



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
January 24, 2022  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:**
3. **Agenda – Amendments and Adoption**
  - 3.1 January 24, 2022 Regular Council Meeting
4. **Adoption of Previous Minutes**
  - 4.1 January 10, 2022 Regular Council Meeting Pg.2
5. **Delegation: None**
6. **Bylaws/Policies: None**
7. **Old Business: None**
8. **New Business**
  - 8.1 Amendment to Schedule “H” of the Boards and Committees Bylaw Pg. 4
  - 8.2 Appointment of Members to Sundre Wellness Advocacy Committee Pg. 6
  - 8.3 Highway 2 Corridor Rail Proposal Pg. 8
  - 8.4 CAEP: Letter of Support for “Origins” Pg. 21
  - 8.5 Strategic Planning Session Pg. 25
9. **Administration**
  - 9.1 2021 Year End Departmental Reports Pg. 26
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports** Pg. 92
  - 11.1 Mayor Warnock Pg. 93
  - 11.2 Councillor Anderson Pg. 97
  - 11.3 Councillor Isaac Pg. 98
  - 11.4 Councillor Petersen Pg. 99
  - 11.5 Councillor Vardas Pg. 101
  - 11.6 Councillor Jaime Marr Pg. 103
12. **Council Invitations / Correspondence** Pg. 105
  - 12.1 Regional Chili Cook- Off Pg. 106
  - 12.2 MVSH Strategic Business Plan Pg. 107
13. **Closed Meeting**
  - 13.1 Advice from Officials, *FOIPP Act Section 24*
  - 13.2 Disclosure harmful to business interests of a third party, *FOIPP Act Section 16*
14. **Adjournment**

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Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers/  
Via Teleconference  
January 10, 2022

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, January 10, 2022 commencing at 6:00 p.m.

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

**ABSENT:** None

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert  
Executive Legislative Clerk, Anne-Marie Jonke

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

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

**PUBLIC HEARING:** None

**AGENDA – AMENDMENTS AND ADOPTION:**

Res. 001-10-01-22 MOVED by Councillor Anderson that the agenda be approved as presented.

**CARRIED**

*Councillor Dalke joined the meeting at 6:03 p.m.*

**ADOPTION OF THE PREVIOUS MINUTES:**

Res. 002-10-01-22 MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on December 20, 2021, be approved as presented.

**CARRIED**

**DELEGATION:** **Expedition Consulting on MVRPRC Master Plan**

Res. 003-10-01-22 MOVED by Councillor Isaac that the Town of Sundre Council accept the Mountain View Regional Parks, Recreation, and Culture Master Plan and presentation as information.

**CARRIED**

**BYLAWS/POLICIES:** None

**OLD BUSINESS:** **Council Orientation – Public Participation Policy Review**

Res. 004-10-01-22 MOVED by Councillor Petersen that the Town of Sundre Council accept the Council Orientation Public Participation Policy review as presented for information.

**CARRIED**

**NEW BUSINESS:****Penalty Waiver Request for 950 Main Avenue East***Res. 005-10-01-22*

MOVED by Councillor Petersen that the Town of Sundre Council waive the whole fee of the assessed penalties on Roll 909000 in the amount of \$3,014.76.

MEMBER	IN FAVOUR	OPPOSED
Mayor Richard Warnock		✓
Councillor Connie Anderson		✓
Councillor Owen Petersen	✓	
Councillor Todd Dalke		✓
Councillor Jaime Marr	✓	
Councillor Paul Isaac		✓
Councillor Chris Vardas		✓
TOTAL VOTES	2	5

**DEFEATED***Res. 006-10-01-22*

MOVED by Councillor Dalke that the Town of Sundre Council waive a portion of the assessed penalties on Roll 909000 in the amount of \$1908.00.

MEMBER	IN FAVOUR	OPPOSED
Mayor Richard Warnock		✓
Councillor Connie Anderson		✓
Councillor Owen Petersen	✓	
Councillor Todd Dalke	✓	
Councillor Jaime Marr	✓	
Councillor Paul Isaac		✓
Councillor Chris Vardas		✓
TOTAL VOTES	3	4

**DEFEATED***Res. 007-10-01-22*

MOVED by Councillor Marr that the Town of Sundre Council waive a portion of the assessed penalties on Roll 909000 in the amount of \$1,008.00.

MEMBER	IN FAVOUR	OPPOSED
Mayor Richard Warnock	✓	
Councillor Connie Anderson	✓	
Councillor Owen Petersen		✓
Councillor Todd Dalke		✓
Councillor Jaime Marr	✓	
Councillor Paul Isaac	✓	
Councillor Chris Vardas	✓	
TOTAL VOTES	5	2

**CARRIED****Discussion on Strategic Planning**

This topic will come forward on April 9 and 10 for further discussion.

**ADMINISTRATION:**     None**MUNICIPAL AREA PARTNERSHIP:** None**COUNCIL REPORTS:**     None**COUNCIL INVITATIONS/CORRESPONDENCE:**     Correspondence from the National Police Federation

*Res. 008-10-01-22*     MOVED by Councillor Marr that the Town of Sundre Council accept the correspondence from the National Police Federation as presented, as information.

**CARRIED**

Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

*Mayor Warnock called a recess at 7:21 p.m.*

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Public: None

**CLOSED MEETING**     **Topic of Closed Meeting**

13.1     Advice from Officials, *Client Solicitor Advice, FOIPP Act Section 17 and 24(1)(d).*

*Res. 009-10-01-22*     MOVED by Councillor Isaac that Council go into closed meeting at 7:31 p.m.

**CARRIED**

***Mr. Ray Sharp attended the meeting from 7:39 to 7:58.***

*Res. 010-10-01-22*     MOVED by Councillor Dalke that Council return to an open meeting at 8:34 p.m.

**CARRIED****ADJOURNMENT**

*Res. 011-10-01-22*     MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 8:35 p.m.

**CARRIED**

These Minutes approved this 24<sup>th</sup> Day of January 2022.

Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	Amendment to Schedule "H" of Bylaw 2021-03 Boards and Committees Bylaw
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.1

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### **BACKGROUND/PROPOSAL:**

In February 2021, Council approved the establishment of the Sundre Wellness Advocacy Committee, the Terms of Reference for the Committee - Schedule "H" and in October 2021 appointed two members of Council to the Committee, as did Mountain View County. A recommendation has come forward from the appointed Committee members of the Town of Sundre Council and Mountain View County Council that the "2 members at large" of the Terms of Reference be amended to read "2 non-voting members of the Sundre Hospital Futures Committee".

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

The following amendment to Schedule "H" of Bylaw 2021-03 Boards and Committees Bylaw, is proposed:

#### **I. COMPOSITION OF COMMITTEE**

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

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

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the amendment to Schedule "H" the Terms of Reference for the Sundre Wellness Advocacy Committee as recommended.

### **MOTION:**

That the Town of Sundre Council approve the amendment to Schedule "H", the Terms of Reference for the Sundre Wellness Advocacy Committee.

**ATTACHMENTS:** Schedule "H" of Bylaw 2021-03

Date Reviewed: January 20, 2022

CAO:

*Aminda Nelson*

**AMENDMENT TO**  
**Schedule "H"**  
**TERMS OF REFERENCE**

**SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE**

**I. STATEMENT OF PURPOSE**

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

**I. COMPOSITION OF COMMITTEE**

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

**II. ROLES AND RESPONSIBILITIES**

The Committee shall:

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

**III. TERM**

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

**IV. FREQUENCY OF MEETINGS**

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

**V. CONFLICT OF INTEREST**

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	Member Appointment to Sundre Wellness Advocacy Committee
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.2

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### **BACKGROUND/PROPOSAL:**

In 2021 the Town of Sundre Council approved the creation of The Sundre Community Wellness Advocacy Committee. Two members of Sundre Council and two members of Mountain View County Council were appointed to serve on the Committee for a one-year term ending in October 2022.

Schedule "H" Terms of Reference for the Committee prescribes two (2) members of the Sundre Hospital Futures Committee be appointed to serve on the Committee for a one-year term ending in October 2022.

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

We have received confirmation from the Sundre Hospital Futures Committee that Mr. Gerald Ingeveld, and Mrs. Joyce Wicks are interested in participating on the Sundre Wellness Advocacy Committee.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 3. Community Well-being  
3.3 Continue to work with and value community groups.

### **MOTION:**

That the Town of Sundre Council appoint Mr. Gerald Ingeveld and Mrs. Joyce Wicks to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2022.

Date Reviewed: January 20, 2022

CAO: Donika Nelson



**SUNDRE HOSPITAL  
FUTURES**

Bag 3, 709 1st St. NE  
Sundre, AB.  
T0M 1X0

Via email: [linda.n@sundre.com](mailto:linda.n@sundre.com)

January 19, 2022

RE: 2022 Community Wellness Committee Appointments  
Sundre Hospital Futures Representatives

At its January 18, 2022 meeting the Sundre Hospital Futures committee nominated and passed a motion to have Gerald Ingeveld and Joyce Wicks represent Sundre Hospital Futures on the Community Wellness Committee.

Gerald Ingeveld [doublenranch@xplornet.com](mailto:doublenranch@xplornet.com)  
Joyce Wicks [eawicks@airenet.com](mailto:eawicks@airenet.com)

If you have any questions concerning the appointments or require further information please do not hesitate contact me.

Sincerely,

*Gerry Greschner*  
Secretary, Sundre Hospital Futures Committee  
[gsgreschner@gmail.com](mailto:gsgreschner@gmail.com)  
403-638-7774





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	Regional Rail
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.3

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### **BACKGROUND/PROPOSAL:**

Council requested information on the Regional Rail for passenger rail services between Edmonton and Calgary.

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

For discussion at Council meeting.

### **ADMINISTRATION RECOMMENDATIONS:**

The Town of Sundre Council accept the information on the Regional Rail for passenger rail services between Edmonton and Calgary as information.

### **MOTION:**

The Town of Sundre Council accept the enclosed documents on the Regional Rail for passenger rail services between Edmonton and Calgary as information.

Date Reviewed: January 20, 2022

CAO: Amela Nedun

## **Town of Didsbury identifies preferred right of way overpass to improve traffic flow and safety**



**Didsbury, Alberta - December 16th 2021**

Alexandra Ross, Town of Didsbury's Economic Development Officer & Strategic Operations Coordinator and the Town of Didsbury have worked closely with Alberta Regional Rail to identify and begin grant application for an overpass linking residents from west and east of Canadian Pacific Railway Right of Way.

This safety measure is long overdue, and may remove the requirement for trains to sound their horns each time they approach the town.

The proposed overpass will be installed at the crossing of 20th Street and 20th Avenue over the existing CP track within the heart of Downtown Didsbury.

The history of Passenger Rail in Didsbury is evident and entrenched in the Town's core business district design. Jacob Y. Shantz chose a spot near Mile Post 46 in 1892 to build a well and immigration shed. Development of Didsbury took off in 1904 with the construction of Didsbury's CPR station. Fires destroyed Didsbury's commercial district in 1914 and 1924 and the town enacted a by-law requiring all commercial buildings be built using masonry construction. ( 1 )

Although passenger rail trains no longer stop in Didsbury, Alberta Regional Rail expects that to change by 2027.

There are plans to construct 2 pedestrian overpasses as well as the proposed 20th Street - 20th Avenue overpass to make Didsbury more bike and pedestrian friendly.

As soon as the Alberta Regional Rail travel system hub is operation, Didsbury expects to attract additional television and motion picture projects. At this time Didsbury is Alberta's primary backdrop for many productions including Wynonna Earp (2016-2021) and "Under the Banner of Heaven" (2021).

(1) Forth Junction Heritage Society ( [forthjunction.ca](http://forthjunction.ca) )

## **City of Leduc supports development of regional passenger rail in Alberta**



**Leduc, Alberta** - December 15th, 2021

City of Leduc Mayor Bob Young signed the much anticipated letter of support from the city today for development of a travel system hub in Leduc connecting Leduc to Wetaskiwin, Edmonton and more than 20 communities along the Calgary - Edmonton corridor.

Bob Young confirmed that "we support the concept of passenger rail service between Edmonton and Calgary and look forward to future discussions on this important initiative".

Alberta Regional Rail spokesman Thomas Fryer confirms "Leduc is an integral stop along the corridor. The train station will propel further development within Leduc and offers local shops, services, offices and affordable housing to residents of Leduc".

**Town of Blackfalds Council and Administration reviewed the regional rail project, the research and development of hydrogen fired locomotives, tourism and direct and expected indirect job creation during the Dec 14th council meeting**



**Blackfalds, Alberta** ( December 14, 2021 ) - The Town of Blackfalds City Council and Administration invited Thomas Fryer, Chief Engineer for the Alberta Regional Passenger rail project to review the project's timeline, economic benefits, and impacts to the downtown core.

With the recent opening of the 24.6 Million Dollar, 1300 seat Eagle Builders Events Center and Public Library, the provision of a regional passenger rail station in the proximity of the events center will attract additional entertainment and sporting events to Blackfalds.

