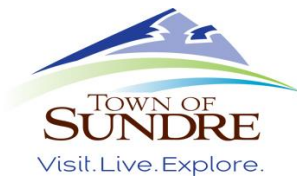




Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
September 30, 2024  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 September 30, 2024
  - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
  - 4.1 September 9, 2024 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:**
  - 5.1 RFD Stars Air Ambulance Pg. 5
  - 5.2 RFD RCMP Q1 2024 Sundre Provincial Community Report Pg. 35
6. **Bylaws/Policies:**
7. **Old Business:** None
8. **New Business:**
  - 8.1 RFD Auditor Appointment Pg. 56
  - 8.2 RFD Tax Sale – Commercial Properties Pg. 57
  - 8.3 RFD Parkland Regional Library Board Proposed Increase to 2025 Requisition Pg. 62
9. **Administration:**
  - 9.1 RFD Departmental Reports – June, July, August 2024 Pg. 87
10. **Council Committee Reports:**
  - 10.1 RFD Councillor Report – June, July, August 2024 Pg. 143
  - 10.2 RFD Key Messages – June, July, August 2024 Pg. 147
11. **Council Invitations / Correspondence:**
  - 11.1 Parkland Regional Library System Pg. 151
12. **Closed Meeting:**
  - 12.1 Advice From Officials, *FOIPP Act, Section 24*
13. **Adjournment**

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



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
September 9, 2024

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, September 9, 2024, commencing at 6:00 p.m.

**IN ATTENDANCE:** Mayor Richard Warnock  
Councillor Connie Anderson  
Councillor Owen Petersen  
Councillor Todd Dalke (by phone)  
Councillor Jaime Marr  
Councillor Paul Isaac

**ABSENT:** Councillor Chris Vardas

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Director Community Development, Benazir Thaha Valencia  
Projects Manager, Carl McDonnell  
Legislative Executive Assistant, Betty Ann Formstone

**PUBLIC:** 1, including a virtual presentation by Mr. Clive Weighill of Forrest Green

**PRESS:** 1

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

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res.250-09-09-24* MOVED by Councillor Anderson that the agenda be approved amended as follows:

1. Defer Item 8.1 RCMP Q1 2024 Sundre Provincial Community Report to 5.2 RFD Delegation, Sept 30, 2024
2. Renumber Item 8.2 to Item 8.1
3. Add 8.2 RFD Centre Street North Waterline Replacement

**CARRIED**

**Councillor Absence:** Councillor Vardas notified CAO in compliance of 14.6 of the Council's Procedural Bylaw; and further Councillor Dalke requested to attend the meeting by phone, and advised that he may leave the meeting at 7:00 p.m.

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 251-09-09-24*                      MOVED by Councillor Isaac that the Minutes of the Special Council Meeting of Council held on July 15, 2024, be approved as presented.

**CARRIED**

**DELEGATION:**                      **Forrest Green Opportunity**

*Res. 252-09-09-24*                      MOVED by Councillor Marr that the Town of Sundre Council direct administration to partner with Forrest Green to install the website link required to provide citizens with the ability to obtain non-vulnerable security checks at no cost to the Town of Sundre.

**CARRIED**

**BYLAWS/POLICIES:**                      **Bylaw 2024-06 Municipal Development Plan**

*Res. 253-09-09-24*                      MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2024-06, being a Bylaw to adopt the Municipal Development Plan; and further

**CARRIED**

*Res. 254-09-09-24*                      MOVED by Councillor Marr that the Town of Sundre Council schedule a Public Hearing for Bylaw 2024-06 for October 7, 2024.

**CARRIED**

**OLD BUSINESS:**                      None

**NEW BUSINESS:**                      **2024 Q2 Financial Report**

*Res. 255-09-09-24*                      MOVED by Councillor Anderson that the Town of Sundre Council accept the Q2 2024 Quarterly Financial Reports as information.

**CARRIED**

**Centre Street North Waterline Replacement**

*Res.256-09-09-24*                      MOVED by Councillor Petersen that the Town of Sundre Council approve the repair and replacement of the water lines within identified area along Centre Street between 1<sup>st</sup> Ave NW and Hwy 27 at a cost not to exceed \$675,000, with \$200,000 of the funding to be drawn from the Canada Community Building Fund Grant and the remaining \$475,000 to be drawn from the Local Government Fiscal Framework Grant.

**CARRIED**

**Municipal Indicators**

\_\_\_\_\_

\_\_\_\_\_  
Initials

*Res. 257-09-09-24*                    MOVED by Councillor Marr that the Town of Sundre Council accept the information on the Municipal Indicator response as information.

**CARRIED**

**Proclamation – Development Officer’s Week**

*Res. 258-09-09-24*                    MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of September 22<sup>nd</sup> to 28<sup>th</sup>, 2024 as Alberta Development Officers Week in the Town of Sundre.

**CARRIED**

**Appointment of Sundre Library Board Members**

*Res. 259-09-09-24*                    MOVED by Councillor Marr that the Town of Sundre Council appoint Ms. Nila Stringer to the Sundre Library Board for a term of 3 years, beginning September 9, 2024, ending September 9, 2027.

**CARRIED**

*Res. 260-09-09-24*                    MOVED by Councillor Petersen that the Town of Sundre Council appoint Mr. George Green to the Sundre Library Board for a term of 3 years, beginning September 9, 2024, ending September 9, 2027.

**CARRIED**

*Res. 261-09-09-24*                    MOVED by Councillor Isaac that the Town of Sundre Council appoint Mr. George Waldren to the Sundre Library Board for a term of 3 years, beginning September 9, 2024, ending September 9, 2027.

**CARRIED**

*Res. 262-09-09-24*                    MOVED by Councillor Anderson that the Town of Sundre Council appoint Mr. Simon Ducatel to the Sundre Library Board for a term of 3 years, beginning September 9, 2024, ending September 9, 2027.

**CARRIED**

**Sundre Hospital Futures Gala**

*Res. 263-09-09-24*                    MOVED by Councillor Isaac that the Town of Sundre Council purchase 1 table for 8 to the 2024 Sundre Hospital Gala to be held on November 16<sup>th</sup>, in an amount not to exceed \$800.00 with funds to be withdrawn from Council’s Discretionary Funds to Local Organizations.

**CARRIED**

*Mayor Warnock called a 5-minute recess at 7:08 p.m.  
Project Manager, Carl McDonnell left the meeting at 7:10 p.m.  
Mayor Warnock reconvened the meeting at 7:14 p.m.*

**Alberta Municipalities Resolution Book 2024**

*Res. 264-09-09-24*                    MOVED by Councillor Isaac that the Town of Sundre Council accept the 2024 Alberta Municipalities (ABmunis) Resolution Book as information.

**CARRIED**

\_\_\_\_\_

\_\_\_\_\_  
Initials



**ADMINISTRATION:**

**New Business Listing 2024**

*Res. 265-09-09-24*

MOVED by Councillor Anderson that the Town of Sundre Council accept the CAO’s January to August 2024 new business report as information.

**CARRIED**

**COUNCIL COMMITTEE**

**REPORTS:**

None

**COUNCIL KEY MESSAGE:**

None

**COUNCIL INVITATIONS /  
CORRESPONDENCE:**

**Council Invitation, Town of Ponoka Invitation**

*Res. 266-09-09-24*

MOVED by Councillor Anderson that the Town of Sundre Council accept the invitation from the Town of Ponoka to attend the WPCA Chuckwagon Races and Mayor Warnock’s response, as information.

**CARRIED**

**CLOSED MEETING:**

*Res.267-09-09-24*

MOVED by Councillor Marr that the Town of Sundre Council go into a closed meeting at 8:05 p.m.

*Mayor Warnock called a recess at 8:04 p.m.*

*Mayor Warnock reconvened the closed meeting at 8:06 p.m.*

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

**Topic of Closed Meeting**

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

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

*Res. 268-09-09-24*

MOVED by Councillor Isaac that Council return to an open meeting at 8:44 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 269-09-09-24*

MOVED by Councillor Anderson, being that the agenda matters have been concluded the meeting adjourned at 8:45 p.m.

**CARRIED**

These Minutes approved this 30<sup>th</sup> Day of September 2024.

Mayor, Richard Warnock

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

\_\_\_\_\_  
Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	September 30, 2024
<b>SUBJECT</b>	STARS Air Ambulance
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	5.1

---

### **BACKGROUND/PROPOSAL:**

A representative of STARS Air Ambulance has made a request to address Council to provide an update on this valuable service to our community. Whether by air, ground, or virtually, the expert care delivered by STARS doctors, nurses, and paramedics comes in many forms. The STARS Emergency Link Centre also acts as a critical care logistics hub, connecting patients with help beyond STARS. They are wherever they need to be, using any transportation and tools necessary to reach patients and deliver the care that can save their lives. For some patients, a helicopter is the right method to respond, for others, the STARS teams will go by airplane or ground ambulances. In all cases, they select the best mode of transport for the patient based on their unique circumstances.

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

The presentation will provide an overview of the critical emergency service STARS provides to our community, and missions that pertain to our area and residents.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Pillar 2, Community Wellness and Pillar 5 of Strategic Plan, Sustainable & Responsible Governance

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the STARS Air Ambulance presentation as information.

### **MOTION:**

That the Town of Sundre Council accept STARS Air Ambulance presentation as information.

OR,

That the Town of Sundre Council defer the STARS funding request for discussion and inclusion at Council's Fall Strategic Advisory Committee meeting.

### **ATTACHMENTS:**

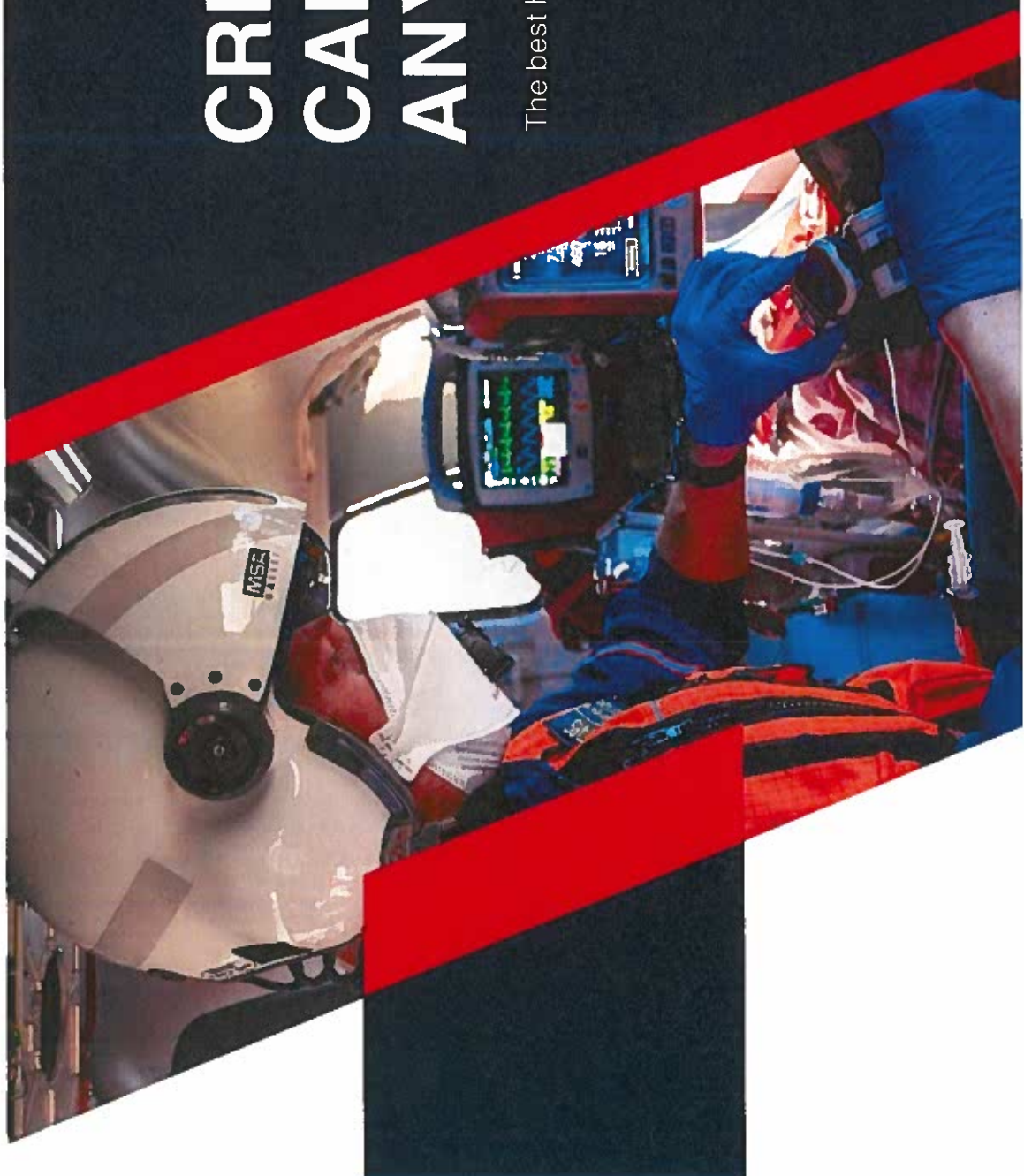
- 5.1a\_ PowerPoint Presentation
- 5.1b\_ Request for Funding

Date Reviewed: September 23, 2024

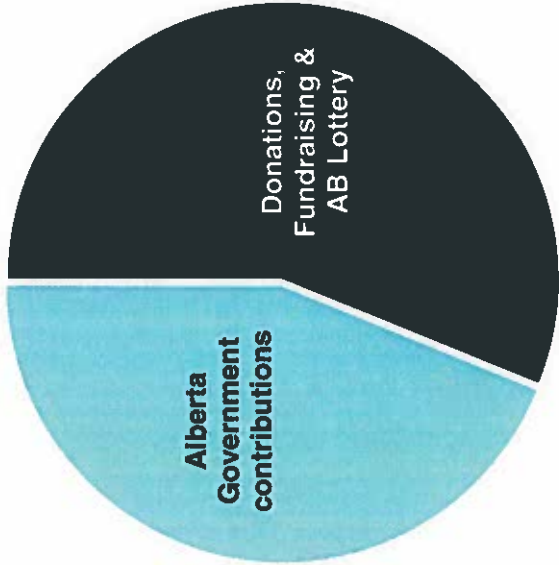
CAO: *Amida Nelson*

# CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.



**STARS ALBERTA, FY24-25**



**Direct Operating Costs**  
**\$34.2 million**

**Government Contribution**  
**\$15 million**



..... Donations, Fundraising & lotteries are needed to cover **56%** of direct operational costs in Alberta

# ESSENTIAL SERVICES FOR ALL, RURAL

- **New! 9 rural municipalities**
- **New! 14 urban municipalities**
- 94% Rural Alberta in partnership
- 75% Regional Leaders
- Requests pending

## Partnership ensures robust health & safety network

**(9) MUNICIPAL LEADERS**

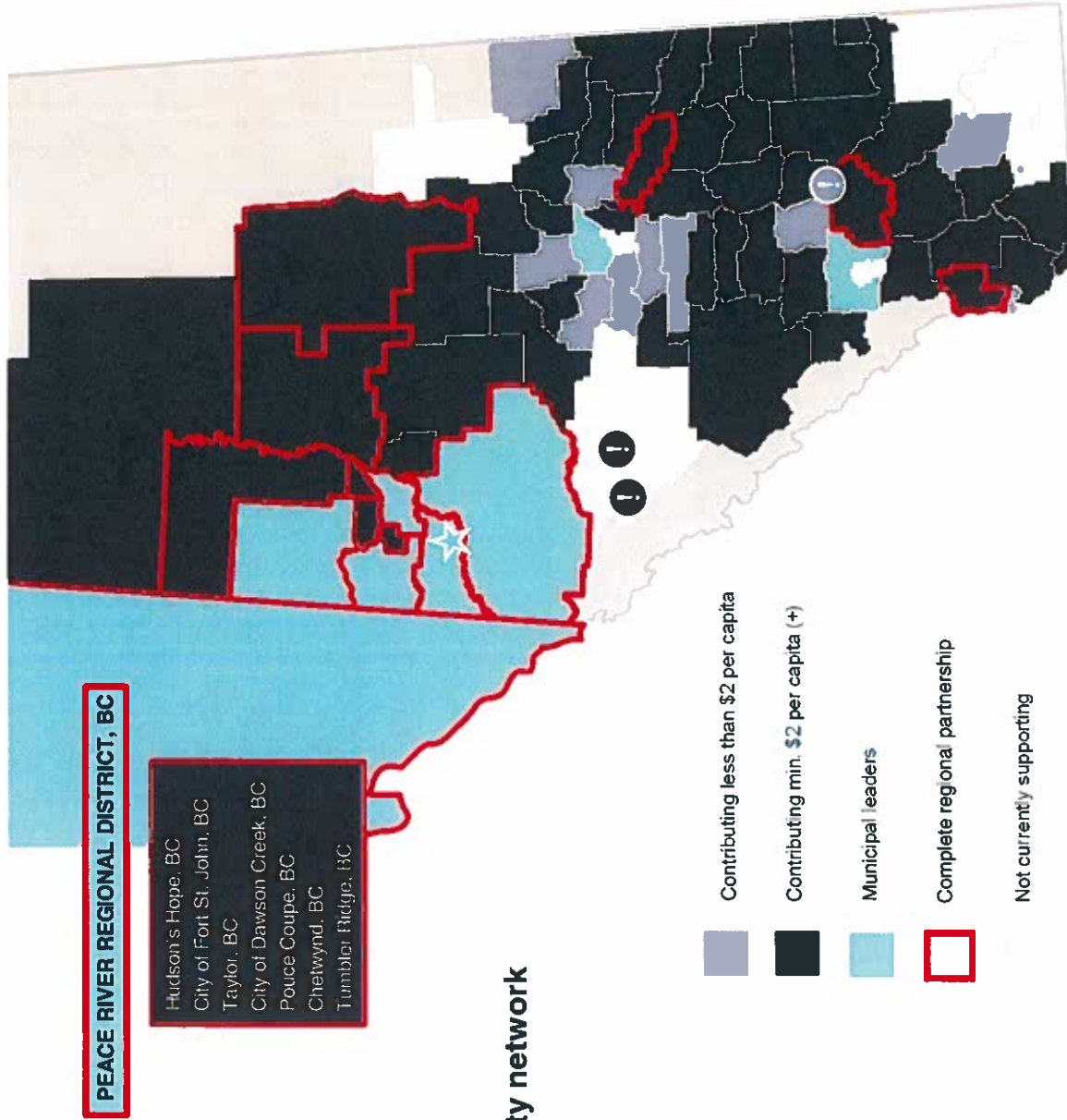
- Achieve \$500,000 (+) cumulative support
- Fixed Rate / Standing Motion
- Included in protective services budget

**2023 Welcome Sturgeon County**  
**2024 Welcome Birch Hills County**

**REGIONAL LEADERS**

**Building partnerships within.**

- Fixed rate - alleviate fluctuation
- Based on minimum \$2 per capita



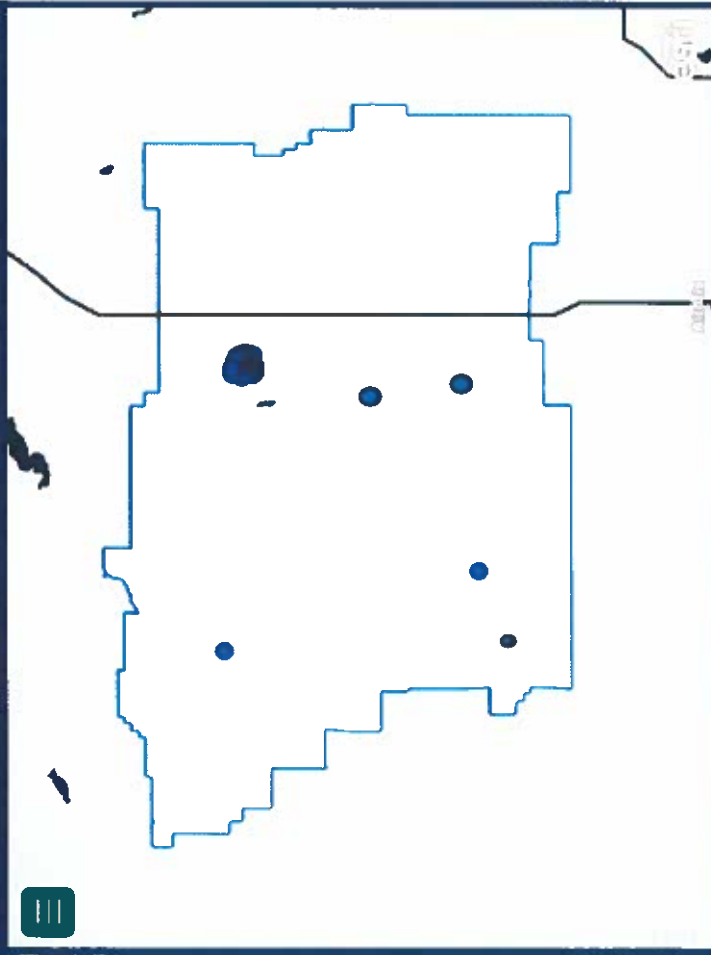


WITHIN MOUNTAIN VIEW COUNTY @ August 31, 2024						
	2020	2021	2022	2023	2024	TOTAL
Near Carstairs	1	2	7		3	13
Near Cremona	2	2	4	1	1	10
Near Crossfield (within Mountain View County)			1			1
Didsbury Hospital critical inter-facility transfers (IFT)	6	13	10	15	3	47
Near Didsbury	3	5	5	3	1	17
Near Linden (within Mountain View County)			1			1
Near Madden (within Mountain View County)		1		1		2
Olds Hospital critical inter-facility transfers (IFT)	8	18	16	18	10	70
Near Olds	4	5	4	2		15
Sundre Hospital critical inter-facility transfers (IFT)	4	16	19	8	6	53
Near Sundre scene and search & rescue	5	6	5	10	5	31
Near Torrington (within Mountain View County)				1		1
Near Water Valley	1	2	2	2		7
<b>TOTAL</b>	<b>34</b>	<b>70</b>	<b>74</b>	<b>61</b>	<b>29</b>	<b>268</b>

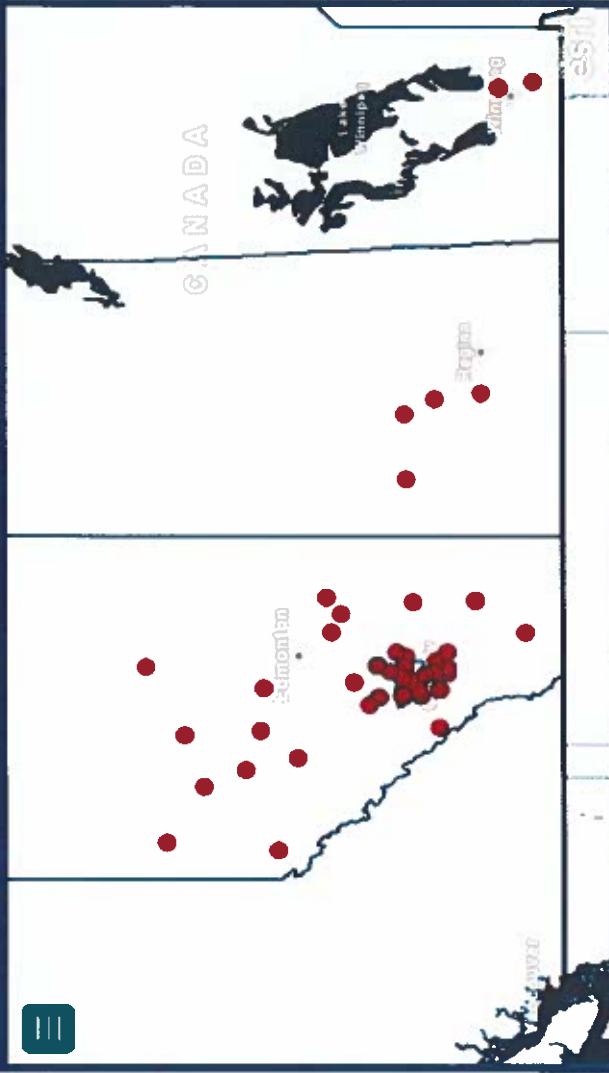
\*Averages 59 missions per year / Served by 2 bases

# Within Mountain View County Boundaries - Patients Flown by STARS (2010-Present)

Mountain View Residents Flown by STARS



Locations where Mountain View Residents Travelled and Needed STARS

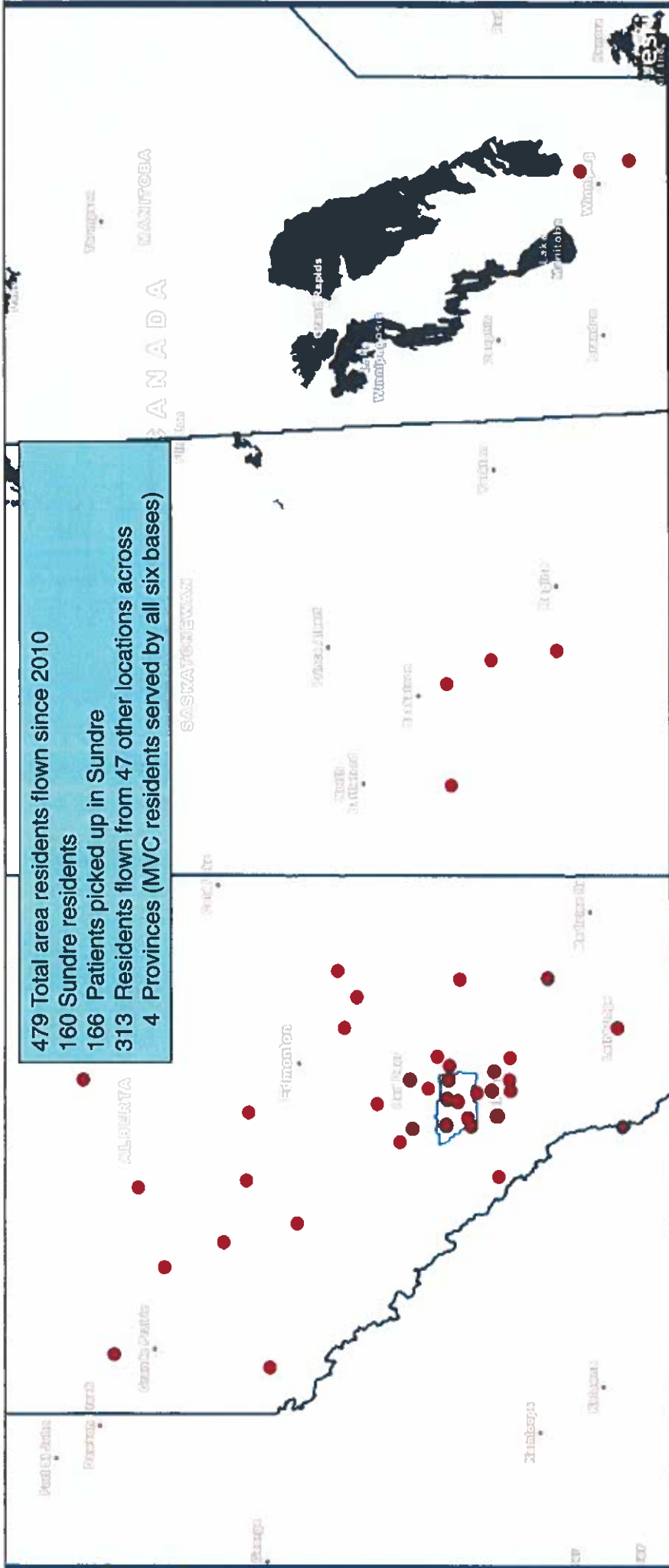


Count by Pickup Location



\*Next slide - Zoomed-in view

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Oke	9	8	9	14	14	55	138
Sundre	8	11	4	13	17	48	160
Didsbury	11	6	4	12	7	45	100
Carstairs	6	0	1	4	6	20	47
Cremona	0	0	1	2	2	7	22
Herschel	0	0	0	0	0	0	1
Water Valley	0	0	0	1	3	4	11
<b>Total</b>	<b>34</b>	<b>24</b>	<b>19</b>	<b>45</b>	<b>47</b>	<b>179</b>	<b>479</b>



479 Total area residents flown since 2010  
 160 Sundre residents  
 166 Patients picked up in Sundre  
 313 Residents flown from 47 other locations across  
 4 Provinces (MVC residents served by all six bases)

**Accidents and illnesses can happen anywhere.**

Count by Pickup Location







## MORE THAN RAPID TRANSPORT

### **STARS EMERGENCY LINK CENTRE (ELC)**

---

- Integrated with all dispatch centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO response
- 37,000 emergency requests per year

### **STARS TRANSPORT PHYSICIANS**

---

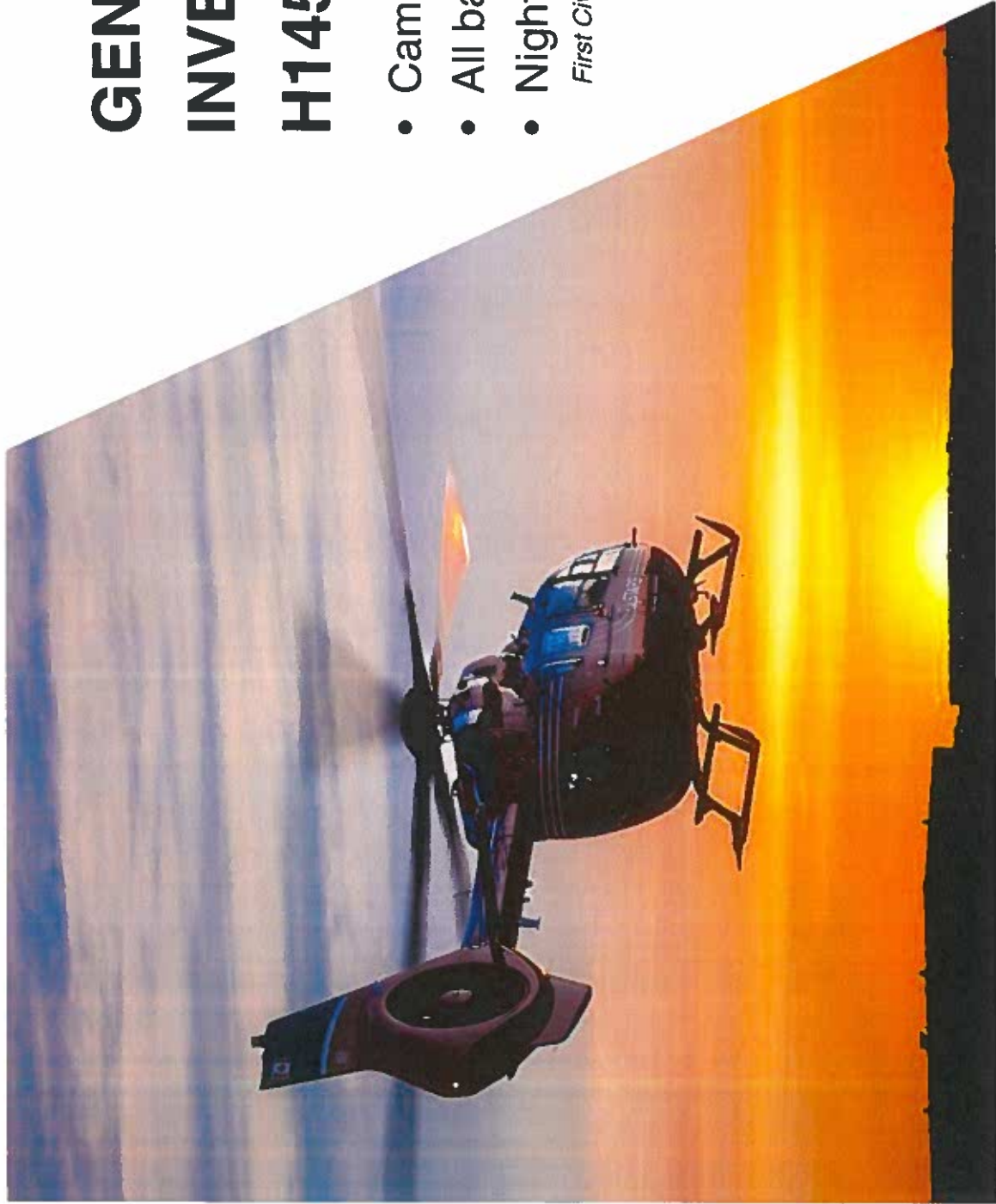
- Medical and procedural guidance
- Every critical call / All modes of transport
- Ground Ambulance, rotary wing, fixed wing
- Scheduling logistical arrangements with receiving Doctors and Hospitals
- Virtual care supports rural healthcare professionals



# GENERATIONAL INVESTMENT H145 FLEET (10)

- Campaign completed
- All bases H145 operational
- Night Vision Goggles (NVG)

*First Civilian Organization in Canada (2002)*





# Handheld i-stat Lab

Vital test results in  
under two minutes

- ✓ Hemoglobin
- ✓ Blood Gases
- ✓ Electrolytes

H145 INTENSIVE CARE UNIT



# TIME – TOOLS - TALENT



## Hamilton T-1 Ventilator

Fully featured (ICU)

Adult / Pediatric / Neonatal

Optimal ventilation therapy in transit

**Universal Blood**  
1<sup>st</sup> HEMS in North America!  
Increased to 4 Units  
**A Canadian First! New Blood Plan**  
Octaplex -- Reverse anticoagulation  
Fibrinogen -- Promotes blood clotting

A photograph of two EMTs in blue uniforms sitting in the back of an ambulance. They are looking at a tablet or screen, likely reviewing patient information or medical protocols.

