials & Supplies	(31,211)	(7,497)	-	-	(38,708)	(22,845)	(21,550)	(17,158)
Utilities	(11,846)	(13,335)	-	-	(25,181)	(38,939)	(53,876)	28,695
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	64,727	84,992	-	-	149,719	138,285	162,296	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	81,021	80,986	-	-	162,007	161,679	162,000	7
Expenses								
Salaries & Wages	(6,721)	(9,382)	-	-	(16,103)	(21,661)	(26,885)	10,782
Contracted Services	(22,309)	(38,011)	-	-	(60,320)	(54,009)	(66,100)	5,780
Materials & Supplies	(344)	(182)	-	-	(526)	(654)	(1,000)	474
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(7,067)	(7,068)	-	-	(14,135)	(15,311)	(35,000)	20,865
Surplus (Deficit)	44,580	26,343	-	-	70,923	70,044	33,015	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	21,937	81,152	-	-	103,089	103,089	-	103,089
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,264)	-	-	-	(3,264)	(3,264)	-	(3,264)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,674)	(81,151)	-	-	(99,825)	(99,825)	-	(99,825)
Surplus (Deficit)	(1)	1	-	-	-	-	-	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	18,046	36,439	-	-	54,485	35,348	26,650	27,835
Expenses								
Salaries & Wages	(33,645)	(60,299)	-	-	(93,944)	(89,841)	(132,449)	38,505
Contracted Services	(90)	(2,641)	-	-	(2,731)	(4,860)	(25,074)	22,343
Materials & Supplies	(2,917)	(667)	-	-	(3,584)	(7,321)	(4,950)	1,366
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(18,606)	(27,168)	-	-	(45,774)	(66,674)	(135,823)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	37,426	105,535	-	-	142,961	39,064	30,500	112,461
Expenses								
Salaries & Wages	(19,006)	(53,575)	-	-	(72,581)	(72,811)	(99,744)	27,163
Contracted Services	(6,928)	-	-	-	(6,928)	(6,354)	(750)	(6,178)
Materials & Supplies	(20,718)	(18,812)	-	-	(39,530)	(32,198)	(65,700)	26,170
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(14,369)	-	-	-	(14,369)	(19,553)	(11,000)	(3,369)
Surplus (Deficit)	(23,595)	33,148	-	-	9,553	(91,852)	(146,694)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	64,381	-	-	64,381	62,811	-	64,381
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(34,685)	(99,067)	-	-	(133,752)	(130,195)	(69,750)	(64,002)
Surplus (Deficit)	(34,685)	(34,686)	-	-	(69,371)	(67,384)	(69,750)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	31,103	25,007	-	-	56,110	52,466	94,500	7,712
Expenses								
Salaries & Wages	(23,454)	(35,629)	-	-	(59,083)	(49,409)	(66,120)	7,037
Contracted Services	(15)	(441)	-	-	(456)	(287)	(2,250)	1,794
Materials & Supplies	(22,295)	(4,376)	-	-	(26,671)	(35,501)	(30,426)	3,755
Utilities	(11,897)	(8,183)	-	-	(20,080)	(22,653)	(26,500)	6,420
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(26,558)	(23,622)	-	-	(50,180)	(55,384)	(30,796)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	43,443	17,104	-	-	60,547	57,459	207,500	(146,953)
Expenses								
Salaries & Wages	(48,893)	(88,823)	-	-	(137,716)	(132,297)	(163,930)	26,214
Contracted Services	(3,421)	(7,293)	-	-	(10,714)	(13,347)	(14,325)	3,611
Materials & Supplies	(32,735)	(1,677)	-	-	(34,412)	(52,685)	(42,350)	7,938
Utilities	(19,610)	(8,903)	-	-	(28,513)	(36,098)	(31,500)	2,987
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(61,216)	(89,592)	-	-	(150,808)	(176,968)	(44,605)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	2,392	38,402	-	-	40,794	29,392	16,800	23,994
Expenses								
Salaries & Wages	(3,824)	(7,499)	-	-	(11,323)	(10,443)	(17,589)	6,266
Contracted Services	(320)	(3,838)	-	-	(4,158)	(5,892)	(10,900)	6,742
Materials & Supplies	(3,827)	(4,841)	-	-	(8,668)	(7,404)	(12,074)	3,406
Utilities	(1,359)	(2,304)	-	-	(3,663)	(3,563)	(4,080)	417
Transfers to Local Organizations	-	-	-	-	-	-		-
Surplus (Deficit)	(6,938)	19,920	-	-	12,982	2,090	(27,843)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	3,600	-	-	3,600	750	66,000	(62,400)
Expenses								
Salaries & Wages	(28,349)	(55,580)	-	-	(83,929)	(96,406)	(96,043)	12,114
Contracted Services	(3,175)	(8,513)	-	-	(11,688)	(6,992)	(13,400)	1,712
Materials & Supplies	(8,069)	(23,149)	-	-	(31,218)	(12,055)	(24,500)	(6,718)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(39,593)	(83,642)	-	-	(123,235)	(114,703)	(67,943)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	680,495	-	-	680,495	663,890	255,000	425,495
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(75,298)	(72,248)	-	-	(147,546)	(153,979)	(167,500)	19,954
Surplus (Deficit)	(75,298)	608,247	-	-	532,949	509,911	87,500	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	500	-	-	500	-	81,500	(81,000)
Expenses								
Salaries & Wages	(28,896)	(41,874)	-	-	(70,770)	(22,052)	(42,410)	(28,360)
Contracted Services	(2,680)	(4,580)	-	-	(7,260)	(8,900)	(10,500)	3,240
Materials & Supplies	(15,747)	(15,805)	-	-	(31,552)	(26,770)	(22,100)	(9,452)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(1,975)	-	-	-	(1,975)	(1,200)	(55,500)	53,525
Surplus (Deficit)	(49,298)	(61,759)	-	-	(111,057)	(58,922)	(49,010)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	(4,369)	25,000	(25,000)
Expenses								
Salaries & Wages	(5,235)	(12,224)	-	-	(17,459)	(15,933)	(22,426)	4,967
Contracted Services	(2,080)	(3,408)	-	-	(5,488)	(4,696)	(8,700)	3,212
Materials & Supplies	(3,673)	-	-	-	(3,673)	(3,653)	(6,200)	2,527
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(10,988)	(15,632)	-	-	(26,620)	(28,651)	(12,326)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	1,231	-	-	-	1,231	1,231	40,650	(39,419)
Expenses								
Salaries & Wages	(4,647)	(16,751)	-	-	(21,398)	(28,179)	(21,377)	(21)
Contracted Services	(2,298)	(4,294)	-	-	(6,592)	(6,603)	(8,750)	2,158
Materials & Supplies	(3,287)	(1,618)	-	-	(4,905)	(5,462)	(8,000)	3,095
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(9,001)	(22,663)	-	-	(31,664)	(39,013)	2,523	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025 YTD</u>	<u>2024 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	444,164	267,662	-	-	711,826	722,896	749,000	(37,174)
Expenses								
Salaries & Wages	(61,157)	(95,258)	-	-	(156,415)	(172,252)	(176,846)	20,431
Contracted Services	(15,792)	(12,163)	-	-	(27,955)	(45,538)	(45,000)	17,045
Materials & Supplies	(179,376)	(153,706)	-	-	(333,082)	(336,386)	(352,250)	19,168
Utilities	(2,189)	(27,353)	-	-	(29,542)	(30,084)	(28,250)	(1,292)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	185,650	(20,818)	-	-	164,832	138,636	146,654	