An area of concern brought forward by council is the need for a vehicle overpass in the town. There are 2 main crossings in Blackfalds, and often traffic is impeded by the passage of trains through the community. As well, freight trains currently sound their horns prior to arrival to at grade railway crossings in

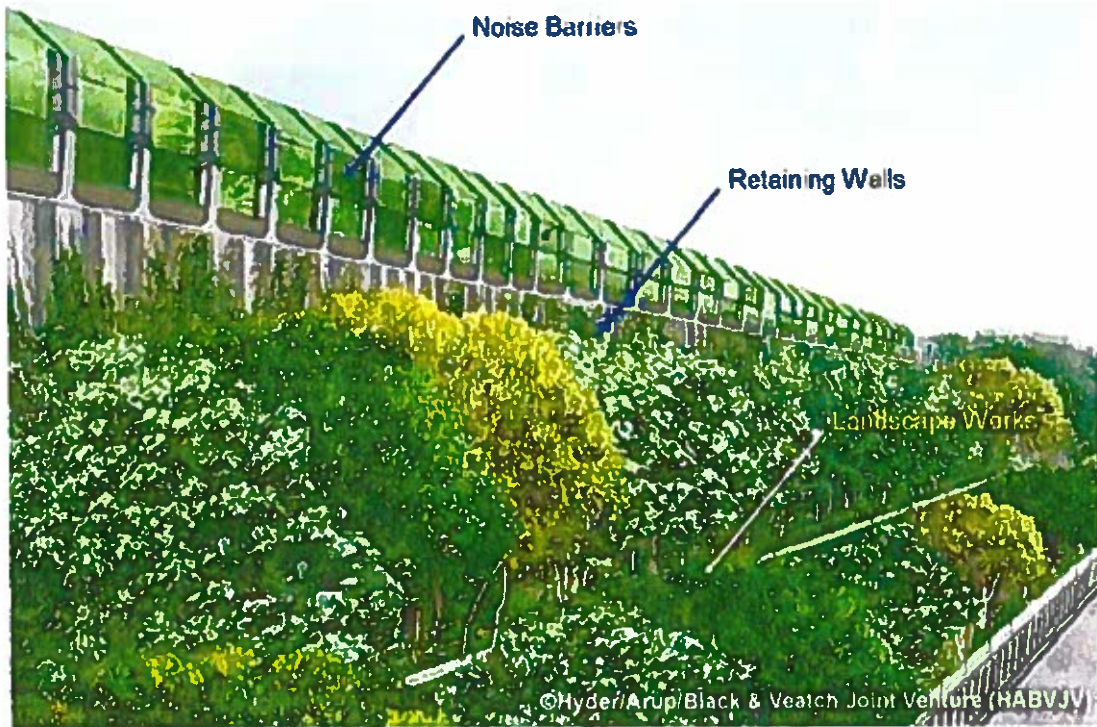
town. The noise caused by the horns warning of the approaching trains will likely be mitigated as soon as the railway crossings are upgraded and the overpass proposed by Alberta Regional Rail is in place.

Thomas added, "there are many off the shelf noise abatement options available including living landscaped walls and conventional sound wall panels.

Vern Raincock added, the cost for a resident to take the train into Red Deer is expected to be \$4, much lower than the cost of a cab for those unable to drive to medical appointments.

Thomas confirmed as soon as the service is running, there is an expected increase of residents and tourists taking short journeys to visit friends for a coffee or heading out to a farmers market in an adjacent community during the week. Thomas added "it is likely that special Holiday and Sporting Event trains will be scheduled to support Blackfalds Bulldogs in the playoffs and for residents of Red Deer to visit Blackfalds annual Festival of Lights".





## **Alberta Regional Rail receives a thumbs up and letter of support from City of Wetaskiwin**



**Wetaskiwin, Alberta - Dec 13, 2021**

Alberta Regional Rail thanks the City of Wetaskiwin for providing a letter of support for this initiative during their weekly council meeting on December 13th..

Alberta Regional Rail is working with 20 Municipalities and Counties to improve mobility and commerce between Calgary and Edmonton. The project is fully costed and shovel-ready. Servicing 4 million residents along the Hwy 2A corridor by 2027.

Alberta Regional Rail uses passenger rail cars and technology that is "off the shelf" and available now, funding would be sourced and provided through a Public-Private Partnership model.

The Calgary-Edmonton Corridor is a center of economic and cultural dynamism and strong communities. The region is a preferred place to live for newcomers to Canada, a beacon to young people seeking to launch their careers, and a safe, enjoyable place for parents to raise their children.

### **Net Zero Project**

Alberta Regional Rail is researching the possibility to power the trains with either hydrogen fueled internal combustion engines ( [Cummins begins testing of Hydrogen Fueled Internal Combustion Engine | Cummins Inc.](#) ) and/or hydrogen fuel cells ( <https://www.freightwaves.com/news/bnsf-progress-rail-chevron-to-demonstrate-hydrogen-powered-locomotive> ) . The trains will run along the freight track corridors owned by Canadian Pacific Railway and CN. Alberta Regional Rail will own the stations and work with local communities and developers to create an integrated transportation hub linking local transit to the regional travel system.

Presentations and engagements are ongoing with indigenous communities and local governments along the proposed right of way, following the 2021 Municipal and County elections in October.



On December 20th, a presentation is being made to Airdrie Transit as well as City Council. On January 10th, a presentation is scheduled at the Town of Olds. The Town of Carstairs has requested a presentation within the next 3 weeks as well.

Alberta Regional Rail has scheduled a presentation to the Town of Olds on January 10th and is at this moment scheduling a presentation with the Town of Ponoka.

Town Managers, Councilors, Reeves, and Mayors are working with Alberta Regional Rail to identify their needs and incorporate their four-year development plans that include:

- provision of overpasses
- downtown redevelopment
- transit-oriented design
- local attractions,
- sports and live entertainment events
- culinary tourism marketing support for the hospitality sector was hard hit by the pandemic.

The completion of the Alberta Regional Rail project will encourage more day trips by residents of Alberta within the Central Alberta, Calgary, and Edmonton tourism regions, especially during the winter months.

83 % of tourism dollars spent in Alberta are by Albertans visiting family and friends, attending sports tournaments, weddings, live entertainment festivals, shopping trips, etc. Special holiday and "Battle of Alberta" trains will increase the rivalry between NHL and CFL franchises.

In fact, in 2017, of the 36.9 tourist visits, 30.8 million visits were by Albertans that provided \$4.824 Billion to the tourism and hospitality sectors.

### **Alberta Regional Rail quick facts:**

- Trains travel at speeds reaching 145 kph.
- The trip between Calgary International Airport and Edmonton International Airport will take about 2 and a half hours
- The trip between the Didsbury Station and Downtown Calgary will take about 40 minutes.
- Each comfortable, climate-controlled, restroom-equipped coach has seating for 148 passengers including up to four passengers in wheelchairs.
- The trains offer free wireless internet access, worktables, high-back cloth upholstered seats, surge-protected outlets for laptop computers and USB charging, overhead storage, bicycle storage, and cup holder.

### **The route**

Alberta Regional Rail trains run about 300 km between downtown Calgary and Strathcona.

### **Fares**

Fares are based on distance traveled. The price of a ticket starts with a base fare of \$4 between stations, additional discounts will be provided for youth, students, the elderly, advanced bookings and season passes. A standard adult

one-way fare from Airdrie to Calgary International Airport will be \$4, and from Maskwacis to Nisku/Edmonton International Airport will be \$12.

A key part of the regional, seamless network is an agreement among the area's transit agencies to use a single regional smart card.

Riders simply "tap" their regional travel system card on a card reader onboard community buses or at the regional rail station or light rail platform and the correct fare, including any transfer value, is automatically deducted.

### **The public's help**

The location and design of stations is a collaborative effort between Alberta Regional Rail, Canadian Pacific, and CN Railways, local governments, citizens, community organizations, businesses, and artists.

### **About ARR**

An integrated travel system offering residents and visitors within the Calgary to Edmonton corridor links to Local Transit and Alberta's international airports via an affordable regional rail network. The scenery is superb en route and the regional rail network stops at communities that offer cool attractions, entertainment, and hospitality options.

Charles Adler and Corus Entertainment invited Alberta Regional Rail to discuss our Alberta Passenger Rail [#green](#) alternative and [#CanadianCommonSense](#).

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<https://omny.fm/shows/charles-adler-tonight/how-an-hyperloop-rail-could-be-impacting-commute-b>

# **Samson Cree Economic Development provides Letter of Support to Alberta Regional Rail**



**Maskwacis, Alberta** - December 10, 2021

Paul Johnson, Manager of Economic Development, on behalf of the Samson Cree Nation provided a Letter of Support for the proposed travel system, with travel system hub to be developed in Maskwacis, Alberta by 2027.

Paul Johnson confirmed on behalf of Samson Cree Nation "supports the proposed passenger rail service as it aligns with the goals and needs of Samson Cree Nation" . "Samson Cree Nation offers its full support to the proposed regional passenger rail service in the Calgary - Edmonton corridor. We look forward to continued partnership in this crucial initiative"

## **Media Contact**

Vern Raincock

Alberta Regional Railway

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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	CAEP: Letter of Support for "Origins"
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.4

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### **BACKGROUND/PROPOSAL:**

A recent news release by Enhance in regard to CCUS (Carbon Capture Utilization and Storage), a Central Alberta initiative called "Origins", proposes the additional capture for the existing plant in Clive Alberta.

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

Implementation of this proposal, by AEP and Provincial permit, will enhance this project and will bring major investment, employment and fall-off opportunities for our region.

### **ALIGNMENT WITH STRATEGIC PLAN**

#### 6. Regional Cooperation

6.1 Build upon and improve our relationship with regional partners.

### **ADMINISTRATION RECOMMENDATIONS:**

That Administration compose a letter of support for the "Origins" project; or alternatively,  
That Council accept the "Origins" project, as information.

### **MOTION:**

That Council of the Town of Sundre directs Administration to compose a letter of support for the "Origins" project,

#### Alternative:

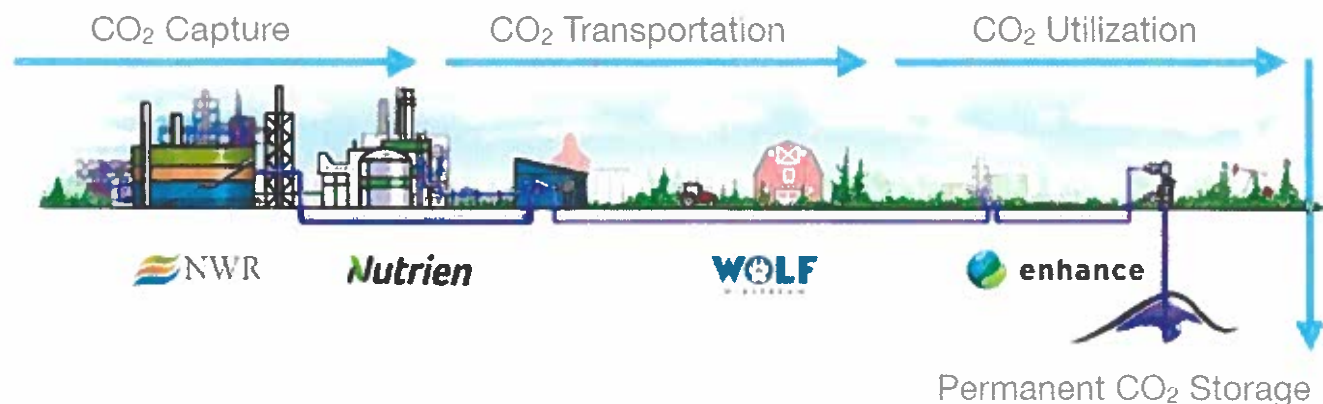
That the Council of the Town of Sundre accept the CAEP "Origins" project, as information.

Attachment: CAEP News Release and 2021 Enhance Fact Sheet

Date Reviewed: January 20, 2022

CAO: Donna Nelson

## News

HOME / [EVENTS](#) / EOR, CSS, CCUS OPPORTUNITIES IN CENTRAL ALBERTA

## EOR, CSS, CCUS Opportunities In Central Alberta

January 13, 2022 / Comments are off for this post / [Lorelei](#) / Events, News

Alberta has enormous opportunity to generate value and contribute to Canada's climate change goals through Carbon Capture and Storage (CCS) and Carbon Capture Utilization and Storage (CCUS) with enhanced oil recovery (EOR). Enhance Energy's CCUS operations in Central Alberta are providing job creation opportunities in the low carbon economy in rural municipalities.

Click here for a [FACT SHEET](#) to learn more about Enhance Energy and this innovative solution to a Global Challenge.

Enhance Energy is a privately-owned Alberta-based carbon management company with extensive experience in the planning and implementation of large-scale carbon capture and utilization projects that permanently sequester CO2 emissions. Founder of the Alberta Carbon Trunk Line Project, Enhance has sequestered over 1.5 million tonnes of CO2 emissions to date in Central Alberta.

To learn more about CCUS in central Alberta, [register here for CAEP's January 19 2022 zoom meeting with Enhance Energy](#).