## Video Laryngoscope

Advancement in intubation

Video screen view of trachea

Difficult airway management

Trauma / Burns / Crushed on impact



# TIME – TOOLS - TALENT



## EZIO Drill

- Time-sensitive
- Life-threatening cases
- Immediate IV access
- Stabilization / Pain Management

## Handheld Ultrasound

- (test results for rapid diagnosis)
- Collapsed lungs
- Trauma-related internal bleeding
- Heart abnormalities
- Fetal compromise
- \*Expedite treatment plans



## Pain Management Drugs Thrombolytics

- (stroke patients / requires CAT scan)
- \*Physicians kit includes:
  - Central venous catheterization
  - Temporary pacemaker



# TOWN OF SUNDRE

## OUR REQUEST

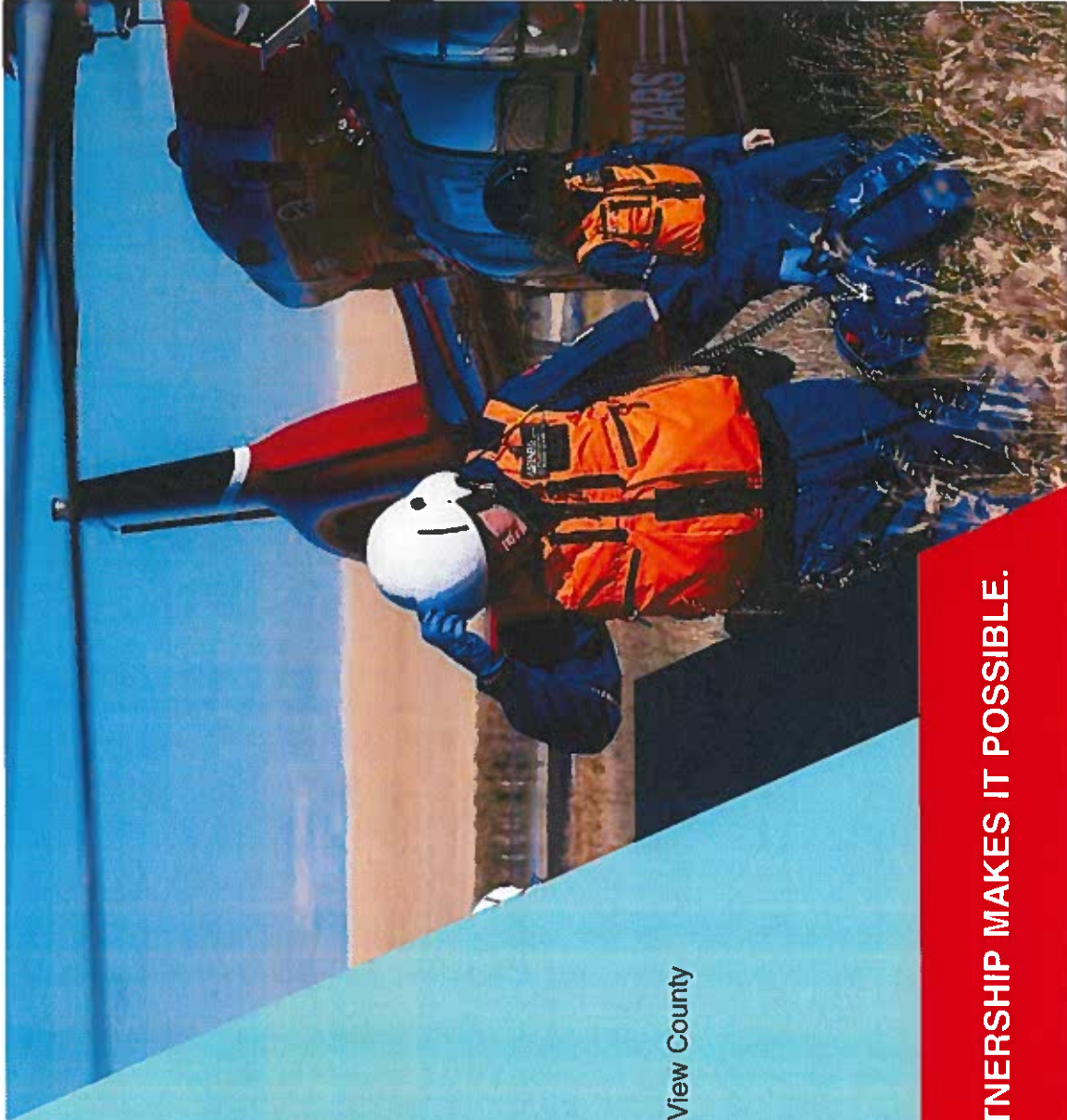
**\$5,400 Fixed Rate**  
(based on \$2 per capita)

**2025**

Alberta Municipalities In Partnership

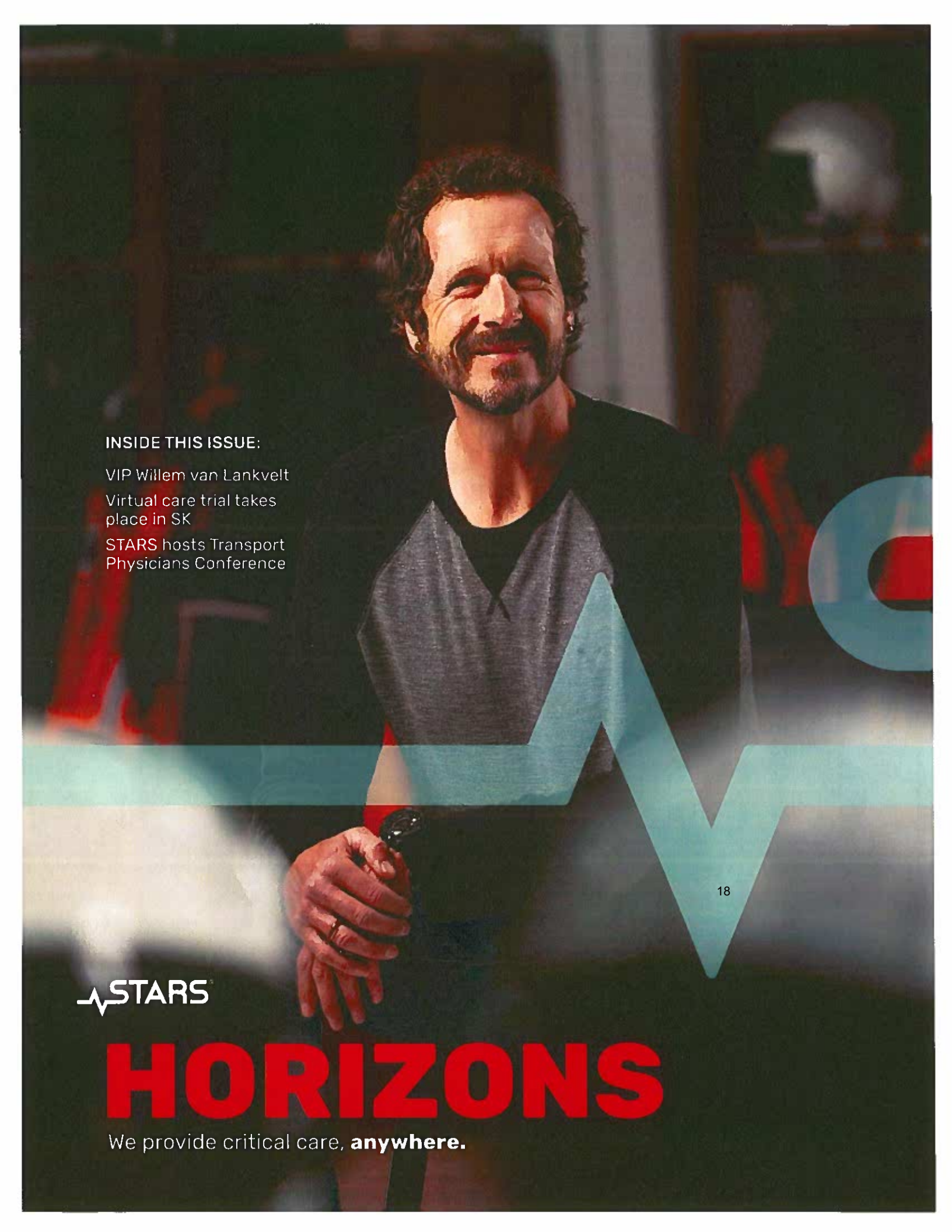
## BENEFITS

- Sundre avg. 30% missions/year within Mountain View County
- STARS provides physical and virtual response
- Enhancing rural healthcare
- 24/7 access to STARS across Western Canada
- No cost to the patient.



**A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.**





**INSIDE THIS ISSUE:**

VIP Willem van Lankvelt

Virtual care trial takes  
place in SK

STARS hosts Transport  
Physicians Conference

18

STARS

# HORIZONS

We provide critical care, **anywhere.**





CARE



PEOPLE



MISSION



INNOVATION

**“The STARS team had skill sets that were not available to the rural medics who responded to me. I believe those skill sets made a significant difference in how I was able to overcome the trauma that I faced.”**

– Willem van Lankvelt, STARS VERY IMPORTANT PATIENT





STARS flight nurse Melvin Yumang chats with STARS Very Important Patient Willem van Lankvelt at the Winnipeg STARS base

## From paramedic to patient: Willem's story

**Being out in nature, on his bike, has always been one of Willem van Lankvelt's favourite activities. So, when summer arrived, he was excited to get up to his family cabin in a remote area and start peddling. During what Willem thought was going to be a pleasant afternoon on his bike, his ride took a life-threatening turn when he was struck by a truck.**

The impact caused significant head trauma and severe internal bleeding.

"STARS was important because the degree of injuries that I received made me very difficult to manage," he said. "They had skill sets that were not available to the rural medics who responded to me. I believe those skill sets made a significant difference in how I was able to overcome the trauma that I faced."

Well before his accident, Willem already had a deep appreciation for STARS, having served as a paramedic for more than 16 years. He had seen firsthand the everyday difference STARS makes in the lives of critically ill and injured patients.

He had even worked and socialized with the crew that rescued him.

Those factors made it one of the most difficult missions that STARS flight nurse Melvin Yumang has ever been on.

"The extent of his injuries were such that neither myself nor my partner Ray recognized Willem at the time," said Melvin. "He had sustained such horrific injuries to his head and face."

Upon STARS' arrival at the scene, the air medical crew had to work quickly to stabilize Willem.

"He needed an advanced level of resuscitation before we could actually provide any of the interventions such as airway management," said flight paramedic Ray Rempel. He needed blood, which we were able to give him. He needed some interventions done with his chest, so we were able to decompress the flail chest that he

had, to allow him to breathe a little bit better. And then his jaw was tight, and he needed medications to help loosen that up so that we could safely intubate him and clear his airway in order to help give him vital oxygen."

Thanks to the rapid provision of critical care alongside the work of our allies on the ground and at the trauma centre where Willem was taken, he has been able to make a successful recovery.

Willem credits STARS with his survival. Since his recovery, he has returned to work as a paramedic. He encourages everyone he meets to support STARS.

"To anybody who has sponsored or supported STARS, I just want to say thank you," said Willem. "I can't put into words the impact your support has had on me and my family. Thank you."



ARC Resources has been a generous supporter of STARS for the last 28 years. As Canada's third-largest natural gas producer and largest producer of condensate, ARC considers safety a core value – and so does STARS. We have a shared goal to ensure our teams come back safely every day – whether it's out working to contribute to Canada's resource development, or providing critical care, anywhere. Thank you to ARC Resources for supporting STARS' mission and ensuring we are there for Canadians when they need us most. Because it shouldn't matter where you live, work, or play, you should be able to receive critical care.

2023/24

# YEAR IN REVIEW



STARS EMERGENCY  
LINK CENTRE

**37,365**

EMERGENCY REQUESTS HANDLED



MISSIONS

**3,732**

YEARLY MISSIONS

**102**

AVERAGE EMERGENCY  
REQUESTS A DAY



**1,633** **946** **1,153**  
AB SK MB

**60K+**

MISSIONS TO DATE SINCE 1985

**10**

AVERAGE DAILY MISSIONS



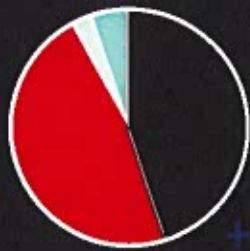


## FUNDING

# \$11.4M

APPROXIMATE ANNUAL  
COST PER BASE

### STARS FUNDING SOURCES



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS\*
- INDUSTRY SERVICES
- OTHER

\* Cash received in 2023

# 37,345

ANNUAL DONORS



## INCIDENT TYPES

STARS RESPONDS TO A VARIETY OF CRITICAL CARE CALLS

- CARDIAC **18.27%**
- ENVIRONMENTAL **0.32%**
- NEUROLOGICAL **12.53%**
- OBSTETRICAL **1.41%**
- PULMONARY **12.58%**
- VEHICLE INCIDENT **18.21%**
- OTHER MEDICAL **19.42%**
- OTHER TRAUMA **17.24%**



CARE



PEOPLE



MISSION



LLC



Baby Adler Hazen visits the STARS base with his family.

## NICU patient flow in SK

### STARS completes its first-ever helicopter NICU patient transport in Saskatchewan

**A Saskatchewan newborn baby needing critical care was recently helped by STARS as the organization completed its first-ever helicopter neonatal intensive care (NICU) transport in the province.**

A major accomplishment for STARS, the new equipment used in the mission received approval late last year, and when the need arose in December 2023, STARS crews were able to respond.

As described by baby Adler's mom, Dani Tendler, Dani and her husband Zach could not reach the hospital in time when Dani went into labour two months early. Their house was an hour and a half drive away from the nearest hospital. This resulted in Adler being born in their driveway. He was only 1.7 kg.

An ambulance arrived soon after to take them to the nearest hospital while STARS was dispatched to transport them. From there STARS took Adler and Zach to a major hospital for additional observation and treatment.

"It was a very traumatic event for us. You never want to watch your baby get taken away from you, especially by helicopter, but he was in such good hands. After meeting the crew that took him, we got to know just how amazing they are and how passionate they are about what they do. They took such good care of our baby boy. We will forever be grateful for STARS and everything they did. You just don't realize what a vital service STARS is until you need it. Now that he's home

and healthy, it's pretty cool to say he was the first baby in the STARS helicopter in Saskatchewan."

"The unique aspect of this child being born out of hospital was there were a lot of logistical challenges to overcome, with a lot of moving parts behind the scenes," said STARS flight paramedic Ryan MacMillan. "All of the various care providers involved really worked hard to reach that end goal of getting baby safely and quickly to the Regina General Hospital NICU Department. It was inspiring."

Before implementing this new innovation, STARS was able to provide transport for the NICU team and their isolette, dropping them off at the patient's side, after which they would return home by ground ambulance. During these previous missions the isolette was considered "cargo," and was never used for transporting the infant in the helicopter.

Knowing the need would arise to transport an infant eventually, in 2021 STARS began the many preparations to ensure crews could safely undergo the process.

When the most recent fleet upgrade was occurring, a new interface was designed within the helicopter to ensure that the isolette, including the infant and their medical team, would be safe and secure for transport.

Once designed, STARS sought approval by Transport Canada in

order to use it on missions. While that process was occurring, STARS also worked closely with NICU teams so they could gain time and experience in the helicopter, including running practice missions.

"STARS is always looking for new ways to provide the highest level of care to our youngest patients," said STARS President and CEO Katherine Emberly. "When a joyous moment like the birth of a child takes a scary turn, families across the prairies can rest assured that a team of STARS critical care specialists are on their way with the best equipment possible."

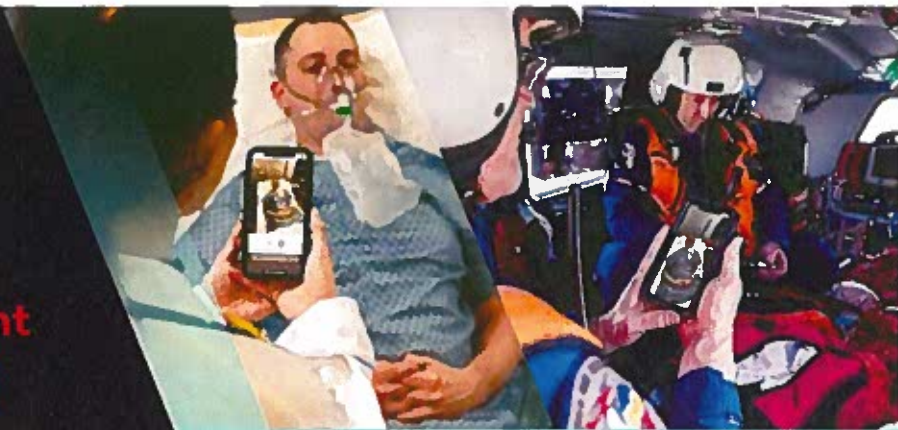
This first-of-its-kind mission was carried out by veteran STARS flight crew members Mike Rogers, Greg Chorney, and Ryan MacMillan and the NICU specialty team from the Regina General Hospital. The specialized helicopter configuration needed to transport the isolette was implemented by STARS transport physician Dr. Tom Elliott and flight nurse Colleen McGeough.

STARS thanks the Saskatchewan Health Authority, local health care providers – including the Regina NICU team – and community members whose ongoing support ensures that this technology is available to all STARS patients. Our partnerships enhance and improve current processes by leveraging each organization's strength to create collective, positive outcomes.



**“Our enhanced ability to provide quick and efficient treatment will ultimately save time and lives.”**

— **Cindy Seidl**, STARS CHIEF CLINICAL OFFICER AND FLIGHT NURSE



CARE



PEOPLE



MISSION



ELC

## STARS Virtual Care connects team with patients faster

**Critical patients may now receive care quicker than ever before thanks to the launch of a virtual care trial by STARS in partnership with Saskatchewan Health Authority.**

STARS Virtual Care allows transport physicians to be connected to local providers during active missions via a secure video connection. The trial is underway across the province of Saskatchewan.

More specifically, the program allows STARS transport physicians to use a video link to support providers treating critically ill or injured patients, providing immediate assessment, stabilization and treatment support. STARS has chosen to use the GoodSAM platform based on its proven infrastructure, robust privacy standards, and ease of use. It is already in use in Canada and around the world by organizations including British Columbia Emergency Health Services and London Helicopter Emergency Medical Services.

“This new tool is allowing us to provide care more precisely and timely, because when I am consulted I can see the problem directly rather than having someone describe it to me over the phone, especially when they can often be in the midst of dealing with a very critical situation,” said STARS

base medical director for Regina and Saskatoon, Dr. Dallas Pearson.

When a local physician connects with STARS through a phone call to our Emergency Link Centre (ELC), their call can be immediately transferred to our transport physicians who are on call 24/7. In addition to providing critical care consultation to local providers, STARS transport physicians also support transport logistics and provide medical support to STARS air medical crews while on missions.

With the call underway, a STARS transport physician can then offer to launch a video consult with the local physician to “see” the patient and provide more nuanced support, diagnosis, and guidance. The transport physician can then send the gathered information to both STARS air medical crews and specialists at the receiving hospital, who can then prepare for the best course of treatment.

“Our commitment to the highest quality of critical care includes always looking for innovative ways to provide

care to our patients,” said STARS Chief Clinical Officer and Flight Nurse Cindy Seidl. “This new tool will help our transport physicians and medical crews quickly diagnose the patient and provide stabilization advice while our transport teams are en route. Our enhanced ability to provide quick and efficient treatment will ultimately save time and lives.”

STARS has worked closely with the Saskatchewan Health Authority to ensure that this new tool conforms to the provincial health standards governing virtual care and looks forward to working with them to continue improving this program.

“The Saskatchewan Health Authority is actively expanding virtual services across the health-care system in a connected and cohesive manner,” said Dr. Vern Behl, outgoing senior medical information officer with SHA Digital Health focused on virtual care. “The partnership with STARS is a natural next step in ensuring patients can get the timely care they need, regardless of their circumstances or location.”





**"We taught (procedures) which might be things that will happen once in a physician's career."**

— Dr. Paul Tourigny, STARS TRANSPORT PHYSICIAN



CARE



PEOPLE



MISSION



ELC



EDUCATION



Transport physicians from across STARS' six bases gathered in Calgary for the first time to train together to prepare for scenarios they may face.

# STARS hosts Transport Physician Conference

First-ever event of its kind elevates patient care practices



**“There’s a lot to gain by having lots of highly educated and well-trained people in the same room to share ideas.”**

– Dr. Chase Krook, STARS TRANSPORT PHYSICIAN

**Given the nature of the profession and the unpredictable world of first responders, transport physicians have seen everything. Well, nearly everything.**

So, STARS took measures to expand the already considerable experience base of our doctors.

In November 2023, as part of the first-ever Transport Physicians Conference, representatives from all of the STARS bases – Grande Prairie, Edmonton, Calgary, Saskatoon, Regina, Winnipeg – participated in seminars at the University of Calgary’s cadaver lab. Local experts ran the sessions, with the aim of “elevating the game of our transport physicians,” said Dr. Paul Tourigny.

Quickly, the value of the program was established.

Dr. John Froh, chief medical officer of STARS, indicated that there are already plans to organize future get-togethers, emphasizing the upside of education that is tailored to the skills of medical crews.

“Having something we can build in-house that is world-class and addresses all of those needs,” he says. “it really does align with STARS’ commitment to education, innovation, and research.”

Of the STARS roster of physicians, nearly 60 were able to attend, taking

advantage of the unique learning opportunity, the focus of which had been gaining familiarity with emergency situations that are uncommon – but not unheard of – in the field.

This knowledge-broadening approach is expected to enhance in-person and virtual delivery of emergency health care.

“What we taught might be things that will happen once in a physician’s career,” said Tourigny, who is based in Calgary. “Some of us have had the misfortune to do these things several times. And these are rare procedures – drilling through bone to relieve pressure inside a brain, doing things to relieve the pressure on an eyeball, performing a surgical airway when we can’t access someone’s airway through their nose or their mouth.

“(At the conference) I got to see all of these people who have just got an immense amount of respect for doing incredible things, teaching each other, learning from each other, telling stories.”

For the critical procedures training, the lab offered a variety of stations and, crucial to the hands-on aspect of the lessons, the presence of cadavers.

“Which we don’t always have available to practise on,” said Dr. Jocelyn Andruko, who works out of the Winnipeg base. “Doing all of these procedures on real human bodies was extra special and extra helpful because then you can talk to someone who has genuinely done it before and get their tips in real time as you’re practising.”

This marked the first time an event had been staged for the transport physicians of STARS. That, too, was meaningful for participants – not only to learn as a group, but also to get to know each other. “There’s a lot to gain by having lots of highly educated and well-trained people in the same room to share ideas,” said Dr. Chase Krook, part of the STARS crew in Calgary.

While the names of peers from across Western Canada were familiar – from emails, phone calls, medical charts – the weekend’s activities, in a lot of cases, served as the official real-life introduction.

“It fosters a lot more organization-wide unity,” Andruko said of the conference. “It’ll certainly feel easier to hand off patients or unite in projects or do other things together with people from the other places after something like this.”



# Finger thoracostomy pilot project trains STARS teams to perform life-saving procedure



**In the world of critical care, the medical experts at STARS are always looking for new opportunities to save lives. Innovations like ultrasound and blood on board our aircraft have made a real difference for patients. Now, another life-saving tool is being trialed by STARS.**

Thoracostomy is a potentially life-saving procedure used to relieve tension pneumothorax — a buildup of air in the cavity between the lungs and the chest wall. This condition, which can develop in severely injured patients, causes the lung to collapse, putting pressure on the heart and other vital organs. Without prompt intervention, this condition can lead to cardiac arrest and even death.

Historically, “needle thoracostomy” was used by paramedics to relieve the pressure in this life-threatening circumstance. However, current evidence suggests that needle thoracostomy is not always successful. A better solution was needed. For this reason, a small group of nurse and paramedic air medical crew members have now been trained to use the more definitive procedure, which is called “finger thoracostomy.”

Identical to the way it would be performed by a surgeon in a hospital, the procedure involves making a small incision to allow for the insertion of a gloved finger, followed by a sweep of the finger in the chest cavity, allowing the air to escape and the pressure on vital organs to be relieved.

“In addition to its speed and ease of use, the main benefit of finger thoracostomy is that it definitively addresses the problem of increased pressure in the chest,” explained Dr. Doug Martin, STARS medical director for Manitoba. “The crew can also proceed to insert a chest tube, in order to ensure that the problem does not recur during transport. This can absolutely be life-saving for a critically injured patient.”

Launched in the summer of 2023, this pilot project provided a group of STARS nurses and paramedics

in Manitoba with physician-led training on how to perform finger thoracostomies as well as the more traditional chest tube thoracostomies. Trained STARS medical crews have since performed both procedures on severely injured patients.

As part of STARS’ commitment to innovation, the results of this pilot project will be evaluated with the possibility of expanding training for thoracostomy procedures to additional STARS bases and medical crew members.

“Looking critically at our care and identifying ways to make it more effective is central to our mission at STARS,” added Dr. Martin. “If this procedure helps even a few people survive their injuries, that’s more than enough reason to invest in being able to provide it.”



## INGENUITY



CARE



PEOPLE



MISSION



INNOVATION

**“The weight saved with the new pack rack allows us to allocate additional payload elsewhere.”**

— Ray Grenkow, STARS CAPTAIN



STARS flight nurse Stuart Grant demonstrates the clip-in, clip-out functionality of the new pack rack.

# New stretcher pack rack improves patient care

In 2019, STARS welcomed the next generation to our fleet with the introduction of the brand-new Airbus H145 helicopter. With these new aircraft, we also introduced a new state-of-the-art medical interior. Supplied by Swiss manufacturer Aerolite, the medical interior of the STARS H145 is designed to be lightweight and functional.

This medical interior is also designed to be adaptable, allowing STARS to stay on the cutting edge of critical care transport. These characteristics are all evident in one of the latest innovations found on-board the STARS helicopter, a redesigned equipment bridge fitted to our on-board stretcher.

The stretcher bridge, also known as a “pack rack,” is a specialized piece of equipment that attaches directly to the sides of the stretcher, with a flat surface to secure equipment across the top of the patient. The new design, initiated by STARS, allows independent removal of either vertical side, eliminating the need to completely remove the assembly when transferring a patient.

Although the pack rack weighs just 3.6kg, it can hold a significant amount of life-saving medical equipment such as oxygen systems, defibrillators, and monitors. Because it is attached directly to the stretcher, medical equipment attached to the pack rack can move with the patient while they are being transferred to or from the aircraft.

STARS crews began training on the use of the new pack rack in January, and it is now in use at every base.

Angela Mazzolini, STARS clinical operations manager in Edmonton, shared how this new tool is helping crews deliver care.

“When preparing a critically ill or injured patient for transport on-board the helicopter, time is of the essence. The ease of transferring the patient onto our stretcher and access to medical equipment is so important for our crews,” said Mazzolini.

“The new pack rack allows us to keep the tools we need right on the stretcher instead of unloading all our equipment and re-attaching it once the patient is secured for flight. This simple but important change is a more efficient use of resources and time. We believe it will lead to more efficient patient care and contribute to better patient outcomes.”

The new pack rack is certified for all phases of flight and is an integral

part of the on-board equipment used during a STARS mission. Thanks to the “clip-in, clip-out” design of the equipment and the fact that it is very lightweight, the sidewall of the pack rack can be removed to allow an easy transition from the STARS stretcher once the patient has arrived at a major trauma centre.

In addition to being a useful tool for patient care, the new pack rack is also popular with STARS pilots.

“We account for the weight of everything we carry on-board, so our equipment needs to be as light as possible,” explained STARS captain Ray Grenkow. “The weight saved with the new pack rack allows us to allocate additional payload elsewhere or simply fly lighter. It’s a great design.”

# ELC upgrades a boon for patients

Renos and tech boosts improve workflow

Above: STARS ELC director John Griffiths speaks in front of a doorway filled with portraits of VIPs.

Left: The STARS ELC has recently received upgraded equipment and technology connecting the team even more to the patients we serve.

**A few dozen smiles greeting you is one thing. When all 85 are STARS Very Important Patients gleaming with gratitude – it's incredible. Welcome to the STARS Emergency Link Centre (ELC) and its portal of portraits beside the ethos "It's about the patient."**

When upgrades to the ELC – the logistics coordination hub located at our Calgary base – began four years ago, we knew that phrase emblazoned on the doors since 1996 would not only remain but also anchor every planned improvement inside.

"When the team walk through those doors, it's a very concrete reinforcement of their 'why' and the Link Centre's rationale," said ELC director John Griffiths.

He stood beside a new ergonomic desk, outfitted with independent height and climate control to improve our emergency communications specialists' comfort and performance throughout their 12-hour shifts.

The biggest upgrade, though, is visible in the new ultra-wide displays on top: a modernized computer-aided dispatch (CAD) system custom-designed for STARS.

"Our CAD is patient-centred," said Griffiths. "Sometimes CADs can be about the resource, but our CAD is

really about the patient's interaction. It's built around the patient and how we can utilize resources like helicopters, transport physicians, local geographic awareness, and virtual care for them. That's why STARS has been so successful. We build our systems around our core mission. The values are consistent in the culture and in the technology."

The new platform is quicker, more efficient, and streamlined, he said, and vastly improves data capture and future-readiness. It's also the final step in the overall modernization project.

"It all began with our radios," said Griffiths, noting an industry shift to digital infrastructure and the deep cooperation involved in mutual system integration. "STARS is connected into that network, and that gives improved interoperability with RCMP, fire, EMS, conservation officers, park rangers, government employees – everyone."

Other upgrades include a dedicated workstation for STARS transport physicians, who have been sitting

in the ELC since 2021, and an isolated training laboratory to better prepare new hires before they start dispatching real helicopters.

In his 10 years with STARS, Griffiths has seen a lot of changes. The most recent ones make him beam with pride and excitement.

"The mission has always remained the same. It's always been all about the patient and the culture here at STARS is, 'What can we do for these patients?' People have continually found innovative ways to push the boundaries and harness technology; and so that baseline mantra 'It's about the patient' has spurred us to ensure our technology, communication, and dispatch tools remain equal to the task."

The new CAD system is expected to be fully online by Fall 2024. The system upgrades are thanks to generous donor funding.



# STARS celebrates 30 years of partnership with Enserva

The energy industry has rallied behind STARS' mission since the beginning, helping ensure people across Western Canada – no matter where they live, work, or play – have access to lifesaving care when it's needed.



**"We are immensely proud and grateful of the partnership we have built with Enserva."**

— Katherine Emberly, STARS PRESIDENT & CEO

This year's Enserva gala raised \$1.6 million for STARS.

This April, STARS celebrated a major milestone in partnership with Enserva, formerly the Petroleum Services Association of Canada (PSAC), with the 30th anniversary of the Enserva STARS & Spurs Gala.

The STARS & Spurs Gala is one of our longest-running and largest fundraisers – bringing industry and community leaders together to raise over \$20 million in support of STARS' operations since its inception in 1994.

"STARS was built by the community, for the community, and has relied on the support of our allies to help us fulfill

our mission of providing critical care, anywhere since the very beginning," says STARS President and CEO Katherine Emberly. "For the last three decades, Enserva has been one of our most committed and generous allies, going above and beyond to ensure STARS can continue being there for the next patient."

The signature event, which was held at the Telus Convention Centre in downtown Calgary, raised an astonishing \$1.6 million during the 30th anniversary celebrations, all of which will support STARS in providing lifesaving care, wherever it's needed.

"We are immensely proud and grateful of the partnership we have built with Enserva," says Emberly. "The unwavering support we have received from the energy sector has allowed us to stand at the forefront of critical care in Canada, and enabled us to grow, innovate, and implement new technologies that help us save lives everyday."



Dr. Greg Powell, founder of STARS, and his partner Linda, continue to be incredible STARS supporters.

## STARS founder leaves a legacy

**“Donations save lives. Saving a life supports family and community. Your donations have a big impact that can be seen and felt.”**

– Dr. Greg Powell, STARS FOUNDER

Not long after STARS was created, founder Dr. Greg Powell was invited to a fundraising event in a rural Alberta. When he walked into the small town’s community hall, he was surprised to see 400 people singing songs, playing bingo, and holding a silent auction to raise money in support of STARS. The community raised \$60,000 that evening and went on to donate \$100,000 more over the next few years.

Truly, STARS was built by the community, for the community.

Nearly 40 years later, STARS still relies on this kind of support and generosity to carry out roughly 3,000 missions a year from six different bases across the prairies and provide critical care, anywhere it’s needed.

To this day, Dr. Powell and his wife Linda believe so strongly in what they’ve created that they made the decision to support the community well beyond their lifetime – by opting

to leave a gift in their will, along with an insurance policy in STARS’ name.

For the Powells, one life lost is too many, and there are countless more lives to be saved. When asked what a gift to STARS means, Dr. Powell says, “Donations save lives. Saving a life supports family and community. Your donations have a big impact that can be seen and felt.”

Estate gifts to STARS are possible for anyone who wishes to leave a legacy that will make a difference and have

lasting community impacts for years to come.

There are many ways to include STARS in estate plans. It’s a big decision and an important one to communicate with family, financial advisors, and planned giving experts who can assist you in choosing the type of gift that best supports STARS and works best for you.

For more information, please reach out to [legacy@stars.ca](mailto:legacy@stars.ca) to get in touch with a STARS Foundation representative.

### Benefits of gifts of life insurance:

- Allows you to leave a significant legacy gift at relatively little cost.
- The gift can be made on the “instalment” plan.
- The gift is not subject to probate as the death benefit is payable to STARS.
- Depending on how your life insurance policy is set up, you can either receive a charitable tax receipt for the premiums paid or your estate will receive a tax receipt for the amount of insurance that is gifted to STARS.
- If your estate receives a taxable receipt for the full insurance amount gifted to STARS, this could positively impact your estate taxes.



# 2023/24 Missions

All Provinces



Since 1985, STARS has flown more than **60,000 missions** across Western Canada. Below are **3,732 missions** carried out from our six bases in Alberta, Saskatchewan, and Manitoba in the past year.