TOWN OF SUNDRE
CASH STATEMENT
Month Ending June 30, 2025

ATB Operating	327,891.20				
CIBC Operating	9,103,733.74				
		Q1 2025	Q4 2024	Q3 2024	Q2 2024
TOTAL OPERATING	9,431,624.94	7,211,261.17	6,336,975.75	7,324,704.85	9,355,339.75

Account Name	Amount				
ATB Acct MUSH-04	0.00				
CIBC Acct 1687107	1,009,456.37				
CIBC Acct 1686909 (Off-site Levy)	358,064.63				
CIBC Acct 1686801 (Mun Cash-in-lieu)	72,920.62				
TOTAL TOWN RESTRICTED SURPLUS	1,440,441.62				
CIBC Acct 1686305 (MSI Capital)	727,530.86				
CIBC Acct 1686607 (CCBF)	511,049.16				
CIBC Acct 1686704 (FRIAA)	25.66				
CIBC Acct 1686402 (MSI Operating)	2,948.77				
<i>CIBC Acct 22-39205 (Restricted Grant Funding)</i>	<i>21.71</i>				
TOTAL GRANT RESTRICTED SURPLUS	1,241,576.16				
		Q1 2025	Q4 2024	Q3 2024	Q2 2024
TOTAL RESTRICTED SURPLUS	2,682,017.78	2,710,638.41	4,584,513.00	3,980,531.64	8,446,313.33

		TOTAL INVESTMENTS & RESTRICTED SURPLUS			
		Q1 2025	Q4 2024	Q3 2024	Q2 2024
TOTAL INVESTMENTS & RESTRICTED SURPLUS	2,682,017.78	2,710,638.41	4,584,513.00	3,980,531.64	8,446,313.33