[2022-01-19 Enhance Energy Info Sheet and Bios](#)

Share: [f](#) [t](#) [p](#) [in](#) [s](#)

11





# enhance

carbon management

low carbon energy

>1.5 million tonnes  
CO<sub>2</sub> sequestered



## Local Effort with National Benefit

Alberta has enormous opportunity to generate value and contribute to Canada's climate change goals through CCS and CCUS with EOR.

- It's impossible to get to net zero without CCUS
- Best geology in the world for large-scale sequestration
- Strong regulatory framework, strong industry expertise
- Carbon mitigation can attract investment
- Carbon sequestration is the opportunity of a generation for investment and job creation
- Alberta innovation is leading the way

Enhance's CCUS operations in central Alberta are providing job creation opportunities in the low carbon economy in rural municipalities.

Enhance produces small footprint, low carbon energy using existing assets and proven technology

## The ACTL Project





We're **Enhance Energy**, and we're passionate about creating a **collaborative, sustainable** energy solution.

In March 2021, we celebrated our first million tonnes of carbon emissions sequestered.

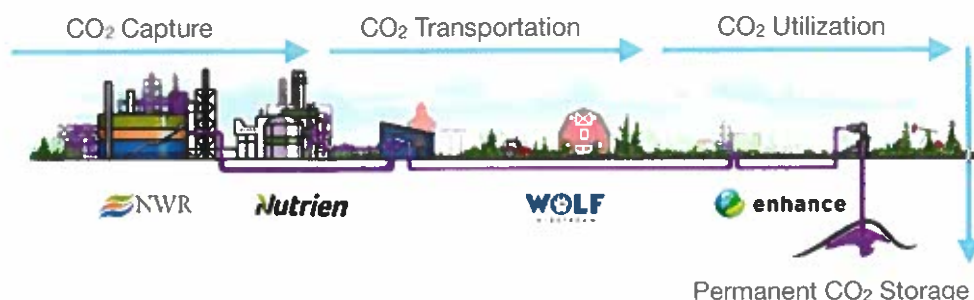
We're just getting started...

"This is a big deal, one million tonnes of permanently stored carbon... to build the largest pipeline of its kind in the world to capture carbon in one place and whisk it some 240 kilometres away and inject it into the ground..."

I want to congratulate Enhance Energy for leading, for showing the way, for defying the odds."



Seamus O'Regan,  
Federal Minister of  
Natural Resources



## An Innovative Solution to a Global Challenge

- The Alberta Carbon Trunk Line Project begins in Alberta's Industrial Heartland.
- Up to 1.7 million tonnes of CO<sub>2</sub> emissions are captured per year from refining and fertilizer manufacturing operations.
- CO<sub>2</sub> is transported down the world's largest capacity anthropogenic CO<sub>2</sub> pipeline
- CO<sub>2</sub> is sequestered permanently in reservoirs approximately two kilometres underground
- CCUS with enhanced oil recovery (EOR) can revitalize some of Alberta's existing, mature reservoirs in a safe, cost-effective, low carbon and low environmental footprint manner.





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	Strategic Planning
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.5

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### **BACKGROUND/PROPOSAL:**

It is good practise for a municipality to engage and participate in a strategic planning session at the beginning of a new term of Council. The session will support Council and Administration by providing a facilitated process to set a path for realistic objectives to achieve our long-term organizational goals, and to develop a common vision and direction. Council has approved the weekend of April 9<sup>th</sup> and 10<sup>th</sup> 2022 for the workshop.

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

The strategic planning process will include a systematic method of analysing current philosophies, and will ultimately result in a plan that will determine Council's strategic priorities for the next four years. It is important to engage in this process as it will create a roadmap for staff to follow to ensure that Council's vision, based on what Council has heard from the community, will be formalized and implemented to reach our long-term goals. The plan should align with longer term plans, ensure that Council and Administration are on the same page, create direction for departmental plans and budgets, and is a key component in achieving the accountability relationship between Council and the CAO, and the CAO and Council.

The Town of Sundre has an established relationship with Sage Analytics, and is pleased with the quality of work provided in the past. This item was incorporated in the operating budget under legislative services, general services, which includes training and workshops.

### **ADMINISTRATION RECOMMENDATIONS:**

As this item has already been incorporated into the operating budget for 2022, Administration is recommending that Council reaffirm their commitment and support to participate in a strategic planning session on April 9<sup>th</sup> and 10<sup>th</sup> 2022.

### **MOTION:**

The Town of Sundre Council reaffirm support for a facilitated strategic planning session for the Town of Sundre on April 9<sup>th</sup> and 10<sup>th</sup> 2022.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	January 24, 2022
<b>SUBJECT</b>	2021 Year End Departmental Reports
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	9.1

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### **BACKGROUND/PROPOSAL:**

The following 2021 Year End Departmental Reports are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director Corporate Services
- Betty Ann Fountain, Planning & Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Ross Clews, Fire Chief
- Kevin Heerema, Emergency Management/Peace Officer
- Jon Allan, Economic Development Officer
- Karen Tubb, Sundre Municipal Library

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

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached Departmental Reports as information.

### **MOTION:**

That the Town of Sundre Council accept the 2021 Year End Departmental Reports as information.

### **ATTACHMENTS:**

Department Reports

Date Reviewed:

January 20, 2022 CAO: Linda Nelson

#/D/M/Y	January 11, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
001-11-01-21	MOVED by Councillor Warnock that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-08, being an amendment to part Four, Land Use District Regulations, Central Commercial District (C-1) of Land Use Bylaw 2018-10, to provide a "site specific exception" to accommodate the construction of a 4-storey mixed use building on a parcel legally described as: Plan 1911694, Block 1, Lot 1; Civic Address: 116 - 3 ST SW, that the Public Hearing be closed.		
002-11-01-21	MOVED by Councillor Wolfe that the Agenda be approved as presented		
003-11-01-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on December 7, 2020 be approved as presented.		
004-11-01-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance.		
005-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give second reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		
006-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		Bylaw 2020-08
007-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
008-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
009-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
010-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-11, being the Municipal Election Bylaw, a bylaw to establish certain election procedures		Bylaw 2020-11
011-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give first reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre community Wellness Advocacy Committee		
012-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Advocacy Committee		

013-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		
014-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		<a href="#">Bylaw 2021-01</a>
015-11-01-21	MOVED by Councillor Warnock that the Town of Sundre appoint Councillor Preston to the Sundre Futures Hospital Advisory Committee for a one-year term ending October 2021	Leg. Services send letter	<a href="#">Completed Appendix 1</a>
016-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Mayor Leslie and Councillor Warnock to the Sundre Wellness Advocacy Committee for a one-year term ending October 2021	Leg. Services send letter	<a href="#">Completed Appendix 2</a>
017-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council appoint Mrs. Carolyn Sykes to the Vision for Sundre Committee for a term of two years	Leg. Services send letter	<a href="#">Completed Appendix 3</a>
018-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the request for funding in the amount of \$6,000 to the Sundre & District Curling Club, as recommended by the Grant Review Committee; with funds drawn from the 2020 Operating Budget - Transfers to Local Organizations	Leg. Services send letter	<a href="#">Completed Appendix 4</a>
019-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter sent to Mountain View Senior's Housing as information		
020-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the December newsletter from the Honourable Josephine Pon, Minister of Seniors and Housing as information		
	<i>Mayor Leslie called a 10 minute recess at 6:42 p.m.</i>		
021-11-01-21	MOVED by Councillor Wolfe that Council go into closed meeting at 6:50 p.m.		
022-11-01-21	MOVED by Councillor Warnock that Council return to open meeting at 7:34 p.m.		
023-11-01-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.		

#/D/M/Y	January 25, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
024-25-01-21	MOVED by Councillor Wolfe that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-09, being an amendment to Land Use Bylaw Map in Land Use Bylaw 2018-10, by changing the land use designation for a parcel legally described as Plan 5314FP, Block 1, Lots 12-13 from Flood Plain Industrial District (I-2) to Highway Commercial District (C-2), that the Public Hearing be closed.		
025-25-01-21	MOVED by Councillor Funke that the Agenda be approved as presented		
026-25-01-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 11, 2021 be amended as follows: 1. Res. 004-11-01-21 to read: Moved by Councillor Wolfe that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance		
027-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give Second Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		
028-25-01-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		

029-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposal from Behr Integrated Services to participate in the selection process for the Town of Sundre Fire Chief position in the amount of Two Thousand Eight Hundred and Fifty Dollars (\$2,850.00) utilizing funds from the current operating budget		
030-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for December / Year End 2020 as information		
031-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Cheri Funke's and Councillor Richard Warnock's reports for November-December 2020 and January 2021 as information		
032-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the following letters to Sundre & District Curling Club; Mrs. Carolyn Sykes; Sundre Hospital Futures; Sundre Wellness Advocacy Committee as information		
033-25-01-21	MOVED by Councillor Preston that the Town of Sundre Council accept the Parkland Regional Library Board Meeting Minutes of November 12, 2020 as information		
	<i>Mayor Leslie called a 5 minute recess at 6:52 p.m.</i>		
034-25-01-21	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
035-25-01-21	MOVED by Councillor Dalke that Council return to open meeting at 8:26 p.m.		
036-25-01-21	MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 8:26 p.m.		



#/D/M/Y	February 8, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
037-08-02-21	MOVED by Councillor Isaac that the Agenda be approved as presented.		
038-08-02-21	MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on January 25, 2021 be approved as presented.		
039-08-02-21	MOVED by Councillor Dalke that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Technology Enhancement project.		
040-08-02-21	MOVED by Councillor Warnock that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Furniture Enhancement project.		
041-08-02-21	MOVED by Councillor Preston that the Town of Sundre Council supports Administration proceeding with the E-Waste Collection Drive.		
042-08-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Grants to Organizations Funding for the first intake for 2021 in the amount of \$19,642.	Leg. Services send letter	Completed Appendix 5
043-08-02-21	MOVED by Councillor Dalke that the Town of Sundre Council supports maintaining the Arena winter ice in light of the upcoming February 8, 2021, Provincial "New plan easing of health-measures" to allow for limited use of the facility until the end of March within the provincial guidelines		
044-08-02-21	MOVED by Councillor Preston that the Town of Sundre Council accept Councillor Cheri Funke's report for January 2021 as information.		
045-08-02-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letters from the Mayors of South Central Alberta to Premier Kenney as information.		
046-08-02-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the M.D. of Bonnyville No. 87 as information.		
047-08-02-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of High River as information.		
048-08-02-21	MOVED by Councillor Wolfe that Council go into closed meeting at 7:02 p.m.		
049-08-02-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:46 p.m.		
050-08-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:47 p.m.		



#/D/M/Y	February 10, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
051-10-02-21	MOVED by Councillor Warnock that Council go into closed meeting at 2:30 p.m.		
052-10-02-21	MOVED by Councillor Preston that Council return to open meeting at 4:03 p.m.		
053-10-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 4:03 p.m.		
#/D/M/Y	February 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
054-22-02-21	MOVED by Councillor Warnock that the Agenda be approved as presented.		
055-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 8, 2021 be approved as presented.		
056-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on February 10, 2021 be approved as presented.		
057-22-02-21	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		
058-22-02-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		
059-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness.		
060-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		Bylaw 2021-03
	<i>Councillor Wolfe declared "pecuniary interest" excused himself from voting.</i>		
061-22-02-21	MOVED by Councillor Preston that the Town of Sundre Council approve the waiver of 2021 Business License fees in the amount of \$3,000 for businesses affected by the December 20, 2020 Covid-19 related restrictions.		
062-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the retention of IBI Group to prepare and assist Town Administration with the development of a Campground and Passive Use Outdoor Recreation Plan at a cost not to exceed \$35,000.00 including incidentals, with funding to be drawn from the Municipal Stimulus Program.		

063-22-02-21	MOVED by Councillor Warnock that the Town of Sundre Council appoint Mountain View County Councillors Angela Aalbers and Peggy Johnson to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2021.	Leg. Services Send Letter	Completed <a href="#">Appendix 6</a>
064-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Departmental Reports for January 2021 as information.		
065-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's and Councillor Richard Warnock's report for January 2021 as information.		
066-22-02-21	MOVED by Councillor Dalke that Council go into closed meeting at 6:50 p.m.		
067-22-02-21	MOVED by Councillor Wolfe that Council go into open meeting at 7:33 p.m.		
068-22-02-21	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:33 p.m.		