**ALBERTA** Acme 3, Airdrie 3, Alberta Beach, Alcomdale 2, Alder Flats, Aldersyde 3, Alexis Nakota Sioux Nation, Ardrossan, Ashmont, Athabasca 10, Atikameg 6, Balzac 2, Banff 14, Barrhead 18, Bassano 4, Bawlf 2, Beaumont, Beaverlodge 6, Belseker, Bezanson 5, Black Diamond 10, Blackfalds 2, Blackie, Blairmore 22, Bluesky, Bonanza 2, Bonnyville 20, Bow Island 2, Bowden 3, Boyle, Bragg Creek 5, Brooks 25, Bruderheim 2, Buck Lake 2, Busby 2, Cadotte Lake 2, Calahoo 2, Calgary 5, Calling Lake, Calmar, Camrose 39, Canal Flats, Canmore 17, Cardston 6, Caroline 4, Carseland 2, Carstairs, Carvel, Caslan 3, Castor 4, Cavendish, Chauvin 2, Chestermere, Chetwynd 3, Chip Lake, Chipman 2, Clairmont 2, Claresholm 9, Cline River, Coal Valley 2, Coalhurst, Cochrane 4, Cold Lake 16, Colinton, Condon 3, Cooking Lake, Coronation 5, Cowley 4, Cranbrook 9, Cremona 2, Crooked Creek, Crystal City, Dalmuir, Dawson Creek 3, Daysland 3, De Winton 2, Deboit 3, Delburne, Delia, Demmitt 3, Didsbury 12, Donald, Drayton Valley 14, Driftville, Drumheller 21, Duchess 2, Duffield 3, Eckville, Eden Valley First Nation 4, Edgewater, Edson 10, Elbow Falls PRA 4, Elk Point 9, Elkford 2, Elko, Elnora, Enilda 2, Enoch Cree Nation 2, Entwistle, Evansburg 2, Exshaw, Fairview 14, Falher 2, Fallis 2, Faust, Fernie 8, Field 5, Flatbush, Fort Assiniboine 2, Fort Macleod 10, Fort McMurray, Fort Saskatchewan 4, Fort St. John 5, Fox Creek 5, Frog Lake, Gadsby, Ghost Lake, Gibbons, Gift Lake 3, Girouxville, Gleichen 8, Glendon, Glentworth, Golden 7, Goodfare, Goodfish Lake 4, Gordondale 2, Grande Cache 16, Grande Prairie 29, Grasmere, Grimshaw 2, Grouard, Grovedale 9, Gull Lake, Gunn, Hanna 11, Hardisty 6, Heisler, High Prairie 26, High River 15, Hinton 8, Hondo, Horse Lake First Nation 4, Hythe 2, Indus, Innisfail 9, Invermere 2, Irricana, Jasper 4, Josephsburg, Jousard, Kananaskis Village 2, Kapasiwin 2, Kathryn, Kavanagh, Keephills 3, Kelvington, Keoma 2, Kikino, Killam 6, Kinuso, La Glace 4, Lac La Biche 7, Lac la Nonne, Lac Ste. Anne, Lacombe 8, Lake Louise 10, Lamont 7, Lavoie, Leduc 3, Legal 3, Lethbridge 80, Linden 2, Little Buffalo, Little Smoky 2, Lloydminster 2, Lodgepole, Lomond, Longview 6, Loon Lake 2, Lymburn 2, Madden, Ma-Me-O Beach 4, Marshall 9, Maskwacis 3, Mayerthorpe 12, McBride, McLennan 9, Medicine Hat 6, Meeting Creek, Millarville 2, Millet, Mini Thni (Morley) 3, Mirror, Mission Beach 2, Mossleigh 4, Mulhurst, Mundare, Munson, Muskeg River 6, Namao, Nanton 2, New Norway, New Sarepta, Newbrook, Nisku, Nordegg 4, North Cooking Lake 2, O'Chiese First Nation, Okotoks 2, Olds 17, Onoway, Oyen 2, Paul First Nation, Peace River 19, Peavine, Penhold 4, Pincher Creek 11, Pink Mountain, Pipestone Creek 2, Ponoka 13, Provost 4, Purple Springs, Radium Hot Springs, Rainbow Lake, Raymond 3, Red Deer 94, Red Earth Creek, Redwater 6, Redwood Meadows 3, Rimbey 4, Rivière Qui Barre, Rochester, Rocky Mountain House 17, Rogers Pass, Rosalind, Round Hill, Rycroft 2, Ryley, Saddle Lake Cree Nation 2, Sandy Beach, Saskatchewan River Crossing 5, Saba Beach 2, Sedgewick, Sexsmith 9, Sherwood Park, Siksika Nation, Slave Lake 5, Smith 2, Smoky Lake 15, Sparwood 2, Spillimacheen 2, Spirit River 14, Spring Coulee, Spring Lake 3, Spruce Grove 3, St. Albert 2, St. Paul 36, Standard, Stavely, Steepler, Stettler 12, Stoney Nakota First Nation 6, Stony Plain 2, Strachan, Strathmore 28, Sturgeon Heights 2, Sturgeon Lake Cree Nation 3, Sucker Creek First Nation, Sunchild First Nation 5, Sundre 17, Sunnybrook, Sunset House 2, Swan Hills, Sylvan Lake 2, Taber 9, Taylor, Teepee Creek 6, Thorild 3, Thorsby 3, Three Hills 14, Tilley, Tofield 5, Tomahawk, Tomslake, Torrington 2, Travers 2, Trout Lake, Turner Valley 4, Two Hills 7, Valemount, Valleyview 22, Vegreville 15, Vermillion 15, Veteran, Viking 2, Vilna 2, Vulcan 16, Wabamun, Wainwright 10, Wandering River 2, Wanham, Warburg, Wasa, Water Valley 3, Wembley, Westrose 2, Westlock 27, Wetaskiwin 70, Whitecourt 11, Winfield 2, Woking 2, Wonowon 2, Worsley, Ya Ha Tinda Ranch 2 **SASKATCHEWAN** Abbey, Aberdeen, Ahtahkakoop Cree Nation 2, Alameda, Alice Beach, Arcola 13, Asquith 2, Assiniboia 10, Avonhurst, Avonlea, Baldwin, Battleford, Beechy, Bengough, Big River 2, Big River First Nation 6, Biggar 14, Birch Hills, Bjorkdale 2, Borden 3, Broadview 6, Broderick, Buffalo Pound Park, Cadillac, Candle Lake 2, Cando, Canora 6, Carberry, Central Butte, Chamberlain, Chaplin 3, Chitek Lake 8, Christopher Lake, Churchbridge, Clair, Clairmont, Clavet, Cochin 3, Colonsay, Coronach 3, Coteau Beach, Cowessess First Nation, Craik, Cut Knife, Dafee, Dalmeny, Davidson 3, Davin 2, Debden 3, Delisle 3, Delmas, Denzil, Dinsmore 2, Domremy, Drake, Ebenezer, Edam 3, Edgeley, Elrose, Emma Lake, Endeavour, Esterhazy 3, Estevan 39, Fillmore, Fishing Lake First Nation 2, Fort Qu'Appelle 23, George Gordon First Nation 2, Girvin, Gladmar, Glentworth, Goodwater, Gravelbourg, Grenfell 2, Grunthal, Hafford, Hague, Halbrite, Hanley 2, Happy Valley No. 10 RM, Harris, Hazlet, Hepburn 3, Hillmond 2, Humboldt 11, Indian Head 14, James Smith Cree Nation 4, Jasper, Kamsack 2, Kelvington 11, Kenaston 3, Kendal, Kerrobert 4, Kindersley 7, Kinley 2, Kipling 10, Kivimaa-Moonlight Bay, Kronau 2, Kyle, La Ronge, Landis, Langham, Lanigan, Leader, Leask, Leoville, Lestock 3, Little Bear Lake, Little Pine First Nation 6, Little Red River Cree Nation, Loon Lake, Luseland, Macklin, Maidstone, Makwa Sahgaiehan First Nation, Manitou Beach, Manor, Maple Creek 4, Maren, Marshall 19, Marwayne, Maymont, Meadow Lake 16, Medstead, Melfort 11, Melville 8, Meota, Midale, Milestone, Mistawasis First Nation 2, Mistusinne, Montmartre, Montreal Lake Cree Nation 5, Moose Jaw 43, Moosomin 16, Moosomin First Nation, Mosquito First Nation 4, Mossbank, Mount Hope No. 279 RM 2, Muenster, Muskowekwan First Nation 2, Netherhill, Nipawin 11, Norquay, North Battleford 34, Ochapowace Nation, Odessa, One Arrow First Nation 2, Osage, Outlook 9, Outram, Oxbow 4, Pambrun, Paradise Hill, Pasqua First Nation 2, Pense, Perdue 3, Pike Lake 2, Pilot Butte 2, Pleasant Valley No. 288 RM 2, Plunkett 2, Porcupine Plain 4, Poundmaker Cree Nation 3, Preeceville, Prince Albert 49, Provost, Punniichy, Qu'Appelle, Quinton, Radisson 2, Radville, Raymore 2, Red Earth Cree Nation 2, Redvers 8, Regina 37, Regina Beach, Richardson, Rosetown 3, Rosthern 5, Rush Lake, Saint-Front, Saskatoon 8, Saulteaux First Nation, Shaunavon 5, Shell Lake 4, Shellbrook 37, Simpson, Sintaluta 2, Smiley, Southey 2, Spiritwood 2, Springside, Spruce Home, St. Denis, Stoughton, Strasbourg 2, Sturgeon Lake First Nation, Sweetgrass First Nation 3, Swift Current 39, Tessier, Theodore, Thunderchild First Nation, Tisdale 15, Tobin Lake, Touchwood No. 248 RM 2, Tramping Lake, Turtleford 12, Tyvan, Unity 9, Vanscoy 4, Victoire 2, Vonda, Wadena 3, Wakaw, Waldheim, Warman 2, Waskesiu Lake, Watrous 14, Watson, Weldon 2, Weyburn 23, White Bear Lake 2, White City, Whitewood 2, Wishart, Witchehan First Nation 2, Wolseley 3, Wynyard 8, Yorkton 35 **MANITOBA** Alonsa 2, Altona 11, Amaranth, Anola 2, Arborg 5, Ashern 22, Austin 2, Bacon Ridge, Barren Lands First Nation, Beaconia, Beausejour 10, Birds Hill 3, Birdtail Sioux 2, Bloodvein First Nation 8, Blumenort 2, Brandon 67, Brereton Lake, Brokenhead Ojibway Nation 2, Bunilnonibee Cree Nation 7, Caddy Lake 3, Carberry 2, Carman 5, Cloverleaf, Cracknell, Crane River 3, Cross Lake First Nation 12, Crystal City 4, Dacotah, Darlingford, Dauphin 57, Deloraine 2, Dog Creek 6, Dominion City, Dugald, East Braintree 2, East Selkirk, Easterville 5, Ebb and Flow First Nation 5, Elie 2, Emerson 2, Erickson 2, Eriksdale 11, Fairford, Fannystelle, Faulkner, Fisher Branch 2, Fisher River Cree Nation 4, Flin Flon 13, Fort Alexander 5, Fox Lake Cree Nation, Fraserwood, Garden Hill First Nation 29, Gardenton, Gimli 14, Glenboro 2, God's Lake First Nation 5, Grahamdale, Grand Rapids 3, Grande Pointe, Grandview 3, Great Falls, Grunthal 3, Gypsumville 2, Hadashville, Hamiota, Haywood, Headingley, Hecla, Hodgson 22, Hollow Water First Nation 2, Horndean 2, Kenora 2, Keyes, Killarney 11, Kinonjeostegon First Nation 14, Kleeferd, Komarno, La Broquerie, La Salle, Lac du Bonnet 3, Langruth, Letellier, Little Grand Rapids 5, Little Saskatchewan First Nation 4, Long Plain First Nation 3, Lorette 4, Lowe Farm, Lynn Lake 4, Lyonshall, Manigotagan, Manitou, Manto Sipi Cree Nation 2, Marlapolis 2, Mathias Colomb First Nation 11, McCreary 2, Meadow Portage, Miami, Middlebro, Minnedosa 5, Mitchell 2, Morden 12, Morris, Mulvihill, Navin 3, Neepawa 8, Niverville 4, Norway House Cree Nation 19, Notre-Dame-de-Lourdes, Nutimik Lake, Oak Bluff, Oakbank 2, Oakville 3, Onanole 2, O-Pipon-Na-Piwin Cree Nation 5, Paungassi, Peguis 3, Petersfield, Pinawa 6, Pinaymootang First Nation 4, Pine Creek 2, Pine Dock, Pine Falls 19, Piney 2, Pipestone 2, Plum Coulee, Plumans, Pointe du Bois 2, Poplar River 4, Poplarfield 2, Portage la Prairie 50, Rackham, Rathwell, Red Sucker Lake First Nation 3, Richer 2, Rivers, Riverton, Roblin 5, Roland, Roseau River 2, Roseau River Anishnabe First Nation 3, Roselsie, Ross, Russell 17, Sandy Bay Ojibway First Nation 8, Sandy Hook 2, Sanford 2, Sarto, Selkirk 63, Shamattawa First Nation 7, Sidney, Silver Falls, Silver Plains, Sioux Valley Dakota Nation, Skownan First Nation, Snow Lake, Somerset, Sprague, Sprucewoods 2, St. Adolphe, St. Andrews 2, St. Eustache, St. Jean Baptiste, St. Laurent 6, St. Malo 2, St. Martin 2, Ste. Agathe, Ste. Anne 13, Ste. Rita, Ste. Rose du Lac 4, Stead, Steinbach 38, Stonewall 9, Stony Mountain 7, St-Pierre-Jolys 5, Swan Lake 2, Swan River 32, Tataskweyak Cree Nation 2, Teulon 3, The Pas 60, Thompson 78, Treherne 4, Tyndall, Victoria Beach, Virden 19, Vita, Vogar, Warren 2, Wasagamack First Nation 11, Wellwood, West Hawk Lake 2, West St. Paul 2, Whitemouth 2, Winkler 24, Winnipeg 18, Winnipeg Beach, Woodridge 3, Zhoda

Our fiscal year runs from April 1-March 31. Missions may have been scene calls in the area closest to the listed communities. Missions flown to eastern British Columbia are included in the mission record for Alberta. Missions flown to western Ontario are included in the mission record for Manitoba. Locations with no number indicate a single mission responded to in or near that area.





Capt. Steve Curilla recently flew his 3 000th mission, and his family surprised him in the middle of the night to mark the moment.

Scan the QR code to see Capt. Curilla's warm reception following his mission.



**STARS Horizons | Spring 2024**  
**Return undeliverable items to:**  
**1441 Aviation Park NE, Box 570**  
**Calgary, Alberta T2E 8M7**  
**Unsubscribe at [newsletter@stars.ca](mailto:newsletter@stars.ca)**

**[stars.ca](http://stars.ca)**





Sept. 19, 2024

Mayor Warnock  
Town of Sundre  
Attn: Betty Ann Fountain  
Sent via email: [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com)

RE: Request for Funding

---

Dear Mayor Warnock and Council,

Thank you for the opportunity to bring valuable information about STARS and mission statistics pertaining to your area to the Sept. 30<sup>th</sup>, 2024 council meeting.

STARS is an essential and critical component to the emergency services provided in your community. Over the past five years 53 STARS critical interfacility transfers have been flown from the Sundre Hospital to tertiary care in Calgary or Edmonton with an additional 31 missions flown near Sundre. This accounts for 30% of the missions flown within Mountain View County boundaries.

Our request for council's consideration is \$5400 fixed rate based on \$2 per capita for 2025, in conjunction with present council term. With more than 90% of Alberta municipalities united in partnership, at a minimum \$2 per capita, the Town of Sundre would join as a Regional Leader joining, many of your municipal neighbors including longstanding supporter Mountain View County.

STARS was born out of necessity to serve rural and remote areas - built by the community, for the community. Your residents benefit by having access to STARS six bases located across Western Canada. Since its inception in 1985, STARS has flown over 60,000 missions. Averaging 11 missions per day, half of these missions flown, occur in Alberta alone. A life is saved every day and partnership makes this possible.

Thank you for your consideration to partner with STARS and save lives.

Sincerely,

A handwritten signature in black ink that reads "J. Seely". The signature is fluid and cursive, with a long horizontal line extending to the right.

Jackie Seely

Donor Relations & Development Officer, So. AB.





**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>Sundre RCMP Detachment Commander</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.2</b>

---

**BACKGROUND/PROPOSAL:**

The Sundre Detachment Commander has provided the Q1 2024 Sundre Provincial Community Report from April 1 to June 30, 2024, and information regarding RCMP Policy pertaining to Body-Worn Camera Project Overview.

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

Letter addressed to Mayor Warnock, crime statistics and Body-Worn Camera Project Overview documents are attached.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Q1 2024 Sundre Provincial Community Report and Body-Worn Camera Project Overview as information.

**MOTION:**

That the Town of Sundre Council accept Q1 2024 Sundre Provincial Community Report and Body-Worn Camera Project Overview as information.

**ATTACHMENTS:**

5.2a)Q1 Sundre Provincial Community Report and Body-Worn Cameral Project Overview

Date Reviewed: September 23, 2024

CAO: Amie Nelson



**RCMP**

ROYAL CANADIAN MOUNTED POLICE

July 31, 2024

Mr. Richard Warnock  
Mayor  
Sundre, AB

Dear Mayor Warnock,

Please find attached the quarterly Community Policing Report for the period from April 1<sup>st</sup> to June 30<sup>th</sup>, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Sundre Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Cpl. Courtney Harding  
A/NCO i/c  
Sundre Detachment



Royal Canadian Mounted Police  
Gendarmerie royale du Canada



## RCMP Provincial Policing Report

### Detachment Information

**Name of Detachment**

Sundre

**Name of Detachment Commander**

Cpl. Courtney Harding (Acting)

**Quarter**

Q1

**Date of Report (yyyy-mm-dd)**

2024-08-01

**FTE Utilization Plan**

2024/25

### Community Consultations

**Consultation No. 1**
**Date (yyyy-mm-dd)**

2024-04-18

**Meeting Type**

Town Hall

**Topics Discussed**

Annual Planning; Crime Reduction Initiatives; Regular Reporting Information Sharing

**Notes /Comments**

Members participated in town hall in Clearwater County to discuss priorities of concern to the community, including community engagement, traffic, drugs, and mental health concerns.

**Consultation No. 2**
**Date (yyyy-mm-dd)**

2024-04-19

**Meeting Type**

Community Connection

**Topics Discussed**

Crime Reduction Initiatives

**Notes /Comments**

Sundre Citizens on Patrol Association meeting with the Detachment; discussed activities into 2024.

**Consultation No. 3**
**Date (yyyy-mm-dd)**

2024-04-19

**Meeting Type**

Town Hall

**Topics Discussed**

Annual Planning; Crime Reduction Initiatives; Regular Reporting Information Sharing

**Notes /Comments**

Members participated in town hall in Mountain View County to discuss priorities of concern to the community, including community engagement, traffic, drugs, and mental health concerns.

**Consultation No. 4**
**Date (yyyy-mm-dd)**

2024-04-21

**Meeting Type**

Town Hall

**Topics Discussed**

Annual Planning; Crime Reduction Initiatives; Regular Reporting Information Sharing

**Notes /Comments**

Town Hall meeting in Sundre to discuss unit priorities for the Town of Sundre.



## Consultation No. 5

Date (yyyy-mm-dd) Meeting Type  
2024-04-22 Community Connection

Topics Discussed  
Crime Reduction Initiatives

Notes /Comments  
Meeting with Rural Crime Watch. This was their annual general meeting to discuss activities for 2024.

## Consultation No. 6

Date (yyyy-mm-dd) Meeting Type  
2024-05-28 Meeting with Elected Officials

Topics Discussed  
Regular Reporting Information Sharing; Crime Reduction Initiatives; Victim Services

Notes /Comments  
Discussion on 4th quarter community policing report and addressed questions regarding the future of Victim Services.

## Consultation No. 7

Date (yyyy-mm-dd) Meeting Type  
2024-05-28 Community Connection

Topics Discussed  
Family Violence; Education Session; Victim Services

Notes /Comments  
Discussion regarding new emergency shelter in Olds planned to be opened in 2025. Education regarding Mountain View Emergency Shelter Society "MVESS" to the community and to the Detachment.





## Community Priorities

### Priority No. 1

#### Priority

Police/Community Relations

#### Current Status and Results

Sundre had 20 Police/Community Relations events in 1st quarter, including 12 Community connection meetings, 3 town halls and 5 meetings with Community Partners.

### Priority No. 2

#### Priority

Crime Reduction

#### Current Status and Results

10 Crime Prevention investigations including "Project Lock Up" contacts for Commercial Businesses and Halls in rural areas. Brochure packages and assessments offered. RCMP targeted ATV patrols on May long weekend in West Country, making contact with 30 ATV'ers, warnings and education provided. Sundre RCMP are currently actively monitoring 5 offenders on curfew. Enhanced Policing shifts are dedicated to visibility and Crime Prevention/enforcement in Sundre area.

### Priority No. 3

#### Priority

Mental Health and Substance Abuse

#### Current Status and Results

Sundre RCMP investigated 41 Mental Health complaints 1st quarter. Of those, RCMP Police and Crisis Team (RPACT) and Victim Services have been directly engaged in 10 files. RPACT has a Psychiatric nurse paired with an RCMP member for response to individuals in crisis and are able to assess on scene.

### Priority No. 4

#### Priority

Traffic (Speeding) Town of Sundre

#### Current Status and Results

63 Speeding and Moving Traffic Violations investigations were completed by Sundre RCMP. Of those investigations, 25 resulted in warnings and another 11 resulted in charges under the Traffic Safety Act. Sundre RCMP focused enhanced policing shifts for traffic enforcement in the town of Sundre on all long weekends of this quarter.



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	57	47	-17.54 %	133	163	23 %
Property Crime	102	111	8.8 %	518	366	-29 %
Other Criminal Code	48	28	-41.7 %	182	145	-20 %
<b>Total Criminal Code</b>	<b>207</b>	<b>186</b>	<b>-10.1 %</b>	<b>833</b>	<b>674</b>	<b>-19 %</b>
<b>Drugs Offences</b>	<b>8</b>	<b>0</b>	<b>-100 %</b>	<b>11</b>	<b>14</b>	<b>27 %</b>
<b>Total Federal Acts</b>	<b>15</b>	<b>1</b>	<b>-93.3 %</b>	<b>21</b>	<b>23</b>	<b>10 %</b>
<b>Total Provincial Acts</b>	<b>73</b>	<b>46</b>	<b>-37 %</b>	<b>189</b>	<b>214</b>	<b>13 %</b>
<b>Municipal By-Laws</b>	<b>3</b>	<b>1</b>	<b>-66.7 %</b>	<b>14</b>	<b>12</b>	<b>-14 %</b>
<b>Motor Vehicle Collisions</b>	<b>56</b>	<b>56</b>	<b>0 %</b>	<b>270</b>	<b>267</b>	<b>-1 %</b>
Provincial Code Traffic	121	116	-4.1 %	470	524	11 %
Other Traffic	1	0	-100 %	1	1	0 %
Criminal Code Traffic	21	18	-14.3 %	51	55	8 %
<b>Total Traffic Offences</b>	<b>143</b>	<b>134</b>	<b>-6.3 %</b>	<b>522</b>	<b>580</b>	<b>11 %</b>

1. Data extracted from a live database (PROS) and is subject to change over time.

### Trend / Points of Interest

Total Criminal Code is down 10% for 2024, with a 17.5% drop in crimes against persons. Note 8.8% increase in reported property crime.



## Provincial Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	8	6	2	0
Detachment Support	2	2	0	0

2. Data extracted on June 30, 2024 and is subject to change

3. 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.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments

Police Officers: Of the eight established positions, six officers are currently working. There are two officers on special leave (two Medical leave). There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working with none on special leave. There is no hard vacancy at this time.





## Sundre Provincial Detachment Crime Statistics (Actual) April - June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	1	2	4	0	-100%	-100%	-1.1
Drug Enforcement - Trafficking		2	0	2	4	0	-100%	-100%	0.0
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
<b>Total Drugs</b>		<b>10</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-1.3</b>
Cannabis Enforcement		0	0	0	4	0	N/A	-100%	0.4
Federal - General		2	2	1	3	1	-50%	-67%	-0.1
<b>TOTAL FEDERAL</b>		<b>12</b>	<b>3</b>	<b>5</b>	<b>15</b>	<b>1</b>	<b>-92%</b>	<b>-93%</b>	<b>-1.0</b>
Liquor Act		4	0	1	4	2	-50%	-50%	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		22	9	17	37	23	5%	-38%	3.0
Other Provincial Stats		36	21	47	32	21	-42%	-34%	-1.9
<b>Total Provincial Stats</b>		<b>62</b>	<b>30</b>	<b>65</b>	<b>73</b>	<b>46</b>	<b>-26%</b>	<b>-37%</b>	<b>1.1</b>
Municipal By-laws Traffic		0	0	1	1	0	N/A	-100%	0.1
Municipal By-laws		15	5	3	2	1	-93%	-50%	-3.1
<b>Total Municipal</b>		<b>15</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>-93%</b>	<b>-67%</b>	<b>-3.0</b>
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		10	8	6	11	13	30%	18%	0.9
Property Damage MVC (Reportable)		29	57	39	41	33	14%	-20%	-0.8
Property Damage MVC (Non Reportable)		8	6	10	4	10	25%	150%	0.2
<b>TOTAL MVC</b>		<b>47</b>	<b>72</b>	<b>55</b>	<b>56</b>	<b>56</b>	<b>19%</b>	<b>0%</b>	<b>0.2</b>
Roadside Suspension - Alcohol (Prov)		0	12	4	5	14	N/A	180%	2.1
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Provincial Traffic</b>		<b>202</b>	<b>261</b>	<b>139</b>	<b>121</b>	<b>116</b>	<b>-43%</b>	<b>-4%</b>	<b>-31.2</b>
Other Traffic		3	1	1	1	0	-100%	-100%	-0.6
<b>Criminal Code Traffic</b>		<b>28</b>	<b>11</b>	<b>13</b>	<b>21</b>	<b>18</b>	<b>-36%</b>	<b>-14%</b>	<b>-1.0</b>
<b>Common Police Activities</b>									
False Alarms		9	10	6	11	11	22%	0%	0.5
False/Abandoned 911 Call and 911 Act		2	3	19	5	2	0%	-60%	0.2
Suspicious Person/Vehicle/Property		42	34	12	24	39	-7%	63%	-1.6
Persons Reported Missing		4	10	4	6	7	75%	17%	0.2
Search Warrants		2	0	0	3	0	-100%	-100%	-0.1
Spousal Abuse - Survey Code (Reported)		42	35	15	15	19	-55%	27%	-6.6
Form 10 (MHA) (Reported)		5	1	2	2	0	-100%	-100%	-0.9



## Sundre Provincial Detachment Crime Statistics (Actual) April - June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	2	1	N/A	-50%	0.4
Sexual Assaults		2	0	0	0	2	0%	N/A	0.0
Other Sexual Offences		2	0	4	0	2	0%	N/A	0.0
Assault		23	31	22	21	18	-22%	-14%	-2.0
Kidnapping/Hostage/Abduction		2	0	1	0	0	-100%	N/A	-0.4
Extortion		2	0	0	0	1	-50%	N/A	-0.2
Criminal Harassment		9	8	6	17	7	-22%	-59%	0.5
Uttering Threats		13	5	9	17	15	15%	-12%	1.6
<b>TOTAL PERSONS</b>		<b>53</b>	<b>44</b>	<b>42</b>	<b>57</b>	<b>47</b>	<b>-11%</b>	<b>-18%</b>	<b>0.1</b>
Break & Enter		12	10	17	13	22	83%	69%	2.3
Theft of Motor Vehicle		8	3	7	11	5	-38%	-55%	0.2
Theft Over \$5,000		5	4	3	4	6	20%	50%	0.2
Theft Under \$5,000		10	16	24	13	13	30%	0%	0.3
Possn Stn Goods		15	9	11	7	7	-53%	0%	-1.8
Fraud		15	12	12	10	21	40%	110%	1.0
Arson		2	4	2	3	0	-100%	-100%	-0.5
Mischief - Damage To Property		17	24	44	26	28	65%	8%	2.4
Mischief - Other		6	12	22	15	9	50%	-40%	0.9
<b>TOTAL PROPERTY</b>		<b>90</b>	<b>94</b>	<b>142</b>	<b>102</b>	<b>111</b>	<b>23%</b>	<b>9%</b>	<b>5.0</b>
Offensive Weapons		7	7	4	14	2	-71%	-86%	-0.3
Disturbing the peace		12	4	17	10	10	-17%	0%	0.2
Fail to Comply & Breaches		13	16	18	14	11	-15%	-21%	-0.6
<b>OTHER CRIMINAL CODE</b>		<b>10</b>	<b>8</b>	<b>3</b>	<b>10</b>	<b>5</b>	<b>-50%</b>	<b>-50%</b>	<b>-0.8</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>42</b>	<b>35</b>	<b>42</b>	<b>48</b>	<b>28</b>	<b>-33%</b>	<b>-42%</b>	<b>-1.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>185</b>	<b>173</b>	<b>226</b>	<b>207</b>	<b>186</b>	<b>1%</b>	<b>-10%</b>	<b>3.6</b>



# BODY-WORN CAMERA PROJECT OVERVIEW

Presentation to Town Of Sundre  
Mayor and Council

September 30<sup>th</sup>, 2024

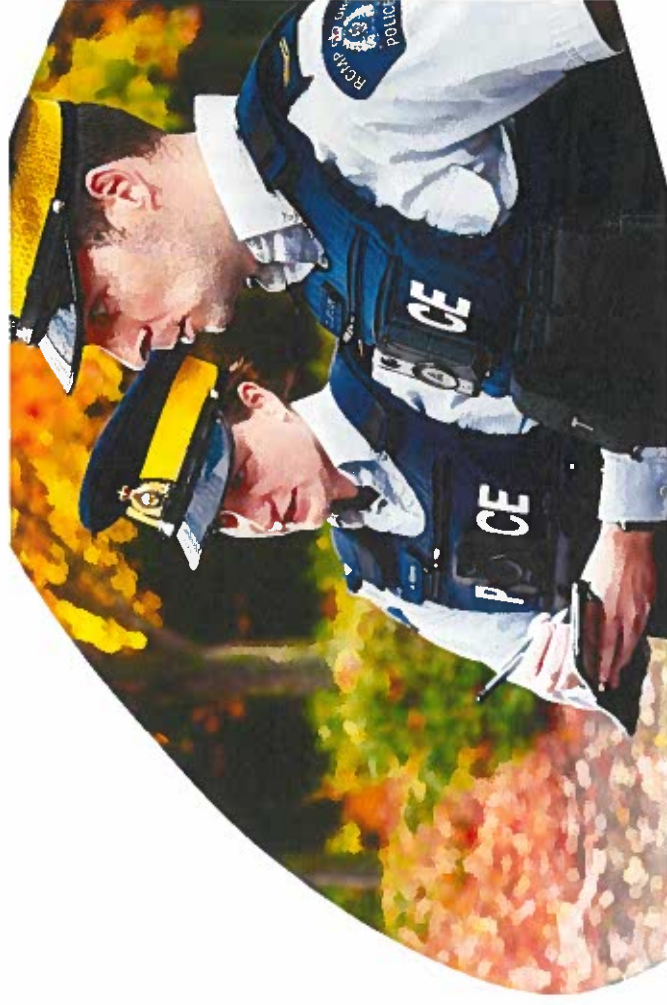




# Agenda

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1. Project Overview
2. Expectations
3. Features and Functionalities
4. Our timeline
5. Stakeholder Feedback
6. Policy Overview
7. National Deployment Planning
8. Requesting Access to Video
9. Questions



## BWC & DEMS Project Overview

- Body-worn cameras will become a national standard for the general duty police officers of the RCMP.
- 10,000-15,000 body-worn cameras will be deployed to frontline members across Canada. This includes contract and federal policing.
- Deployment of cameras will begin in Fall 2024 and expected to take 12 months to complete for the vast majority of sites.
- Supported by a pre-configured cloud-based digital evidence management service (software as a service)



## Expectations

Increasingly used by police around the world, body-worn cameras (BWC) are intended to capture an accurate unbiased audio/video account of incidents involving police.

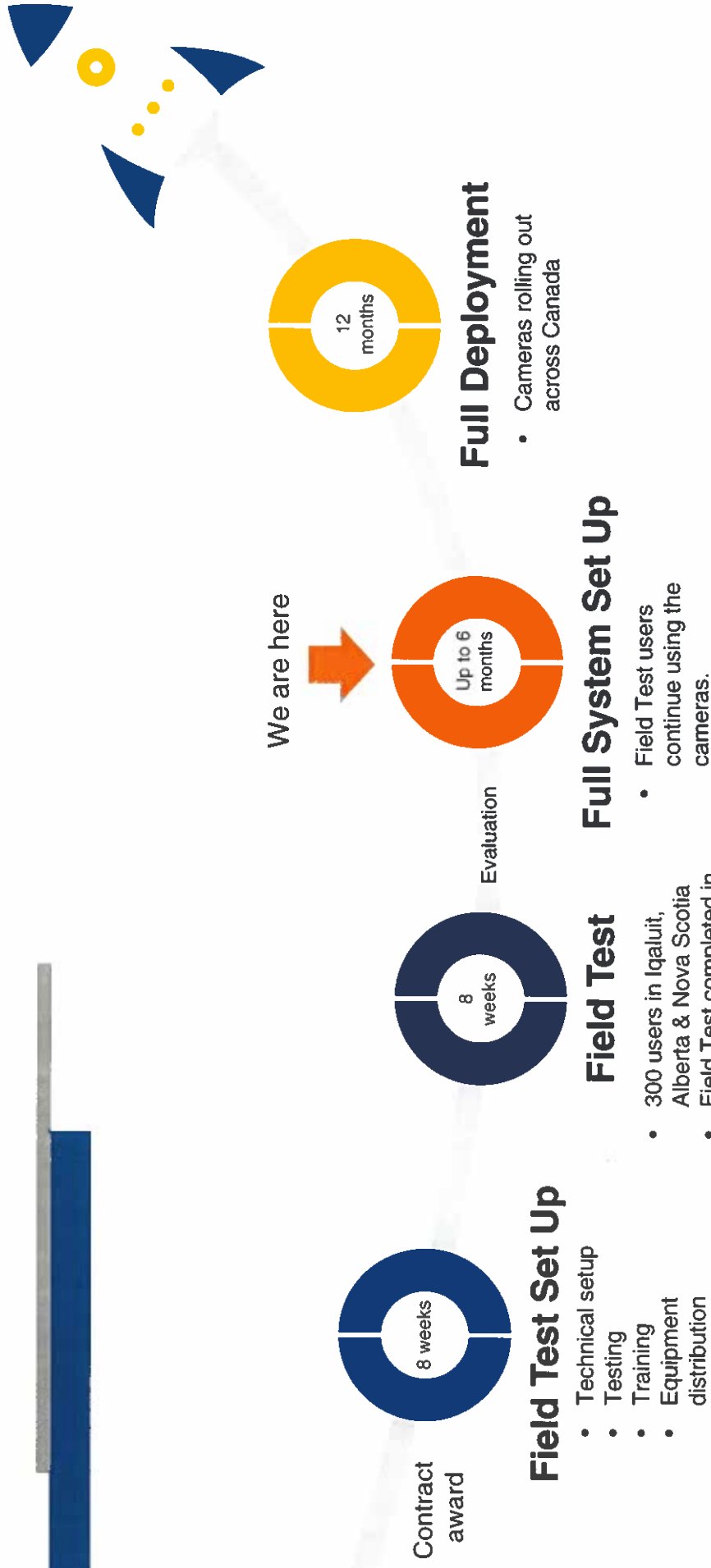
Once implemented, expect:

- Greater accountability and public trust
- Better interactions between the police and the public
- Improved evidence gathering
- Quicker resolutions of public complaints





# Our Timeline



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du Canada

Royal Canadian  
Mounted Police



## Stakeholder Feedback: What We Heard

Community survey responses to date (based on a current sample of 630+ respondents) indicate that respondents perceive that BWCs will:

- **Help RCMP officers be more transparent (91.6%)**
- **Help increase RCMP officers' accountability (91.2%)**
- **Increase trust in RCMP officers (84.2%)**



## Stakeholder Feedback: What We Heard



Through survey feedback and stakeholder meetings,

RCMP heard concerns about:

- Camera use and need for policy compliance
- Privacy protection
- Access & disclosure
- Sensitivity when addressing gender-based violence (trauma-informed response)
- Bandwidth in remote locations
- Cost versus benefit

Their concerns and questions have been reflected, where possible, in our policy and in our deployment approach.