TOWN OF SUNDRE
2025 Restricted Surplus Continuity Schedule
As at June 30, 2025

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,920,418.95	5,423.07	2,156.00	(100,000.00)	-	1,827,998.02
A.2	Corporate Services Stabilization	93,056.19	266.94	-	-	-	93,323.13
A.3	Protective Services Stabilization	29,164.32	83.65	-	-	-	29,247.97
A.4	Municipal Operations Stabilization	39,659.30	113.77	-	-	-	39,773.07
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	119,843.27	343.77	-	-	-	120,187.04
A.7	Community Services Stabilization	220,314.90	632.00	-	-	-	220,946.90
B.1	Municipal "New" Projects	119,911.46	369.31	158,080.00	(120,500.00)	-	157,860.77
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	527,024.48	1,537.58	237,833.00	(195,000.00)	-	571,395.06
C.2	Utility Infrastructure Lifecycling	1,512,556.39	4,759.25	995,089.00	(101,693.00)	-	2,410,711.64
D.1	Municipal Cash-in-Lieu	71,731.50	1,189.12	-	-	-	72,920.62
D.2	Shared Fire - Capital	678,784.62	2,045.90	123,286.00	-	-	804,116.52
D.3	Shared Fire - Operating	132,862.26	381.13	-	-	-	133,243.39
D.4	Sundre Golf Society	-	-	-	-	-	-
D.5	Transportation Off-Site Levy	1,041.30	272.01	516.03	-	-	1,829.34
D.6	Water Off-Site Levy	361,050.15	7,864.36	4,425.99	-	-	373,340.50
D.7	Wastewater Off-Site Levy	5,658.27	1,479.55	2,803.00	-	-	9,940.82
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
Totals		5,833,077.36	26,761.41	1,524,189.02	(517,193.00)	-	6,866,834.79

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

Town of Sundre Capital Project Listing							
Q2 Capital Project List as at June 30, 2025							
Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of AUGUST 29, 2025
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	50,246.45	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site.
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	360,788.86	Final aesthetic elements to be determined and completed 2025, anticipated on budget.
				MSI Capital	280,000.00	280,000.00	
				MSI Capital	151,456.00	151,456.00	
				Debentures	1,307,200.00	1,307,200.00	
					2,138,721.00	2,099,444.86	
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	168,713.64	Discussion with Alberta Environment and Alberta Transport ongoing. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Alberta Environment application for renewal of licensing utilizing new technology currently in 60 day advertising period.
28-Jun-21	198-28-06-21			MSI Capital/LGFF	800,000.00	0.00	
				Federal Gas Tax Fund	150,000.00	0.00	
28-Jun-21	201-28-06-21			Provisional Utilities Lifecycling	950,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling	200,000.00	0.00	
28-Jun-21	200-28-06-21			Provincial Funding AMWWP	7,500,000.00	0.00	
					11,700,000.00	168,713.64	
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00	66,095.71	Phase 1 is complete and on budget. Additional work to complete in 2025

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of AUGUST 29, 2025
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF	100,000.00	6,833.20	Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
				Other Funding	200,000.00		
					300,000.00	6,833.20	
05-Dec-22	348-05-12-22	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA	84,000.00	82,500.00	Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Vehicle received and in-service.
	263-02-10-23			MVC Fire	84,000.00	82,500.00	
					168,000.00	165,000.00	
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00	27,003.51	Project Complete, costs to be verified, anticipated on budget.
04-Dec-23	337-04-12-23	OP24-02	Spray Patching Unit	Municipal New Project RSA	165,000.00	176,692.52	Project Complete, costs finalized. Over budget due to cost increase from quote of previous year.
04-Dec-23	337-04-12-23	OP24-03	2nd Ave NW Undergrounds & Roadway	Municipal Lifecycling RSA	375,000.00	0.00	Project complete, Waiting for easement survey and registration to be completed, verifying final costs. Anticipated below budget.
				Utility Life Cycling	225,000.00	0.00	
				MSI Capital	1,175,000.00	1,119,991.30	
				CCBF	225,000.00	0.00	
					2,000,000.00	1,119,991.30	
04-Dec-23	337-04-12-23	FD24-01	Unit 560 replace 2009 Freightliner	MVC	100,000.00		In progress with Rocky Mtn Pheonix and MVC. County will be paying vendor directly. Anticipated delivery Q4 2025.

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of AUGUST 29, 2025
04-Dec-23	337-04-12-23	FD24-02	Unit 591 - Replace Rhino side x side	MVC 80% Fire RSA	24,000.00 6,000.00 30,000.00		On Hold pending discussion with MVC
29-Apr-24	144-29-04-24 431-16-12-24	OP24-06	Vertical In-Line Pump & Motor	Utility Life Cycling	16,000.00	14,833.03	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-01	Replace Unit 149 - CS truck	Municipal Lifecycling RSA	65,000.00	65,010.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-02	Community Services Digital Sign Display	Muni New - RSA	12,000.00	14,200.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-03	CS Floor Scrubber	Muni New - RSA	8,500.00	8,698.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-04	Arena Compressor Overhall & Valve Replacement	Municipal Lifecycling RSA	20,000.00		To be completed in September 2025.
02-Dec-24	410-02-12-24	CS25-05	Replace Lawn Mower Unit 1162	Municipal Lifecycling RSA	110,000.00	110,895.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-06	MV Senior Trail (Linear Park) connection to 6 Ave W	CCBF	15,000.00	13,900.00	Project Complete, costs to be finalized, anticipated on budget
02-Dec-24	410-02-12-24	CS25-07	Eyebrow Park Trail Connections	CCBF	15,000.00	11,400.00	Project Complete, costs to be finalized, anticipated on budget