#/D/M/Y	March 8, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
069-08-03-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		
070-08-03-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on February 22, 2021 be approved as presented.		
071-08-03-21	MOVED by Councillor Funke that the Town of Sundre Council proclaim March 8, 2021 as International Women's Day in the Town of Sundre.		
072-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Betty Ann Fountain, as Returning Officer for the October 18, 2021 Election, as per Section 13 (1) of the <i>Local Authorities Election Act</i> .	Leg. Serv.	Completed
073-08-03-21	MOVED by Councillor Preston that the Town of Sundre Council appoint Mr. Chris Albert as the Substitute Returning Officer for the October 18, 2021 Municipal Election, as per Section 13 (2.1) of the <i>Local Authorities Election Act</i> .	Leg. Serv.	Completed
074-08-03-21	MOVED by Councillor Funke that the Town of Sundre Council support an extension to the current contract with E360 for a one-year period from May 31, 2021 to May 31, 2022.		
No Motion	The CAO discussed the current Social Media Policy and suggested that the Policy be amended to reflect current practices.		
075-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Westlock County letter regarding concerns about proposed changes to AER Directive 067 as information.		
076-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council draft a letter in solidarity with the Municipality of Crowsnest Pass in support of retaining the services of the RCMP in Sundre.	Leg. Services letter drafted	Completed Appendix 7
<b>RECORDED VOTE:</b>			
	<b>MEMBER</b>	<b>IN FAVOUR</b>	<b>OPPOSED</b>
	Mayor Terry Leslie	V	
	Councillor Richard Warnock	V	
	Councillor Rob Wolfe	V	
	Councillor Charlene Preston		V
	Councillor Cheri Funke		V
	Councillor Paul Isaac	V	
	Councillor Todd Dalke		V
	<b>TOTAL VOTES</b>	<b>4</b>	<b>3</b>

077-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from Gas Alberta Inc. on the gas cost rate as information.		
078-08-03-21	MOVED by Councillor Funke that Council go into closed meeting at 6:43 p.m.		
079-08-03-21	MOVED by Councillor Warnock that Council return to open meeting at 7:15 p.m.		
080-08-03-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:15 p.m.		
#/D/M/Y	March 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
081-22-03-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		
082-22-03-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 8, 2021 be approved as presented.		
083-22-03-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the 2020 Quarterly Financial Reports as information.		
084-22-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the selection of Superior Safety Codes Inc.. As the Town of Sundre's Accredited Safety Codes Agency, for a term of three years, ending on March 31, 2024.		
085-22-03-21	MOVED by Councillor Dalke that the Town of Sundre Council appoint accept the RCMP Priority Survey as information.		
086-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council approve the inception of the Millionaire's Educational No Cost Program for the youth in Sundre.		
087-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council accept the CAO verbal report as information.		
088-22-03-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for February 2021 as information.		
089-22-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Warnock's, and Councillor Funke's reports for February 2021 as information.		
090-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Parkland Regional Library System Board Meeting (Draft) Minutes and Highlights as information.		
091-22-03-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:12 p.m.		

#/D/M/Y	April 7, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
092-07-04-21	MOVED by Councillor Preston that the agenda of April 7, 2021 Special Council Meeting be adopted, as presented.		
093-07-04-21	MOVED by Councillor Isaac that the Town of Sundre Council support the issuance of temporary permits for outdoor patios to assist local eating and drinking establishments to continue to serve their patrons during the additional COVID restrictions at no cost.		
094-07-04-21	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 6:43 p.m.		
#/D/M/Y	April 12, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
095-12-04-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		
096-12-04-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 22, 2021 be approved as presented.		
097-12-04-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on April 7, 2021 be approved as presented.		
098-12-04-21	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of June 7 - 13, 2021 as "Senior's Week" on behalf of the citizens of Sundre.		
099-12-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the results of the Gas Department's Operational Audit for 2020 as information.		
100-12-04-21	MOVED by Councillor Funke that the Town of Sundre Council adopt the 2021 O & M Manual as provided by the Federation of Alberta Gas Co-ops Ltd. for the operation and maintenance of rural Alberta natural gas utilities.		
101-12-04-21	MOVED by Councillor Preston that the Town of Sundre Council approve an additional \$11,208.50 to the approved budget with funding to come from Utilities Lifecycling RSA.		
102-12-04-21	MOVED by Councillor Wolfe that Council go into closed meeting at 6:19 p.m.		
103-12-04-21	MOVED by Councillor Isaac that Council return to open meeting at 6:50 p.m.		
104-12-04-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 6:51 p.m.		

#/D/M/Y	April 26, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
105-26-04-21	MOVED by Councillor Funke that the Agenda be approved as amended as follows: 1. Addition of Delegation: Dr. Vincent Grant and Mr. Gerald Ingeveld – Sim Lab, to be numbered 5.1 on the Agenda. 2. Renumber PWC Delegation to 5.2 on the Agenda.		
106-26-04-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on April 12, 2021 be approved as presented.		
107-26-04-21	MOVED by Councillor Preston that the presentation by Dr. Vincent Grant and Mr. Gerald Ingeveld be accepted as information.		
108-26-04-21	MOVED by Councillor Wolfe that the presentation by PricewaterhouseCoopers LLP be accepted as information.		
109-26-04-21	MOVED by Councillor Funke that Council go into closed meeting at 6:33 p.m.		
110-26-04-21	MOVED by Councillor Dalke that Council return to open meeting at 6:47 p.m.		
111-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council move to accept the 2020 Auditor's Report and the 2020 Audited Financial Statements and the 2020 Financial Information Return as presented by PricewaterhouseCoopers LLP; Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the Municipal Government Act.		
112-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-02 being the Intermunicipal Development Plan Bylaw between the Town of Sundre and Mountain View County.		
113-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council set Wednesday, May 26, 2021 at 1:00 p.m. for a Special Meeting of Council for the Joint Public Hearing for Bylaw 2021-02 being the Intermunicipal Development Plan between the Town of Sundre and Mountain View County.		
114-26-04-21	MOVED by Councillor Preston that the Town of Sundre Council give first reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
115-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
116-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for Third and Final Reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
117-26-04-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		Bylaw 2021-04
118-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council proclaim the week of May 9 to 15, 2021 as Economic Development Week in Sundre.		
119-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim April 28, 2021 as Administrative Professionals Day in the Town of Sundre.		

120-26-04-21	MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental Reports for March 2021 as information.		
121-26-04-21	MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Funke's report for March 2021 as information.		
122-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Warnock's report for March 2021 as information.		
123-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter to Minister Madu, from the County of Paintearth No. 18, as information.		
124-26-04-21	MOVED by Councillor Wolfe that Council go into closed meeting at 7:17 p.m.		
125-26-04-21	MOVED by Councillor Wolfe that Council return to open meeting at 7:34 p.m.		
126-26-04-21	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.		
M/G/M/Y	May 8, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
127-06-05-21	MOVED by Councillor Warnock that the Agenda be approved as presented.		
128-06-05-21	MOVED by Councillor Funke that Council go into closed meeting at 5:30 p.m.		
129-06-05-21	MOVED by Councillor Funke that Council return to open meeting at 5:45 p.m.		
130-06-05-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded, the meeting adjourned at 5:45 p.m.		



#/D/M/Y	May 10, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
131-10-05-21	MOVED by Councillor Preston that the Agenda be approved as presented.		
132-10-05-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on April 26, 2021 be approved as presented.		
133-10-05-21	MOVED by Councillor Dalke that the Town of Sundre Council thank the founder, Lisa Nicholson, of Hope 4 MVC Kids Society and accept the presentation, as information.		
134-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council support the Sundre Business Continuity Pandemic Plan as presented.		
135-10-05-21	MOVED by Councillor Funke that the Town of Sundre Council support the Sundre Municipal Emergency Response Plan as presented.		
136-10-05-21	MOVED by Councillor Warnock that the Town of Sundre Council proclaim the week of May 16 to 22, 2021 as "National Public Works Week" in Sundre.		
137-10-05-21	MOVED by Councillor Isaac that the Town of Sundre Council participate in celebrating Mrs. Johnston's 95 <sup>th</sup> Birthday with a Certificate of Recognition of Mrs. Johnston's 95 <sup>th</sup> Birthday, signed by the Mayor on behalf of Council, as presented, as information.	Leg Serv	Appendix 8
138-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Leslie's report for March 2021 as information.		
139-10-05-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from Minister Pon, Senior's Week Proclamation as presented as information.		
140-10-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter to Minister Madu, as presented as information.		
141-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from Minister Madu, as presented as information.		
142-10-05-21	MOVED by Councillor Funke that Council go into closed meeting at 6:47 p.m.		
143-10-05-21	MOVED by Councillor Wolfe that Council return to open meeting at 7:26 p.m.		
144-10-05-21	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:27 p.m.		



#/D/M/Y	May 26, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
145-26-05-21	MOVED by Councillor Warnock that the agenda of May 26, 2021, a Special Council Meeting be adopted, as presented.		
146-26-05-21	MOVED by Councillor Preston that being the agenda matters of the Special Meeting of Council have been concluded the meeting adjourned at 1:46 p.m.		
#/D/M/Y	May 31, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
147-31-05-21	MOVED by Councillor Wolfe that the Agenda be approved as presented.		
148-31-05-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council and Joint Public Hearing held on May 26, 2021 be approved as presented.		
149-31-05-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on May 10, 2021 be approved as presented.		
150-31-05-21	MOVED by Councillor Dalke that the Minutes of the Special Meeting of Council held on May 6, 2021 be approved as presented.		
Councillor Wolfe abstained from voting, as he was not in attendance at the Public Hearing, as per Section 184(a) of the MGA.			
151-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council give Second Reading to Bylaw 2021-02 the Intermunicipal Development Plan Bylaw between the Town of Sundre and Mountain View County.		
Councillor Funke arrived to the meeting at 6:08 p.m.			
152-31-05-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2021-02 being the Intermunicipal Development Plan bylaw between the Town of Sundre and Mountain View County.		Bylaw 2021-02
153-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council The Town of Sundre Council moves to set a reserve bid of \$193,000 for Lot 10, Block 1, Plan 0312972, Sundre, AB, and furthermore, The property identified by Roll No. 4009.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 26, 2021 at 9:00 am, 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.		

154-31-05-21	<p>MOVED by Councillor -----Funke that the Town of Sundre Council The Town of Sundre Council moves to set a reserve bid of \$237,000 for Lot 6, Block 10, Plan 7611274, Sundre, AB, and furthermore,</p> <p>The property identified by Roll No. 1341.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 26, 2021 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore,</p> <p>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.</p>		
155-31-05-21	<p>MOVED by Councillor Warnock that the Town of Sundre Council approve the additional \$5000.00 to the Pickleball group, with funds to be drawn from General Corporate Stabilization.</p>		
156-31-05-21	<p>MOVED by Councillor Dalke that the Town of Sundre Council approve naming the Park located at Plan S908E0, Block 0T, as the "Knott's Glen Memorial Park."</p>		
157-31-05-21	<p>MOVED by Councillor Preston that the Town of Sundre Council approve the purchase of the dehumidifier at a cost of \$7,500.00 from the City of Red Deer with the funding coming from the Municipal New Project (RSA) Restricted Surplus Account.</p>		

158-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the cleaning services contract for Angela's Janitorial Services Ltd., for a three (3) year term, ending May 31, 2024, with an option to renew for an additional year, at an annual operating cost of \$59,530.00 plus GST.		
159-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council proclaim June 2021 as Recreation and Parks Month in the Town of Sundre.		
160-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim June 15, 2021, as World Elder Abuse Awareness Day in the Town of Sundre and to give permission to the committee to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office that day.		
161-31-05-21	MOVED by Councillor Funke that the Town of Sundre Council support the voluntary Pledge for Council Candidates to commit to Keep Local Elections Local, Maintain Independence and Non-Partisanship, Demonstrate Transparency, and Engage in Respectful Behavior.		
162-31-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for April 2021 as information.		
163-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Funke's April 2021 report as information.		
164-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Municipality of Crowsnest Pass as presented, as information.		
165-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from the Town of Raymond as presented, as information.		
166-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of Redcliff as presented, as information.		
167-31-05-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Village of Rycroft as presented, as information.		
168-31-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the certificate of appreciation from Legion as presented, as information.		
169-31-05-21	MOVED by Councillor Funke that Council go into closed meeting at 7:20 p.m.		
Chris Albert left the closed meeting at 8:15 p.m.			
Councillor Funke left the closed meeting at 9:00 p.m.			
Linda Nelson left the closed meeting at 9:05 p.m.			
170-31-05-21	MOVED by Councillor Wolfe that Council return to open meeting at 9:48 p.m.		
171-31-05-21	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 9:48 p.m.		