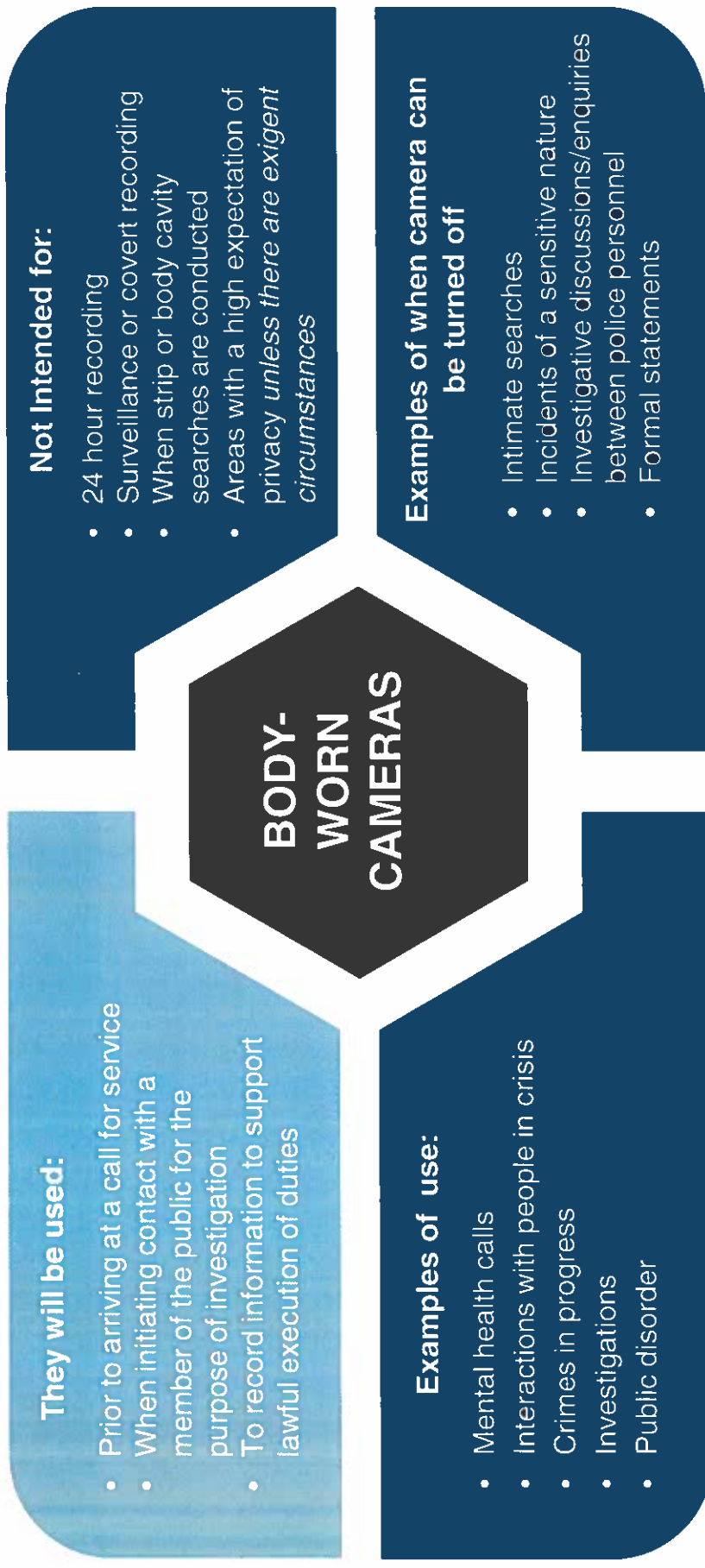


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# Policy Overview - Use of Body Worn Cameras



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# Requesting Access to video

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- Through existing ATIP processes, members of the public may request to view BWV in which they are captured. In this case, the personal information of others will be redacted.
- The RCMP developed a process to guide Divisions in using BWV to facilitate the early resolution of a service issue where privacy can be mitigated.
- Public disclosure of BWV will only be considered in exceptional circumstances such as an emergency situation or where withholding a recording will seriously undermine public confidence in policing.

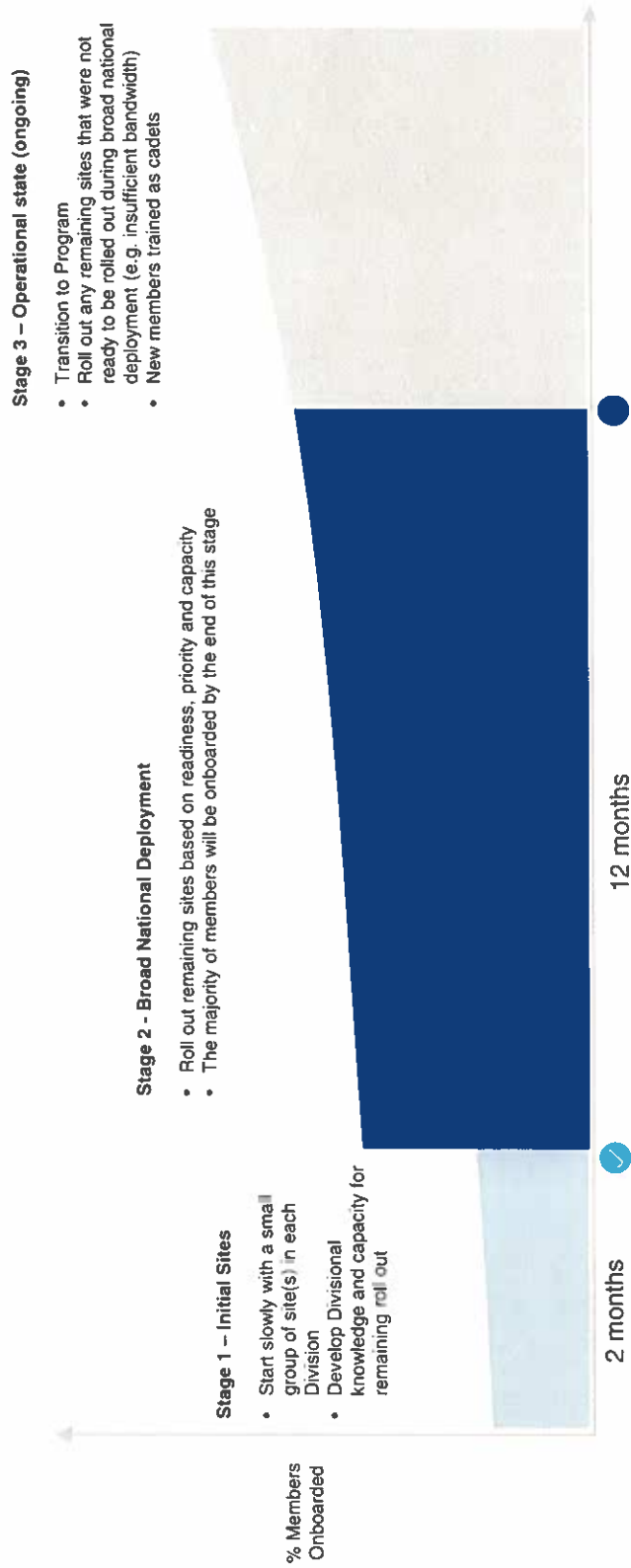


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# National Deployment Planning

All Divisions to plan to start rolling out the service in the Fall of 2024.



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Royal Canadian Mounted Police





# Divisional Deployment Plan

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On this slide outline your approach and plan for BWC & DEMS deployment

- Stage 1
- Stage 2

# Questions?

## Learn More:

### Web:

[Body-worn cameras | Royal Canadian Mounted Police \(rcmp.ca\)](http://www.rcmp-grc.gc.ca/en/body-worn-cameras)

### Email:

[BWC Consultations\\_CVC@rcmp-grc.gc.ca](mailto:BWC.Consultations.CVC@rcmp-grc.gc.ca)

### To request to view a recording:

<https://www.rcmp-grc.gc.ca/en/access-information-and-privacy>

### Have your say. Take the community survey:

[The RCMP's use of body-worn cameras in my community | Royal Canadian Mounted Police](https://www.rcmp-grc.gc.ca/en/body-worn-cameras-in-my-community)



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Canada



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>2024 Auditor Appointment</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.1</b>

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### **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 2024 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 2024 fiscal year.

### **MOTION:**

That the Town of Sundre Council appoints KPMG as the Town's auditors for the 2024 fiscal year.

Date Reviewed: September 23, 2024

CAO: *Anda Nabe*





**REQUEST FOR DECISION**

**COUNCIL DATE** September 30, 2024  
**SUBJECT** Tax Recovery Sale of Property  
**ORIGINATING DEPARTMENT** Corporate Services  
**AGENDA ITEM** 8.2

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**BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

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

See attached Report to Council Item 8.2a and RFD's for 8.2b, 8.2c for each Tax Roll.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS**

See Item 8.2b, 8.2c.

**MOTION:**

The Town of Sundre Council accept the report from the Director of Corporate Services as information.

Date Reviewed: September 23, 2024

CAO: Linda Nelson



**TOWN OF  
SUNDRE**

**REPORT TO COUNCIL**

**COUNCIL DATE:** September 30, 2024  
**SUBJECT:** Tax Recovery Sales of Property  
**ORIGINATING DEPARTMENT:** Corporate Services  
**AGENDA ITEM:** 8.2a

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**BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Section 418(1) states “Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid”. Due to notification and reporting requirements, this section is applicable to tax accounts two years or more in arrears.

According to Section 419 of the *Municipal Government Act*, Council is to pass a resolution to set the Reserve Bid, sale conditions and to add all tax recovery expenses to the tax roll. The reserve bid must be at fair market value as determined by our Assessor or by hiring an Appraiser.

The owners of the properties on the attached list have failed to pay the tax arrears for taxes owing in 2021, 2022, 2023 and 2024. They had until March 31<sup>st</sup>, 2024 to pay the arrears prior to the requirement of the Town to offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title in 2023 and again in January, 2024 by letter from our Taxation Dept.

During September 2024 appraisals for the “commercial” properties in tax arrears were secured from Soderquist Appraisals to determine the current “Fair Market Value”. The Reserve Bids that Council approves are supported by the most current appraisal value. Due to the additional time required to secure the appraisals, we are conducting a separate Public Auction date to administer the non-residential properties on our tax arrears list.

**Tax Recovery Costs (to be added to tax roll):**

- Advertisement in Gazette – cost TBD
- Advertising in The Albertan (local newspaper) – cost TBD
- Land Title Searches – cost TBD
- Appraisal Services – cost TBD
- Additional unpaid utilities charges transferred to taxes - TBD
- Setting up auction sale and auctioneer – are part of 5% administration fee

**Calculation of Tax Recovery Surplus**

Revenues from sale of property:	TBD
Less:	
Tax Arrears	per attached list plus recovery costs
Other costs or expenses	TBD (MGA section 553)
5% Administration fee	<u>TBD (MGA section 553)</u>
Balance: Tax Recovery Surplus	To be paid to lien holders (or owner if no liens)

Administration wishes to hold a public auction on **Wednesday, December 18, 2024 at 9:00 a.m.** for each of the properties on the attached listing. The parcels will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

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

Council will be presented with a Request for Decision for each individual property outlining the specific reserve bid and sale conditions.

Council can decide not to hold a tax sale in which case there is no incentive for the property owners to pay the outstanding tax arrears and the decision should be applied consistently in the future.

Date Reviewed: September 23, 2024

CAO: Amida Nibon





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>Tax Recovery Sale – Roll 615.003</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2b</b>

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### **BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

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

See Item 8.2a, Report to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 615.003**.

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$317,000** for **Lot 4, Block F, Plan 2574JK, Sundre, AB**, and furthermore

The property identified by **Roll No. 615.003** will be offered for sale by public auction, at the Town Office on **December 18, 2024 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: September 23, 2024

CAO: Amanda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>Tax Recovery Sale – Roll 2272.000</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2c</b>

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### **BACKGROUND/PROPOSAL:**

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

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

See Item 8.2a, Report to Council.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS**

That the Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for **Roll No. 2272.000**.

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of **\$5,530,000** for **Lot 8, Block 3, Plan 1810863, Sundre, AB**, and furthermore

The property identified by **Roll No. 2272.000** will be offered for sale by public auction, at the Town Office on **December 18, 2024 at 9:00 a.m.**, with the terms and conditions of sale being cash or certified cheque, and furthermore,

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.

Date Reviewed: September 23, 2024

CAO: Loide Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	September 30, 2024
<b>SUBJECT</b>	Parkland Regional Library Board Proposed Increase to 2025 Requisition
<b>ORIGINATING DEPARTMENT</b>	Corporate Services
<b>AGENDA ITEM</b>	8.3

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### **BACKGROUND/PROPOSAL:**

The Town of Sundre is a Board Member of the Parkland Regional Library Board (PRLS). Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. PRLS budgets are prepared with conservative estimates. For 2025, there is a \$0.63 increase to the municipal per capita requisition to \$9.81. For calculating the municipal levy for 2025, Parkland will be using the Population Estimates and Projects supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

### **DISCUSSION:**

See attached 2025 Parkland Regional Library Board Proposed Budget Document. Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. The Town of Sundre will be required to pay the per capita amount as determined by the Board vote.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **COST ANALYSIS**

An increase to the per capita amount was accounted for in the 2025 budget, and the \$0.63 increase is within the projections.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the Parkland Regional Library Board's proposed 2025 budget with a per capita rate of \$9.81.

### **MOTION:**

That the Town of Sundre Council approve the Parkland Regional Library Board's proposed 2025 budget with a per capita rate of \$9.81.

Date Reviewed: September 23, 2024

CAO: *Linda Nelson*

8.3a



# Proposed BUDGET 2025



# PARKLAND REGIONAL LIBRARY SYSTEM

## Proposed 2025 Budget

### Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
<b>Income</b>			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
<b>TOTAL Income</b>		<b>3,828,179</b>	<b>3,900,392</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,418,460</b>	<b>1,423,188</b>
<b>Cost of Services</b>			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,409,719</b>	<b>2,477,204</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,828,179</b>	<b>3,900,392</b>
<b>Surplus/Deficit</b>		0	0
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>9.18</b>	<b>9.81</b>

## Notes for the Parkland Regional Library System Budget 2025

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

**Points within the budget to note include:**

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.



By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

# Parkland Regional Library System



## Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
<b>Sub-Total</b>		<b>\$2,025,190</b>
<b>Requisition</b>		<b>\$2,178,075</b>
<b>Difference Between Levy &amp; Direct Return</b>		<b>92%</b> <b>\$152,885</b>

\*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

# Parkland Regional Library System

## Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

## Brief Notes – September 2025

### INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

### SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases



- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

#### PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements - includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

#### COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

# Complete Notes to the 2025 Budget

## PARKLAND REGIONAL LIBRARY SYSTEM

### Proposed 2025 Budget

	Present Budget	Proposed Budget
	<b>2024</b>	<b>2025</b>
<b>Income</b>		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
<b>TOTAL Income</b>	<b>3,828,179</b>	<b>3,900,392</b>

#### Income – line details

*1.1 Provincial Operating Grant:*

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

*1.2 On Reserve, On Settlement Grant:*

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

*1.3 Membership Fees:*

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.



<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2024</b>	<b>2025</b>
<b>2.1</b>	Alberta Rural Library Services Grant	452,928	452,928
<b>2.2</b>	Allotment Funds Issued to Libraries	262,277	251,794
<b>2.3</b>	Computer Maint. Agree. Software licenses	231,308	236,627
<b>2.4</b>	Cooperative Collection Fund	30,000	30,000
<b>2.5</b>	eContent Platform fees, Subscriptions	66,050	66,850
<b>2.6</b>	On Reserve, On Settlement Grant expenses	84,756	84,756
<b>2.7</b>	Freight	1,200	1,200
<b>2.8</b>	Internet Connection Fees	8,820	11,025
<b>2.9</b>	Library Services Tools	6,530	6,700
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	69,391	66,608
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	2,300	2,300
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	19,000	19,000
<b>2.16</b>	Vehicle expense	56,000	58,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	67,500	75,000
<b>2.20</b>	Large Print	12,000	12,000
<b>2.21</b>	Programming Kits	5,000	5,000
<b>2.22</b>	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,418,460</b>	<b>1,423,188</b>

### **Support Materials & Services Direct to Libraries - line details**

#### *2.1 Alberta Rural Library*

##### *Services Grant:*

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

#### *2.2 Allotment Funds Issued*

##### *to Libraries:*

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.  
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

*2.4 Cooperative Collection:*

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees  
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On  
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.

*2.7 Freight:*

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

## *2.8 Internet Connection*

*Fees:* estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

*2.9 Library Services Tools:* slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

*2.10 Marketing/Advocacy:* amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

## *2.11 Member Library*

*Computers:* reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

## *2.12 Outlet - Contribution to Operating:*

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

## *2.13 Periodicals:*

held at 2024 level – based on actual, includes professional development publications and library journals.

## *2.14 ILL Postage Reimbursement for Libraries:*

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

## *2.15 Supplies purchased Cataloguing/Mylar:*

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

## *2.16 Vehicle Expense:*

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

### **PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2024 level – used to support the physical audiobook collection.

*2.19 eContent:* increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

*2.20 Large Print Books:* held at 2024 level to help refresh the collection.

*2.21 Programming Kits:* held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

*2.22 Reference Materials:* held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.



<b>Cost of Services</b>		<b>2024</b>	<b>2025</b>
<b>3.1</b>	Audit	21,000	25,000
<b>3.2</b>	Bank expenses	1,700	1,500
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	23,500	27,250
<b>3.5</b>	Dues/Fees/Memberships	13,000	13,000
<b>3.6</b>	Insurance	25,000	26,500
<b>3.7</b>	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
<b>3.8</b>	Photocopy	4,000	4,000
<b>3.9</b>	Salaries	1,777,903	1,828,510
<b>3.10</b>	Salaries - Employee Benefits	376,916	387,644
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	29,000	29,000
<b>3.13</b>	Telephone	8,500	9,000
<b>3.14</b>	Travel	8,000	3,500
<b>3.15</b>	Trustee expense	26,000	26,000
<b>3.16</b>	Utilities	34,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,409,719</b>	<b>2,477,204</b>

### Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland’s current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland’s audit service provider - includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/  
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor  
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee  
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/  
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

# PARKLAND REGIONAL LIBRARY SYSTEM

## Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>9.18</b>	<b>9.81</b>

## **Budget Supplement**

### **Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.**



# Parkland Regional Library System

## Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves. In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2025</b>
<b>Amortization Reserve</b>	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 <b>A</b>
<b>Vehicle Reserve</b>	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 <b>B</b>
<b>Technology Reserve</b>	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	<b>\$315,313</b>
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 <b>C</b>
	<b>\$0</b>
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>	
<b>Amortization Reserve</b>	
Residual Amortization anticipated - PRLS assets	\$19,980 <b>B</b>
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 <b>B</b>

**Vehicle Reserve**

Proceeds from the sale of vehicles \$0 C

*(actual amounts will be based on exact selling price in the year)*

**Technology Reserve**

Budgeted for member library computers \$66,608

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**\$111,008**

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Amortization expense anticipated w/o building \$64,913 A

*(actual amount will be affected by asset disposals during the year)*

Amortization expense anticipated for building \$78,939

*(actual amount will be affected by asset disposals during the year)*

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**\$143,852**



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>June, July &amp; August 2024 Departmental Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

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### **BACKGROUND/PROPOSAL:**

The following Departmental Reports for June, July and August 2024 are provided to Council for their review and information:

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

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

Verbal Report by CAO.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the June, July and August 2024 Departmental Reports as information.

### **MOTION:**

That the Town of Sundre Council accept the June, July and August 2024 Departmental Reports as information.

### **ATTACHMENTS:**

June, July and August Departmental Reports

Date Reviewed: September 25, 2024

CAO: *Linda Nelson*

	#/D/M/Y	January 08, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
001	08-01-24	MOVED by Councillor Vardas that the Agenda be approved as amended as follows: Add 13.4 Confidential Evaluations FOIPP Act s. 19		
002	08-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on December 18, 2023, be approved as presented.		
003	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council directs administration to commence the planning of proactive drought measures and provide further updates	Legislative Services / Corporate Services	Pending Appendix #1
004	08-01-24	MOVED by Councillor Petersen that the Town of Sundre Council grant the extension for the use of the 2023 Grants to Organizations funding to Suds and Sundries to purchase and install a store front awning in spring 2024.	Legislative Services	Completed Appendix #2
005	08-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the letter from the Honourable Ric McIver, Minister of Municipal Affairs as information		Appendix #3
006	08-01-24	MOVED by Councillor Marr that the Town of Sundre accept the letter to the Sundre & District Museum as information		Appendix #4
007	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter to the Town of Olds as information. Opposed: Councillor Anderson		Appendix #5
008	08-01-24	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:42 p.m.		
Mayor Warnock called a 5 minute recess at 6:42 p.m.				
Mayor Warnock resumed the meeting at 6:47 p.m.				
009	08-01-24	MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.		
010	08-01-24	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.		
	#/D/M/Y	January 22, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
011	22-01-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: Add to New Business: 8.1 RFD Mid-Sized Towns Mayor's Caucus		
012	22-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on January 8, 2024, be approved as presented.		
013	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation by Karen Fahrlanders, Board Member of the Red Deer River Watershed Alliance, as information.		
014	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the membership in the Mid-Sized Towns Mayor's Caucus as per the Terms of Reference and agrees to pay the \$250	Legislative Services	Completed Appendix #6
015	22-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the Community Peace Officer's annual report as information		
016	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the December and 2023 Year-End Departmental Reports as information.		
017	22-01-24	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for December 2023 as information.		
018	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for October, November, and December 2023 as information.		
019	22-01-24	MOVED by Councillor Isaac that the Town of Sundre accept the Key Messages of Council for the Year 2023 as information.		
020	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 7:27 p.m.		
Mayor Warnock called a 5 minute recess at 7:27 p.m.				
Mayor Warnock resumed the meeting at 7:32 p.m.				
021	22-01-24	MOVED by Councillor Petersen that Council return to an open meeting at 8:05 p.m.		
022	22-01-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:05 p.m.		
	#/D/M/Y	February 12, 2024 Regular Council Meeting		
Res. #	Date	Council Motion	Action	Status
023	12-02-24	MOVED by Councillor Dalke that the agenda be approved as presented Councillor Absence: Councillor Chris Vardas notified CAO in compliance of 14.6 of Council's Procedural Bylaw		
024	12-02-24	MOVED by Councillor Marr that the Minutes of the Regular Council Meeting of Council held January 22, 2024, be approved as presented.		
025	12-02-24	MOVED by Councillor Dalke that the Minutes of the Special Closed Council Meeting of Council held on February 5, 2024, be approved as presented		
026	12-02-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the RCMP Detachment 3rd Quarter Sundre Provincial Community Report as presented by NCO i/c Sgt. Trent Sperlie, as information		

027	12-02-24	MOVED by Councillor Anderson that the Town of Sundre Council support the CAO's approval of the budget adjustment in the amount of \$10,691.00 for a total purchase price of \$175,691.00, with the additional fund of \$10,691.00 drawn from the Municipal New Restricted Surplus Account		
028	12-02-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation regarding the Town of Sundre Design Guidelines as information		
029	12-02-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:42 p.m.		
<i>Mayor Warnock called a 5 minute recess at 6:42 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 6:48 p.m.</i>				
<i>The following were in attendance for the closed meeting session: Staff: Chief Administrative Officer Linda Nelson, Betty Ann Fountain, Admin. Support; Fire Chief Ross Clews, Captain Nicole Toth, Lt. Daniel Corbett</i>				
<i>Topic of Closed Meeting, 13.1 Advice from Officials, FOIPP Act, Section 24</i>				
<i>Members of Sundre Fire Department left the closed meeting at 7:30 p.m.</i>				
<i>Topic of Closed meeting, 13.2 Advice from Officials, FOIPP Act, Section 24</i>				
<i>Admin. Support left the closed meeting at 7:48 p.m.</i>				
030	12-02-24	MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.		
031	12-02-24	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:20 p.m.		
	<b>#/D/M/Y</b>	<b>February 26, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
		<b>Guests Attending:</b> The Honourable Jason Nixon, Minister of Seniors, Community and Social Services, to present the Long Service Medals to members of Sundre Fire Department and Ms. Jody Mercier-Layden, Constituency Manager, Rimbey-Rocky Mountain House-Sundre		
032	26-02-24	MOVED by Councillor Dalke that the agenda be approved as presented Councillor Absence: Councillor Paul Isaac notified CAO in compliance of 14.6 of Council's Procedural Bylaw		
033	26-02-24	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on February 12, 2024, be approved as presented		
034	26-02-24	MOVED by Councillor Anderson that the Town of Sundre Council give heart-felt thanks to the members of Sundre Fire Department for their exemplary commitment to provide fire services		
035	26-02-24	MOVED by Councillor Marr that the Town of Sundre approve the 10th Street S.W. Agreement between the Town of Sundre and Mountain View County as presented	Leg. Services - Notice to MVC	Completed
036	26-02-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the Fire Sub-Agreement between the Town of Sundre and Mountain View County as presented	Leg. Services - Notice to MVC	Completed
037	26-02-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the revised 2024 Council Meeting Calendar to reflect the revisions for the Council Spring Open House date from Thursday, March 21 to Tuesday, March 19 and the Council Fall Open House date from Thursday, September 12 to Tuesday, September 10	Leg. Services - Update calendar & circulate	Appendix #7 COMPLETED
038	26-02-24	MOVED by Councillor Dalke that the Town of Sundre Council proclaim March 26, 2024 as "Purple Day" in the Town of Sundre	Leg. Services - Notice to Public	Appendix #8 COMPLETED
039	26-02-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the January 2024 Departmental Reports as information		
040	26-02-24	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report for January 2024 as information		
041	26-02-24	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Isaac's report for January 2024 as information		
042	26-02-24	MOVED by Councillor Vardas that the Town of Sundre Council accept the Key Messages of Council for the month of January 2024 as information		
043	26-02-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:37 p.m.		
<i>Mayor Warnock called a 5 minute recess at 6:37 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 6:45 p.m.</i>				
<i>Manager Operations, Jim Hall joined the Closed Session of Council at 6:55 p.m.</i>				
<i>Manager Operations, left the Closed Session of Council at 7:05 p.m.</i>				
<i>Director Corporate Services, Chris Albert left the Closed Session of Council at 7:35 p.m.</i>				



044	26-02-24	MOVED by Councillor Dalke that Council return to an open meeting at 7:54 p.m.		
045	26-02-24	MOVED by Councillor Petersen being that the agenda matters have been concluded the meeting adjourned at 7:55 p.m.		
	#/D/M/Y	<b>March 11, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
046	11-03-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: 1. CHANGE 8.2 Replace dissolution with withdraw from MAP; 2. ADD 8.3 RFD Acceptance of proposed Resolutions to Alberta Municipalities Spring Caucus, March 14 & 15, 2024; 3. REMOVE 13.1 Closed Meeting  <i>Councillor Anderson notified CAO in compliance with 14.6 of Council's Procedural Bylaw that he will be joining the meeting by phone</i>		
047	11-03-24	MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on February 26, 2024, be approved as presented		
048	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council thank the Property Owner of 940 main Avenue East for brining forward his concerns to Council and accept the presentation  <i>CAO invited Community Peace Officer to provide Council with statistical information regarding vehicle speed tracking for a 2-week period on Highway 27 westbound</i>		
049	11-03-24	MOVED by Councillor Vardas that the Town of Sundre council approve the Grants to Organizations funding for GNP (Sundre Seniors Connection) in the amount of \$2,000	Legislative Services	Appendix 9 - 33 COMPLETED
050	11-03-24	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Crude Energy in the amount of \$3000; <i>Opposed: Councillor Vardas, Councillor Isaac</i>	√	√
051	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Kiwanis Music Festival in the amount of \$500	√	√
052	11-03-24	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for the Children's Emporium in the amount of \$3,000	√	√
053	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for The Slingshot Garage in the amount of \$1,000	√	√
054	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations fundin for Sundre Grad Committee in the amunt of \$1,200; <i>Opposed: Councillor Dalke</i>	√	√
055	11-03-24	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Pickleball in the amount of \$0.00	√	√
056	11-03-24	MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations funding for Adam's Army Charitable Foundation in the amount of \$1,500 for 2024	√	√
057	11-03-24	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir & Handbells in the amount of \$500	√	√
058	11-03-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,500	√	√
059	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Aquaplex in the amount of \$0.00	√	√
060	11-03-24	MOVED by Councillor marr that the Town of Sundre Council approve the Grants to Organizations funding for Alberta Wildlife Conservation in the amount of \$0.00	√	√
061	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Citizens on Patrol Association (SCOPA) in the amount of \$0.00; <i>Opposed: Councillor Dalke</i>	√	√
062	11-03-24	MOVED by Councillor Petersen that theTown of Sundre Council approve the Grants to Organizations funding for Sundre Day Care in the amount of \$0.00	√	√
063	11-03-24	MOVED by Councillor Petersen that theTown of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$1,000	√	√
064	11-03-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Historical Society / Museum in the amount of \$3,400	√	√
065	11-03-24	MOVED by Councillor Isaac that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studio Music Weekend in the amount of \$0.00	√	√
066	11-03-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Society in the amount of \$2,000	√	√
067	11-03-24	MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Library in the amount of \$140	√	√
068	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for The DEN S.Y.C. in the amount of \$1,000; <i>Opposed: Councillor Isaac, Councillor Marr</i>	√	√
069	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Search & Rescue in the amount of \$0.00; <i>Opposed: Councillor Dalke</i>	√	√
070	11-03-24	MOVED by Councillor Marr that the Town of Sundre Council approve the Grants to Organizations funding for 306 Sports Society / Sundre Karate Club in the amount of \$0.00	√	√
071	11-03-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Mountain View Trading Post in the amount of \$0.00	√	√
072	11-03-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncs, Bulls & Wagons in the amount of \$3,000	√	√

073	11-03-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Associations in the amount of \$5,000	√	√
074	11-03-24	MOVED by Councillor Petersen that the Town of Sundre agree to withdraw from the Municipal Area Partnership (MAP) Committee and that the remaining funds of \$23,917.21 in the MAP Account be distributed based on the same ratio contributions that were made to the fund; and further, that Mountain View County will retain 40% of the funds totaling \$9,566.88 and distribute the remaining funds to the member Municipalities	√	Appendix #34 COMPLETED
075	11-03-24	MOVED by Councillor Isaac that the Town of Sundre Council support Mayor Warnock's "yes" vote to the two Resolutions to Alberta Municipalities Spring Caucus, March 14 & 15, 2024		
076	11-03-24	MOVED by Councillor Isaac that the Town of Sundre Council accept Administration's verbal report as information		
077	11-03-24	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 7:33 p.m.		
	#/D/M/Y	March 25, 2024 Regular Council Meeting		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
078	25-03-24	MOVED by Councillor Isaac that the agenda be approved as amended as follows: Amend Bylaw 2024-02 "Council Committee Bylaw", Schedule "F" under Composition of Committee, point 7, number of physicians to Steering Committee		
079	25-03-24	MOVED by Councillor Petersen that the Minutes of the Regular Council Meeting of Council held on March 11, 2024, be approved as presented		
080	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council gives First Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" to govern water use and water conservation during a water shortage		
081	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council gives Second Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage		
082	25-03-24	MOVED by Councillor Petersen that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage		
083	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council gives Third and Final Reading to Bylaw 2019-05 "Water Use and Conservation Bylaw" being a Bylaw to govern water use and water conservation during a water shortage		
084	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2023-09 being a "Community Standards Bylaw" in relation to the safety, health and welfare of people and the protection of people and property, and to regulate certain activities related to noise, nuisances, unsightly premises and snow removal within the Town limits, as amended		
085	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-09 being a "Community Standards Bylaw" in relation to the safety, health and welfare of people and the protection of people and property, and to regulate certain activities related to noise, nuisances, unsightly premises and snow removal within the Town limits, as amended		
086	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council Rescind Bylaw 2018-08 being "Chief Administrative Officer Bylaw"		
087	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer		
<i>Amend Bylaw 2024-01, Under Accountability, Add Clause 12: The Chief Administrative Officer shall report on all financial and legal matters that may be of interest to Council on a regular basis</i>				
088	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council gives Second Reading to Bylaw 2024-01 "Chief Administrative Officer Bylaw", to establish the position of Chief Administrative Officer and to delegate specified powers, duties, and fuction to the Chief Administrative Officer, as amended		
089	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer", to establish the position of Chief Administrative Officer and to delegate specified powers, duties, and functions to the Chief Administrative Officer, as amended.		
090	25-03-24	MOVED by Councillor Petersen that the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-01 "Chief Administrative Officer", to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer, as amended		
091	25-03-24	MOVED by Councillor Petersen that the Town of Sundre Council Rescind Bylaw 2021-03 and amendments thereto		
092	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council gives First Reading to Bylaw 2024-02 "Council Committees Bylaw", being a Bylaw to govern the establishmet and regulation of Council Committees		
<i>Amend Bylaw 2024-02 Schedule "F", under Composition of Committee: Change number of Town of Sundre physicians to read: 2 Town of Sundre Physicians, one from the Moose &amp; Squirrel Clinic and one from Greenwood Family Physicians</i>				