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of AUGUST 29, 2025
02-Dec-24	410-02-12-24	OP25-01	Lift Stn 5 Upgrades to pumps & piping	Utility Life Cycling	100,000.00		Pumps ordered, expected delivery (8 weeks) end of July/beginning of August.
				MSI	180,000.00	38,222.00	
					280,000.00	38,222.00	
02-Dec-24	410-02-12-24	OP25-02	Asphalt & Concrete Material Crushing	Muni New - RSA	100,000.00	109,707.20	First Phase of Project Complete, costs finalized.
28-Apr-25	161-28-04-25	OP25-03	Lagoon Materials (transport)	General Corporate RSA	100,000.00	40,052.70	Asphalt material has been removed, remaining work to be complete.
					200,000.00	149,759.90	



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	2025 Auditor Appointment
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND:

Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Section 280(1) States "Each council must appoint one or more auditors for the municipality."

In May 2022, the Town of Sundre issued a Request for Proposal (RFP) for audit services to be provided for the 2022, 2023 and 2024 fiscal years, with an option to extend the services for two (2) additional one-year terms. KPMG was selected as the successful candidate for the appointment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

KPMG has the manpower and skill set to meet the Town's audit expectations and timelines. An area of focus for KPMG is municipal audits and they have a number of partners and senior accountants that have gained a thorough knowledge of the MGA and Public Sector Accounting Board (PSAB) standards. These standards and the MGA are continually changing, and experience of this nature is invaluable. They can provide technical expertise to assist the Town in understanding these standards and to provide accounting technical advice as needed. The cost for 2025 auditing services will be funded through the operational budget.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council's strategic priorities of Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council appoints KPMG as the Town's auditors for the 2025 fiscal year.

MOTION:

That the Town of Sundre Council appoints KPMG as the Town's auditors for the 2025 fiscal year.

Date Reviewed: September 02, 2025

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	RFD FRIAA FireSmart Program Grant
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Council gave support to administration's grant application to the Forest Resource Improvement Association FireSmart program at the February 3, 2025 Council Meeting. The grant application was to obtain assistance with the development of a wildfire management plan / preparedness guide. The town did not receive the grant, as the Town has an existing plan in place, adopted by Council in 2016.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has prepared a new grant application to FRIAA, for the implementation of the 2016 FireSmart plan, which includes a vegetation management program. The application process requires a Motion of Council in support to meet the criteria of the grant application. Implementation of the 2016 plan will mitigate the risk of a wildfire and substantially increase the preparedness and awareness levels of community members in Sundre, and provide funding for the implementation of the vegetation management plan.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION to:

That Council support the grant application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, to assist with the implementation of a vegetation management plan.

COSTS/FUNDING:

There is no financial contribution required from the Town of Sundre

MOTION:

That the Town of Sundre Council support the grant application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of implementing a vegetation management plan.

Date Reviewed: September 3, 2025

CAO: Linda Nelson

CURRENT FUNDING OPPORTUNITIES

Community Fireguard Program – RFP Phase 2: Construction (By Invitation Only)

(<https://friaa.ab.ca/current-funding-opportunities/community-fireguard-program-rfp-phase-2-construction-by-invitation-only/>)

August 21, 2025

FRIAA is pleased to announce a new Request for Proposals (RFP) in the FRIAA Community Fireguard Program, (CFP), for Phase 2: Construction (By Invitation Only). Details on the

Read More » (<https://friaa.ab.ca/current-funding-opportunities/community-fireguard-program-rfp-phase-2-construction-by-invitation-only/>)

FRIAA FireSmart – RFEOI Vegetation Management – July 2025

(<https://friaa.ab.ca/current-funding-opportunities/friaa-firesmart-rfeoi-vegetation-management-july-2025/>)

July 13, 2025

FRIAA is pleased to announce a Request for Expressions of Interest (RFEOI) in the FRIAA FireSmart Program, for the vegetation management discipline. You can download the

Community Fireguard Program – RFP Phase 1: Planning (<https://friaa.ab.ca/current-funding-opportunities/community-fireguard-program-rfp-phase-1-planning-2/>)

August 21, 2025

FRIAA is pleased to announce a new Request for Proposals (RFP) in the FRIAA Community Fireguard Program, (CFP), for Phase 1: Planning. Details on the RFP can be