#/D/M/Y	June 14, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
172-14-06-21	MOVED by Councillor Wolfe that the Agenda be approved as amended to include "via Teleconference," and a change to item 6.4 that will be included in the upcoming presentation.		
173-14-06-21	MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on May 31, 2021 be approved as presented.		
174-14-06-21	MOVED by Councillor Dalke that the presentation by Mr. Jim Stelfox and Ms. Brenda McKenzie be accepted as information with direction to Administration to invite a Coal Mining advocate and/or a member of the Provincial Government to make a presentation to Council in favour of coal mining on the Eastern Slopes.		
175-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council approve Policy B-025-00-POL, being the Asset Management Policy, as presented.	Leg. Serv.	Appendix 9
176-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve Policy C-002(a)-00-POL Human Resources Management – Best Practices Policy as presented.	Leg. Serv.	Appendix 10
177-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council rescind the list of Policies attached to the Policy #C-002(a)-00 POL Human Resources Best Practices Policy.	Leg. Serv.	Complete
178-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve the amended Policy A-007-01-POL, being the Social Media Policy, as presented.	Leg. Serv.	Appendix 11
179-14-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve Policy A-002-01-POL Council Remuneration Policy as amended to Clause 2, Per Diems, to be changed to "on an hourly basis," and to include "by invitation" under Council Honorarium, at "Attendance at Town functions, etc."	Leg. Serv.	Appendix 12
180-14-06-21	MOVED by Councillor Dalke that the Town of Sundre Council approves the allocation of the \$1,476,776 of 2019 and 2020 operational surpluses for transfer as follows: \$831,978 to General Corporate Stabilization RSA, \$53,216 to Corporate Services Stabilization RSA, \$13,041 to Protective Services Stabilization RSA, \$35,904 to Municipal Operations Stabilization RSA, \$30,584 to Development Stabilization RSA, \$75,411 to Community Services Stabilization RSA, \$421,489 to Utility Infrastructure Lifecycling RSA and \$15,153 to Shared Fire Operating RSA.		
181-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q1 2021 Quarterly Financial Reports, as information.		
182-14-06-21	MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations Funding for the 2nd in-take for 2021 in the amount of \$7,956.29 as shown on Schedule "A".	Completed	Appendix 13
183-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council funding be awarded to Hope 4 MVC Kids Society in the amount of \$1200. DEFEATED.	Leg Serv	Complete
	MEMBER	IN FAVOUR	OPPOSED

	Mayor Terry Leslie	Not stated	Not stated
	Councillor Richard Warnock	v	
	Councillor Rob Wolfe		v
	Councillor Charlene Preston		v
	Councillor Cheri Funke		v
	Councillor Paul Isaac	v	
	Councillor Todd Dalke		v
	TOTAL VOTES	2	4
184-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve a 3 <sup>rd</sup> intake to the Grants to Organizations Funding with an August 31, 2021 deadline for applications.		
185-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve the project request to improve 6 <sup>th</sup> Street SE, 6 <sup>th</sup> Street NW and the back lane between 3 <sup>rd</sup> St NW and 2 <sup>nd</sup> St NW at a combined total cost of \$69,999.00, with funds to be drawn from MSI.		
186-14-06-21	MOVED by Councillor Isaac that the Town of Sundre Council approve the request to enter into a License of Occupation Agreement with 583445 Alberta Ltd. to allow for a patio within a Town Right of Way at Lot 1, Block D, Plan 7447ER, for a ten-year term period with an option to renew for an additional two terms, and that the CAO be authorized to sign the agreement on behalf of the Town of Sundre.		
187-14-06-21	MOVED by Councillor Preston that the Town of Sundre Council accept the CAO verbal report as information, and directs Administration to include the project list on the Utility Bill insert.		
188-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept Mayor Leslie's May 2021 report as information.		
189-14-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Warnock's April and May 2021 report as information.		
190-14-06-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:57 p.m.		
191-14-06-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:45 p.m.		
192-14-06-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:45 p.m.		

#/D/M/Y	June 28, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
193-28-06-21	MOVED by Councillor Isaac that the agenda be approved as amended to include "Delegation, Minister of Environment, Jason Nixon."		
Res. 194-28-06-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 14, 2021, be approved as presented.		
Res. 195-28-06-21	MOVED by Councillor Preston that the presentation by the Hon. Jason Nixon, Minister of the Environment, be accepted as information.		
196-28-06-21	MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with upgrades to the skatepark at a cost of \$5,187.00, with funds being drawn from the Federal Gas Tax Fund and direct staff to work with the resident to bring anymore upgrades forward to the Fall Workshop.		
197-28-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the draft list of Capital Projects as information, with the understanding that the list will be updated with the new information provided this evening and brought back to Council for approval at a later date.		
198-28-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Supply and Service Agreement between Soneera Water Canada Ltd., and the Town of Sundre and that the CAO be authorized to sign the agreement on behalf of the Town.		
199-28-06-21	MOVED by Councillor Funke that the Town of Sundre Council reconfirm the \$2,100,000.00 already set aside in the utility life cycling RSA, the \$150,000.00 confirmed in the Federal Gas Tax, and the \$800,000.00 already confirmed in the MSI.		
200-28-06-21	Moved by Councillor Isaac that the Town of Sundre Council acknowledge the \$7,500,000.00 funding commitment from the Province of Alberta towards the lagoon project.		
201-28-06-21	Moved by Councillor Warnock that Council ensure the remaining \$950,000.00 is available in the Utilities Lifecycling RSA, through future transfers and the budgeting process, to meet the financial obligation.		
202-28-06-21	Moved by Councillor Dalke ensure an additional \$200,000.00 is available in the Utilities Lifecycling RSA, through future transfers and the budgeting process, in the event there are unforeseen Town costs, and to cover legal costs, third party engineering and due diligence.		
203-28-06-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the Departmental Reports for May and June 2021 as information.		
204-28-06-21	MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Funke's May 2021 report as information.		
205-28-06-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:50 p.m.		
Linda Nelson left the meeting at 8:00 p.m.			
206-28-06-21	MOVED by Councillor Dalke that Council return to open meeting at 8:09 p.m.		

207-28-06-21	MOVED by Councillor Dalke that the Town of Sundre Council support the nomination of CAO, Linda Nelson, for the Dedicated Chief Administrative Officer Award, sponsored by the Society of Local Government Managers of Alberta (SLGM) and the Alberta Urban Municipalities Association (AUMA).		
208-28-06-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y	August 3, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
209-03-08-21	MOVED by Councillor Isaac that the agenda of August 3, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		
210-03-08-21	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2021-11 being a bylaw to amend Part Four of the Land Use Bylaw 2018-10 and the Land Use Bylaw Map, Schedule "A".		
211-03-08-21	MOVED by Councillor Dalke that the Town of Sundre Council set Monday, September 7, 2021 at 6:00 p.m. for a Public Hearing for Bylaw 2021-11.		
212-03-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council revoke Resolution #78/15, being the appointment of Steve Washington as a Designated Officer for the Town of Sundre.		
213-03-08-21	MOVED by Councillor Funke that the Town of Sundre Council appoint Mr. Kevin Bohlken, AMAA, as Designated Officer to carry out the functions, duties, and powers of a municipal assessor under the Act, for the Town of Sundre.	Completed	Appendix 14
214-03-08-21	MOVED by Councillor Warnock that Council go into closed meeting at 4:37 p.m.		
215-03-08-21	MOVED by Councillor Isaac that Council return to open meeting at 4:59 p.m.		
216-03-08-21	MOVED by Councillor Wolfe that being the agenda matters have been concluded the meeting adjourned at 4:59 p.m.		
#/D/M/Y	August 16, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
217-16-08-21	MOVED by Councillor Isaac that the agenda of August 16, 2021 Regular Council Meeting be adopted, as presented.		
218-16-08-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 28, 2021, be approved as presented.		
219-16-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council give First Reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		
220-16-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council set a Public Hearing date for Bylaw 2021-07 for September 20, 2021.		



221-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council give First Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021.		
222-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council set a Public Hearing date for Bylaw 2021-06 for September 20, 2021.		
223-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to write a letter, on their behalf, to acknowledge, thank, and send best wishes to Councillor Preston in her future endeavours.	Completed	Appendix 15
224-16-08-21	MOVED by Councillor Isaac that Council go into closed meeting at 4:55 p.m.		
225-16-08-21	MOVED by Councillor Isaac that Council return to open meeting at 5:29 p.m.		
226-16-08-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 5:29 p.m.		
#/O/M/Y	September 7, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
227-07-09-21	MOVED by Councillor Isaac that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2021-11 that the Public Hearing be closed.		
228-07-09-21	MOVED by Councillor Funke that the agenda be approved as presented.		
229-07-09-21	MOVED by Councillor Funke that the Minutes of the Special Council Meeting held on August 3, 2021, be approved as presented.		
230-07-09-21	MOVED by Councillor Wolfe that the Minutes of the Regular Council Meeting held on August 16, 2021, be approved as presented.		
231-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2021-11 being a bylaw to amend the Land Use Bylaw and the Land Use Bylaw Map, Schedule "A" Legend.		
232-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-11, being a bylaw to amend the Land Use Bylaw and the Land Use Bylaw Map, Schedule "A" Legend.		Bylaw 2021-11
233-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council appoints PricewaterhouseCoopers LLP as the Town's auditors for the 2021 fiscal year.		
234-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council approve three members of the Sundre Library Board, Laura Skorodenski, Simon Ducatel, and Lynda Lyster to continue to serve for a 3-year term ending October 31, 2024.		
235-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council reschedule the Fall Workshop date from October 23 <sup>rd</sup> and 24 <sup>th</sup> to October 29 <sup>th</sup> to 31 <sup>st</sup> and reschedule the Regular Council Meeting from November 15 <sup>th</sup> to November 22 <sup>nd</sup> , 2021.		

236-07-09-21	MOVED by Rob Wolfe that the Town of Sundre Council approve the Grants to Organizations Funding for the 3rd in-take for 2021 in the amount of \$16,634 as shown on Schedule "A" with the amendment to allocate the initial amount requested for Original T's, \$4777.50, and to allocate \$1,500.00 to The Sundre & District Curling Club.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		✓
	Deputy Mayor Richard Warnock		✓
	Councillor Rob Wolfe	✓	
	Councillor Cheri Funke		✓
	Councillor Todd Dalke		✓
	TOTAL VOTES	1	4
237-07-09-21	MOVED by Terry Leslie that the Town of Sundre Council approve the Grants to Organizations Funding for the 3 <sup>rd</sup> in-take for 2021 in the amount of \$16,634 as shown on Schedule "A" with the friendly amendment to change the allotted \$500 to the full amount of \$3000 as requested by Burden Bearers Counselling.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie	✓	
	Deputy Mayor Richard Warnock		✓
	Councillor Rob Wolfe	✓	
	Councillor Cheri Funke		✓
	Councillor Todd Dalke		✓
	TOTAL VOTES	2	3
			DEFEATED

238-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council approve the Grants to Organizations Funding for the 3rd in-take for 2021 in the amount of \$16,634 as shown on Schedule "A."		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		✓
	Deputy Mayor Richard Warnock	✓	
	Councillor Rob Wolfe		✓
	Councillor Cheri Funke	✓	
	Councillor Todd Dalke	✓	
	TOTAL VOTES	3	2
			CARRIED
239-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to draft a Bylaw to prohibit the feeding of wildlife within Town of Sundre Corporate Limits for the Bylaw Policy Review Committee's review.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		✓
	Deputy Mayor Richard Warnock		✓
	Councillor Rob Wolfe		✓
	Councillor Cheri Funke	✓	
	Councillor Todd Dalke		✓
	TOTAL VOTES	1	4
			DEFEATED
240-07-09-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from the Municipality of Crowsnest Pass as presented, as information.		
241-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to prepare a letter to the Honorable Ric McIver with regard to the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement, in solidarity with the Town of Claresholm, under the signature of the Mayor.	Completed	<a href="#">Appendix 16</a>
242-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to prepare a letter to Premier Kenney to ensure municipalities will not be burdened with the retroactive pay to the RCMP, and that the Provincial and Federal Government should manage any shortfalls as a result of the agreement, under the signature of the Mayor.	Completed	<a href="#">Appendix 17</a>
243-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from Big Lakes County as presented, as information.		
244-07-09-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:05 p.m.		
245-07-09-21	MOVED by Councillor Funke that Council return to an open meeting at 7:45 p.m.		
246-07-09-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:45 p.m.		

#/D/M/Y	September 13, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
247-13-09-21	MOVED by Councillor Wolfe that the agenda of September 13, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		
248-13-09-21	MOVED by Councillor Funke that the Town of Sundre Council approve the Capital Project on 9 <sup>th</sup> Street NE to not exceed the amount of \$36,873 plus GST with funds being drawn from the federal gas tax reserve.		
249-13-09-21	MOVED by Councillor Funke that Council go into closed meeting at 4:45 p.m.		
250-13-09-21	MOVED by Councillor Funke that Council return to open meeting at 5:14 p.m.		
251-13-09-21	MOVED by Councillor Wolfe that being the agenda matters have been concluded the meeting adjourned at 5:15 p.m.		
#/D/M/Y	September 20, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
252-20-09-21	MOVED by Councillor Funke that the Council of the Town of Sundre That the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2021-06, being a Bylaw to Amend the Eagle Ridge Area Structure Plan and, Bylaw 2021-07, being a Bylaw to Amend the Municipal Development Plan.		
253-20-09-21	MOVED by Councillor Wolfe that the agenda be approved as amended to include Item 9.1a-1 Council Expenditures.		
254-20-09-21	MOVED by Councillor Warnock that the Minutes of the Regular Council Meeting held on September 7, 2021, be approved as amended as follows: 1. To correct on page 5: "Mayor/Deputy Mayor Leslie."		
255-20-09-21	MOVED by Councillor Wolfe that the Minutes of the Special Council Meeting held on September 13, 2021, be approved as presented.		
256-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		
257-20-09-21	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		Bylaw 2021-07 Municipal Development Plan Amendment
258-20-09-21	MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.		
259-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.		Bylaw 2021-06 Eagle Ridge Area Structure Plan Amendment

260-20-09-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q2 2021 Quarterly Financial Reports, as information.		
261-20-09-21	MOVED by Councillor Dalke that the Town of Sundre Council approve two members of the Sundre Library Board, Anton Walker and Wendy Murphy, to serve for a 3-year term ending October 31, 2024.		
262-20-09-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of September 19 – 25, 2021 as Alberta Development Officer's Week in the Town of Sundre.		
263-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Departmental Reports for July and August 2021 as information.		
264-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Town of Crossfield as presented, as information.		
265-20-09-21	MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.		
266-20-09-21	MOVED by Councillor Funke that Council return to an open meeting at 7:56 p.m.		
267-20-09-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:56 p.m.		
#/D/M/Y	October 4, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
268-04-10-21	MOVED by Councillor _____ that the agenda be approved as presented.		
269-04-10-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on September 20, 2021, be approved as presented.		
270-04-10-21	MOVED by Councillor Funke that the Town of Sundre Council maintains the Fortis Alberta Franchise Fee at 10% effective January 1, 2022.		
271-04-10-21	MOVED by Councillor Dalke that the Town of Sundre Council approve the installation of the new furnace and other repairs at the Fire Hall at a cost of \$15,000 with funds being drawn from Fire-Capital Restricted Surplus Account.		
272-04-10-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Business Visitation & Triage Program report for information.		
273-04-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim October 17 <sup>th</sup> to 23 <sup>rd</sup> as Workplace Bullying Awareness Week in the Town of Sundre.		
274-04-10-21	MOVED by Councillor Warnock that the Town of Sundre Council support the agreement between the Town of Sundre and Alberta Health Services for the simulation lab at the Fire Hall and that the CAO be authorized to sign the Agreement on behalf of the Town.		