093	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council gives Second Reading to Bylaw 2024-02 "Council Committees Bylaw", being a Bylaw to govern the establishment and regulation of Council Committees, as amended		
094	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees, as amended		
095	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-02 "Council Committees Bylaw" being a Bylaw to govern the establishment and regulation of Council Committees, as amended		
<i>Friendly Amendment to Motion for Policy A-007-01-POL, Amend Section 3. Definition, under 3.5 replacing the words "in an unintentional way and" with "information which" In Favour: Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Isaac, Councillor Vardas. Opposed: Mayor Warnock, Councillor Marr. DEFEATED</i>				
096	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council approves Policy A-007-01-POL, "Social Media Policy", as amended. <i>Opposed: Councillor Marr</i>		
<i>Mayor Warnock called a 5 minute recess at 6:57 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 7:02 p.m.</i>				
097	25-03-24	MOVED by Councillor Petersen that the Town of Sundre Council accept the Q4 2023 Quarterly Financial Reports as information		
098	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the February 2024 Departmental Reports as information		
099	25-03-24	MOVED by Councillor Vardas that the Town of Sundre Council accepts Administration's verbal report as information		
100	25-03-24	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's report for February 2024 as information		
101	25-03-24	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Marr's report for January and February 2024 as information		
102	25-03-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the month of February 2024 as information		
103	25-03-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Honourable Ric McIver, Minister of Municipal Affairs pertaining to an update to the regulated		
104	25-03-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter to the Sundre & District Museum in support of the 2024 Culture Days Grant as information		
105	25-03-24	MOVED by Councillor Marr that the Town of Sundre Council go into a closed meeting at 8:26 p.m.		
<i>Mayor Warnock called a 10 minute recess at 8:27 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 8:37 pm.</i>				
106	25-03-24	MOVED by Councillor Dalke that the Council return to an open meeting at 9:35 p.m.		
107	25-03-24	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:37 p.m.		
	<b>#/D/M/Y</b>	<b>April 8, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
108	08-04-24	MOVED by Councillor Anderson that the agenda be approved as presented		
<i>Councillor Absence: Councillor Chris Vardas notified the CAO in compliance with 14.6 of Council's Procedural Bylaw and will join the meeting via phone</i>				
109	08-04-24	MOVED by Councillor marr that the Minutes of the Regular Council Meeting of Council held on March 25, 2024, be approved as presented		
110	08-04-24	MOVED by Councillor Anderson that the Town of Sundre Council gives First Reading to Bylaw 2024-03 "2024 Tax Rate Bylaw"		
111	08-04-24	MOVED by Councillor Petersen that the Town of Sundre Council gives Second Reading to Bylaw 2024-03 "2024 Tax Rate Bylaw" In Favour: Councillor Marr, Councillor Vardas, Councillor Anderson, Councillor Isaac. <i>Opposed: Mayor Warnock, Councillor Petersen, Councillor Dalke.</i>		
112	08-04-24	MOVED by Councillor Vardas that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2024-03 "2024 Tax Rate Bylaw"		
113	08-04-24	MOVED by Councillor Vardas that the Town of Sundre Council gives Third and Final Reading to Bylaw 2024-03 "2024 Tax Rate Bylaw". <i>Opposed: Councillor Dalke</i>		
114	08-04-24	MOVED by Councillor Anderson that the Town of Sundre Council appoint Chantal Crawford, Site Manager, Myron Thompson Health Centre, to the Sundre Hospital Steering Committee for the	Legislative Services	Completed Appendix #36
115	08-04-24	MOVED by Councillor Marr that the Town of Sundre Council appoint Heidi Overguard, Sundre Hospital Futures representative, to the Sundre Hospital Steering Committee for the term of the Committee	√	Completed Appendix #37
116	08-04-24	MOVED by Councillor Petersen that the Town of Sundre Council appoint Doctor Jonathan Somerville of Greenwood Physicians, to the Sundre Hospital Steering Committee for the term of the Committee	√	Completed Appendix #38
117	08-04-24	MOVED by Councillor Dalke that the Town of Sundre Council appoint Doctor Michelle Warren of the Moose & Squirrel Clinic, to the Sundre Hospital Steering Committee for the term of the Committee	√	Completed Appendix #39



118	08-04-24	MOVED by Councillor Isaac that the Town of Sundre Council appoint Councillor Vardas to the Sundre Hospital Steering Committee for a one (1) year term, renewable by motion of Council at the annual Organizational Meeting	✓	Completed Appendix #40
119	08-04-24	MOVED by Councillor Marr that the Town of Sundre Council accept the Parkland Regional Library System 2023 Financial Statements as information	Legislative Services	Completed Appendix #41
120	08-04-24	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 7:24 p.m.		
<i>Mayor Warnock called a 5 minute recess at 7:25 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 7:30 p.m.</i>				
<i>CAO Nelson left the Closed Meeting at 7:35 p.m.</i>				
121	08-04-24	MOVED by Councillor Isaac that Council return to an open meeting at 7:53 p.m.		
122	08-04-24	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:54 p.m.		
	<b>#/D/M/Y</b>	<b>April 19-21, 2024 Strategic Advisory Committee Meeting (Red Deer)</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
<i>Mayor Warnock called the April 19th Strategic Advisory Committee Meeting to order at 9:03 a.m.</i>				
123	19-04-24	MOVED by Councillor Anderson that the agenda be approved as presented		
124	19-04-24	MOVED by Councillor Vardas that Council go into closed meeting at 9:04 a.m. on April 19, 2024		
<i>Councillor Vardas left the meeting room at 9:30 a.m.</i>				
<i>Councillor Vardas returned to the meeting room at 9:34 a.m.</i>				
<i>Councillor Dalke left the meeting room at 9:43 a.m.</i>				
<i>Councillor Dalke returned to the meeting room at 9:46 a.m.</i>				
<i>Mayor Warnock called a recess at 10:08 a.m.</i>				
<i>Mayor Warnock reconvened the meeting at 10:21 a.m.</i>				
<i>Mayor Warnock called a recess at 11:00 a.m.</i>				
<i>Mayor Warnock reconvened the meeting at 11:14 a.m.</i>				
<i>Mayor Warnock called a 45 minute recess (lunch) at 12:00 p.m.</i>				
<i>Councillor Dalke left the meeting room at 12:00 p.m..</i>				
<i>Councillor Dalke returned to the meeting room at 1:00 p.m.</i>				
<i>Mayor Warnock called a recess at 2:00 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 2:10 p.m.</i>				
<i>Mayor Warnock called a recess at 3:18 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 3:34 p.m.</i>				
<i>Mayor Warnock called for a motion for Council to come out of closed meeting at 4:26 p.m.</i>				
125	19-04-24	MOVED by Councillor Petersen that Council come out of closed meeting at 4:27 p.m.		
126	19-04-24	MOVED by Councillor Isaac that the meeting be adjourned at 4:27 p.m.		
<i>Mayor Warnock called the April 20th Strategic Advisory Committee Meeting to order at 9:10 a.m.</i>				
<i>Mayor Warnock called for a motion for Council to go into a closed meeting</i>				
127	19-04-24	MOVED by Councillor Isaac that Council to go into closed meeting at 9:10 a.m.		
<i>Mayor Warnock called a recess at 9:48 a.m.</i>				
<i>Councillor Dalke left the meeting room at 9:48 a.m.</i>				
<i>Mayor Warnock reconvened the meeting at 10:05 a.m.</i>				
<i>Councillor Dalke returned to the meeting room at 10:17 a.m.</i>				
<i>Mayor Warnock called a recess at 11:27 a.m.</i>				
<i>Mayor Warnock reconvened the meeting at 11:40 a.m.</i>				
<i>Mayor Warnock called a 50 minute break (lunch) at 12:10 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 1:00 p.m..</i>				
<i>Mayor Warnock called a recess at 2:10 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 2:30 p.m.</i>				
<i>Director Community Development, Fire Chief and Projects Manager were excused from the meeting at 4:00 p.m.</i>				
<i>Mayor Warnock called for a motion for Council to come out of closed meeting.</i>				
128	19-04-24	MOVED by Councillor Anderson that Council come out of closed meeting at 4:17 p.m.		
129	19-04-24	MOVED by Councillor Vardas that the meeting be adjourned at 4:18 p.m.		
<i>Mayor Warnock called for a motion to reconvene the April 21, 2024 Strategic Advisory Committee Meeting</i>				

130	19-04-24	MOVED by Councillor Anderson that Council go into closed meeting at 9:04 a.m.		
Mayor Warnock excused the Director of Corporate Services and Administrative Support at 10:30 a.m.				
Mayor Warnock called a recess at 10:30 a.m.				
Mayor Warnock reconvened the meeting at 10:45 a.m.				
Mayor Warnock called a 45 minute break (lunch) at 12:15 p.m.				
Mayor Warnock reconvened the meeting at 1:00 p.m.				
Mayor Warnock called for a motion for Council to come out of closed meeting				
131	19-04-24	MOVED by Councillor Petersen that Council return to open meeting at 2:40 p.m. on April 21, 2024		
132	19-04-24	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 2:41 p.m. on April 21, 2024		
	<b>#/D/M/Y</b>	<b>April 29, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
133	29-04-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: Move Item 11.2 under Administration to 1st Item under New Business		
134	29-04-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on April 8, 2024, be approved as presented		
135	29-04-24	MOVED by Councillor Dalke that the Minutes of the Strategic Advisory Committee Meeting of April 19 - 21, 2024, be approved as presented		
136	29-04-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:05 p.m., with Mayor Warnock advising that the public is welcome to return to the Regular Council Meeting at the conclusion of the closed meeting.		
The following, including 7 Council members, were in attendance for the closed meeting session:				
Staff: Linda Nelson, Chief Administrative Officer, Chris Albert, Director Corporate Services; Public: KPMG LLP representatives Colin Mitchell and Samuel Straka				
CAO Linda Nelson and Director of Corporate Services, Chris Albert left the closed meeting at 6:18 p.m.				
CAO Linda Nelson and Director of Corporate Services, Chris Albert returned to the closed meeting at 6:43 p.m.				
92230:242				
137	29-04-24	MOVED by Councillor Isaac that Council return to an open meeting at 6:45 p.m.		
138	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return, as information		
139	29-04-24	MOVED by Councillor Marr that the Town of Sundre Council move to approve the 2023 Auditor's Report and the 2023 Audited Financial Statements and the 2023 Financial Information; and Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the Municipal Government Act		
KPMG Representatives, Colin Mitchell and Samuel Straka, left the meeting at 6:53 p.m.				
140	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the report from Sundre's Economic Development Officer and congratulate all members of the Mountain View Regional Film Office for the award, and declare May 6 - 10, 2024 as Economic Development Week in Sundre and that the Mayor be authorized to sign the proclamation on behalf of the Town	Legislative Serv.	Completed Appendix #42
141	29-04-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the purchase of a Virnig "Harley Rake" at a cost not to exceed \$19,950 plus GST, with funds from the Municipal Neew Projects Surplus Account. <i>OPPOSED: Mayor Warnock, Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Vardas DEFEATED</i>		
142	29-04-24	MOVED by Councillor Vardas that the Town of Sundre Council approve the purchase of a "Harley Rake" at a cost not to exceed \$19,950 plus GST, with funds from the Municipal Neew Projects Surplus Account. <i>OPPOSED: Councillor Dalke. CARRIED</i>		
143	29-04-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the purchase of the "Confined Space Entry Equipment" in the amount not to exceed \$17,981.25 plus GST with funds from the General Corporate Stabilization Restricted Surplus Account. <i>OPPOSED: Councillor Marr</i>		
144	29-04-24	MOVED by Councillor Marr that the Town of Sundre Council approve proceeding with the purchase of a "Vertical In-Line Pump and Motor" and installation at the discretion of the Chief Administrative Officer, with final costing and funding information to be provided once complete	Legislative Serv.	Pending
145	29-04-24	MOVED by Councillor Dalke that the Town of Sundre Council transfer \$50,000 from the Community Services Stabilization Restricted Surplus Account to the Community Services Operation budget to support enhanced festivals and events in the Town of Sundre		
146	29-04-24	MOVED by Councillor Marr that the Town of Sundre Council accept the letter from the Safety Codes Council approving the results of the 2023 Annual Internal Review for the building, plumbing, gas, electrical and fire disciplines for the Town of Sundre as presented		



147	29-04-24	MOVED by Councillor Anderson that the Town of Sundre Council proclaim the week of May 20 - 26, 2024 as "Alberta Disability Services Professionals Appreciation Week" in the Town of Sundre	Legislative Serv.	Completed Appendix #43
148	29-04-24	MOVED by Councillor Petersen that the Town of Sundre proclaim the week of June 3 - 9, 2024 as "Seniors Week" in the Town of Sundre and that the Mayor be authorized to sign the	Legislative Serv.	Completed Appendix #44
Mayor Warnock called a 5 minute recess at 7:30 p.m.				
Mayor Warnock reconvened the meeting at 7:35 p.m.				
149	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the March 2024 Departmental Reports and the additional verbal report by the CAO as presented		
150	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for March 2024 as information		
151	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's report for March 2024 as information		
152	29-04-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the Key Messages of Council for the month of March 2024 as information		
153	29-04-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the PRLS 2023 Annual Report Infographic as information		
Councillor Anderson left the meeting at 8:04 p.m.				
Councillor Anderson returned to the meeting at 8:07 p.m.				
154	29-04-24	MOVED by Councillor Petersen that the Town of Sundre accept Rebecca Shulz, Minister of Environment and Protected Area's letter to Water License Holders as informaton and commit to a 5-10% reduction in water use in the Town of Sundre		
155	29-04-24	MOVED by Concillor Isaac that the Town of Sundre Council go into a closed meeting at 8:08 p.m.		
Mayor Warnock called a 5 minute recess at 8:08 p.m.				
Mayor Warnock reconvened the closed meeting at 8:13 p.m.				
156	29-04-24	MOVED by Councillor Petersen that Council return to an open meeting at 8:37 p.m.		
157	29-04-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:37 p.m.		
	#/D/M/Y	<b>May 13, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
158	13-05-24	MOVED by Councillor Anderson that the agenda be approved as presented		
Councillor Absence: Councillor Paul Isaac notified the CAO in compliance with 14.6 of Council's Procedural Bylaw				
159	13-05-24	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on April 29, 2024, be approved as presented		
160	13-05-24	MOVED by Councillor Vardas that the Town of Sundre Council deny the request to waive the \$8.16 penalty applied to the utility billing for 20 Noblefern Way S.W. <i>Opposed: Councillor Marr</i>		
161	13-05-24	MOVED by Councillor Marr that the Town of Sundre Council directs administration to bring utility bylaws (water and gas) to the next meeting date of the Bylaw and Policy Review Committee for revision	Legislative Services / Corporate Services	Pending
162	13-05-24	MOVED by Councillor Petersen that administration increase the cash float to a reasonable amount for citizens to pay their utility bills with cash and ease, and bring back to the next Council meeting any risks (if applicable) for increasing the amount of cash on hand. <i>In Favour: Councillor Petersen, Councillor Dalke, Councillor Marr. Opposed: Mayor Warnock, Councillor Anderson, Councillor Vardas DEFEATED</i>		
163	13-05-24	MOVED by Councillor Petersen that the Town of Sundre Council direct administration to explore options for traffic control at the intersection of Centre Street and Hwy 27 during the Town's construction project and to address traffic control options with Transportation and Economic Corridors during TEC's 2025 project. <i>Opposed: Mayor Warnock, Councillor Anderson, Councillor Dalke, Councillor Marr, Councillor Vardas. DEFEATED</i>		
164	13-05-24	MOVED by Councillor Petersen that the Town of Sundre Council directs administration to explore all options available to them to lessen the burden on busses during the Town's construction project	Legislative Services / Community Peace Officer	Completed
Mayor Warnock called a 5 minute break at 6:58 p.m.				
Mayor Warnock reconvened the meeting at 7:03 p.m.				
165	13-05-24	MOVED by Councillor Anderson that the Town of Sundre Council waive the fee for the Community Centre and Boardroom in the amount of \$277.77, to be funded from Council Discretionary Contributions to Local Organization, for the Seniors Fair to take place June 6, 2024. <i>Opposed: Councillor Marr, Councillor Dalke</i>	Legislative Services	Completed Appendix #45
166	13-05-24	MOVED by Councillor Petersen that the Town of Sundre approve the relaxation of the Community Standards Bylaw 2023-09, Part 2 - Noise as requested	Legislative Services	Completed Appendix #46

167	13-05-24	MOVED by Councillor Vardas that the Town of Sundre Council accept Mountain View County's letter to the Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, regarding Airport Support and Funding, as information		
168	13-05-24	MOVED by Councillor Marr that the Town of Sundre Council accept the letter to the Royal Canadian Legion Branch 223 in support of a CFEP Grant application, as information		
169	13-05-24	MOVED by Councillor Vardas that the Town of Sundre Council accept the invitation to participate in the annual Innisfail Rodeo Parade, Saturday, June 15, 2024 at 10:30 a.m. Administration to prepare the Innisfail Rotary Rodeo Parade Registration Form.	Legislative Services	Completed Appendix #47
<i>Council will discuss who will attend</i>				
170	13-05-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:18 p.m.		
<i>Mayor Warnock called a 5 minute recess at 7:18 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 7:24 p.m.</i>				
171	13-05-24	MOVED by Councillor Dalke that Council return to an open meeting at 7:45 p.m.		
172	13-05-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 7:46 p.m.		
	<b>#/D/M/Y</b>	<b>May 27, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
173	27-05-24	MOVED by Councillor Isaac that the agenda be approved as amended. <i>ADD: Introduction of Community Services Manager</i>		
174	27-05-24	MOVED by Councillor Dalke that the Minutes of the Regular Council Meeting of Council held on May 13, 2024, be approved as presented.		
<i>CAO introduced, Mr. Jeff Elder, Community Services Manger to Council. Mr. Elder joined the Town of Sundre administrative team on March 12, 2024</i>				
175	27-05-24	MOVED by Councillor Vardas that the Town of Sundre Council thank the representative of Performance Sponsorship Group for attending and for sharing information and direct Administration to bring further information to the Fall Strategic Advisory Committee meeting for further discussion and consideration in 2025	Legislative Services/Corporate Services	Pending
176	27-05-24	MOVED by Councillor Anderson that the Town of Sundre Council thank the Sundre RCMP Detachment Commander for attending Council and accept the 4th Quarter Sundre Provincial Community Report as information		
177	27-05-24	MOVED by Councillor Marr that the Town of Sundre Council accept the April 2024 Departmental Reports as information		
178	27-05-24	MOVED by Councillor Petersen that the Town of Sundre Council determine attendance at the Innisfail Parade, Sundre Rodeo Parade, Boardwalk Grand Opening, and Canada Day BBQ	Legislative Services	
<i>Innisfail Parade: Mayor Warnock, Councillor Petersen, Councillor Vardas, Councillor Dalke;</i>				
<i>Sundre Parade: Partnering with MVC</i>				
<i>Canada Day: Mayor Warnock, Councillor Anderson, Councillor Isaac and Councillor Vardas</i>				
179	27-05-24	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for April 2024 as information		
180	27-05-24	MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr's report for April 2024 as information		
181	27-05-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the month of April 2024 as information		
182	27-05-24	MOVED by Councillor Isaac that the Town of Sundre Council accepts the invitation for Deputy Mayor Marr to participate and give opening remarks at the 10:00 a.m. opening of the Seniors Fair, June 6th, 2024	Legislative Services	Appendix #48
183	27-05-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:15 p.m.		
<i>Mayor Warnock called a recess at 7:15 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 7:25 p.m.</i>				
184	27-05-24	MOVED by Councillor Petersen that Council return to an open meeting at 8:12 p.m.		
185	27-05-24	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:13 p.m.		
	<b>#/D/M/Y</b>	<b>June 10, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
186	10-06-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: Defer Items 5.1 and 5.2 to the June 24th Regular Meeting of Council		
<i>Councillor Absence: Councillor Paul Isaac notified the CAO in compliance with 14.6 of Council's Procedural Bylaw</i>				

187	10-06-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on May 27, 2024 be approved as presented		
188	10-06-24	MOVED by Councillor Petersen that the Town of Sundre Council defer the decision for payment of the tree removal invoice and furthermore, direct administration to bring back to Council more than one (1) option to implement solutions to solve the natural water course issues and bring further information for full discussion of options available to the Town to the Fall Strategic Advisory Committee Session. <i>Opposed: Councillor Vardas, Councillor Marr</i>	Legislative Services	Pending/Fall 2024
189	10-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the report from the Director of Corporate Services as information		
190	10-06-24	MOVED by Councillor Dalke that the Town of Sundre Council moves to set a reserve bid of \$202,000 for Lot 6, Block F, Plan 8542GM, Sundre AB and furthermore; The property identified by Roll No. 537.000 will be offered for sale by public auction, at the Town Office on October 23rd, 2024 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid		
191	10-06-24	MOVED by Councillor Anderson that the Town of Sundre Council moves to set a reserve bid of \$130,000 for Lot 1, Block 6, Plan 1589GY, Sundre AB, and furthermore; The property identified by Roll No. 1014.000 will be offered for sale by public auction, at the Town Office on October 23rd, 2024 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid		
192	10-06-24	MOVED by Councillor Marr that the Town of Sundre Council moves to set a reserve bid of \$230,000 for Lot 37, Block 3, Plan 8010730, Sundre AB, and furthermore; The property identified by Roll No. 1636.000 will be offered for sale by public auction, at the Town Office on October 23, 2024 at 9:00 a.m., with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current years taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid		
<i>Mayor Warnock called a 5 minute recess at 6:54 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 7:00 p.m.</i>				
193	10-06-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the Q1 2024 Quarterly Financial Reports, as information		
194	10-06-24	MOVED by Councillor Anderson that the Town of Sundre accept the request for an extension for review and renegotiation of the current ICF Master Agreement as requested by Mountain View County	Legislative Services	Completed Appendix # 49
195	10-06-24	MOVED by Councillor Petersen that the Town of Sundre Council accept the verbal report from the CAO as information		
196	10-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the CAO's verbal report on the status of the Town of Sundre's Highway 27 Infrastructure Upgrade project as information		
197	10-06-24	MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the "Mayor's Choice Award" for best in show, at the 5th Annual Sundre Canada Day Car Show on June 30, 2024 at 2:30 p.m. at the Sundre Rodeo Grounds	Legislative Services	Completed Appendix #50
198	10-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the Parkland Regional Library System's, May 16, 2024 Draft Board Meeting Minutes and the 2023 Return on Investment document as information	Legislative Services	Completed Appendix #51
199	10-06-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:30 p.m.		
<i>Mayor Warnock called a recess at 7:33 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 7:38 p.m.</i>				
200	10-06-24	MOVED by Councillor Dalke that Council return to an open meeting at 8:02 p.m.		
201	10-06-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:03 p.m.		
	<b>#/D/M/Y</b>	<b>June 24, 2024 Regular Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>



202	24-06-24	MOVED by Councillor Vardas that the Agenda be approved as amended as follows: REMOVE 5.1 RFD Delegation - Elevated Escapes; REVISE 5. RFD Delegation SPOG to CAO Verbal Report; ADD 8.5 RFD Appointment of Sundre Library Board Member; ADD 8.6 RFD Sundre Golf Society RSA Transfer; REVISED 9.1b Fire Department Report - May; ADD 10.4 RFD Council Committee Report - Councillor Isaac; ADD 12.3 Advice from Officials, FOIPP Act, Section 24. Councillor Absence: None		
203	24-06-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on June 10, 2024 be approved as presented		
204	24-06-24	MOVED by Councillor Vardas that the Town of Sundre Council accept the verbal presentation from the CAO on behalf of the Sundre Petroleum Operators Group as information; and further, that several members of Council agree to assist with the breakfast at the August 23rd SPOG Neighbours Day Event Breakfast from 8:00 a.m. - 9:30 a.m.	Legislative Services	Appendix #52
205	24-06-24	MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2024-04 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised as pending to Schedule "A" of Bylaw 2024-04. and further;		
206	24-06-24	MOVED by Councillor Isaac that the Town of Sundre Council set a Public Hearing date for Bylaw 2024-04 for July 15, 2024		
207	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2024-05, being a Bylaw to amend Schedule "A" of Land Use Bylaw 2018-10 District Map, for a Portion of S.E. 1/4, Sec. 9, Twn. 33, Rge 5, W5M, contained within the Eagle Ridge Area Structure Plan, from Urban Reserve (UR) to General Residential District (R-2) and Public Service District (PS). and further;		
208	24-06-24	MOVED by Councillor Dalke that the Council of the Town of Sundre set a Public Hearing for Bylaw 2024-05 on July 15, 2024		
209	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council set a Special Meeting date of Monday, July 15, 2024		
210	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council support the Change of Scope to the Highway 27 Underground Infrastructure Replacement Project		
211	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council support the Change of Scope to the 2nd Avenue N.W. Underground Infrastructure Replacement and Surface Improvement project		
212	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council approves the transfer of \$1,435.00 to the Municipal Lifecycling RSA in unspent funding for the CPO AFRRACS Radio capital project		
213	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$1,129.00 to the Municipal Lifecycling RSA in unspent funding for Unit 110 (2002 GMC) capital project		
214	24-06-24	MOVED by Councillor Petersen that the Town of Sundre Council approves the transfer of additional funding in the amount of \$10,640.00 from the Municipal New Project RSA for the Permanent Outdoor Rink capital project		
215	24-06-24	MOVED by Councillor Isaac that the Town of Sundre Council approves the transfer of additional funding in the amount of \$1,000.00 from the Municipal Lifecycling RSA for the Arena Dehumidifier capital project		
216	24-06-24	MOVED by Councillor Vardas that the Town of Sundre Council approve a budget of \$100,000 for the 1st Avenue N.W. Swale Capital Project with funding to be drawn from the Municipal New Project Restricted Surplus Account. <i>Opposed: Councillor Dalke</i>		
217	24-06-24	MOVED by Councillor Petersen that the Town of Sundre direct administration to work with Transportation and Economic Corridors for fair compensation for the cost of the 1st Avenue N.W. rehabilitation of the swales. <i>Opposed: Councillor Dalke</i>	Legislative Services	Pending
218	24-06-24	MOVED by Councillor Petersen that the Town of Sundre Council approve the purchase of a Spartan Elite Soldier trailer towable hydro jetter at a cost of \$85,000.00 with funds being drawn from the Municipal New Project Restricted Surplus Account		
219	24-06-24	MOVED by Councillor Vardas that the Town of Sundre Council direct administration to invite a representative to attend a Council meeting (virtually) to learn more about this opportunity (Forrest Green)	Legislative Services	Pending
Mayor Warnock called a 5 minute recess at 6:53 p.m.				
Mayor Warnock recovered the meeting at 6:58 p.m.				
220	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council appoint Mr. Allan Tarnoczi to the Sundre Library Board for a term of 3 years, beginning June 24, 2024, ending June 23, 2027	Legislative Services	Appendix 54
221	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council approves the transfer of \$61,553.93 from the Sundre Golf Society RSA to Community Services Stabilization RSA		
222	24-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the May 2024 Departmental Report as information		
Councillor Isaac left the meeting at 7:09 p.m.				
223	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council accept the CAO's verbal report on the status of the Town of Sundre's Highway 27 Infrastructure Upgrade project as information		
224	24-06-24	MOVED by Councillor Anderson that the Town of Sundre accept the CAO's report on the Town of Sundre Boardwalk Grand Opening as information		
225	24-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's report for May 2024 as information		

226	24-06-24	MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr's report for May 2024 as information		
227	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Isaac's report for May 2024 as information		
228	24-06-24	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's report for April 2024 as information		
229	24-06-24	MOVED by Councillor Marr that the Town of Sundre Council accept the Key Messages for the month of May 2024 as information		
230	24-06-24	MOVED by Councillor Vardas that the Town of Sundre thank Councillor Marr for her commitment and service to the community		
231	24-06-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre Municipal Library 2023 Year End Financial Report as information		
232	24-06-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the invitation to participate in the annual Bowden Daze Rodeo Parade, Saturday, July 13th, 2024 at 11:00 a.m.	Legislative Services	Appendix 55
233	24-06-24	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 7:21 p.m.		
<i>Mayor Warnock called a recess at 7:21 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 7:27 p.m.</i>				
<i>Economic Development Officer left the Closed Meeting at 8:07 p.m.</i>				
234	24-06-24	MOVED by Councillor Dalke that Council return to an open meeting at 8:18 p.m.		
235	24-06-24	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 8:19 p.m.		
	#/D/M/Y	<b>July 15, 2024 Special Council Meeting</b>		
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
236	15-07-24	MOVED by Councillor Vardas that the Agenda be approve as amended: Correction to the RFD for Item 6.2: Administration Recommendation to read "That Council give Second nd Third Reading to Bylaw 2024-05, being a Bylaw to amend Schedule "A" of Land Use Bylaw 2018-10 District Map, for a Portion of S.E. 1/4, Sec. 9, Twn. 33, Rge. 5, WSM, contained within the Eagle Ridge Area Structure Plan from Urban Reserve (UR) to General Residential (R-2) and Public Service District (PS)"		
237	15-07-24	MOVED by Councillor Isaac that the Town of Sundre Council direct administration to correct the typographical error in the Summary of Dates for Bylaw 2021-06 Eagle Ridge Area Structure Plan Amendment adopted by Council on September 20, 2021, by changing the date for second reading from September 7th, 2021 to September 20, 2021, and by changing the date for third reading from September 7, 2021 to September 20, 2021, and to read: "Read A Second Time this 20th day of September 2021 Motion No. 258-20-09-21" and "Read a Third and Final time this 20th day of September 2021 Motion No. 259-20-09-21"	Legislative Services	Complete Appendix 57
<i>Mayor Warnock recessed the Special Meeting of Council to into Public Hearing 20240715</i>				
238	15-07-24	MOVED by Councillor Petersen that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2024-04 and Bylaw 2024-05, being an amendment to the Eagle Ridge Area Structure Plan and to amend thhe Land Use Bylaw 2018-10 District Map		
239	15-07-24	MOVED by Councillor Dalke that the Minutes of the Regular Council Meeting of Council held on June 24, 2024, be approved as amended as follow: CORRECT: <i>typographical error on Page 4 of June 24, 2024 Minutes under Res. 222-24-06-24</i>		
240	15-07-24	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2024-04 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised as pended Schedule "A" of Bylaw 2024-04. <i>Opposed: Councillor Petersen, Councillor Dalke</i>		
241	15-07-24	MOVED by Councillor Petersen that the Town of Sundre Council give Third Reading to Bylaw 2024-04 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised as pended to Schedule "A" of Bylaw 2024-04. <i>Opposed: Councillor Dalke</i>		
242	15-07-24	MOVED by Councillor Anderson that the Town of Sundre Council give Second Reading to Bylaw 2024-05, being a Bylaw to amend Schedule "A" of Land Use Bylaw 2018-10 District Map, for a Portion of S.E. 1/4, Sec. 9, Twn. 33, Rge. 5, WSM, contained within the Eagle Ridge Area Structure Plan, from Urban Reserve District (UR) to General Residential District (R-2) and Public Service District (PS). <i>Opposed: Councillor Dalke</i>		
243	15-07-24	MOVED by Councillor Petersen that the Town of Sundre Council give Third Reading to Bylaw 2024-05, being a Bylaw to amend Schedule "A" of Land Use Bylaw 2018-10 District Map, for a Portion of S.E. 1/4, Sec. 9, Twn. 33, Rge. 5, WSM, contained within the Eagle Ridge Area Structure Plan, from Urban Reserve District (UR) to General Residential (R-2) and Public Service (PS). <i>Opposed: Councillor Dalke</i>		
<i>Mayor Warnock called a 5 minute recess at 6:40 p.m.</i>				
<i>Mayor Warnock reconvened the Special meeting of Council at 6:45 p.m.</i>				
244	15-07-24	MOVED by Councillor Marr that the Town of Sundre Council defer this agenda item to September 9, 2024 meeting of Council		



245	15-07-24	MOVED by Councillor Marr that the Town of Sundre Council grant the request from the owner of Suds & Sundries to utilize the allocated funding of \$5,000.00 from the original store front improvement of the installation of an awning to the construction of a roof-top extension and installation of new identification signage. <i>Opposed: Councillor Marr</i>	Legislative Services	Appendix 58
246	15-07-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the sponsorship of a "Hole" at the annual Play 4 Sundre Kidz Golf Tournament at a cost not to exceed \$500.00 with funds to be drawn from Council's Discretionary Funds to Local Organizations	Legislative Services	Appendix 59
247	15-07-24	MOVED by Councillor Isaac that the Town of Sundre Council reschedule the Regular Council Meeting from Monday, September 23rd to Monday, September 30th, 2024.	Legislative Services	Complete
248	15-07-24	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:56 p.m.		
<i>Mayor Warnock called a recess at 6:56 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 7:01 p.m.</i>				
249	15-07-24	MOVED by Councillor Petersen being that the agenda matters have been concluded, the meeting was adjourned at 8:02 p.m.		

**Formal Invite to the 5th Annual Sundre Car Show**

Betty Ann Fountain <bettyann.f@sundre.com>  
To: West Country CRUISERS <westcountrycruisers.sundre@gmail.com>  
Cc: Linda Nelson <linda.n@sundre.com>

Tue, Jun 11, 2024 at 9:56 AM

Good Morning Erin and Tom,

We are very pleased to advise that at the Regular Meeting of Council held June 10, 2024, the following motion was given regarding the attendance of Mayor Warnock at the 5th Annual Canada Day Car Show, scheduled for June 30, 2024 at the Rodeo Grounds:

**"Res. 197-10-06-24 MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock or designated representative to participate and present the "Mayor's Choice Award" for best in show, at the 5<sup>th</sup> Annual Sundre Canada Day Car Show on June 30, 2024 at 2:30 p.m. at the Sundre Rodeo Grounds CARRIED"**

Please provide any additional information you may have to assist Mayor Warnock, such as the name of the West Country Cruiser host and location to meet on site at the Rodeo Grounds to Legislative Services no later than Noon on June 26th to:  
[bettyann.f@sundre.com](mailto:bettyann.f@sundre.com)

We wish you much success with this year's event.