Read More » (<https://friaa.ab.ca/current-funding-opportunities/community-fireguard-program-rfp-phase-1-planning-2/>)

FRIAA FireSmart RFP (Non-Veg) July 2025 (<https://friaa.ab.ca/current-funding-opportunities/friaa-firesmart-rfp-non-veg-july-2025/>)

July 13, 2025

FRIAA is pleased to announce a Request for Proposals (RFP) in the FRIAA FireSmart Program, for non-vegetation management disciplines: Emergency planning, Public education, Interagency co-operation, Cross-training, Legislation and

(/)

8.3b

FRIAA FIRESMART™ PROGRAM

Forests cover over 50 per cent of Alberta's landscape, and communities across the province are nested within or near the forest. This is called the wildland-urban interface (WUI) – which is described as an area where human development meets or intermingles with the natural environment. Though beautiful, these communities have increased exposure to the danger of wildfire. The FRIAA FireSmart Program supports communities in carrying out activities aimed at reducing the impact of wildfire.

FRIAA FireSmart Program projects can include activities related to any of the seven disciplines that make up FireSmart:

- **Inter-agency cooperation** (e.g. through the development of a local or regional FireSmart committee communities can coordinate and manage the implementation of their wildfire mitigation strategy);
- **Public education** (e.g. elected officials, community planners, developers, government, industry, and residents have roles to increase understanding of the local risk from wildfire and the application of FireSmart principles);
- **Vegetation management** (e.g. modification of wildland fuels (vegetation that can contribute to wildfire) for the purpose of mitigating the potential intensities and impact of wildfire through fuel breaks, thinning and pruning, vegetation removal/reduction and conversion to more fire-resistant species);
- **Legislation** (e.g. legislation, bylaws, plans, policies and development standards contribute to building and maintaining FireSmart communities);
- **Development controls** (e.g. encourage the use of wildfire resilience best practices in sustainable developments and home construction by homeowners to local business, during the design or

building phases or while performing renovations);

- **Emergency planning** (e.g., creation of wildfire prevention and mitigation specific plans and accounting for wildfire in existing emergency response and community preparedness. A complete FireSmart Community Plan includes three distinct documents: Hazard and Risk Assessment, Wildfire Preparedness Guide and a Wildfire Mitigation Strategy);
- **Cross-training** (e.g. wildfires don't respect jurisdictional boundaries, moving from wildland areas into communities, and from communities into wildland areas. Ensure the collaborative response to unpredictable wildfires is efficient, safe, and organized by planning and training ahead of time with various different emergency response organizations);

Each activity funded through the FRIAA FireSmart Program aims to create resilient communities. Activities can range from modifying forest vegetation in the wildland-urban interface to educating residents about steps they should take on their own property to reduce the wildfire risk. Under planning, a **wildfire preparedness guide (WPG)**

(<https://open.alberta.ca/publications/9781460146095#summary>) can increase the situational awareness of emergency responders, refer to the updated manual by **Forestry and Parks, Government of Alberta, January 2020**.

FRIAA FireSmart endeavours to offer funding opportunities twice a year, typically in the summer and winter, subject to funding availability. Funding opportunities are prioritized for Alberta communities and municipalities, First Nations, Metis Settlements and Locals and on occasion, other eligible organizations may be funded.

For more information on the FireSmart disciplines and principles, please visit the **FireSmart Alberta** (<https://www.firesmartalberta.ca/>) website.

Link below to a sample of FRIAA funded projects:

FireSmart Wildfire Exposure Assessment (https://firesmartcanada.ca/wp-content/uploads/2022/01/FS_ExposureAssessment_Sept2018-1.pdf) – A planning tool for identifying values at risk and prioritizing mitigation effort. (Dr. Jen Beverly, September 2018)

State-of-Practice of Water Delivery Systems (Sprinklers) Used In The Wildland-Urban Interface (https://friaa.ab.ca/wp-content/uploads/2020/03/10_Compndium-State-of-practice-review-of-water-delivery-systems_v1.pdf) – (Ray Ault and Chad Gardeski, FPIInnovations, April 2019)



REQUEST FOR DECISION

COUNCIL DATE: September 8, 2025
SUBJECT: Proclamation - Development Officer's Week
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 8.4

BACKGROUND/PROPOSAL:

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems, and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the *Municipal Government Act*, RSA 2000, Chapter M-26.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Alberta Development Officers Association (ADOA) is requesting municipalities recognize the contribution that Development Officers provide and to publicly recognize the work of our municipal colleagues in planning and development for the improvement of their communities. The Alberta Development Officers Association (ADOA) holds a yearly conference where municipalities that endorse the proclamation are recognized. This year the City of Edmonton and Area Partners will host the annual conference, celebrating the 4th Anniversary of the ADOA, from September 23rd to 26th.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre endorse and proclaim September 23rd to 26th as Alberta Development Officers week in Sundre.