275-04-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal report as information.		
276-04-10-21	MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.		
277-04-10-21	MOVED by Councillor Funke that Council return to an open meeting at 8:09 p.m.		
278-04-10-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y	October 12, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
279-12-10-21	MOVED by Councillor Isaac that the agenda of October 12, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		
280-12-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council approves to proceed with the required structural repairs quoted by Supreme Renovations at a cost not to exceed \$49,700 plus GST, with funding to be drawn from the General Corporate Stabilization RSA.		
281-12-10-21	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 4:41 p.m.		
#/D/M/Y	October 25, 2021 Organizational Meeting		
Res. #	Council Motion	Action	Status
	<p>Linda Nelson, Chief Administrative Officer, declared Richard Warnock as Mayor of the Town of Sundre effective immediately; and further, that the appointment be for a four (4) year term. The Oath of Office was administered to Mayor Warnock.</p> <p>Linda Nelson, Chief Administrative Officer, declared Chris Vardas as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Vardas.</p> <p>Linda Nelson, Chief Administrative Officer, declared Paul Isaac as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Isaac.</p>		
	<p>Linda Nelson, Chief Administrative Officer, declared Jaime Marr as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Marr.</p> <p>Linda Nelson, Chief Administrative Officer, declared Todd Dalke as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Dalke.</p> <p>Linda Nelson, Chief Administrative Officer, declared Owen Petersen as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Petersen.</p>		

	<p>Linda Nelson, Chief Administrative Officer, declared Connie Anderson as Councillor for the Town of Sundre effective immediately; and further that the appointment be for a four (4) year term. The Oath of Office was administered to Councillor Anderson.</p> <p>Linda Nelson, Chief Administrative Officer, turned the Chair over to Mayor Warnock.</p>		
282-25-10-21	<p>MOVED by Councillor Vardas that the Town of Sundre Council adopt the agenda as presented.</p> <p>Seating assignments were accepted as presented by Administration.</p>		
283-25-10-21	<p>Councillor Anderson moved that the Town of Sundre Council appoints Councillor Dalke for the first eight months of the rotation and Councillor Vardas to the last eight months in the position of Deputy Mayor, effective immediately, until the October 2022 Organizational Meeting of Council.</p>		
284-25-10-21	<p>MOVED by Councillor Isaac that the Town of Sundre Council designate the following individuals to have signing authority for the Town of Sundre:</p> <p>Mayor Richard Warnock, Councillor Connie Anderson, Councillor Todd Dalke, Councillor Paul Isaac, Councillor Jaime Marr, Councillor Owen Petersen, Councillor Chris Vardas, Chief Administrative Officer, Linda Nelson, and Director of Corporate Services, Chris Albert.</p>		
285-25-10-21	<p>MOVED by Councillor Vardas the the Town of Sundre Council approve the 2022 Meeting Calendar as presented.</p>	Leg Serv	Appendix 18
286-25-10-21	<p>MOVED by Councillor Anderson that the Town of Sundre Council approve the following appointments to Council Committees, Boards and Commissions for a one-year term, 2021-2022 as per Schedule "A".</p>	Leg Serv	Appendix 19
	<p>Councillor Marr to the Events and Festivals Committee for a one-year term, 2021-2022.</p> <p>Councillor Petersen, Councillor Marr, and Councillor Dalke to the Grant Review Committee for a one-year term, 2021-2022.</p> <p>Councillor Dalke to the Vision for Sundre Committee for a one-year term, 2021-2022.</p> <p>Mayor Warnock, Councillor Petersen to the Sundre Wellness Advocacy Committee for a one-year term, 2021-2022.</p> <p>Councillor Dalke and Councillor Marr as Alternative, to the FCSS (Greenwood Neighbourhood Place) Board for a one-year term, 2021-2022.</p>		



	<p>Councillor Marr and Councillor Isaac as Alternative, to the Sundre Municipal Library Board for a one-year term, 2021-2022.</p> <p>Mayor Warnock, Councillor Vardas, and Councillor Dalke to the Intermunicipal Collaboration Committee for a one-year term, 2021-2022.</p> <p>Mayor Warnock and Councillor Vardas as Alternative, to Mountain View Seniors' Housing for a one-year term, 2021-2022.</p> <p>Mayor Warnock, and Councillor Vardas as Alternative, to the Mountain View Regional Waste Management Committee for a one-year term, 2021-2022.</p> <p>Mayor Warnock, and Councillor Anderson to the Intermunicipal Planning Commission for a one-year term, 2021-2022.</p>		
	<p>Councillor Marr, and Councillor Petersen as Alternative, to the Sundre &amp; District Aquatic Society for a one-year term, 2021-2022.</p> <p>Councillor Vardas as the Liaison between Council and the Central Alberta Economic Partnership for a one-year term, 2021-2022.</p> <p>Councillor Dalke to Citizens on Patrol for a one-year term, 2021-2022.</p> <p>Councillor Petersen to Sundre Search &amp; Rescue for a one-year term, 2021-2022.</p> <p>Councillor Vardas to Sundre Hospital (Futures &amp; Attraction/Retention) for a one-year term, 2021-2022.</p>		
	<p>Mayor Warnock, and Councillor Dalke as Alternative, to the Red Deer River Municipal Users Group for a one-year term, 2021-2022.</p> <p>Mayor Warnock, and Councillor Dalke as Alternative, to Red Deer River Watershed Alliance for a one-year term, 2021-2022.</p> <p>Councillor Anderson, and Councillor Isaac as Alternative, to the Sundre &amp; District Chamber of Commerce for a one-year term, 2021-2022.</p> <p>Councillor Petersen, and Councillor Marr as Alternative, to the Sundre &amp; District Historical Society for a one-year term, 2021-2022.</p> <p>Mayor Warnock to Sundre Forest Products / West Fraser for a one-year term, 2021-2022.</p>		

	<p>Councillor Isaac as Sundre School Liaison for a one-year term, 2021-2022.</p> <p>Mayor Warnock, and Councillor Marr to the Sundre Petroleum Operators Group for a one-year term, 2021-2022.</p> <p>Mayor Warnock to Sundre Coordinated Community Response for a one-year term, 2021-2022.</p>	Leg Serv	Appendix 19
287-25-10-21	<p>MOVED by Councillor Vardas that the Town of Sundre Council appoint Mrs. Patricia Toone and Councillor Marr as Alternative, to the Parkland Regional Library Board for a term ending at the Organizational Meeting in October 2022.</p>	Leg Serv	Appendix 20
288-25-10-21	<p>MOVED by Councillor Marr to adjourn the October 25, 2021 Organizational Meeting of Council, and revert to a Regular Council Meeting at 6:25 p.m.</p>		
#/D/M/Y	October 25, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
289-25-10-21	<p>MOVED by Councillor Isaac that the agenda be approved as presented.</p>		
290-25-10-21	<p>MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on October 4, 2021, be approved as presented.</p>		
291-25-10-21	<p>MOVED by Councillor Dalke that the Minutes of the Special Meeting of Council held on October 12, 2021, be approved as presented.</p>		
292-25-10-21	<p>MOVED by Councillor Petersen that the Town of Sundre Council accept the brief overview of Council Procedural Bylaw 2019-01 as information.</p>		
293-25-10-21	<p>MOVED by Councillor Marr that the Town of Sundre Mayor and Councillors sign the Council Code of Conduct Bylaw Acknowledgement, and commitment to abide by Bylaw 2020-07 being the Mayor and Councillor Code of Conduct Bylaw.</p>		
294-25-10-21	<p>MOVED by Councillor Dalke that the Town of Sundre Council accept the departmental reports as presented.</p>		
295-25-10-21	<p>MOVED by Councillor Vardas that Council go into closed meeting at 7:10 p.m.</p>		
296-25-10-21	<p>MOVED by Councillor Dalke that Council return to an open meeting at 7:47 p.m.</p>		
297-25-10-21	<p>MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 7:48 p.m.</p>		
#/D/M/Y	November 1, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
298-01-11-21	<p>MOVED by Councillor Anderson that the agenda be approved as amended to include: 1. Item 8.3 RFP for Change of Alternate on the Sundre Wellness Advocacy Committee</p>		
299-01-11-21	<p>MOVED by Councillor Vardas that the Minutes of the Organizational Meeting of Council held on October 25, 2021, be approved as presented.</p>		
300-01-11-21	<p>MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on October 25, 2021, be approved as presented.</p>		

301-01-11-21	MOVED by Councillor Dalke that the Town of Sundre Council transfers the Gas Alberta Inc. gas cost refund of \$16,176.62 to the Gas Department Lifecycling Restricted Surplus Account.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Richard Warnock		✓
	Councillor Connie Anderson		✓
	Councillor Owen Petersen (via Phone)	✓	
	Councillor Todd Dalke	✓	
	Councillor Jaime Marr		✓
	Councillor Paul Isaac		✓
	Councillor Chris Vardas	✓	
	TOTAL VOTES	3	4
	DEFEATED		
302-01-11-21	MOVED by Councillor Isaac that the Town of Sundre Council approves a per gigajoule credit to be applied on utility bills issued in December 2021 for natural gas consumption used in November 2021. The per gigajoule rebate rate is dependent upon the total number of gigajoules sold.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Richard Warnock	✓	
	Councillor Connie Anderson	✓	
	Councillor Owen Petersen (via Phone)		✓
	Councillor Todd Dalke		✓
	Councillor Jaime Marr	✓	
	Councillor Paul Isaac	✓	
	Councillor Chris Vardas	✓	
	TOTAL VOTES	5	2
	CARRIED		
303-01-11-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the verbal report as information.		
304-01-11-21	MOVED by Councillor Vardas that the Town of Sundre Council remove Councillor Petersen as alternate from the Sundre Community Wellness Advocacy Committee and appoint Councillor Anderson, as alternate, to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2022.	Leg Serv	Appendix 21
305-01-11-21	MOVED by Councillor Marr that Council go into closed meeting at 6:25 p.m.		
306-01-11-21	MOVED by Councillor Anderson that Council return to an open meeting at 7:07 p.m.		
307-01-11-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:08 p.m.		

#/D/M/Y	November 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
308-22-11-21	MOVED by Councillor Vardas that the agenda be approved as amended to remove item 13.1 Closed Meeting.		
309-22-11-21	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on November 1, 2021, be approved as presented.		
Councillor Vardas left the meeting at 6:04 pm.			
Councillor Vardas returned to the meeting at 6:06 pm.			
310-22-11-21	MOVED by Councillor Marr that the presentation by Ms. Karen Tubb be accepted as information.		
Councillor Vardas left the meeting at 6:25 pm.			
Councillor Vardas returned to the meeting at 6:27 pm.			
311-22-11-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the Q3 2021 Quarterly Financial Reports as information.		
312-22-11-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the Departmental Reports for October 2021 as information.		
313-22-11-21	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report as information.		
314-22-11-21	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Isaac's report as information.		
315-22-11-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:58 p.m.		
#/D/M/Y	November 29, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
316-29-11-21	MOVED by Councillor Petersen that the agenda be approved as presented.		
317-29-11-21	MOVED by Councillor Dalke that Council go into closed meeting at 4:05 p.m.		
Councillor Marr joined the meeting at 4:05 pm.			
318-29-11-21	MOVED by Councillor Anderson that Council return to open meeting at 5:00 p.m.		
319-29-11-21	MOVED by Councillor Vardas that the Town of Sundre Council revisit Motion #286-25-10-21 with regard to the Council Committee Appointment to the Central Alberta Economic Partnership.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Richard Warnock		✓
	Councillor Connie Anderson		✓
	Councillor Owen Petersen		✓
	Councillor Todd Dalke	✓	
	Councillor Jaime Marr		✓
	Councillor Paul Isaac		✓
	Councillor Chris Vardas		✓
	TOTAL VOTES	1	6
DEFEATED			
320-29-11-21	MOVED by Councillor Isaac being that the agenda matters have been concluded, the meeting adjourned at 5:10 p.m.		