Sincerely,  
B.A. Fountain, for  
Linda Nelson, CAO

[Quoted text hidden]



**BETTY ANN FOUNTAIN**

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

[bettyann.f@sundre.com](mailto:bettyann.f@sundre.com)

[www.sundre.com](http://www.sundre.com)



**TOWN OF SUNDRE REVIEW OF BOARD MINUTES AND FINANCIAL DOCUMENT**

1 message

Betty Ann Fountain <bettyann.f@sundre.com>  
To: administration@prt.ab.ca

Tue, Jun 11, 2024 at 10:04 AM

Good Morning Kara,

At the Regular Meeting of Council held June 10, 2024, the following motion was given regarding the May 16, 2024 Draft Board Meeting Minutes and the 2023 Return on Investment documents provided to the Town of Sundre:

*"Res. 198-10-06-24* **MOVED** by Councillor Dalke that the Town of Sundre Council accept the Parkland Regional Library System's, May 16, 2024 Draft Board Meeting Minutes and the 2023 Return on Investment document as information. **CARRIED"**

Best Regards.  
Betty Ann

..



**BETTY ANN FOUNTAIN**

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

[www.sundre.com](http://www.sundre.com)



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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

July 4, 2024

Sundre Petroleum Operators Group  
PO Box 1833  
Sundre, AB T0M 1X0

Attn: Tracey McCrimmon, Executive Director

Email: tracey.mccrimmon@spog.ab.ca

**RE: Neighbours Day Breakfast August 23, 2024**

Dear Ms. McCrimmon;

The Town of Sundre Council accepted the invitation for members of Council to attend and assist with the Neighbours Day Breakfast, August 23, 2024 at the Regular Meeting of Council held on June 24, 2024. The motion is recorded below for reference:

*Res. 204-24-06-24* MOVED by Councillor Vardas that the Town of Sundre Council accept the verbal presentation from the CAO on behalf of Sundre Petroleum Operators Group as information, and further, that several members of Council agree to assist with the breakfast at the August 23, 2024 SPOG Neighbours Day Event Breakfast from 8:00 a.m. to 9:30 a.m.

Should there be any further information to be relayed to Council, please contact Betty Ann Fountain, Legislative Executive Assistant, (403) 638-3551, ext. 114 or email: bettyann.f@sundre.com

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer  
Town of Sundre

/file

cc: Council



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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

July 5, 2024

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

**RE: Appointment of Board Member**

Dear Anton,

The Town of Sundre Council was presented with a recommendation for an appointment to the Sundre Municipal Library Board at the June 24, 2024 Regular Council Meeting. Below is the resolution of Council relating to the appointment:

*Res. 220-24-06-24* MOVED by Councillor Marr that the Town of Sundre Council appoint Mr. Allan Tarnoczi to the Sundre Library Board for a term of 3 years, beginning June 24, 2024, ending June 23, 2027.

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

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



# BOWDEN

Appendix # 55

## Bowden Daze Rodeo

2024 Parade Registration

"SALUTE TO THE BOWDEN & DISTRICT  
AGRICULTURAL SOCIETY"

Saturday, July 13th, 2024

Name of Participant or Business Town of Sundre  
 Contact Person Betty Ann Fountain, Legislative Services  
 Phone 403-638-3551 ext 114  
 Email bettyann.f@sundre.com  
 Address Po Box 420, 717 Main Av. W. Sundre AB T0M1X0  
 Entry Type (Please check all that apply)

- Business
- Antique
- Community
- Horse/Horse and buggy
- Kids
- Sports

Other (Please Specify) Municipality  
 Brief description of entry: Town of Sundre Truck and members of Council.

If horses or other livestock are part of your entry, please advise parade directors if you need special placing. (Away from loud music, flags, etc.)

Marshalling will take place at Bowden Grandview School (2238 - 21 Avenue) between 9:30 am and 10:30 am. The parade starts at 11 am sharp!

We encourage all participants to incorporate the parade theme into their entry through costume or decoration. Candy is allowed to be thrown from the floats.

Please complete this form and return it to the Town of Bowden office, 2101-20 Ave.  
Phone: 403-224-3395 Fax: 403-224-2244 Email: info@bowden.ca

### SALUTE TO THE BOWDEN & DISTRICT AGRICULTURAL SOCIETY





**TOWN OF SUNDRE**

**BYLAW 2021-06**

BEING A BYLAW OF THE TOWN OF SUNDRE TO ADOPT THE EAGLE RIDGE AREA STRUCTURE PLAN AS AMENDED, 2021-ASP002

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended or replaced from time to time, provides that a Council may by Bylaw adopt an area structure plan;

**WHEREAS** the Council of the Town of Sundre considers it expedient to adopt an area structure plan or an amendment to an area structure plan for the lands described and illustrated herein to facilitate the long-term strategic and sustainable growth of the Town; and

**WHEREAS** an area structure plan amendment has been prepared in accordance with the Municipal Government Act;

**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**

1.1 This Bylaw may be cited as "Eagle Ridge Area Structure Plan, as amended."

**2. PURPOSE OF BYLAW**

2.2 The Eagle Ridge Area Structure Plan, as amended, shall manage the long-term strategic and sustainable growth of the lands herein as described and illustrated in Schedule "A" of this Bylaw.

**3. EFFECTIVE DATE**

3.3 All Schedules attached are part of and form part of this Bylaw.

3.4 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

**4. REPEAL**

4.4 Bylaw No. 852 is hereby repealed.

**READ A FIRST TIME** this 16<sup>th</sup> day of August 2021 Motion No. 221-16-08-21

**PUBLIC HEARING HELD** this 20<sup>th</sup> day of September 2021

**READ A SECOND TIME** this 20<sup>th</sup> day of September 2021 Motion No. 258-20-09-21

**READ A THIRD AND FINAL TIME** this 20<sup>th</sup> day of September 2021 Motion No. 259-20-09-21



\_\_\_\_\_  
Mayor Terry Leslie



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



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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

July 18, 2024

Chinook's Edge Real Estate Ltd.  
o/a Suds & Sundries  
PO Box 1277  
Sundre, AB T0M 1X0  
Attn: Mr. Tom King

**Re: Change of Scope to Store Front Improvement Project for Suds & Sundries**

At your request, Council was provided with information regarding a Change of Scope to the store front improvement project for Suds & Sundries located at 107 Centre Street North. The Change of Scope for the project was approved by Council at the Special Meeting of Council on July 15<sup>th</sup>, 2024, under Motion No. 245-15-07-24.

Council greatly appreciates the application to amend the change of scope for the store front improvement project. The approval applies to the previously granted \$5,000.00 for the construction of a roof top extension and installation of new business identification signage.

As the Grants to Organizations funding was originally approved by Council in February 2023, the Town will require the project to be completed no later than September 30, 2024. Confirmation that the project has been completed, which may include pictures, along with copies of all invoice(s) for the work performed, are to be submitted to the Town of Sundre. A cheque will be mailed to your organization within 2 weeks of receiving this documentation.

If you require any further information, please feel free to contact me at your convenience.

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



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**PLAY 4 SUNDRE KIDZ GOLF SPONSORSHIP**

1 message

**Betty Ann Fountain** <bettyann.f@sundre.com>  
To: play4sundrekidz@gmail.com  
Cc: Linda Nelson <linda.n@sundre.com>

Thu, Jul 18, 2024 at 10:15 AM

Good Morning Nicky,

We are very pleased to advise that the Town of Sundre Council on behalf of the citizens of Sundre will sponsor a Hole at the annual Play 4 Sundre Kidz Golf tournament July 20, 2024.

A cheque in the amount of \$500.00 will be available for pick-up at the Town Office by Noon on Friday, July 19th.

Please see the application form attached to this email.

We wish you much success with this year's event, and appreciate your support for all kids to play sports in our community.

Sincerely,  
Betty Ann

--



**BETTY ANN FOUNTAIN**

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

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 Play 4 Sundre Kidz Golf.pdf  
73K



## Play 4 Sundre Kidz Golf

Dear Supporter

Original T's Family Restaurant along with the Moose & Squirrel Medical Clinic are proud to present our annual golf tournament that will fundraise for a child's opportunity to play sports.

***We would like to take this opportunity to share with you that we have given out over \$80,000.00 to our Sundre and area kids for sports, activities and equipment over 6 years. We continue to hold registration twice a year to keep on giving back to the kids!***

Our tournament will be held at the Coyote Creek Golf Course in Sundre Alberta on July 20th, 2024. We anticipate 144 golfers to attend and to support this great fundraiser.

This fantastic event has been successful throughout the past years due to the support and participation of our community members and businesses. We have created a variety of sponsorship levels tailored to varying price points.

### Sponsorship Levels

- Hole-in-one – 2 available \$600
- Sponsor a hole – Whole hole \$500 – Half hole \$250
- Any item for raffle table or silent auction

### Entry information:

- \$150 per person
- \$600 per team

Fee includes 18 holes, power cart, dinner, and a full day of fun. If you are interested in signing up as a sponsor, player, or a volunteer please contact Nicky Vardas @ 403-507-0404 or Connie Bjorkman @ 403-636-1391.

We continue to thank you for your consideration and support and hope to see you there!

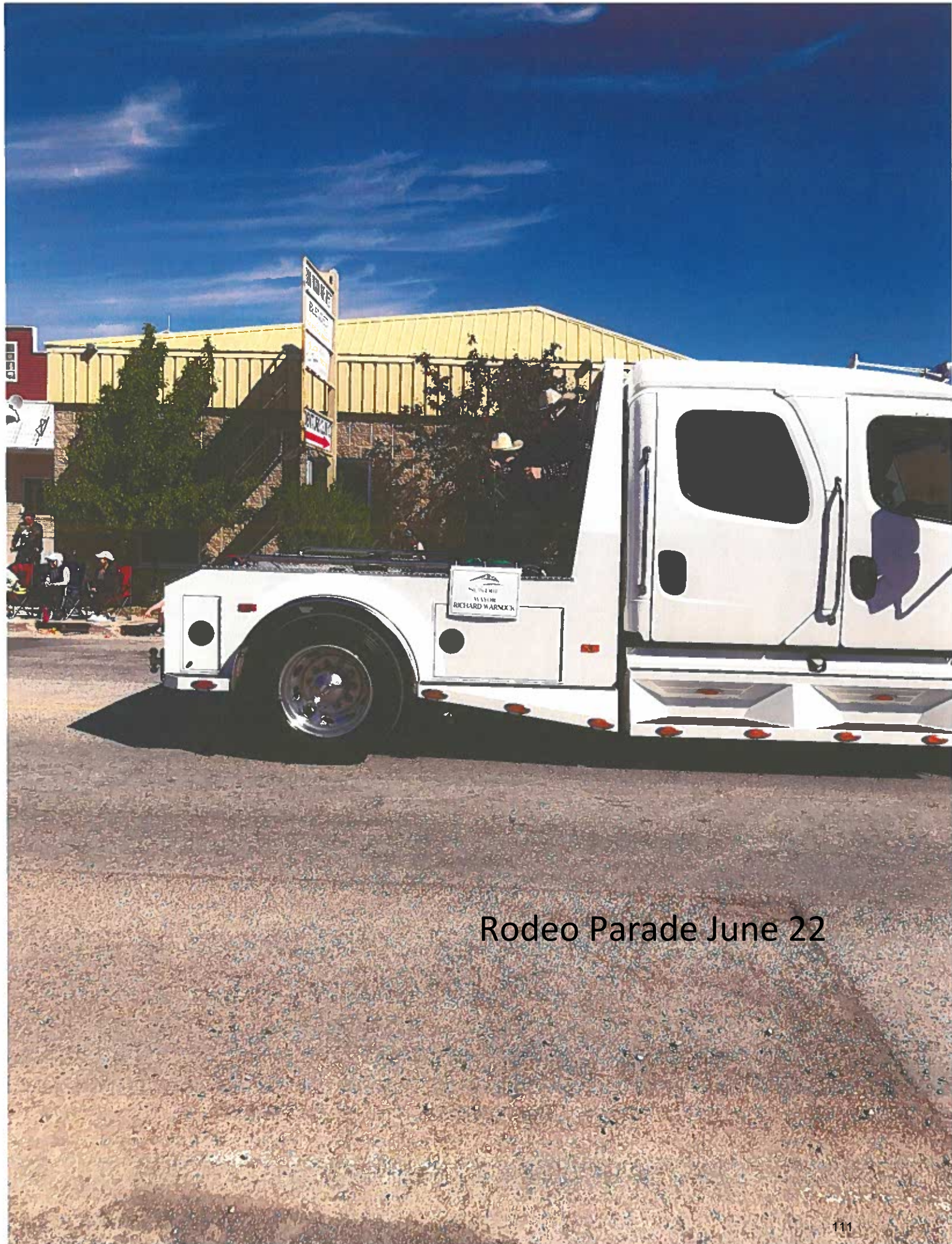
The Play 4 Sundre Kidz Team





Rodeo Parade June 22





Rodeo Parade June 22

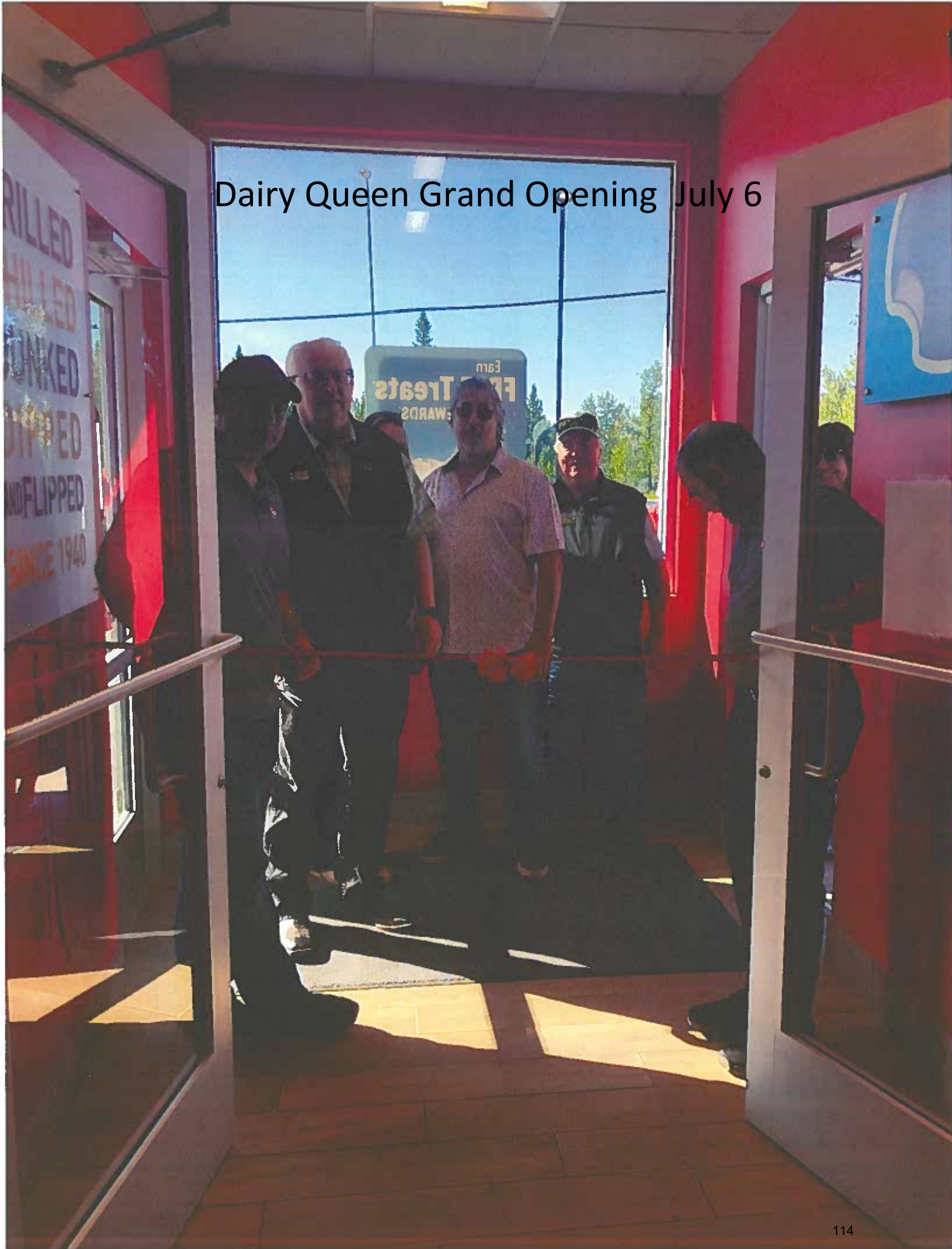








Dairy Queen Grand Opening July 6





# Dairy Queen Grand Opening July 6



**SCHEDULE A - 2024 Expenditures to Date**

**TOTAL COUNCIL BUDGET 2024: \$79,000**

**TOTAL EXPENDITURES TO DATE (Aug. 31, 2024) \$16,950.67**

**BALANCE: \$62,049.33**

**Mayor Richard Warnock**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
9-Jan-24	MVC	S. McDougall Flat ASP	Per Diem	\$ 140.00
9-Jan-24	MVC	S. McDougall Flat ASP	Travel Per Diem	\$ 30.00
18-Jan-24	Drumheller	RDRMUG Annual Mtg	Per Diem	\$ 40.00
18-Jan-24	Drumheller	RDRMUG Board Mtg	Per Diem	\$ 80.00
23-Jan-24	Via Zoom	Community Health Needs Session	Per Diem	\$ 60.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Milage	\$ 147.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Per Diem	\$ 60.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Travel Per Diem	\$ 40.00
6-Feb-24	Rocky Mtn. House	Refocusing AB Health	Milage	\$ 112.00
6-Feb-24	Rocky Mtn. House	Refocusing AB Health	Per Diem	\$ 100.00
6-Feb-24	Rocky Mtn. House	Refocusing AB Health	Travel Per Diem	\$ 40.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Accomodations	\$ 140.34
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Registration	\$ 190.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Per Diem	\$ 280.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Travel Per Diem	\$ 60.00
23-Feb-24	In House	MTMC Mtg. Zoom	Per Diem	\$ 80.00
7-Mar-24	Didsbury	MTMC Didsbury	Milage	\$ 77.00
7-Mar-24	Didsbury	MTMC Didsbury	Per Diem	\$ 80.00
7-Mar-24	Didsbury	MTMC Didsbury	Travel Per Diem	\$ 30.00
7-Mar-24	Sundre	Sundre Chamber Board Mtg	Per Diem	\$ 80.00
8-Mar-24	Zoom	RDRWA Forum	Per Diem	\$ 200.00
13-Mar-24	Edmonton	ABMunis Leadership Caucus	Travel Per Diem	\$ 280.00
13-Mar-24	Edmonton	ABMunis Leadership Caucus	Per Diem	\$ 120.00
13-Mar-24	Edmonton	ABMunis Leadership Caucus	Accomodations	\$ 200.00
21-Mar-24	Zoom	RDRMUG	Per Diem	\$ 528.39
27-Mar-24	MVC	MVC S. McDougall Flat ASP Public Hearing	Milage	\$ 100.00

**Mayor Richard Warnock (Con't)**

Date	Hosting Town	Description	Expense (less Tax)	Cost
27-Mar-24	MVC	MVC S. McDougall Flat ASP Public Hearing	Per Diem	\$ 70.00
27-Mar-24	MVC	MVC S. McDougall Flat ASP Public Hearing	Travel Per Diem	\$ 100.00
10-Apr-24	EDO	EDO - Kananakas	Per Diem	\$ 30.00
10-Apr-24	EDO	EDO - Kananakas	Travel Per Diem	\$ 240.00
11-Apr-24	EDO	EDO - Kananakas	Per Diem	\$ 80.00
12-Apr-24	EDO	EDO - Kananakas	Per Diem	\$ 280.00
19-Apr-24	Red Deer	Spring Strategic Advisory Committee	Per Diem	\$ 160.00
19-Apr-24	Red Deer	Spring Strategic Advisory Committee	Travel Per Diem	\$ 280.00
20-Apr-24	Red Deer	Spring Strategic Advisory Committee	Per Diem	\$ 50.00
20-Apr-24	Red Deer	Spring Strategic Advisory Committee	Per Diem	\$ 280.00
21-Apr-24	Red Deer	Spring Strategic Advisory	Per Diem	\$ 240.00
2-May-24	Penhold	MTMC	Milage	\$ 227.85
2-May-24	Penhold	MTMC	Per Diem	\$ 80.00
2-May-24	Penhold	MTMC	Travel Per Diem	\$ 60.00
15-May-24	Rocky Mtn. House	Leadership	Milage	\$ 120.54
15-May-24	Rocky Mtn. House	Leadership	Per Diem	\$ 80.00
15-May-24	Rocky Mtn. House	Leadership	Travel Per Diem	\$ 40.00
16-May-24	Zoom	RDRMUG	Per Diem	\$ 80.00
6-Jun-24	Calgary	FCM	Per Diem	\$ 280.00
6-Jun-24	Calgary	FCM	Travel Per Diem	\$ 60.00
7-Jun-24	Calgary	FCM	Per Diem	\$ 280.00
8-Jun-24	Calgary	FCM	Per Diem	\$ 280.00
9-Jun-24	Calgary	FCM	Per Diem	\$ 160.00
11-Jun-24	Bowden	Bowden Parade	Parade Candy	\$ 255.68
20-Jun-24	Red Deer	Mayors/Reeves Meeting	Milage	\$ 147.00
20-Jun-24	Red Deer	Mayors/Reeves Meeting	Per Diem	\$ 120.00
20-Jun-24	Red Deer	Mayors/Reeves Meeting	Travel Per Diem	\$ 50.00
2-Jul-24	Sundre	Zoom - AB Mid-Sized Towns Mayors Caucus	Per Diem	\$ 80.00
4-Jul-24	Calgary	Mid-Sized Town Premier Meeting	Per Diem	\$ 160.00
4-Jul-24	Calgary	Mid-Sized Town Premier Meeting	Travel Per Diem	\$ 60.00
18-Jul-24	Red Deer	RDRMUG	Per Diem	\$ 240.00
18-Jul-24	Red Deer	RDRMUG	Travel Per Diem	\$ 50.00
6-Aug-24	Sundre	Hospital Future Engagement	Per Diem	\$ 140.00
10-Aug-24	Sundre	ASA Classic Opening	Milage	\$ 45.57
29-Aug-24	Ponoka	WPCA Chuckwagon Races	Milage	\$ 224.91

### **Councillor Connie Anderson**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
1-Jan-24		Balance		
19-Apr-24	Red Deer	Spring Strategic Advisory	Mileage	\$ 147.00
April 19-21, 2024	Red Deer	Spring Strategic Advisory	Per Diem	\$ 800.00
April 19-21, 2024	Red Deer	Spring Strategic Advisory	Travel Per Diem	\$ 50.00
5-Jun-24	Calgary	FCM	Mileage	\$ 168.00
June 6 - 9	Calgary	FCM	Per Diem	\$ 1,000.00
June 6 - 9	Calgary	FCM	Travel Per Diem	\$ 80.00
27-Jun-24	Innisfail	AB Muni Leaders Caucus	Mileage	\$ 102.20
27-Jun-24	Innisfail	AB Muni Leaders Caucus	Per Diem	\$ 200.00
27-Jun-24	Innisfail	AB Muni Leaders Caucus	Travel Per Diem	\$ 30.00

### **Councillor Owen Petersen**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
17-Jan-24	Sundre	GNP Meeting	Per Diem	\$ 80.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law	Accomodations	\$ 140.34
8-Feb-24	Calgary	Brownlee Emerging Trends Law	Registration	\$ 190.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law	Mileage	\$ 168.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law	Per Diem	\$ 280.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law	Travel Per Diem	\$ 60.00
21-Feb-24	Sundre	GNP Meeting	Per Diem	\$ 80.00
27-Mar-24	Sundre	GNP Meeting	Per Diem	\$ 80.00
April 19-21	Red Deer	Spring Strategic Advisory	Mileage	\$ 147.00
April 19-21	Red Deer	Spring Strategic Advisory	Per Diem	\$ 800.00
April 19-21	Red Deer	Spring Strategic Advisory	Travel Per Diem	\$ 50.00
2-May-24	Innisfail	AB Muni's Summer Caucus	Registration	\$ 110.00
15-May-24	Sundre	GNP Meeting	Per Diem	\$ 80.00
19-Jun-24	Sundre	GNP Meeting	Per Diem	\$ 80.00
27-Jun-24	Innisfail	AB Muni's Summer Caucus	Per Diem	\$ 200.00
27-Jun-24	Innisfail	AB Muni's Summer Caucus	Travel Per Diem	\$ 30.00
17-Jul-24	Sundre	GNP Meeting	Per Diem	\$ 80.00

### **Councillor Todd Dalke**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
No Professional Development, Committee Meetings or Conferences to date				

### **Councillor Jaime Marr**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
19-Apr-24	Red Deer	Spring Strategic Advisory Comm	Mileage	\$ 73.50
19-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 280.00
20-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 280.00
21-Apr-24	Red Deer	Spring Strategic Advisory Comm	Mileage	\$ 73.50
21-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 240.00
21-Apr-24	Red Deer	Spring Strategic Advisory Comm	Travel Per Diem	\$ 50.00
3-May-24	Innisfail	AB Muni's Summer Caucus	Registration	\$ 110.00



**Councillor Paul Isaac**

Date	Hosting Town	Description	Expense (less Tax)	Cost
18-Apr-24	Red Deer	Spring Strategic Advisory Comm	mileage	\$ 147.00
18-Apr-24	Red Deer	Spring Strategic Advisory	Travel Per Diem	\$ 20.00
19-Apr-24	Red Deer	Spring Strategic Advisory	Per Diem	\$ 280.00
20-Apr-24	Red Deer	Spring Strategic Advisory	Per Diem	\$ 280.00
21-Apr-24	Red Deer	Spring Strategic Advisory	Per Diem	\$ 240.00
21-Apr-24	Red Deer	Spring Strategic Advisory	Travel Per Diem	\$ 20.00

**Councillor Chris Vardas**

Date	Hosting Town	Description	Expense (less Tax)	Cost
18-Jan-24	Ponoka County	CAEP	mileage	\$ 227.85
18-Jan-24	Ponoka County	CAEP	Per Diem	\$ 120.00
19-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 280.00
19-Apr-24	Red Deer	Spring Strategic Advisory Comm	Travel Per Diem	\$ 50.00
20-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 280.00
21-Apr-24	Red Deer	Spring Strategic Advisory Comm	Per Diem	\$ 240.00

## DEPARTMENTAL REPORT

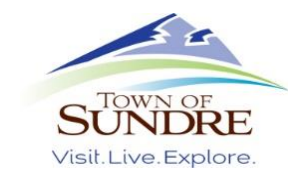
<b>DEPARTMENT</b>	<b>Fire Department</b>
<b>SUBMITTED BY</b>	<b>Ross Clews Fire Chief</b>
<b>COUNCIL DATE</b>	<b>Sept. 30, 2024</b>
<b>FOR MONTH(S) OF</b>	<b>June, July August 2024</b>
<b>911 DISPATCHES:</b>	
	<p><b>Emergency Response Numbers, 297 Year to Date</b>  <b>June 2024, Responses – 37</b>  <b>July 2024, Responses – 49</b>  <b>August 2024, Responses – 42</b>  <b>June-Aug 2024, Responses – 128</b></p>
<b>Response Types:</b>	<ul style="list-style-type: none"> <li>➤ Alarm – No Fire – Detector Activated – 5</li> <li>➤ Alarm – No Fire – Steam or Smoke Mistaken – 16</li> <li>➤ Alarm – Accidental – 1</li> <li>➤ False Alarm - 1</li> <li>➤ Fire – Farm Equipment – 1</li> <li>➤ Fire – Motor Vehicle – 1</li> <li>➤ Fire – Structure - 1</li> <li>➤ Medical Assist (lift) - 1</li> <li>➤ Medical First Response – 73</li> <li>➤ Motor Vehicle Collision – 12</li> <li>➤ Outside Fire Investigation – 1</li> <li>➤ Public Hazard – Electrical – 4</li> <li>➤ Public Service – citizens trapped in elevators – 1</li> <li>➤ Public Service – 1</li> <li>➤ Rescue - 2</li> <li>➤ Rubbish or grass fire (no dollar loss) - 7</li> </ul>
<b>Results:</b>	<ul style="list-style-type: none"> <li>➤ All incidents Responded, Managed and Resolved by SFD Members</li> </ul>
<b>TRAINING &amp; ACTIVITIES</b>	
<b>In-Hall/Weekly:</b>	<p><b><u>June, July and August 2024 consisted of the following:</u></b></p> <ul style="list-style-type: none"> <li>➤ Officer Meeting X 3</li> <li>➤ General Meeting X 3 <ul style="list-style-type: none"> <li>○ Truck Checks and Hall Duties</li> <li>○ Equipment Stocking</li> </ul> </li> <li>➤ Washdown of Rodeo Grandstand</li> <li>➤ Prepare Trucks and equipment for Rodeo Parade, Graduation Parade, and Bike Parade</li> <li>➤ Pain Patient Threshold on Regional Hazards and discussion on treatments</li> <li>➤ River/Water Hydraulics</li> <li>➤ River Rescue Training, swimmers in river, rescue ropes and throwing, river rescue throw methods for local river.</li> <li>➤ Wildfire Pump and Draft Training at Moving Water Edge</li> <li>➤ Rhino and Wildfire Trailer Review and Training</li> <li>➤ Water Edge Safety</li> <li>➤ Setting up fire bosses in sequence</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Primary Pumps – Setup, priming and accessories</li> <li>➤ Spinal immobilization, putting on new brace and strapping to spine board</li> <li>➤ Wildfire PPE checks</li> <li>➤ Wildland Trailer Equipment</li> <li>➤ Provincial Wildfire situations and status</li> <li>➤ Fortis Alberta Training</li> <li>➤ Rapid Intervention Team (RIT) training</li> <li>➤ SCBA Conversions</li> <li>➤ Low Profile Maneuvers</li> <li>➤ Vehicle Extraction (VX) – pit tools only</li> <li>➤ Primary Search Practice</li> </ul> <p><b><u>Community/Public Relations Events</u></b></p> <ul style="list-style-type: none"> <li>➤ Fireworks at Dusk – 21 June 2024</li> <li>➤ Rodeo Parade – 22 June 2024</li> <li>➤ Municipal Development Plan Open House – 25 June 2024</li> <li>➤ Prom/Graduation Parade – 28 June 2024</li> <li>➤ Tall Timber Bike Parade – 29 June 2024</li> <li>➤ Canada Day Fireworks – 1 July 2024</li> <li>➤ Firehall Tours <ul style="list-style-type: none"> <li>○ Sundre Daycare – 4 July 2024</li> <li>○ Sundre Daycare – 11 July 2024</li> <li>○ Little Ducklings Playschool – 19 July 2024</li> <li>○ Sundre Daycare – 27 Aug 2024</li> </ul> </li> <li>➤ Sundre Library – Reading to children about Fire.</li> <li>➤ Fire Chief and one SFD member attended Alta Gas Exercise – 3 and 5 June 2024</li> <li>➤ Two SFD members attended Plains Exercise – 10 June 2024</li> <li>➤ Sundre Slingers – Scavenger Hunt – 19 July 2024</li> <li>➤ SPOG – Vehicle Extraction Demo and SFD Booth – 23 Aug 2024</li> </ul>
<b><u>Formal Courses in-Progress/Upcoming:</u></b>	<ul style="list-style-type: none"> <li>➤ 5 members completed International Trauma Life Support - June 2024</li> <li>➤ 6 members completed High Performance CPR – 16 July 2024</li> <li>➤ Live Fire Training – 14 Sept 2024</li> <li>➤ NFPA 1001 to be completed</li> <li>➤ NFPA 1072 – Hazmat Awareness and Operation - TBD</li> <li>➤ Drone Course – TBD</li> <li>➤ Oxygen Provider Course – TBD</li> </ul>
<b><u>Fire Hall:</u></b>	
<b><u>Building/Maintenance:</u></b>	<ul style="list-style-type: none"> <li>➤ Hall Electrical – Completed 6 Aug 2024</li> <li>➤ Speed Bumps Installed – July 2024</li> <li>➤ Speed Bumps Installed – July 2024</li> <li>➤ Parking Lot Line Painting</li> <li>➤ Sidewalk Repair</li> <li>➤ Hall Parking Lot Gravel</li> <li>➤ Sink Drain Repair</li> </ul>
<b><u>SFD Units - Equipment</u></b>	
<b><u>Units:</u></b>	<ul style="list-style-type: none"> <li>➤ Unit #521 initiated at Structure Fire – 8 June 2024</li> <li>➤ Unit #560, quotes obtained under budget, Mountain View County picking apart and delaying process</li> <li>➤ Unit #540 ordered – expected date of Delivery 3<sup>rd</sup> Qtr -2025 Unit</li> </ul>

	<ul style="list-style-type: none"> <li>○ Unit #541 being used</li> <li>➤ 510 Replacement ordered – expected Delivery Oct 2024</li> </ul>
<b>Equipment:</b>	<ul style="list-style-type: none"> <li>➤ Required CVIPs to be completed on units – Sept 2024</li> <li>➤ Air Conditioning Repairs on Units #520, 530, 541, 560 – Sept 2024</li> <li>➤ Breathing Air Comp Serviced and Air Quality Test – Sept 2024</li> </ul>
<b>Safety Codes:</b>	
<b>Inspections -Occupancies</b>	<ul style="list-style-type: none"> <li>➤ 7 Rodeo Occupancy Reports</li> <li>➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently</li> </ul>
<b>Status:</b>	<ul style="list-style-type: none"> <li>➤ Safety Codes Officer training Members - 90% completed, 2 members completed.</li> <li>➤ 5 Additional SFD Members to take training in 2024-2025</li> </ul>