COSTS/SOURCE OF FUNDING:

n/a

MOTION:

That the Council of the Town of Sundre proclaim the week of September 23rd to 26th, 2025 as Alberta Development Officers Week in the Town of Sundre, and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

ATTACHMENTS:

Alberta Development Officers Association Proclamation

Date Reviewed: September 8, 2025

CAO: David Nelson



PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 23rd TO SEPTEMBER 26th, 2025

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Town of Sundre; and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, I, Mayor Richard Warnock, on behalf of the Town of Sundre Council and Citizens of Sundre, do hereby proclaim the week of September 23rd to September 26th, 2025, to be designated as Alberta Development Officers Week in the Town of Sundre.

Proclaimed this 8th day of September, 2025

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	RFD National Depression Screening Day
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND PROPOSAL:

Since 2005, Counselling Alberta and Calgary Counselling Centre have hosted National Depression Screening Day as a free public service to raise awareness about depression and the importance of checking in on our mental health. Each year for one week in October, Albertans are encouraged to visit areyoufeelingok.com to take a free, anonymous online screening for symptoms of depression. The screening doesn't provide a diagnosis but helps identify signs of depression and encourages people to seek support if needed. Last year, nearly 2,500 Albertans used the online screening tool—and many more accessed counselling services through Counselling Alberta, including individuals from your own community. A local proclamation would help normalize conversations about mental health, reduce stigma, and encourage even more people to take that first step toward feeling better.

DISCUSSION OPTIONS BENEFITS DISADVANTAGES:

Counselling Alberta is a division of Calgary Counselling Centre, offering professional, affordable online counselling to individuals across the province, as well as in-person services in Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, and Red Deer. We offer a sliding fee scale, no waitlist, and services in multiple languages to ensure support is accessible to all Albertans.

Counselling Alberta hopes we will join them in this province-wide effort to support mental health and make it easier for your residents to access help. Thank you for your leadership and commitment to community well-being.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 2 Community Wellness.

ADMINISTRATION RECOMMENDATIONS:

That Council proclaim October 9, 2025 as National Depression Screening Day in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

COSTS FUNDING:

n/a

MOTION:

That the Town of Sundre proclaim October 9, 2025 as National Depression Screening Day in Sundre and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

ATTACHMENTS:

Proclamation

Copy of July 24 Email

Date Reviewed: September 3, 2025

CAO: Linda Nelson

On Thu, Jul 24, 2025 at 10:49 AM Jenna Forbes <jenna.forbes@calgarycounselling.com> wrote:

Dear Mayor Warnock and Members of Sundre Council,
I'm reaching out on behalf of [Counselling Alberta](#) to invite your municipality to proclaim **October 9, 2025, as National Depression Screening Day**.

Since 2005, Counselling Alberta and Calgary Counselling Centre have hosted National Depression Screening Day as a free public service to raise awareness about depression and the importance of checking in on our mental health. Each year for one week in October, Albertans are encouraged to visit areyoufeelingok.com to take a free, anonymous online screening for symptoms of depression. The screening doesn't provide a diagnosis but helps identify signs of depression and encourages people to seek support if needed.

Last year, nearly 2,500 Albertans used the online screening tool—and many more accessed counselling services through Counselling Alberta, including individuals from your own community. A local proclamation would help normalize conversations about mental health, reduce stigma, and encourage even more people to take that first step toward feeling better.

About Counselling Alberta

Counselling Alberta is a division of Calgary Counselling Centre, offering professional, affordable online counselling to individuals across the province, as well as in-person services in Edmonton, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, and Red Deer. We offer a sliding fee scale, no waitlist, and services in multiple languages to ensure support is accessible to all Albertans.

We hope you'll join us in this province-wide effort to support mental health and make it easier for your residents to access help. Thank you for your leadership and commitment to community well-being.

Thank you again for your consideration, and if you have any questions, please don't hesitate to reach out.

Jenna Forbes
Communications & Marketing Associate
Calgary Counselling Centre
Suite 1000,105 - 12 Ave SE, Calgary, AB T2G 1A1
www.calgarycounselling.com

**PROCLAMATION****OCTOBER 9, 2025****NATIONAL DEPRESSION SCREENING DAY**

WHEREAS: Counselling Alberta is committed to providing affordable and professional counselling services that help build better lives for Albertans. Since 2005, National Depression Screening Day (NDSD) has raised community awareness by offering a free and anonymous online screening tool for depression; and

WHEREAS: Depression is the most treatable mental health issue, early treatment promotes faster recovery and prevents long-term effects on individuals and their families; and

WHEREAS: In 2024, of the 2,498 Albertans who participated in the NDSD online screening test, 63 percent were recommended to seek further evaluation; and

WHEREAS: During the week of October 6-12, 2025 Albertans are encouraged to check in on their mental health and take the free online screening test at areyoufeelingok.com; and

NOW THEREFORE, I, Mayor Richard Warnock, on behalf of the Town of Sundre Council and Citizens of Sundre, do hereby proclaim October 9, 2025, to be designated as National Depression Screening Day in the Town of Sundre.