#/D/M/Y	December 6, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
321-06-12-21	MOVED by Councillor Vardas that the agenda be approved as presented.		
322-06-12-21	MOVED by Councillor Marr that the Minutes of the Regular Council Meeting of Council held on November 22, 2021, be approved as presented.		
323-06-12-21	MOVED by Councillor Petersen that the Minutes of the Special Council Meeting of Council held on November 29, 2021, be approved as presented.		
324-06-12-21	MOVED by Councillor Isaac that the presentation by Ms. Diana Kleinloog of the Sundre Palliative Care Association be accepted as information.		
325-06-12-21	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2021-12 "Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.		
326-06-12-21	MOVED by Councillor Anderson that the Town of Sundre Council give second reading to Bylaw 2021-12 ""Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.		
327-06-12-21	MOVED by Councillor Petersen that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-12 "Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.		
328-06-12-21	MOVED by Councillor Vardas that the Town of Sundre Council give third and final reading to Bylaw 2021-12 ""Fees & Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre for 2022.		Bylaw 2021-12
329-06-12-21	MOVED by Councillor Petersen that the Town of Sundre Council approves a Cost-of-Living Adjustment of 4.30% to be applied to the 2022 approved salary grid, effective January 1, 2022.		
		In Favour	Opposed
	Mayor Richard Warnock	✓	
	Councillor Connie Anderson		✓
	Councillor Owen Petersen	✓	
	Councillor Todd Dalke		✓
	Councillor Jaime Marr		✓
	Councillor Paul Isaac		✓
	Councillor Chris Vardas		✓
	Total	2	5
		DEFEATED	

330-06-12-21	MOVED by Councillor Vardas that the Town of Sundre Council approves a Cost-of-Living Adjustment of 3 % to be applied to the 2022 approved salary grid, effective January 1, 2022.		
		In Favour	Opposed
	Mayor Warnock		✓
	Councillor Connie Anderson	✓	
	Councillor Owen Petersen	✓	
	Councillor Todd Dalke		✓
	Councillor Jaime Marr	✓	
	Councillor Paul Isaac	✓	
	Councillor Chris Vardas	✓	
	Total	5	2
		CARRIED	
331-06-12-21	MOVED by Councillor Vardas that the Town of Sundre Council re-affirms the adoption of the 2019 - 2022 Four-Year Operating Budget and 2022 – 2031 Ten-Year Capital Plan as amended, with total expenditures of \$9,022,658 and total operational revenues of \$5,300,169 in 2022. With the remaining \$3,722,489 to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.		
332-06-12-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the 2021 Audit Plan as presented, as information.		
333-06-12-21	MOVED by Councillor Petersen that the Town of Sundre Council accept the correspondence from the Premier's Office as presented, as information.		
334-06-12-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the correspondence from the Minister of Municipal Affairs as presented, as information.		
335-06-12-21	MOVED by Councillor Marr that the Town of Sundre Council accept the correspondence from the Minister of Justice and Solicitor General as presented, as information.		
336-06-12-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from the Office of the Archbishop as presented, as information.		
337-06-12-21	MOVED by Councillor Isaac that Council go into closed meeting at 7:59 p.m.		
338-06-12-21	MOVED by Councillor Petersen that Council return to an open meeting at 8:25 p.m.		
339-06-12-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:46 p.m.		

#/D/M/Y	December 20, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
340-20-12-21	MOVED by Councillor Isaac that the agenda be approved as amended to include: 1) Supplemental item 11.3 Mayor's Report. 2) 13.2 FOIPP Section 19 Confidential Evaluations.		
341-20-12-21	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on December 6, 2021, be approved as presented.		
342-20-12-21	MOVED by Councillor Marr that the Town of Sundre Council accept the Departmental Reports for November 2021 as information.		
343-20-12-21	MOVED by Councillor Petersen that the Town of Sundre Council accept Councillor Isaac's report as information.		
344-20-12-21	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's report as information.		
345-20-12-21	MOVED by Councillor Dalke that the Town of Sundre Council accept Mayor Warnock's report as information.		
346-20-12-21	MOVED by Councillor Anderson that the Town of Sundre Council accept the correspondence to the New Horizon Seniors Program as presented, as information.		
347-20-12-21	MOVED by Councillor Petersen that Council go into closed meeting at 6:28 p.m.		
348-20-12-21	MOVED by Councillor Isaac that Council return to an open meeting at 7:40 p.m.		
349-20-12-21	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 7:41 p.m.		
<b>THIS ENDS THE MOTION TRACKING FOR 2021</b>			



# SCHEDULE A - Pre-Election

**Mayor Terry Leslie**

\$ 2,025.00

Date	Description	Expense	Cost	Balance
2021-01-27	Jan 15-19; RDRMUG meetings	Per Diem	\$ 265.00	\$ 1,760.00
2021-04-01	AUMA 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 1,710.00
2021-05-04	Feb 3 to Mar 18; RDRWA, RDRMUG, Mayors Meetings	Per Diem	\$ 270.00	\$ 1,440.00
	Mar 19 to April 16; Mayors Mtgs, Presenter World Water Day, AUMA			
2021-05-04	Municipal Leaders Caucus and Spring Workshop	Per Diem	\$ 490.00	\$ 950.00
2021-05-04	April 17 to 18 - Spring Workshop	Per Diem	\$ 350.00	\$ 600.00
2021-05-04	April 27 to April 25 - RDRMug Executive and Central AB Mayors Meeting	Per Diem	\$ 135.00	\$ 465.00
2021-05-04	April 16 to 18 - Spring Workshop	Mileage	\$ 112.38	\$ 352.62
2021-05-04	Staples	Paper/Printer Ink	\$ 144.89	\$ 207.73
2021-05-27	April 16 to 18 - Hotel - Spring Workshop	Accommodation	\$ 252.48	\$ 44.75
2021-05-27	April 16 to 18 - Meal - Spring Workshop	Meal	\$ 16.00	\$ 60.75
	Red Deer River Municipal Users Group - Executive and Regular Meeting Via			
2021-09-16	Zoom	Per Diem	\$ 67.50	\$ 128.25
			\$ 2,153.25	\$ 128.25
		Spent		Remaining

**Councillor Paul Isaac**

\$ 750.00

Date	Description	Expense	Cost	Balance
2021-04-16	Spring Workshop - Red Deer	Mileage	\$ 140.00	\$ 610.00
2021-04-16	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 435.00
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 260.00
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 85.00
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 167.48
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 34.00	\$ 201.48
			\$ 951.48	\$ 201.48
		Spent		Remaining

\$ 750.00

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Councillor Charlene Preston

\$ 750.00

Date	Description	Expense	Cost	Balance
2021-01-12	Recycling Council AB - Back to Basics	Registration	\$ 99.00	\$ 651.00
2021-04-01	AUMA 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 601.00
2021-04-27	Recycling AB and AUMA	Per Diem	\$ 315.00	\$ 286.00
2021-04-27	Spring Workshop - Red Deer	Per Diem	\$ 395.00	\$ 109.00
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 361.48
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 54.42	\$ 415.90
			\$ 1,165.90	\$ 415.90
			Spent	Remaining

Councillor Robert Wolfe

\$ 750.00

Date	Description	Expense	Cost	Balance
2021-02-04	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 682.50
2021-02-11	ARPA Alberta Health Town Hall	Per Diem	\$ 22.50	\$ 660.00
2021-02-17	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 592.50
2021-02-26	AUMA Alberta Budget 2021 (How Will It Impact Municipalities?)	Per Diem	\$ 45.00	\$ 547.50
2021-02-26	GOA Budget Review Town Hall	Per Diem	\$ 22.50	\$ 307.50
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 245.00
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 175.00
2021-04-16	Spring Workshop - Red Deer	Mileage	\$ 118.00	\$ 57.00
2021-04-17	Spring Workshop - Red Deer	Meal	\$ 9.75	\$ 47.25
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 205.23
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 16.00	\$ 221.23
			\$ 971.23	\$ 221.23
			Spent	Remaining

**Councillor Richard Warnock**

\$ 750.00

Date	Description	Expense	Cost	Balance
2021-01-27	EOEP Courses Feb 11, 18 & 25	Registration	\$ 200.00	\$ 550.00
2021-02-04	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 482.50
2021-02-17	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 415.00
2021-02-11	EOEP Course - Partnership Collaboration Session #1	Per Diem	\$ 67.50	\$ 347.50
2021-02-18	EOEP Course - Partnership Collaboration Session #2	Per Diem	\$ 67.50	\$ 280.00
2021-02-25	EOEP Course - Partnership Collaboration Session #3	Per Diem	\$ 67.50	\$ 212.50
2021-04-01	AUMA - 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 362.50
2021-04-14	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 72.50
2021-04-15	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 17.50
2021-04-16	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 107.50
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 282.50
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 457.50
2021-04-19	Spring Workshop - Red Deer	Mileage	\$ 118.00	\$ 575.50
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 827.98
2021-05-27	Spring Workshop - Red Deer	Meals	\$ 25.00	\$ 852.98
2021-07-21	AUMA Leadership Caucus - High River	Mileage	\$ 213.52	\$ 1,066.50
2021-07-21	AUMA Leadership Caucus - High River	Per Diem	\$ 175.00	\$ 1,241.50
2021-09-01	AUMA Leadership Caucus - High River	Hotel	\$ 106.05	\$ 1,347.55
2021-09-01	AUMA Leadership Caucus - High River	Meals	\$ 22.50	\$ 1,370.05
2021-09-11	Library Fall Workshop - Pioneer Lodge Bergen	Mileage	\$ 23.60	\$ 1,393.65
2021-09-09	Inter-Municipal Collaboration Committee	Per Diem	\$ 90.00	\$ 1,483.65
2021-09-11	Sundre Library Workshop	Per Diem	\$ 175.00	\$ 1,658.65
			\$ 2,408.65	\$ 1,658.65
			<b>Spent</b>	<b>Remaining</b>

**Councillor Todd Dalke**

\$ 750.00

<b>Date</b>	<b>Description</b>	<b>Expense</b>	<b>Cost</b>	<b>Balance</b>
02-03-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 575.00
01-06-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 400.00
02-11-2021	Brownlee Emerging Trends in Municipal Law	Per Diem	\$ 175.00	\$ 225.00
02-18-2021	Brownlee Emerging Trends in Municipal Law	Per Diem	\$ 175.00	\$ 50.00
02-26-2021	CAEP Broadband Task Force	Per Diem	\$ 90.00	\$ 40.00
05-27-2021	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 390.00
05-27-2021	Spring Workshop - Red Deer	Meals	\$ 40.42	\$ 480.00
05-27-2021	Spring Workshop - Red Deer	Per Diem	\$ 350.00	\$ 655.00
03-03-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 920.00
03-31-2021	CAEP Board of Directors Meeting	Per Diem	\$ 175.00	\$ 812.50
04-07-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 987.50
05-05-2021	EOEP Regial Partnerships and Collaboration	Per Diem	\$ 67.50	\$ 992.50
05-12-2021	CAEP Board of Directors Meeting	Per Diem	\$ 175.00	\$ 1,167.50
06-04-2021	FCM Annual General Meeting	Per Diem	\$ 175.00	\$ 1,257.50
06-23-2021	CAEP AGM w/Premier Kenney	Per Diem	\$ 175.00	\$ 1,347.50
06-09-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 1,437.50
08-04-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 1,612.50
09-08-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 1,702.50
09-15-2021	CAEP Board of Directors Meeting	Per Diem	\$ 175.00	\$ 1,995.40
10-06-2021	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 1,995.40
			<b>\$ 2,745.40</b>	<b>\$ 1,995.40</b>
			<b>Spent</b>	<b>Remaining</b>

# SCHEDULE A - Post-Election

Mayor Richard Warnock

\$ 5,475.00

Date	Description	Expense	Cost	Balance
14-Nov-21	AUMA Conference Edmonton	Hotel	\$ 1,390.04	\$ 4,084.96
15-Nov-21	AUMA Conference Edmonton	Meal	\$ 23.50	\$ 4,061.46
16-Nov-21	AUMA Conference Edmonton	Meal	\$ 30.20	\$ 4,031.26
13-Aug-21	AUMA Conference Edmonton	Registration	\$ 975.00	\$ 3,056.26
5-Dec-21	RMA Conference Edmonton	Hotel	\$ 1,604.15	\$ 1,452.11
26-Nov-21	RMA Conference Edmonton	Meal	\$ 22.19	\$ 1,429.92
25-Oct-21	RMA Conference Edmonton	Registration	\$ 1,275.00	\$ 154.92
29-Oct-21	Fall Workshop Red Deer	Hotel	\$ 331.32	\$ 176.40
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 16.00	\$ 192.40
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 26.00	\$ 218.40
31-Oct-21	Fall Workshop Red Deer - October 29-31, 2021	Per Diem	\$ 350.00	\$ 568.40
4-Nov-21	CAEP Elected Officials Welcome - Didsbury	Mileage	\$ 61.81	\$ 630.21
14-Nov-21	AUMA Convention Edmonton	Mileage	\$ 286.57	\$ 916.78
19-Nov-21	AUMA and Mountain View Seniors' Board	Meals	\$ 16.64	\$ 933.42
22-Nov-21	RMA Conference Edmonton	Mileage	\$ 286.57	\$ 1,219.99
22-Nov-21	RMA Conference Edmonton	Parking	\$ 47.57	\$ 1,267.56
30-Nov-21	Central Alberta Mayor's Meeting - Didsbury	Mileage	\$ 61.81	\$ 1,329.37
6-Nov-21	Sundre Council Mandatory Orientation	Per Diem	\$ 175.00	\$ 1,504.37
6-Nov-21	Sundre Council Mandatory Orientation	Meal	\$ 52.99	\$ 1,557.36
15-Nov-21	AUMA Muni 101 and Convention - Edmonton - November 14-19, 2021	Per Diem	\$ 875.00	\$ 2,432.36
22-Nov-21	RMA Convention Edmonton - November 21-26, 2021	Per Diem	\$ 875.00	\$ 3,307.36
30-Nov-21	Central Alberta Mayor's Meeting - Didsbury	Per Diem	\$ 90.00	\$ 3,397.36
			\$ 8,872.36	\$ 3,397.36
			Spent	Remaining