**Attachments: Incident Location Breakdown  
Town of Sindre and Mountain View County Incident Hours**

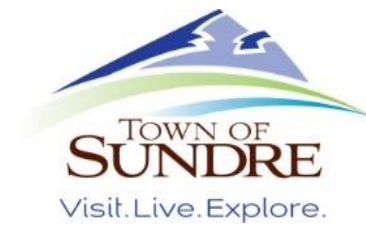




### Sundre Fire Department September 2024 Departmental Report Incident Location Breakdown



INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	June - Aug Total	Last Month's (May) Total	Year to Date Total
Outside Fires - Investigation		1			1	3	8
Control Burn - Arrived on scene					0		0
Fire - Machinery/Equipment		1			1		1
Fire - Motor Vehicle		1			1		1
Fire - Structure	1				1		5
Investigation of Smoke					0		1
Alarm -No Fire - Steam or Smoke mistaken		3			3	3	14
Alarm -No Fire - detector activated	2	3			5	4	16
Alarm No Fire - accidental miscellaneous		1			1	1	3
False Alarm – Confirmed telephone	13				13		14
False Alarms-internal or local alarm system		1			1		1
Medical First Response	42	27	4		73	14	174
Medical Assist (lift)		1			1	1	4
Medical Assists					0		0
Miscellaneous Rescues					0		0
Motor Vehicle Collisions	2	7	2	1	12	3	29
Mutual Aid Request					0		1
Public Hazard - Electrical		3	1		4		4
Public Hazard - Gasoline or Fuel					0		1
Public Service - Citizens trapped in Elevator	1				1		1
Public Service - Miscellaneous	1				1		1
Rescue		2			2		2
Rubbish or grass Fire (no dollar loss)	3	4			7	1	15
Rupture – Water Pipes					0		1
<b>Total</b>	<b>65</b>	<b>55</b>	<b>7</b>	<b>1</b>	<b>128</b>	<b>30</b>	<b>297</b>



### Sundre Fire Department Town of Sundre and Mountain View County Incident Hours



INCIDENTS	Incident Time in Hours	2024 Town Of Sundre Year to Date				2024 Mountain View County Year to Date			
		Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours
Alarm No Fire - accidental miscellaneous	1.0	1	1	5	5.0	2	2	7	7.0
Alarm -No Fire - detector activated	1.0	4	4	25	25.0	8	8	21	21.0
Alarm -No Fire - detector activated	1.5	1	1.5	1	1.5				
Alarm -No Fire - detector activated	2.0					2	4	8	16.0
Alarm -No Fire - Steam or Smoke mistaken	1.0	22	22	57	57.0	5	5	10	10.0
False Alarm – Confirmed telephone	1.0					2	2	6	6.0
Fire - Machinery/Equipment	2.0					1	2	5	10.0
Fire - Motor Vehicle	1.0	1	1	6	6.0				
Fire - Motor Vehicle	2.0					1	2	10	20.0
Fire - Motor Vehicle	2.5					1	2.5	5	12.5
Fire - Structure	1.0	1	1	8	8.0				
Fire - Structure	2.0								
Fire - Structure	2.5					1	2.5	10	25.0
Fire - Structure	4.0	1	4	12	48.0				
Investigation of Smoke	1.0	1	1	2	2.0				
Medical Assist (lift)	1.0	2	2	5	5.0	2	2	6	6.0
Medical First Response	1.0	87	87	231	231.0	45	45	134	134.0
Medical First Response	1.5	8	12	24	36.0	20	30	55	82.5
Medical First Response	2.0	1	2	6	12.0	6	12	17	34.0
Medical First Response	2.5		0			1	2.5	2	5.0
Motor Vehicle Collisions	1.0	3	3	13	13.0	1	1	7	7.0
Motor Vehicle Collisions	1.5		0			7	10.5	43	64.5
Motor Vehicle Collisions	2.0		0			4	8	20	40.0
Motor Vehicle Collisions	2.5		0			1	2.5	7	17.5
Motor Vehicle Collisions	3.5		0			1	3.5	4	14.0
Mutual Aid Request	3.0		0			1	3	10	30.0
Outside Fires - Investigation	1.0		0			3	3	11	11.0
Outside Fires - Investigation	1.5		0			1	1.5	4	6.0
Outside Fires - Investigation	2.0		0			1	2	3	6.0
Public Hazard - gasoline of fuel wash down	1.0	1	1	3	3.0				
Public Hazard - Electrical	1.0					2	2	8	8.0
Public Hazard - Electrical	1.5					1	1.5	4	6.0
Public Service - Citizens trapped in elevator	1.0	1	1	3	3.0				
Public Service - Miscellaneous	1.0	1	1	4	4.0				
Rescue- miscellaneous	2.0					1	2	5	10.0
Rescue - Miscellaneous	2.5					1	2.5	3	7.5
Rubbish or grass Fire (no dollar loss)	1.0	2	2	5	5.0	2	2	12	12.0
Rubbish or grass Fire (no dollar loss)	1.5	1	1.5	3	4.5	2	3	13	19.5
Rubbish or grass Fire (no dollar loss)	2.0					1	2	2	4.0
Rubbish or grass Fire (no dollar loss)	2.5		0			2	5	11	27.5
Rubbish or grass Fire (no dollar loss)	3.0		0			2	6	21	63.0
Rubbish or grass Fire (no dollar loss)	3.5		0			1	3.5	4	14.0
Rupture – Water Pipes	1.0	1	1	5	5.0				
<b>Total</b>	--N/A--	<b>140</b>	<b>149</b>	<b>418</b>	<b>474</b>	<b>132</b>	<b>186</b>	<b>488</b>	<b>756.5</b>



**DEPARTMENTAL REPORT**

<b>DEPARTMENT:</b>	<b>Planning &amp; Development</b>
<b>SUBMITTED BY:</b>	Benazir Thaha Valencia, Director of Community Development
<b>COUNCIL DATE:</b>	<b>September 30, 2024</b>
<b>FOR MONTHS OF:</b>	<b>June, July &amp; August 2024</b>

<b>TOPIC / PROJECT #1</b>	<b>Development Permits</b>
Total 8 Development Permits	Development Permits were issued for: <ul style="list-style-type: none"> <li>- 7x Change of Use - professional office, retail, personal services, auto sales</li> <li>- 1x covered deck</li> </ul>
<b>TOPIC / PROJECT #2</b>	<b>Building Permits</b>
Total 5 Building Permits	Building Permits were issued for: <ul style="list-style-type: none"> <li>- 2x Rooftop solar panels</li> <li>- 1x Residential addition</li> <li>- 1x Covered deck</li> <li>- 1x Change of use to dance studio</li> </ul>
<b>TOPIC / PROJECT #3</b>	<b>Safety Code Permits</b>
Total 29 Safety Code Permits	Safety Code Permits were issued for residential upgrades and new residential developments.  Electrical Permits: 1+6+6=13 Gas Permits: 1+7+0=8 Plumbing Permits: 1+7+0=8
<b>TOPIC / PROJECT #4</b>	<b>Compliance Stamps/Letters (from Real Property Reports)</b>
Total 4 Compliances completed.	Real Property Reports are submitted to the Town with a request for a Stamp/Letter of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.  June 2024 – 2 July 2024 - 2
<b>TOPIC / PROJECT #5</b>	<b>Municipal Development Plan (Bylaw 2024-06)</b>
	Held an open house on June 25, 2024. Completed MDP Public Engagement Summary and posted the document to the Town’s website. It will be an appendix the MDP. Draft MDP was circulated to external agencies for comment on August 28, 2024.
<b>TOPIC / PROJECT #6</b>	<b>Eagle Ridge ASP and Land Use Amendment</b>
	Eagle Ridge ASP and Land Use Amendment approved by Council on July 15 to accommodate varied housing options. Subdivision application to be submitted in the near future.

**ATTACHMENTS:**

<b>Attachment #1</b>	June 2024 Building Permit Statistics
<b>Attachment #2</b>	July 2024 Building Permit Statistics
<b>Attachment #3</b>	August 2024 Building Permit Statistics
<b>Attachment #4</b>	August 2024 Commercial, Industrial, Institutional Projects



## MEMO

TO: Linda Nelson, CAO  
 FROM: Carey Keleman; Development Officer  
 RE: August 2024 Commercial, Industrial, Institutional Projects

### COMMERCIAL

Development / Building Permit	District	Civic Address	Project	Value
2024-D26 / TSD B-0021 24	C-1	Bay 4, 407 Main Ave W	Change of Use to Dance Studio	\$ 5,000

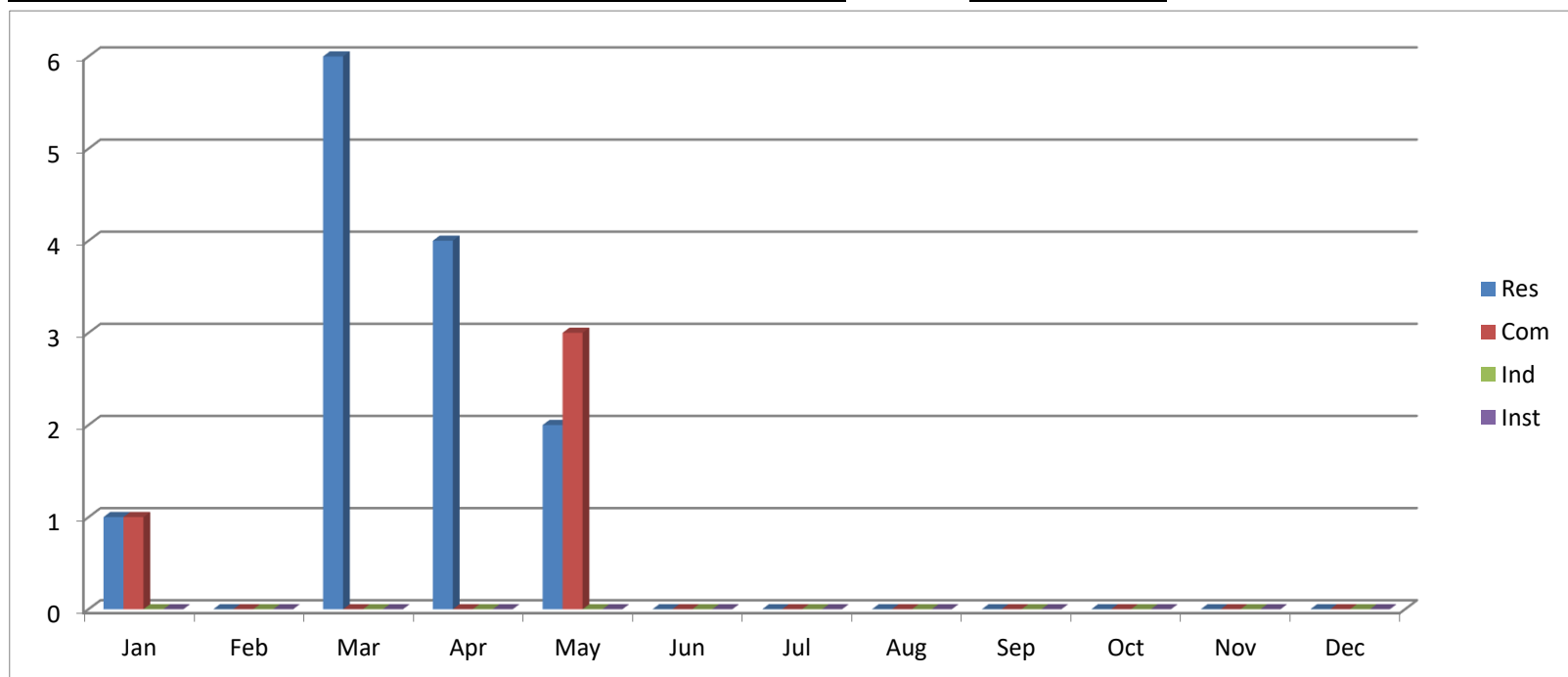
Legend:

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

Value: n/a = no building permit required

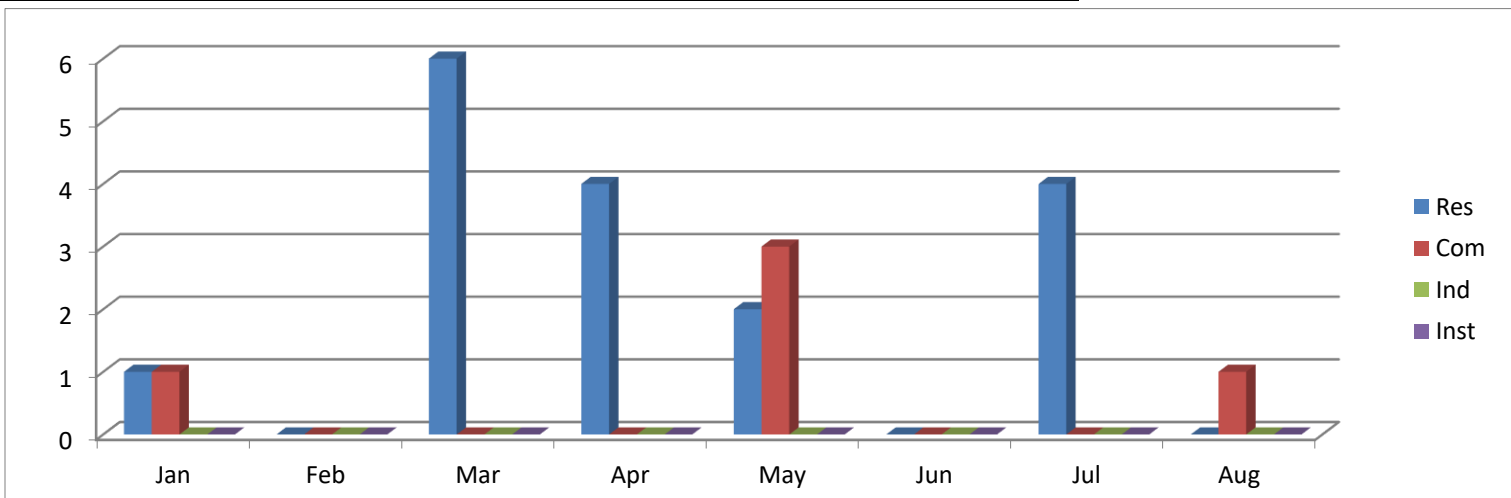
Jun  
**MONTHLY BUILDING REPORT  
FOR JUNE 2024**

	June 2024			2024 Year To Date			JUNE 2023 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>									
Two-Storey Bungalows Bi-Level	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	6	6	\$ 1,360,000	0	0	\$ -
Multi-Family				36	2	\$ 3,200,000	0	0	0
Mobile Homes	0	0	0	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -		1	\$ 5,000
Renovation/Addition	0	0	\$ -	0	4	\$ 51,200	0	9	\$ 134,800
				0	0	\$ -			
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>43</b>	<b>13</b>	<b>\$ 5,111,200</b>	<b>2</b>	<b>10</b>	<b>\$ 899,800</b>
<b>COMMERCIAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0		\$ -	0		\$ -	1		\$ 1,200,000
Renovation/Addition	0		\$ -	4		\$ 905,000	0		\$ -
	0		\$ -	4		\$ 905,000	1		\$ 1,200,000
<b>INDUSTRIAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0		\$ -	0		0	1		\$ 2,300,000
Renovation/Addition	0		\$ -	0		\$ -	0		\$ -
	0		\$ -	0		\$ -	1		\$ 2,300,000
<b>INSTITUTIONAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0		\$ -	0		\$ -	0		\$ -
Renovation/Addition	0		\$ -	0		\$ -	0		\$ -
	0		\$ -	0		\$ -	0		\$ -
<b>TOTAL</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>
	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>43</b>	<b>17</b>	<b>\$ 6,016,200</b>	<b>2</b>	<b>12</b>	<b>\$ 4,399,800</b>



**MONTHLY BUILDING REPORT  
FOR THE MONTH OF AUGUST 2024**

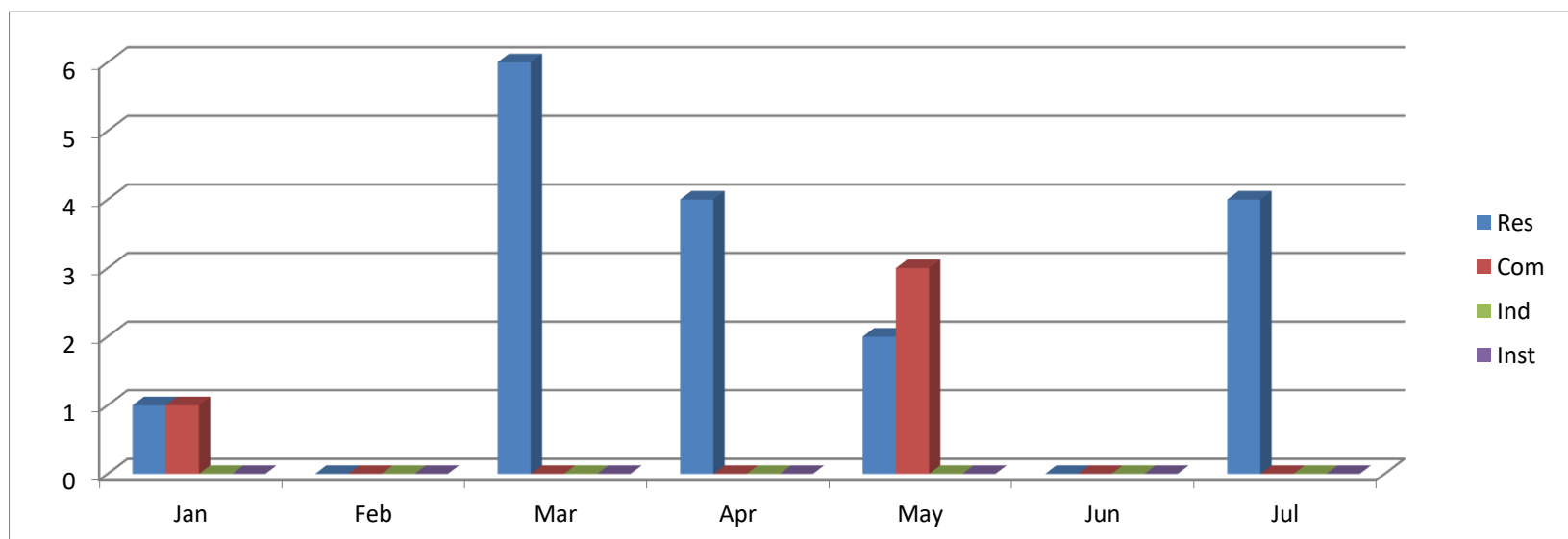
	Aug. 2024			2024 Year To Date			AUG. 2023 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows				1	1	\$ 500,000	1	1	\$ 400,000
Bi-Level				0	0	\$ -	1	1	\$ 360,000
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.			\$ -	6	6	\$ 1,360,000	0	0	\$ -
Multi-Family			\$ -	36	2	\$ 3,200,000	0	0	\$ -
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -		4	\$ 125,000
Renovation/Addition	0	0	\$ -	0	8	\$ 112,662	0	11	\$ 210,800
			\$ -	0	0	\$ -			
<b>Sub-Total</b>	0	0	\$ -	43	17	\$ 5,172,662	2	17	\$ 1,095,800
<b>COMMERCIAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		2	\$ 2,300,000
		1	\$ 5,000		5	\$ 910,000		0	\$ -
		1	\$ 5,000		5	\$ 910,000		2	\$ 2,300,000
<b>INDUSTRIAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		1	\$ 2,300,000
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 2,300,000
									0
<b>INSTITUTIONAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		1	\$ 84,870
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 84,870
<b>TOTAL</b>	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	1	\$ 5,000	43	22	\$ 6,082,662	2	21	\$ 5,780,670





### MONTHLY BUILDING REPORT FOR THE MONTH OF JULY 2024

	Jul. 2024			2024 Year To Date			JULY 2023 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
<b>RESIDENTIAL</b>									
Two-Storey Bungalows	0	0	\$ -	1	1	\$ 500,000	1	1	\$ 400,000
Bi-Level				0	0	\$ -	1	1	\$ 360,000
Duplex/Semi Det.	0	0	\$ -	6	6	\$ 1,360,000	0	0	\$ -
Multi-Family				36	2	\$ 3,200,000	0	0	\$ -
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -		3	\$ 85,000
Renovation/Addition	0	4	\$ 61,462	0	8	\$ 112,662	0	10	\$ 150,800
				0	0	\$ -			
<b>Sub-Total</b>	0	4	\$ 61,462	43	17	\$ 5,172,662	2	15	\$ 995,800
<b>COMMERCIAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0			0		\$ -	1		\$ 1,200,000
Renovation/Addition	0		\$ -	4		\$ 905,000	0		\$ -
	0		\$ -	4		\$ 905,000	1		\$ 1,200,000
<b>INDUSTRIAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0		\$ -	0		\$ -	1		\$ 2,300,000
Renovation/Addition	0		\$ -	0		\$ -	0		\$ -
	0		\$ -	0		\$ -	0		\$ 2,300,000
<b>INSTITUTIONAL</b>	No. of Permits		Building Value	No. of Permits		Building Value	No. of Permits		Building Value
Building Starts	0		\$ -	0		\$ -	1		\$ 84,870
Renovation/Addition	0		\$ -	0		\$ -	0		\$ -
	0		\$ -	0		\$ -	1		\$ 84,870
<b>TOTAL</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>	<b>Dwelling Units</b>	<b>No. of Permits</b>	<b>Building Value</b>
	0	4	\$ 61,462	43	21	\$ 6,077,662	2	17	\$ 4,580,670





## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Community Services</b>
<b>SUBMITTED BY:</b>	<b>Jeff Elder</b>
<b>COUNCIL DATE:</b>	<b>September 30, 2024</b>
<b>FOR MONTH OF:</b>	<b>June, July and August</b>

<b>TOPIC / PROJECT #1</b>	<b>Prairie Creek Bridge</b>
<b>STATUS OF PROJECT</b>  <b>Completed</b>	Rebuilt bridge wider to allow access for snow cleaning equipment and to provide a barrier free access.
<b>Action Steps / Successes</b>	<ul style="list-style-type: none"> <li>• Raised bridge to remove steep slope on north side and added asphalt to complete the path to the parking lot.</li> <li>• Landscaped sides to reduce slope off of pathway</li> </ul>
<b>TOPIC / PROJECT #2</b>	<b>Outdoor Rink</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	Completed Landscaping – and added benches
<b>Action Steps / Successes</b>	Landscaped and seeded around rink and add benches for users to change skates or use as player benches for hockey
<b>TOPIC / PROJECT #3</b>	<b>Arena Scoreboard</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	Installed new scoreboard and wireless controller in the arena – purchased by minor hockey
<b>Action Steps / Successes</b>	<b>The scoreboard that was replaced was past its life expectancy – unable to order parts anymore</b>
<b>TOPIC / PROJECT #4</b>	<b>Pop Up Market</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	Provided support for the Pop Up Market – install and takedown of tents
<b>Action Steps / Successes</b>	Looking forward to working with Event Coordinator in 2025.
<b>TOPIC / PROJECT #5</b>	<b>Open Arena for Ice Season</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	<ul style="list-style-type: none"> <li>• Installed ice, paint and maintenance throughout building.</li> <li>• Busy with Minor Hockey practices and Tryouts</li> <li>• Started sticks and Pucks / Public skating</li> </ul>
<b>Action Steps / Scheduled Events / Successes</b>	Updating the website every Friday with the following week’s schedule. Created mailing list to all users to ensure accuracy of the schedule Added signs at the arena with a QR code that directs to the Arena Schedule.

<b>TOPIC / PROJECT #6</b>	<b>Ball Diamonds</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	Improved maintenance of infield by utilizing Harley Machine from Operations
<b>Action Steps / Scheduled Events / Successes</b>	<b>Shale was too hard and potentially unsafe for users – Harley machine loosened shale and removed weeds as well</b>
<b>TOPIC #7</b>	<b>SPOG / Canada Day</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	Hosted SPOG in the Arena – lots of attendees Canada Day went very well – summer students were amazing with their assistance of this event.

<b>TOPIC #8</b>	<b>Community Centre Gym</b>
<b>STATUS OF PROJECT</b>  <b>Completed:</b>	User groups are starting back – filling the very busy schedule

<b>Attachment #1</b>	<p>Prairie Creek Bridge (2 views)</p> 
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**Attachment  
#2**

Benches At Outdoor Rink (2 views)







Attachment #3

New Arena Scoreboard





Arena Open for 2024-25 Season

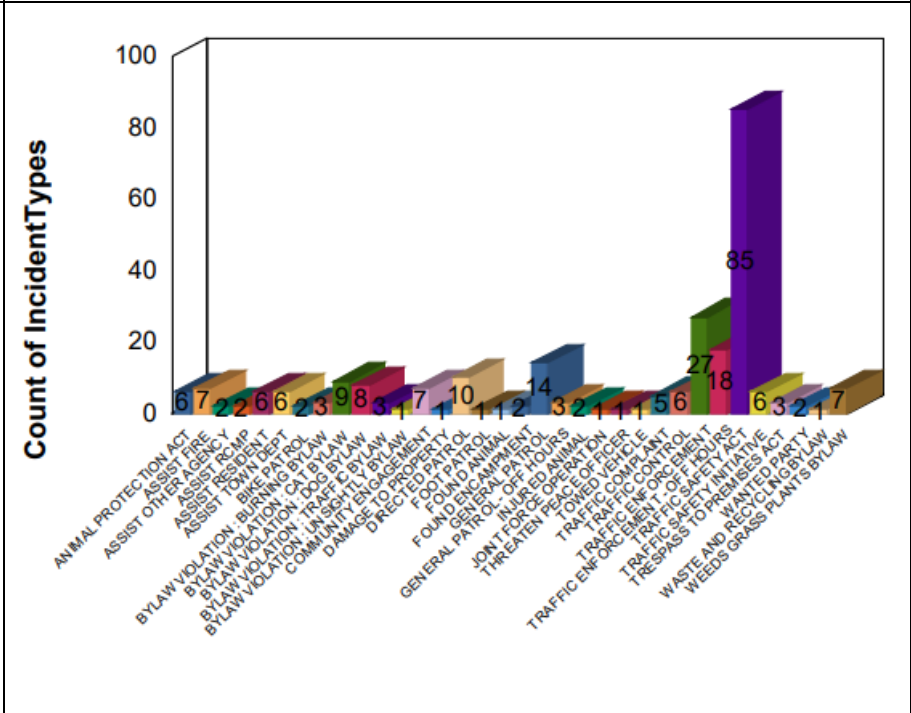
Attachment  
#4





**TOPIC / PROJECT #2** Calls for Service - July

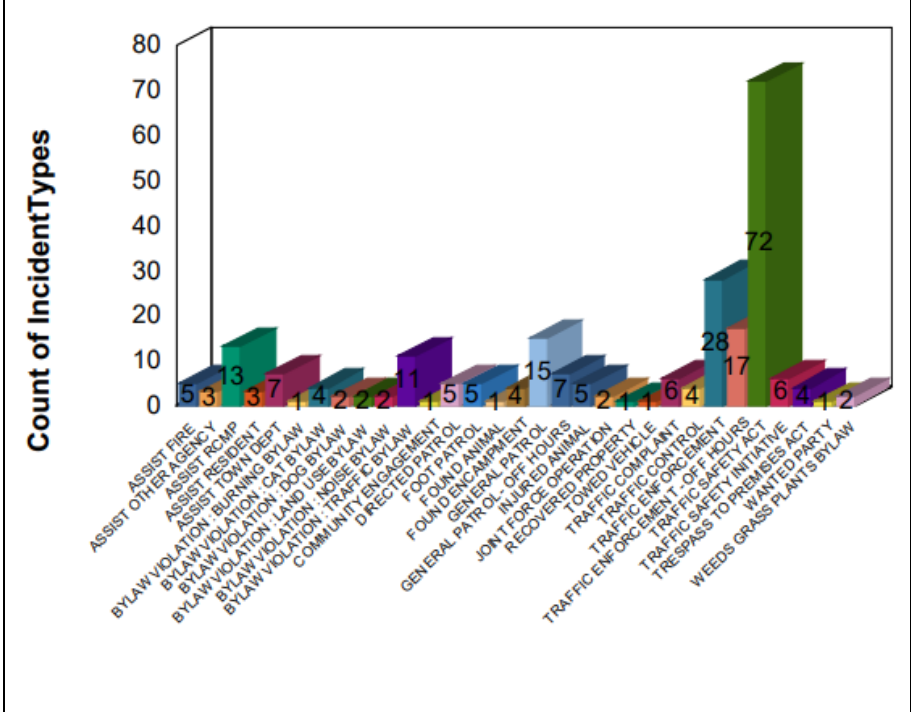
**STATUS OF PROJECT**  
**Completed:**



**Action Steps / Successes** Municipal Enforcement responded to 259 calls for service in the month of July 2024

**TOPIC / PROJECT #3** Calls for Service - August

**STATUS OF PROJECT**  
**Completed:**



**Action Steps / Successes** Municipal Enforcement responded to 240 calls for service in the month of August 2024



**REMOVE THE SECTION BELOW IF NONE OF THE FOLLOWING APPLY:**  
**LIST & PROVIDE ATTACHMENTS:**  
**(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ PHOTOS / CORRESPONDENCE)**

**Attachment #1**



The Town of Sundre and Municipal Enforcement hosted a Bike Rodeo for youth in July

**Attachment #2**



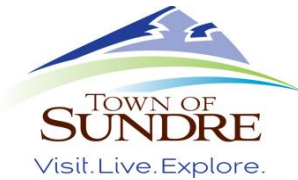
Municipal Enforcement assisted Sundre Library with reading programming for youth in July

**Attachment #3**



Municipal Enforcement conducted Joint Force Operations with various partnering agencies to ensure commercial vehicle safety in July

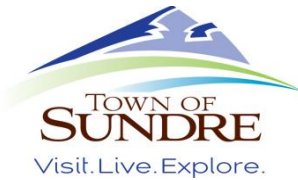




**DEPARTMENTAL REPORT**

<b>DEPARTMENT:</b>	<b>Operations</b>
<b>SUBMITTED BY:</b>	<b>Jim Hall</b>
<b>COUNCIL DATE:</b>	<b>September 30, 2024</b>
<b>FOR MONTH OF:</b>	<b>June 2024</b>

<b>TOPIC / PROJECT #1</b>	<b>Capital Project – 2 Avenue N.W.</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	The project is nearly complete.
<b>Action Steps / Successes</b>	The remaining task is the micro surfacing from Centre St to 3 <sup>rd</sup> Ave NW. This work is scheduled for August 2024
<b>TOPIC / PROJECT #2</b>	<b>AECOM Gas Main Conflict Review</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	Gas team working with AECOM engineering on the existing gas mains in the area of the old town shop, this area will be used for the temporary detour road
<b>Action Steps / Successes</b>	The town gas engineer is reviewing the gas main depths and will provide guidance for AECOM to cross
<b>TOPIC / PROJECT #3</b>	<b>Asset Management /Operations</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	Several examples for gas , roads, Wastewater and water distribution have been completed in draft form.
<b>Action Steps / Successes</b>	In review with operations asset team. To be further reviewed with committee
<b>TOPIC / PROJECT #4</b>	<b>Gas Department</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed: Yes</b>	Gas meter change outs are ongoing for 2024. Completed gas servicing to second home in Brookside
<b>Action Steps / Successes</b>	Completing gas meter changeouts, service alterations and project planning/scheduling for summer 2024
<b>TOPIC / PROJECT #5</b>	<b>Roads department sweeping streets, filling potholes</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	Staff continue to sweep streets, fill potholes, and harley rake back lanes.
<b>Action Steps / Scheduled Events / Successes</b>	Anticipate that the new spray patch unit will be delivered mid-August
<b>TOPIC / PROJECT #6</b>	<b>Hwy 27 Underground Project</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	All work on Hwy 27 completed.
<b>Action Steps / Scheduled Events / Successes</b>	A section of poor condition gas pipe was replaced on 3 <sup>rd</sup> St SW.



## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Operations</b>
<b>SUBMITTED BY:</b>	<b>Jim Hall</b>
<b>COUNCIL DATE:</b>	<b>September 30, 2024</b>
<b>FOR MONTH OF:</b>	<b>July/August 2024</b>

<b>TOPIC / PROJECT #1</b>	<b>Capital Project – 2 Avenue N.W.</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	This project involved a 12 inch water main, a rodeo fire suppression hydrant, an emergency access route and gate. Roadwork and sidewalk
<b>Action Steps / Successes</b>	This was a very successful project that met many system upgrade features such as increased pressure in the NW (west of Rodeo), ensured the area has a looped line for supply, and additional supply for future connections for development. The recreation and school area received additional sidewalk, new pedestrian crossing systems and new road servicing
<b>TOPIC / PROJECT #2</b>	<b>Myron Thompson Way (1<sup>st</sup> Ave NW) Drainage swale upgrades</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	New concrete/ adjacent paving was completed in preparation for the new surfacing of the street by Alberta Transportation.
<b>Action Steps / Successes</b>	These swales will connect to the new surfacing correctly and at the proper alignment. The project was completed with minimal impact to residents. The swale condition prior to this upgrade were in poor condition
<b>TOPIC / PROJECT #3</b>	<b>AECOM Gas Main Conflict Review</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	Gas team working with AECOM engineering on the existing gas mains in the area of the old town shop, this area will be used for the temporary detour road.
<b>Action Steps / Successes</b>	The town gas engineer has received the technical information and has advised requirements to AECOM for their tender process.
<b>TOPIC / PROJECT #4</b>	<b>Gas Department Line Heater Capital Upgrade</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	The line heater has been replaced and is functioning well. The shut down time was one day due to the excellent work by Well Works Energy Services
<b>Action Steps / Successes</b>	Final costs are in review
<b>TOPIC / PROJECT #5</b>	<b>Gas Department Hwy 27 and 4<sup>th</sup> Street Line relocate</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	This project was requested/required by AECOM for the future roundabout installation

<b>Action Steps / Scheduled Events / Successes</b>	While there was an unforeseen gas supply issue for the businesses on the south side of highway 27 and the east side, staff and local gas fitters completed relighting within the day.
<b>TOPIC / PROJECT #6</b>	<b>Gas Department River Valley School Meter Set Upgrade</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	This project was designed due to the high pressure, high volume gas metering being located inside a mechanical room. Small leaks were found causing concern of gas build up. Annual testing of the meter set was very difficult to complete. Meter station ids now located outdoors and has had accurate measurement devices added.
<b>Action Steps / Scheduled Events / Successes</b>	This upgrade will add to the lowering of the Town's unaccounted for gas loss in measurement.