Proclaimed this 8th day of September, 2025

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	RFD Achievement of Land Use Planning Certificate
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

Community Planning goes far beyond subdivision planning and bylaw enforcement. Development Officers contribute to the shaping of thriving communities and play a key role in making our built environments safe and sustainable. Practical use of the theory learned in the various courses offered by the University of Alberta Continuing Education - Applied Land Use Certificate Program, ensures that Development Officers contribute to sustainable development, and improve the overall safety and wellbeing of our citizens.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal report by Chief Administrative Officer

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Chief Administrative Officer's verbal report as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept the Chief Administrative Officer's verbal report on the achievement of a member of administration as information.

ATTACHMENTS:

9.1a Unofficial Transcript_U of A

Date Reviewed: September 02, 2025

CAO: Andre Nelson

Course History

8 rows



Class ↑↓	Description ↑↓	Term ↑↓	Grade ↑↓	Units ↑↓	Status ↑↓	
EXLUP 8222	Rural Environments	Continuing Ed Spring 2025	A	39.00	✔ Taken	>
EXLUP 8216	Municipal Planning II	Continuing Ed Winter 2023	A-	39.00	✔ Taken	>
EXLGP 8209	Citizen Engagement & Consult	Continuing Ed Fall 2021	A	39.00	✔ Taken	>
EXLUP 8215	Municipal Planning I	Continuing Ed Spring 2021	B+	39.00	✔ Taken	>
EXLUP 8217	Planning Law	Continuing Ed Winter 2021	A-	28.00	✔ Taken	>
EXLUP 4103	Land Use & Subdivision Design	Continuing Ed Spring 2020	A-	21.00	✔ Taken	>
EXLGP 8212	Sustainable Communities	Continuing Ed Winter 2020	A	39.00	✔ Taken	>
EXLGP 8200	Local Government	Continuing Ed Fall 2019	A-	39.00	✔ Taken	>



REQUEST FOR DECISION

COUNCIL DATE	September 8, 2025
SUBJECT	RFD Correspondence / Invitations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

By separate Motion, that Council accept the attached correspondence as information and at Council's discretion, accept or decline the attached invitation.

11.1 MOTION:

That the Town of Sundre Council accept the letter of introduction from the new Commanding Officer of the Alberta Royal Canadian Mounted Police, Deputy Commissioner Trevor Daroux as information.

11.2 MOTION:

That the Town of Sundre Council accept the sponsorship letter from the Sundre Hospital Futures pertaining to the November 15, 2025 Gala as information.

11.3 MOTION:

That the Town of Sundre Council accept the letter from the Sundre & District Aquatic Society regarding the cancellation of the Triathlon as information.

11.4 MOTION

That the Town of Sundre Council accept the letter of support to the Sundre Rodeo & Race Association as information.

ATTACHMENTS:

- 11.1 RCMP Commanding Officer letter;
- 11.2 Sundre Hospital Futures Sponsorship letter;
- 11.3 Sundre & District Aquatic Society letter;
- 11.4 Sundre Rodeo & Race Association

Date Reviewed: September 02, 2025

ACTING CAO

David Nelson

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

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

Dear Mayor Richard Warnock:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

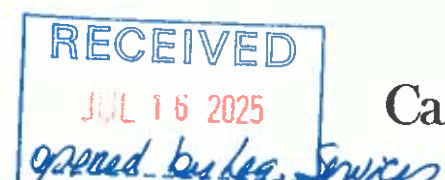
People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.



We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



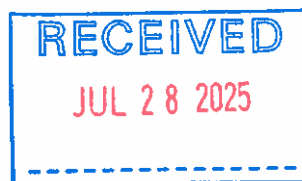
Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



July 22, 2025



Town of Sundre
Box 420
Sundre, AB T0M 1X0

Dear Town of Sundre,

Re: Donation

Your gift makes a difference in our community.

On behalf of the Sundre Hospital Futures Committee, I would like to invite your organization to participate in our annual Legacy Gala.

Each year, we hold this event to raise funds in support of our Capital Campaign for the Myron Thompson Health Centre. Our 2025 campaign is focused on Patient Care Enhancements.

This year, the event is on November 15, 2025, at the Sundre Community Centre. The event includes live and silent auctions, where the sales of all donated items go directly to support health care in our community.

Please consider donating an item or a monetary amount to this great cause for our community.

All donors will be recognized as per the levels of sponsor recognition found on the backside of this paper.

Please feel free to contact me at any time.