**DEPARTMENTAL REPORT**

<b>DEPARTMENT:</b>	<b>Economic Development</b>
<b>SUBMITTED BY:</b>	<b>Jon Allan</b>
<b>COUNCIL DATE:</b>	<b>Sept 30, 2024</b>
<b>FOR MONTH OF:</b>	<b>Summer 2024 (June, July, August)</b>

<b>TOPIC #1</b>	<b>Business Attraction, Retention and Expansion</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work conducted to support business development and diversification within Sundre.
<b>Action Steps / Successes</b>	<ol style="list-style-type: none"> <li>1) Under the Alberta Advantage Immigration Program,             <ol style="list-style-type: none"> <li>a. approx. 11 Rural Entrepreneur Stream meetings and/or town tours were conducted with prospective international investors between June and August.</li> <li>b. Next steps include:                 <ol style="list-style-type: none"> <li>i. Working with prospective investors who remain committed to Sundre.</li> <li>ii. Presenting a realistic plan to become part of the Rural Renewal Stream for workforce development.</li> </ol> </li> </ol> </li> <li>2) Research into promotional booklet completed; updated statistics, content and photos included.             <ol style="list-style-type: none"> <li>a. Next steps include distribution of the completed printed booklet.</li> </ol> </li> <li>3) Downtown Area vacancy rates remain sustained in the 5% range.             <ol style="list-style-type: none"> <li>a. Prioritizing promoting investment into mixed-use commercial and residential real estate developments to ease the burden on our tight commercial rental market.</li> </ol> </li> </ol>
<b>TOPIC #2</b>	<b>Mountain View Regional Film Office – Strategic Organizational Development Plan</b>
<b>STATUS OF PROJECT</b> <b>In progress</b>	Film development supporting economic diversification, workforce development, and awareness generation about Sundre and our partners.
<b>Action Steps / Successes</b>	<ol style="list-style-type: none"> <li>1. Request for Proposals (RFP) issued to develop a Strategic Organizational Development Plan for the MVRFO, along with an outline on the possibility of hosting an associated new rural film festival.</li> <li>2. Contract awarded to Nordicity, a leader in strategic development within Canada’s creative industries, particularly the screen industry.</li> <li>3. Multiple intermunicipal interviews were held between various departments (i.e. Finance, Planning and Development, CAO, Community Services, Communications).</li> <li>4. Next steps include completing interviews with area municipalities who could become future members of the MVRFO, draft planning, and eventual presentation to Council(s).</li> </ol>

	A promotional plan for 2025 will be undertaken in collaboration with our partners following completion of the strategic plan.
<b>TOPIC #3</b>	<b>Tourism Development and Promotion</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
<b>Action Steps /</b> <b>Successes</b>	<ol style="list-style-type: none"> <li>1. Met with Travel Alberta with area tourism operators and the Sundre Tourism Association, to discuss their plan forward. <ol style="list-style-type: none"> <li>a. Next steps: support Travel Alberta’s Tourism Development Zone plan for our region, to encourage greater year-round tourism.</li> </ol> </li> <li>2. Worked on developing transportation options to Sundre. Met with a transportation company that could possibly provide solution to the transportation challenge facing Sundre and put them in contact with operators seeking support getting travelers to their destinations. Put in contact with Travel Alberta. <ol style="list-style-type: none"> <li>a. Next steps: continue working with service providers in finding solutions to gaps in the tourism services market.</li> </ol> </li> <li>3. Continued online promotion of Sundre through social media and curated content creation. <ol style="list-style-type: none"> <li>a. Next steps: continuing promotional activities in support of year-round tourism.</li> </ol> </li> </ol>
<b>TOPIC #4</b>	<b>Community Development</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
<b>Action Steps /</b> <b>Successes</b>	<ol style="list-style-type: none"> <li>1. Provided design, policy and content support to the development of the MDP. <ol style="list-style-type: none"> <li>a. Next steps: Continue supporting other departments in developing plans and documents.</li> </ol> </li> <li>2. Worked with Bike n Ski Club, other departments and ORRSC, to design an updated and accurate public trails and pathways map. <ol style="list-style-type: none"> <li>a. Next steps: complete the second round of revisions, then print and distribute the maps.</li> </ol> </li> <li>3. Supported Community Services in preparing for development of new wayfinding signage to direct people toward “Memorial Park”. <ol style="list-style-type: none"> <li>a. Next steps: complete the design, fabrication and then installation of these additional signs.</li> </ol> </li> <li>4. Provided support to the new Events and Festivals Coordinator. <ol style="list-style-type: none"> <li>a. Next steps: Work with Festival and Events Coordinator to organize and promote Winterfest and the Mountain Survivalist Competition.</li> </ol> </li> <li>5. Worked on correcting issues with Town app, namely the trails map functionality and push notifications. <ol style="list-style-type: none"> <li>a. Next steps: escalate these issues if necessary to have the provider resolve them.</li> </ol> </li> </ol>





**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.1</b>

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**BACKGROUND/PROPOSAL:**

Council have provided reports for Council’s review and information for the month of June, July and August 2024.

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

Please see attached reports.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept Councillor Marr’s report for June, July and August 2024 as presented.

**MOTIONS:**

That the Town of Sundre Council accept Councillor Marr’s report for June, July and August 2024 as information.

**ATTACHMENTS:**

10.1a Councillor Marr’s Report

Date Reviewed: September 25, 2024

CAO:

*Linda Nelson*

**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR MARR**



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

**For the Month of JUNE**

**Bylaw Policy Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Emergency Management Advisory Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Grant Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Sundre Municipal Library Board**

**Date of Meeting:** June 19, 2024 1pm

Moving into summer the library has its storyboard up and active. This first story is a thank you to town council, so go take a peek! Financial approvals and grant applications. Summer programming, staff vacation, and friends of the library are fresh with ideas.

**Sundre Aquatic Society**

**Date of Meeting:** June 26, 2024 6:30pm

The Aquaplex board has been refining their accounts and GL's to better reflect actuals. Adjusting payroll and budget, more maintenance issues on hot tub, dive covers, roof, slide pump, etc. Looking to drain pool in September to conduct many repairs.

**SPOG**

**Date of Meeting:** TBD

No meeting scheduled

**Other:**

**Date of Meeting:**

June 1, 2024 – GNP auction – unable to attend this event  
 June 2, 2024 – Rodeo sponsorship BBQ – unable to attend this event  
 June 5, 2024 – Meeting with CAO at office  
 June 6, 2024 – Welcome Speech for Seniors Fair at SCC 10am – 11am  
 June 6, 2024 – Attend library volunteer appreciation event at library 6pm – 7pm  
 June 10, 2024 - Regular Council meeting 6pm  
 June 13, 2024 – Attend Ladies Elected Officials Meeting (1/4ly) in Calgary 5pm – 8pm  
 June 14, 2024 – Attend boardwalk ribbon cutting event 2pm – 3pm  
 June 15, 2024 – Innisfail Parade – unable to attend this event  
 June 24, 2024 – Regular Council meeting 6pm  
 June 25, 2024 – MDP open house 4pm – 4:30pm  
 June 27, 2024 – Leaders Caucus in Innisfail 8am – 5pm



**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR MARR**

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

**For the Month of JULY**

**Bylaw Policy Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Emergency Management Advisory Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Grant Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Sundre Municipal Library Board**

**Date of Meeting:** TBD

No meeting scheduled

**Sundre Aquatic Society**

**Date of Meeting:** July 31, 2024 6:30pm

I was unable to attend this meeting but based on minutes the Aquaplex board continues to apply for grant funding. Organizing a pool shutdown for maintenance and repairs. Salary discussions. I was asked to clarify town funding changes and had to get back to the board on those details.

**SPOG**

**Date of Meeting:** TBD

No meeting scheduled

**Other:**

**Date of Meeting:**

- July 1, 2024 – Canada Day BBQ (did not attend this year)
- July 6, 2024 – Dairy Queen Grand Opening / Facility Tour 9:30am – 11:00am
- July 13, 2024 – Bowden Daze Parade
- July 15, 2024 – Special Council Meeting & Public Hearing 5:00pm – 8:00pm

**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR MARR**



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

**For the Month of AUGUST**

**Bylaw Policy Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Emergency Management Advisory Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Grant Review Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Sundre Municipal Library Board**

**Date of Meeting:** August 28, 2024

Board has been recruiting new board members and so far has 3 new people interested. Their names should be coming forward to council to approve in September. SPOG neighbours day event, summer programming, and the friends of the library have been busy. If anyone knows anyone that may be a good fit for the library board please send them to Joy or Anton, or I'd be happy to help navigate them as well. I'm loving the partnership between library, GNP, and museum – much seems to be available for the youth in our community.

**Sundre Aquatic Society**

**Date of Meeting:** August 21, 2024 6:30pm

More discussion on logistics to draining pool. Shared information with administration to ensure it won't affect our wastewater system and new lagoon testing period. Tried to get pool to change drainage time to after September, but unable to adjust dates. Board moving forward on roof repair and light cover repair in pool.

**SPOG**

**Date of Meeting:** TBD

No meeting scheduled

**Other:**

**Date of Meeting:**

August 23, 2024 – SPOG Breakfast 8:00am – 9:00am



**REQUEST FOR DECISION**

**COUNCIL DATE** September 30, 2024  
**SUBJECT** Council Key Messages  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 10.2

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**BACKGROUND/PROPOSAL:**

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills.

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

The Key Monthly Messages will be incorporated into the Town of Sundre Regular Council Meeting Agenda at the end of each month to ensure we reach as many residents as possible.

**ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

**MOTION:**

That the Town of Sundre Council accept the Key Messages of Council for the months of June, July and August, 2024 as information.

**ATTACHMENTS:**

10.2a Key Messages from the Office of Council for June, July and August 2024.

Date Reviewed: September 23, 2024

CAO: David Nelson



**FROM THE OFFICE OF THE COUNCIL****KEY MESSAGES FOR THE MONTH OF JUNE, 2024**June 10, 2024

Council was provided with the 1<sup>st</sup> Quarter Financial Report and Pro Forma. The Town is in a good financial position and the numbers were as expected for this time of year.

Council was provided with the construction report on the Hwy 27 project and was happy with the progress to date. This project has been complicated due to the volume of traffic, the requirement to accommodate the oversize loads that use this highway, and the unknown factors that arise due to the age of the infrastructure.

June 24, 2024

The highway 27 critical underground replacement project is nearing completion, with a few areas outside of the highway that will be completed this year. We replaced 650 metres of water mains, 242 metres of sanitary mains, 192 metres of water service lines, 100 metres of sanitary service lines, 20 service valves, 4 hydrants, and identified and repaired 3 major water leaks. A full report will be prepared for Council in the fall.

The Town has embarked upon a rigorous proactive maintenance program for our critical infrastructure to extend the life of the infrastructure thereby reducing costly repairs which are paid for by our community. Council approved the purchase of sewer flushing equipment to ensure staff have the equipment required to fulfill this objective.

Council was impressed with the Building Permit Statistics this month. Last year at this time (May 2023) we had issued a total of 8 permits which included 2 dwelling units with a total construction value of \$890,000; this year by the end of May 2024, we had issued 17 permits which includes 43 dwelling units for a total construction value of \$6,016,200.00.

**FROM THE DESK OF THE MAYOR**

The Boardwalk Grand opening took place on June 14. This project commenced in 2017, built entirely by volunteers, donations from local businesses, and support from the Town through an application for Federal Gas Tax Grant funding to assist with the lumber needed to build the boardwalk, meaning there was no impact to taxes. This is a fine example of how the Town of Sundre's amazing citizens pull together and take the initiative to improve the quality of life of our residents through selflessly contributing their time and talents to community projects such as this. As Mayor of Sundre, I personally thank each and every volunteer and donor for this fantastic project that will benefit our residents for many years.

The 2024 Sundre Rodeo and Parade were one of the many highlights for the month of June, with numerous citizens and visitors partaking in the Town of Sundre's true western hospitality, and to enjoy the beautiful natural settings in the community.

This year's car show had 127 participants. Expectations are that this will continue to grow and become more popular than it already is. I was honored to attend and present the Mayors Choice award for the show and enjoyed the event very much.

Respectfully  
Mayor Richard Warnock



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**FROM THE OFFICE OF THE COUNCIL**

**KEY MESSAGES FOR THE MONTH OF JULY, 2024**

Residents

As we find ourselves in the heart of summer, I want to extend a heartfelt thankyou to everyone who participated in the Canada Day Museum celebration and for joining our Town of Sundre Council Barbeque.

As we enjoy the warm weather, I encourage everyone to take advantage of the various events and activities planned by our great staff and volunteers around Sundre, such as the farmers market, the market on the berm, the GNP Town walking days, and the great riverfront Gazebo at Greenwood Campground.

Thank you for being an integral part of our community, it's people like you who make our town vibrant and welcoming, to all that make memorable moments every day in Sundre.

Respectfully  
Mayor Richard Warnock

**FROM THE OFFICE OF THE COUNCIL**

**KEY MESSAGES FOR THE MONTH OF AUGUST, 2024**

Hello Everyone:

As August has come and gone, I realize that our summer is quickly going to be behind us as fall approaches. Council has been on a short hiatus but the work in our great Town continues each day, and I give thanks to our staff who work hard for us, many times with little appreciation. Please wave and say hello to them when you can.

My summer has been quite busy. I have been working with other medium sized Towns to analyze infrastructure deficits so that as a group we can advocate for Federal and Provincial funding to assist our residents with some of the very expensive critical projects, such as the deep services that were replaced on main avenue (Hwy 27) and 2nd Street NW this year. As Alberta Transportation will be starting on the overlay project in 2025, we have decided that our next large project of replacement of the critical underground infrastructure and the road rehabilitation on centre street north will be postponed to 2026 to give relief to our businesses and residents, by not having two main roads under construction at the same time.

On another note, we have been working very hard with AHS and the AB Government to achieve a stronger environment for Health Care in Sundre and Community. A few examples of our areas of focus are Community Health and Wellbeing, Healthcare and Long-term Care for Seniors, Environmental Quality and Health, and Mental Health accessibility here in Sundre.

There is much more that your council and I will be working on this fall, including working together with the Hospital Futures Committee on a future new hospital to enhance our total health care services, and the completion of our new innovative technology testing on our Wastewater Treatment facility.

ALSO, please remember to attend our annual fall open house on September 10<sup>th</sup>, at the Town Council Chambers to give your input on our levels of service, capital projects, and future budgets.

Wishing our younger families a welcoming return to school, and we ask that you please drive safely to protect our children as they continue their education in our fantastic schools.

Respectfully,  
Mayor Richard Warnock.



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>September 30, 2024</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.</b>

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached correspondence for information.

**MOTION:**

That the Town of Sundre Council accept the correspondence from Parkland Regional Library System as information.

**ATTACHMENTS:**

- 11.1 Copy of September 6, 2024 email from Parkland Regional Library System
- 11.2 PRLS Board Talk and Meeting Minutes of September 12, 2024

Date Reviewed: September 23, 2024

CAO Jinda Nabu

Copy of September 6, 2024 from Parkland Regional Library System

----- Forwarded message -----

From: **Parkland Administration** <[administration@prl.ab.ca](mailto:administration@prl.ab.ca)>

Date: Fri, Sep 6, 2024 at 9:41 AM

Subject: Parkland Regional Library and your council

To: Municipal Administrators <[municipaladministrators@prl.ab.ca](mailto:municipaladministrators@prl.ab.ca)>

Cc: Ronald Sheppard <[rsheppard@prl.ab.ca](mailto:rsheppard@prl.ab.ca)>

Good-day,

As a cooperative, Parkland Regional Library System recognizes the importance of its member municipalities. Over the last few years Parkland has faced many challenges and opportunities. These have ranged from providing services during the COVID-19 lockdowns to building and moving into a new headquarters.

From the desire to connect with our member municipalities, Parkland is offering you the opportunity to have Parkland board members and staff meet with your council. We have two types of presentations to provide. One is on the structure and role of Parkland with an emphasis on how it benefits your community. Alternatively, should your council wish to have an orientation on the structure of public library service in Alberta, Parkland can provide a brief overview on the role of council, the municipal library board, the system board (Parkland), and the Government of Alberta. For new councillors or those who want more detail on public library service, this presentation is indispensable.

To request a presentation from Parkland, please contact [administration@prl.ab.ca](mailto:administration@prl.ab.ca) and indicate which presentation you would prefer. If time allows, you can request both! We will do our best to accommodate your requested date and time.

We look forward to hearing from you.

Ron Sheppard

Director

Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2  
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**Libraries – *Value Beyond Words***





## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 12, 2024

#### 2025 Budget

The board approved the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025 which is well below the rate of inflation.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on.
- Due to the switch in population figures, 18 municipalities will see a drop in their requisition.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been approximately forty cents per capita lower.

The Parkland budget with full notes will be sent to municipalities for approval next week.

#### Vacant Seat on the Executive Committee

In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that

their seat on the Executive Committee was vacant. Marc Mousseau from the Summer Village of Parkland Beach volunteered and will sit on the Executive Committee until the new Executive Committee is chosen at the November organizational meeting.

#### PRLS Plan of Service (Strategic Plan)

Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length. The board moved to change the dates of Parkland's Strategic Plan from 2023-2025 to 2023-2027

#### Board Meeting Management

Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with "Complaints Against Board Members".

They also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

Lastly, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

#### Advocacy Committee Report

**Municipal Presentations:** Parkland's Advocacy Committee recommended that municipal councils be visited by Parkland staff. To make the visits as useful as possible to the councils, two presentations have been

developed. Councils can request a presentation on either 1) Parkland's structure and services, or, 2) the overarching structure and operation of public library service in Alberta. Several requests for an orientation have been made by member municipalities.

Presentations are designed to be about 15 minutes in length. The committee also agreed that a Parkland board member, especially the Chair, Vice-Chair, or Advocacy Committee Chair should always attend the presentations with Parkland staff.

**MLA Visits:** Early in the New Year, Parkland's Advocacy Committee established as one of its goals:

*"To continue to advocate for a cost-of-living adjustment to provincial operating grants and/or another infusion for increased library funding."*

Parkland staff and Board Chair have visited two of our MLAs over specific issues.

Parkland board members and staff will proceed with MLA visits this fall with the intent of informing MLAs on how support for public libraries contributes to achieving the goals of the Government of Alberta's strategic plan, and continue to seek regular increases to the provincial operating grants. Seeking an increase in SuperNet bandwidth for member libraries will also be a priority.

## 2025 Board Meeting Dates

The board reviewed the tentative dates for Parkland's 2025 board meetings which will be confirmed by the Board at the organizational meeting in November. The tentative dates are: February 27, May 15, September 11, and November 27, 2025. The board voted to continue exclusively with Zoom meetings.

## Committee News from Trustees

**Stettler Public Library** Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7<sup>th</sup> annual wine survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler library also collaborated with the Stettler High School shop class to build a mini golf course, which was put on County

Museum property. They've built a gazebo and for Culture Days, each golf hole was named after a country. **Provost Municipal Library** is celebrating their 75<sup>th</sup> anniversary on October third at 7:00 p.m., and the following Saturday, on October 5<sup>th</sup> are holding an escape room fundraiser at the library. Everyone is welcome to attend.

**Carstairs Public Library** is holding their second Mountain View Comicon event on Saturday October 19<sup>th</sup>. **Camrose Public Library** has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

**Innisfail Public Library** started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

**Penhold and District Public Library** had a very successful Summer Reading Club with 31,400 minutes recorded on reading trackers.

## Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

## Board Members Absent

Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

## Board Members Absent with Regrets

Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

## Staff

Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark

# PRLS Board Meeting Minutes

September 12, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday September 12, 2024 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat, Gord Lawlor, Ray Reckseidler

**Present via Zoom:** Jackie Almberg, Laureen Clark-Rennie, Deb Coombes, Teresa Cunningham, Cal David, Dana Depalme, Jeff Eckstrand, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Debra Smith, Les Stulberg, Carlene Wetthuhn, Shannon Wilcox, Janice Wing

**With Regrets:** Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, Bill Windsor

**Absent:** Jul Bissell, Wayne Clark, Edna Coulter, Todd Dalke, Cody Hillmer, Cody Johnson, Stephen Levy, Jordon Northcott, Shawn Peach, Ron These, Harvey Walsh

**Staff:** Kara Hamilton, Paige Mueller, Ron Sheppard, Tim Spark

## Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne, Dwayne Fulton, Dana Kreil, Naomi Tercier, and Bill Windsor from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED  
PRLS 25/2024

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda.

Motion by Len Phillips to accept the agenda as presented.

CARRIED  
PRLS 26/2024

### **1.2. Approval of Minutes**

Gilliat asked if there were any amendments to the May 16, 2024 minutes. Jacquie Palm-Fraser was in attendance and requested the minutes be updated.

Motion by Ray Reckseidler to approve the minutes of the May 16, 2024 meeting as amended.

CARRIED  
PRLS 27/2024

### **1.3. Business arising from the minutes of the May 16, 2024 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

### **2. Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Jacquie Northey to approve the consent agenda as presented.

CARRIED  
PRLS 28/2024

### **3.1 Parkland 2025 Budget**

Sheppard reviewed. The board has already seen and endorsed this budget in May, so there were no surprises. The population dropped by 9,277 due to the switch from Treasury Board Estimates back to Municipal Affairs Population Lists. Due to the switch, 18 municipalities will see a reduction in the requisition in 2025.

For 2025, the municipal requestion increase will be \$0.63 cents per capita bringing the rate to \$9.81. While the per capita rate is going up to account for the population change, overall expenditures are anticipated to increase by only 1.9% in 2025.

The current rate of inflation is running about 2.7% so Parkland's overall increase is well below inflation.

The total estimated requisition for 2025 equals \$2,178,075 with the levy increase amounting to only \$54,713 spread over all PRLS municipalities.

Approximately 42.4% of PRLS' income will come from Government of Alberta grants in 2025.

Motion by Deb Coombes to approve the Parkland Regional Library System 2025 budget as presented.

CARRIED  
PRLS 29/2024

### **3.2 Vacant Seat on the Executive Committee**

Sheppard reviewed. In June, Parkland received notice that Jamie Coston, the Executive Committee member representing the town of Rimbey, is no longer on the Parkland Board. As such, she has also resigned from the Executive Committee. Parkland informed

Bentley, Eckville, Gull Lake, Parkland Beach, Ponoka, Ponoka County, and Rimbey (Area 5) that their seat on the Executive Committee was vacant.

Parkland sent letters to the board members of Area 5 informing them of the vacancy and offering them the option of appointing another member to the vacant seat. Parkland received one response. Marc Mousseau volunteered from the Summer Village of Parkland Beach.

Gilliat called for nominations and volunteers at the meeting but Mousseau was the only volunteer.

Motion by Cal David to appoint Marc Mousseau to the Executive Committee for Area 5.

CARRIED  
PRLS 30/2024

### **3.3. PRLS Plan of Service (Strategic Plan)**

Sheppard reviewed. Recently there have been some significant changes to the Alberta Libraries Act and Regulation. Until now, library systems had to file a plan of service (strategic plan) with the Public Library Services Branch at Municipal Affairs every three years. With the changes in the legislation, plans of service for library systems can now be up to five years in length.

After having reviewed the current goals, staff believed that the current plan is still relevant and recommended the board revise the date range for the current plan from 2023-2025 to 2023-2027. This would not only give staff more time to work on achieving the plan's goals, it would also save considerable staff time and money since 2025 would be the needs assessment year were Parkland to develop a new plan commencing in 2026.

Another change in the legislation is the removal of sections 18(3)(a)(b)(c)(d)(e) from the *Libraries Regulation*. This means the board can remove the entire section labeled "*Activities that Support the Strategic Plan*" from the current plan.

Having reviewed the matter at their June meeting, the Executive Committee passed the following motion:

*Motion by Janice Wing to recommend that the board change the operational date of Parkland Regional Library System's strategic plan from 2023-2025 to 2023-2027*

CARRIED

After some discussion, the board decided to extend the operational date of Parkland's Strategic Plan from 2023-2025 to 2023-2027.

Motion by Janice Wing to approve the operational date of Parkland Regional Library System's current strategic plan from 2023-2025 to 2023-2027.

CARRIED  
PRLS 31/2024



### 3.4. Board Meeting Management Working Group Report

Gilliat reviewed. Back in December 2023 the Executive Committee formed a working group to develop a policy governing board member conduct. Having met three times, their work is now complete. The working group presented a draft policy for how to deal with “Complaints Against Board Members”.

The group also shared a brief board self-assessment survey to be conducted following the September board meeting, the final board meeting before the November organizational meeting. The results of the self-assessment survey will be discussed/presented at the next Executive Committee and board meetings following the board meeting with an emphasis on making improvements where opportunities are identified.

The working group also recommended that at the October meeting of the Executive Committee, the group have an informal discussion allowing the committee to consider how effective it was over the course of the year.

There was also considerable discussion among members of the working group over whether further policy development was necessary related to board meeting conduct and management. After careful consideration, the group decided that the Board Chair is already sufficiently empowered by commonly accepted rules of governance to manage meetings effectively. As a result, the working group saw no need for a formal policy on board meeting management. However, the working group did recommend sending out a brief version of the board meeting “ground rules” with every board package.

Also, the working group commissioned the creation of a board member recruitment document so that when municipalities appoint individuals to the system board, they would have some idea of the preferred qualifications of candidates and what their role will be. This document will be sent out when Parkland communicates annually with member municipalities regarding who they are appointing to the Parkland board.

At their August 15<sup>th</sup> meeting, the Executive Committee reviewed the policy and documents provided and endorsed them all. They also passed the following motion:

*Motion by Deb Smith to recommend the board pass the “Complaints Against Board Members” policy as presented.*

*CARRIED*

The board agreed with the working group and Executive Committee regarding the recommendations for board meeting management.

Motion by Deb Smith to pass the “Complaints Against Board Members” policy as presented.

CARRIED

PRLS 32/2024

### 3.5. Policy Revisions

Sheppard reviewed the recent policy revisions. Years ago, Parkland used to have a budget line to cover legal expenses. Due to its infrequent use, this budget line was cut. The idea was that if a major legal matter arose, or should a consultant need to be hired unexpectedly, funds could be drawn from the Contingent Liability and Consultation reserve. The purpose of the reserve is:

*“To provide funds for possible severance or litigation payout not specifically covered by insurance and to pay for unbudgeted legal or other consulting services.” (See Policy 4.4.13)*

In emergency cases, finance policy 4.4.18 states:

*“The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations... The Director will inform the Executive Committee and Board each time funds are moved from reserves to make purchases.”*

However, between 2020 and now Parkland has spent over \$84,000 in legal fees. There have been four separate human resource issues which all required legal opinions, Parkland’s IT network was compromised and while our response was immediate, legal opinions were sought on a number of matters related to data protection. Then there was also COVID-19 when Parkland had to seek legal guidance on numerous matters including employee privacy, vaccination status, mask exemptions, and other related matters. Finally, there have been numerous inquiries with our lawyer regarding our membership agreement. The aforementioned \$84,000 does not even include all our legal expenses. For example, the majority of our legal costs related to the network compromise were paid by insurance.

Since needing consultants and lawyers has become increasingly common, staff suggested to the Executive Committee that a policy be created to allow staff to expend without prior authorization above the \$5,000 limit from the Contingent Liability and Consultation Reserve. Over the last four years legal fees have been occurring regularly at widely varying levels.

#### **Legal Costs by Year**

2020	\$40,778
2021	\$5,908
2022	\$13,068
2023	\$15,420
2024 (to date)	\$8,980

As a result of this discussion, the Executive Committee made the following motion:

*Motion by Dana Kreil to recommend the board change the policy to read: “The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$10,000.*

*CARRIED*

One member also recommended putting a line for legal and consulting fees in the amount of \$20,000 into the budget for 2026. However, this would have to be discussed as part of the 2026 budget deliberation process.

The board agreed that the dollar amount that the Director can access should be changed from \$10,000 to \$15,000, and that a line should be put in the 2026 budget for legal expenses. The policy will now read:

*"The Director is authorized to move up to \$5,000 per reserve per fiscal year for unbudgeted purchases into operations with the exception of the Contingent Liability and Consultation Reserve which the Director can move up to the amount of \$15,000.*

Motion by Twyla Hale to approve Policy 4.4.18. as amended.

CARRIED  
PRLS 33/2024

### **3.6. LAA Membership**

At the May board meeting, Joy-Anne Murphy made the following motion:

*Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.*

CARRIED  
PRLS 22/2024

At the March 21<sup>st</sup> Executive Committee meeting, Parkland chose not to renew its membership with the LAA.

In recent years, there has been no real benefit derived from LAA membership. In previous years, the Alberta Library Trustee Association (ALTA) and the LAA had a joint committee that arranged the Alberta Library Conference (ALC) which used to be held in Jasper. This conference was very expensive to attend. Being a member of LAA provided a significant discount for conference attendance. This discount was the greatest benefit membership provided. Due to COVID-19, the ALC was cancelled for 2020 and has never been reinstated. With the demise of the Alberta Library Conference, continued membership in LAA is difficult to justify.

The Executive Committee reviewed the situation at their August 15<sup>th</sup> meeting and saw no reason to rejoin the LAA because there is no discernable benefit derived from membership and because the LAA has become politically militant when Parkland does not engage in party politics.

Motion by Joy-Anne Murphy to reinstate Parkland's membership with LAA.

DEFEATED  
PRLS 34/2024

### **3.7. Reserve Transfers**

Sheppard reviewed. The Executive Committee is empowered to allocate reserve funds between board meetings. The following transfer were made over the summer.

#### **Replenishment of Reserves**

As of April 30<sup>th</sup>, the Unrestricted Reserve was valued at \$208,578. At their June meeting, the Executive Committee moved funds from the Unrestricted Reserve to replenish two other reserves. They

- Moved \$25,000 to the Building Reserve to bring that reserve back to its recommended minimum level of \$250,000.

- Moved \$30,130 to the Contingent Liability and Consultation Reserve to bring the value of that reserve up to \$60,000.

### **Website Improvements**

On November 1, 2023, Parkland went live with its new website template for Parkland headquarters and its member libraries. While the implementation went reasonably well, staff need to enhance the useability of the website for library patrons by making a number of improvements.

- Library selector and direct linking functions
- Search engine optimization (e.g., increased exposure on Google and other search engines)
- Other miscellaneous enhancements and minor bug fixes

The Executive Committee approved this request for reserve funds. Also at their June meeting, the Executive Committee approved the expenditure of up to \$35,000 from the Unrestricted Reserve for additional development for the new website.

### **Staff Recruitment**

Finally, after an in-camera session held during their August meeting, the Executive Committee authorized the expenditure of up to \$15,000 from the Contingent Liability and Consultation Reserve to provide funds to recruit for two possible vacancies for specialized positions within the next year.

Motion by Ray Reckseidler to receive for information.

CARRIED  
PRLS 35/2024

### **3.8. 2025 Meeting Dates**

Sheppard reviewed. The board reviewed the tentative dates for Parkland’s 2025 board meetings which will be confirmed by the Board at the organizational meeting in November.

February 27, 2025	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 15 or 22, 2025	10:00 a.m. – 12:00 p.m. (2024 Financial Statements presented)
September 11 or 18, 2025	10:00 a.m. – 12:00 p.m. (Budget presented)
November 27, 2025	10:00 a.m. – 12:00 p.m. (Organizational meeting)

After some discussion the board chose the following dates for board meetings in 2025:

February 27, 2025  
May 15, 2025  
September 11, 2025  
November 27, 2025

The board also needed to decide if it wanted to continue meeting using Zoom, return to in-person meetings, or a combination of the two. Unfortunately, if the board returns to in-person meetings, Parkland lacks the technology to record them. Zoom meetings are recorded and

publicly available on our website. Recording in-person board meetings would require a significant upgrade in technology which, when discussed previously, was not an expense the board wished to incur. Parkland also lacks the technology to host hybrid board meetings. Meetings need to be either entirely in-person or virtual.

After some discussion, the board decided to continue holding board meetings via Zoom.

Motion by Twyla Hale to hold all board meetings in 2025 by Zoom.

CARRIED  
PRLS 36/2024

Motion by Gord Lawlor to receive the 2025 board meeting dates for information.

CARRIED  
PRLS 37/2024

### **3.9 Marketing and Advocacy Committee Report**

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee. In addition to the Advocacy Committee Report in the board agenda package, Lawlor spoke to the budget presentation that board members will be making to their councils. Parkland's Marketing Specialist, Paige Mueller, also gave a brief update on Parkland's marketing plan.

Motion by Teresa Cunningham to receive the Marketing and Advocacy Committee report for information.

CARRIED  
PRLS 38/2024

### **3.10 Libraries Act and Regulation Updates**

Sheppard reviewed. As part of the Jason Kenney government's Red Tape Reduction initiative, a review of the Alberta Libraries Act and Regulation were undertaken. In the spring of 2024, the Omnibus Bill 16 was passed which included changes to the Libraries Act and Regulation. Produced by the Government of Alberta, a document highlighting the impact Bill 16 has on library boards was included in the package for information. The legislative changes have little impact on system boards.

Motion by Deb Coombes to receive for information.

CARRIED  
PRLS 39/2024

### **3.11 Updates**

#### **3.11.1. Director's Report**

#### **3.11.2. Library Services Report**

#### **3.11.3. IT Report**

Sheppard asked if there were any questions regarding the Director's Report, Library Services Report, or the IT Report. There were none.



Motion by Carlene Wetthuhn to receive the Director's, Library Services, and IT Report for information.

CARRIED  
PRLS 40/2024

### **3.12. Parkland Community Update**

Stettler Public Library and Stettler County are collaborating with community partners on Culture Days events throughout September. The library is also collaborating with the Stettler Adult Learning Centre to offer "Come for a Byte" to help 50+ citizens manage their devices and learn to avoid online scams. The Friends of the Library are launching their 7<sup>th</sup> annual Wine Survivor fundraiser. The Summer Reading Club is wrapped up for another year and the feedback has been great. The Stettler Library also collaborated with the Stettler High School shop class to build a 9-hole mini golf course, which was put on County Museum property. They've built a gazebo and for culture days, each golf hole was named after a country.

Provost Municipal Library is celebrating their 75<sup>th</sup> anniversary on October third at 7:00 p.m., and the following Saturday, on October 5<sup>th</sup> are holding an escape room fundraiser at the library. Everyone is welcome to attend.

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Penhold & District Public Library had a very successful summer reading club with 31,400 minutes recorded on reading trackers.

Camrose Public Library has procured a grant for a part-time staff person that concentrates on newcomer welcome programming.

Innisfail Public Library started a new Human Library program this spring in partnership with the Welcome and Inclusivity Committee, which has been very popular and quite impactful.

Motion by Kathy Hall to receive the Parkland Community Update for information.

CARRIED  
PRLS 41/2024

### **3.13 Parkland Board Survey**

Gilliat introduced the new 3 question board survey, which was launched via Zoom just after the meeting adjourned. Board members were encouraged to fill it out before they left the meeting. Staff received 30 responses.

## **4. Adjournment**

Motion by Gord Lawlor to adjourn the meeting at 11:40 a.m.

CARRIED  
PRLS 42/2024

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Chair