Sincerely,

Gerald Ingeveld
Sundre Hospital Futures Chairman
403-638-2356
gsingeveld@gmail.com

Charity number: BN: 1 19219 6416 RR0001

OUR COMMITTEE

Gerald Ingeveld
Chairman

Heidi Overguard
Vice-Chair

Joyce Wicks
Chair of SHPARC

Gerry Greschner
Secretary

Peggy Johnson

Terry Leslie

Audrey McKenzie

Chris Vardas

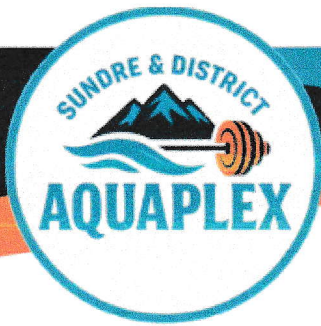


Sundre Hospital Legacy Gala

2025 Sponsorship Opportunities



Sponsor Benefits	Platinum \$5,000	Gold \$2,500	Silver \$1,000	Bronze \$500
Opportunity to be included in Gala Video	●			
Name on individual sign at event (front of room)	●	●		
Name on donor group sign at event	●	●	●	●
1 Donor Group Social Media Post	●	●	●	●
Individual Social Media Posts	3	2	1	
1 live group shout-out during the event	●	●	●	●
Recognition in event program	●	●	●	
Recognition in Sundre Hospital Hotline Newsletter	●	●	●	●



105 2 Ave NW, Box 648
Sundre, Alberta T0M 1X0
403-638-9370

11.3

August 25, 2025

Town of Sundre
Box 420
Sundre, AB T0M 1X0

ATTENTION: MS. LINDA NELSON, CHIEF ADMINISTRATIVE OFFICER

Dear Ms. Nelson,

SUBJECT: 2025 TRIATHLON GRANT – UPDATE

Thank you to Council and the Grants to Organizations Committee for approving the \$1,000 in support of lifeguards and EMS for our 2025 Triathlon.

Unfortunately, we have had to cancel the 2025 event due to insufficient registrations. As the project will not proceed, please let us know the appropriate next step. Is there anything else we need to do to formally withdraw the grant so the funds may be reallocated.

We appreciate your support and hope we will be able to try a triathlon fundraiser again in the not-too-distant future.

Sincerely,

Kari McQuaid, Manager
Sundre & District Aquatic Society



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

Office of the Chief Administrative Officer

August 28, 2025

Sundre Rodeo & Race Association
PO Box 1218
Sundre, AB T0M 1X0
Attn: Jenn Anderson, SRRRA Director

Email: janderson@integratire.ca

Dear Representatives of the Canadian Professional Rodeo Association,

RE: LETTER OF SUPPORT FOR SUNDRE RODEO & RACE ASSOCIATION

The Town of Sundre is pleased to provide a letter of support for the Sundre Rodeo & Race Association and its annual professional rodeo. This year, the association celebrated its 45th anniversary, sharing with our community its well deserved achievements. The association and the annual rodeo is a highlight of our community, attracting residents and visitors from near and far to experience up close exciting professional rodeo action.

The Sundre Rodeo Grounds accommodates visitors and contestants from all over North America and overseas, with onsite camping facilities. Professional rodeo contestants come back yearly to complete for ever increasing prize money on world-class rough-stock. Additionally, the association ensures that community youth are involved in events such as the ever popular, crowd pleasing, mutton busting and wild pony race.

Over the years, the various committees of the association have improved and expanded the amenities of the rodeo grounds, the quality of entertainment, and has succeeded in meeting the expectations of ticket purchasers. The association provides a variety of food choices by encouraging food truck entrepreneurs to set up, offers alternative beverage sources, and a number of vendors selling western life-style products. These improvements overall increase the value of the dollar spent by ticket purchasers and add to our local economy.

This year, the Association constructed a new covered grandstand. The Town recognizes and thanks all the volunteers and contractors who contributed to this new amenity at the rodeo grounds. Overall, spectators can view the rodeo in-field from both sides, with spectators especially enjoying the sights and sounds up close to the event shoots.

The association, and volunteers annually produce a rodeo parade. Although the weather was less favourable this year, the association, volunteers and community members pulled together in rain-gear to hear the loud cheers of residents and visitors along the parade route.

Through the hard work of the association directors, members and volunteers the rodeo grounds are kept in pristine condition, which is greatly appreciated by others hosting such events as a major charity bike race, blue grass and rock and roll music festivals, and the Town's Canada Day fireworks display.

The association's many years of commitment and involvement in the community is to be commended. The directors, committee members, and the vast number of volunteers should be recognized for producing a world-class professional rodeo event.

I am available to answer any question or provide further detail at your convenience.

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
/file

cc: Council

Shane Crouch, President (crouchies@telus.net)