Councillor Connie Anderson					\$	2,250.00
Date	Description	Expense	Cost	Balance		
29-Oct-21	Fall Workshop Red Deer	Hotel	\$ 331.32	\$ 1,918.68		
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 16.00	\$ 1,902.68		
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 24.00	\$ 1,878.68		
1-Nov-21	Fall Workshop Travel to and from Red Deer	Mileage	\$ 119.18	\$ 1,759.50		
31-Oct-21	Sundre Council Fall Workshop Red Deer - October 29-31, 2021	Per Diem	\$ 350.00	\$ 1,409.50		
6-Nov-21	Sundre Council Orientation	Meal	\$ 7.85	\$ 1,401.65		
			\$ 848.35	\$ 1,401.65	Spent	Remaining

Councillor Todd Dalke					\$	2,250.00
Date	Description	Expense	Cost	Balance		
29-Oct-21	Fall Workshop Red Deer	Hotel	\$ 331.32	\$ 1,918.68		
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 32.00	\$ 1,886.68		
29-Oct-21	Fall Workshop Red Deer	Meal	\$ 18.00	\$ 1,868.68		
31-Oct-21	Sundre Council Fall Workshop Red Deer October 29-31, 2021	Per Diem	\$ 350.00	\$ 1,518.68		
6-Nov-21	Sundre Council Orientation	Meal	\$ 52.99	\$ 1,465.69		
29-Oct-21	Fall Workshop Red Deer	Mileage	\$ 113.50	\$ 1,352.19		
6-Nov-21	Sundre Council Orientation	Per Diem	\$ 175.00	\$ 1,177.19		
4-Nov-21	CAEP Celebrating Municipal Politics	Per Diem	\$ 90.00	\$ 1,087.19		
3-Nov-21	CAEP Transport & Logistics Meeting	Per Diem	\$ 90.00	\$ 997.19		
			\$ 1,162.81	\$ 1,087.19	Spent	Remaining



\$ 2,250.00

\$ 2.250.00

## \$ 2.250.00

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**Councillor Owen Peterson**

			\$	2,250.00	
Date	Description	Expense	Cost	Balance	
2021-Nov-16	AUMA Conference Edmonton	Hotel	\$ 715.31	\$ 1,534.69	
2021-Nov-16	AUMA Conference Edmonton	Meal	\$ 30.20	\$ 1,504.49	
2021-Oct 29	Fall Workshop Red Deer	Hotel	\$ 331.32	\$ 1,173.17	
2021-Oct 29	Fall Workshop Red Deer	Meal	\$ 17.00	\$ 1,156.17	
2021-Oct 29	Fall Workshop Red Deer	Meal	\$ 17.00	\$ 1,139.17	
2021-Oct 31	Fall Workshop Red Deer	Mileage	\$ 121.54	\$ 1,017.63	
2021-Nov 19	AUMA Conference Edmonton - November 16-19, 2021	Per Diem	\$ 700.00	\$ 1,032.94	
2021-Oct-31	Sundre Council Fall Workshop - October 29-31, 2021	Per Diem	\$ 350.00	\$ 32.37	
2021-Nov 6	Council Orientation	Meal	\$ 52.99	\$ 85.36	
2021-Aug-14	AUMA Conference Edmonton	Registration	\$ 600.00	\$ 685.36	
2021-Dec-12	Sundre & District Hisotrical Society Strategic Planning	Per Diem	\$ 90.00	\$ 775.36	
			\$ 3,025.36	\$ 775.36	
			Spent	Remaining	

**Councillor Chris Vardas**

		\$ 2,250.00		
Date	Description	Expense	Cost	Balance
2021-Nov 16	AUMA Conference Edmonton	Hotel	\$ 720.26	\$ 1,529.74
2021-Nov 16	AUMA Conference Edmonton	Meal	\$ 30.20	\$ 1,499.54
2021-Oct 29	Fall Workshop Red Deer	Hotel	\$ 331.32	\$ 1,168.22
2021-Oct 29	Fall Workshop Red Deer	Meal	\$ 32.00	\$ 1,136.22
2021-Oct 29	Fall Workshop Red Deer	Meal	\$ 26.00	\$ 900.42
2021-Nov 4	CAEP Meeting	Mileage	\$ 44.84	\$ 1,607.84
2021-Oct 31	Fall Workshop Red Deer	Per Diem	\$ 350.00	\$ 715.38
2021-Nov 4	CAEP Meeting	Per Diem	\$ 90.00	\$ 625.38
2021-Nov 6	Council Orientation	Meal	\$ 52.99	\$ 572.39
2021-Nov 6	Council Orientation	Per Diem	\$ 175.00	\$ 397.39
2021-Nov 16	AUMA Conference Edmonton - November 16-19, 2021	Per Diem	\$ 700.00	\$ 302.61
2021-Nov 29	Mountain View Regional Waste Management Commission	Per Diem	\$ 90.00	\$ 392.61
2021-Aug14	AUMA Conference Edmonton	Registration	\$ 600.00	\$ 992.61
2021-Dec-8	CAEP Orientation Red Deer	Per Diem	\$ 175.00	\$ 1,167.61
2021-Dec-8	CAEP Orientation Red Deer	Mileage	\$ 113.50	\$ 1,281.11
			\$ 3,531.11	\$ 1,281.11
		Spent		Remaining

## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Corporate Services</b>
<b>SUBMITTED BY</b>	<b>Chris Albert</b>
<b>DATE</b>	<b>January 24, 2022</b>
<b>FOR YEAR OF</b>	<b>2021</b>

<b>TOPIC #1</b>	<b>2020 Audit</b>
<b>RESOLUTIONS/SUCCESSIONS:</b>	The audit of the 2020 fiscal year was completed and the resulting 2020 Financial Statements were filed with the Province ahead of the May 1, 2021 deadline. For the second year in a row, the final audit report identified no new audit finding recommendations and no outstanding recommendations, which has not happened in a great many years. The audit process was fairly smooth as audit tests and staff adapted to an online audit environment. The typical sampling process does not always yield the required verification in an online environment, and as such different methodology and additional testing was needed. The preliminary audit procedures for the 2021 fiscal year began in November 2021 and will progress into 2022.
<b>TOPIC #2</b>	<b>Fall Workshop / Council financial orientation</b>
<b>RESOLUTIONS/SUCCESSIONS:</b>	In October, held 2-day financial orientation with newly elected Council outlining Financial Framework and financial policies. Reviewed all department's Business Plans, Levels of Service, Operating Budget and Capital Plan in preparation of budget approval to occur in December.
<b>TOPIC #3</b>	<b>Budget</b>
<b>RESOLUTIONS/SUCCESSIONS:</b>	The fourth and final year (2022) of the new four-year budgeting cycle was completed in December 2021 with Council's re-adoption of the remaining budget years with minor updates. Departments worked diligently on their original projections and this was proven effective again this year. All four years of the approved budgets have met or exceeded Council's direction of maintaining a cost increase equivalent to the inflation rate established by Statistics Canada and not decreasing the level of service to the community. A new budget cycle will begin in early 2022 with a Council Strategic Planning Session and a Spring Workshop.
<b>TOPIC # 4</b>	<b>Asset Management</b>
<b>RESOLUTIONS/SUCCESSIONS:</b>	The Town was approached by the Town of Didsbury to partner in the application to participate in an Asset Management Cohort

	<p>program provided through the AUMA and RMA. The program was free of charge to the participants and provided valuable education in progressing our asset management program, thus allowing the Town to better understand the current condition and scope of all our assets, as well as plan for future needs. The Asset Management Cohort project proceeded virtually in conjunction with our partners, the Town of Didsbury and the Town of Blackfalds in spite of COVID-19 cases and restrictions. An Asset Management policy was approved by Council in June 2021. This is a multi-year project and throughout 2022 participation of all departments and Council will be solicited.</p>
<b>TOPIC # 5</b>	<b>Cooperation with local municipalities</b>
<b>RESOLUTIONS/SUCCESES:</b>	<p>Assisted other local municipalities with possibly adapting their policies and procedures to align with Sundre's recent best practice and Municipal Affairs recognized approach. Areas discussed included taxation of manufactured homes, levels of service documentation, budgeting process and alignment with levels of service, and asset management.</p>
<b>TOPIC # 6</b>	<b>Grants</b>
<b>RESOLUTIONS/SUCCESES:</b>	<p>Accessed over \$335,000 of Provincial and Federal grant funding to fund projects including chip-sealing various high traffic areas, lift station upgrades, skatepark upgrades, tree plantings and road repairs. Notification was received from the Government of Alberta that the 2021 MSI – Capital allocation for the Town of Sundre is \$789,298, which can be utilized over a 6-year timeframe. As well, the MSI – Operating allocation is \$31,486 and the Federal Gas Tax Fund allocation is \$319,535. The 2021 allocations were reflected in the most recent 10-Year Capital Plan adopted in December 2021.</p>

## DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	January 24, 2022
FOR MONTH OF	December (year-end) 2021

TOPIC #1	<b>Development and Building Permits (Total for Year in Review 2021)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Development Permits – 53</li> <li>Building Permits – 38 with total value of \$1,666,044</li> <li>Electrical Permits – 43</li> <li>Gas Permits – 18</li> <li>Plumbing Permits – 10</li> <li>Millionaire Program - 1</li> </ul>
<b>SUCCESES:</b>	<p>Schedule "A": Development Approval Highlights – GTI Bulk Fuel on Main AV. W., 2 Single Detached Dwellings, variety of commercial change of use and signage permits, variety of home occupation permits, number of residential improvement projects;</p> <p>Schedule "B": Building Permit Highlights – issuance of a variety of permits for residential home improvement projects, new residential housing, commercial interior renovations (Cannabis Retail and Pet Supplies Outlets, and institutional interior renovations (Youth Centre and Museum);</p> <p>Electrical, Gas and Plumbing Permits issued for a variety of projects for residential, commercial projects.</p>
TOPIC #2	<b>Real Property Reports (RPRs)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Received 27 Real Property Reports in 2021 with request for Certificate of Compliance</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>RPRs requested to facilitate the sale of property. Assisted property owners to solve non-compliant issues in a timely manner, assisted property owners to achieve compliance to Land Use Bylaw.</li> </ul>
TOPIC #3:	<b>Subdivision</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>0 subdivision applications were received and processed.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<p>Although the Town received 0 subdivision applications, staff attended several meetings with developers for the potential development of several large tracts of land in the NE and NW. Discussions with developers continues into 2022.</p>
TOPIC #4:	<b>Public Hearings (amendments to the Land Use Bylaw Map)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>4 Public Hearings held in 2021.</li> </ul>

<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>Public Hearings a legislated requirement for amendments to Council adopted statutory documents (IMDP, ASP, MDP) and amendments to the Land Use Bylaw;</li> </ul> <p>Highlights:</p> <ul style="list-style-type: none"> <li>Site Specific Height exception (mixed use building in C-1 District);</li> <li>Redesignation of property from I2 – C2 for proposed mixed use building;</li> <li>LUB Amendment to introduce Narrow Lot District and Direct Control District;</li> <li>Amendments to Area Structure Plan and Municipal Development Plan.</li> </ul>
<b>TOPIC #5:</b>	<b>Land Use Bylaw</b>
<b>ISSUES:</b>	The Land Use Bylaw is a living document. Staff review of the LUB is ongoing, anticipate further amendments in 2022.
<b>TOPIC #6</b>	<b>Area Structure Plans (ASP)</b>
<b>ISSUES:</b>	Discussions ongoing with several developers in regard to the submission of a new Area Structure Plan and amendments to an existing Area Structure Plan.
<b>RESOLUTIONS /SUCCESES</b>	Ongoing ASP discussions and review will facilitate new and amended ASPs for community development.
<b>TOPIC #7:</b>	<b>Intermunicipal Relationships</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>IDP discussion and adoption</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>Successful discussions and relationship building with administration of municipal partner, and development of amendments to Intermunicipal Development Plan for consideration and approval;</li> <li>May 2021 IDP jointly adopted by Town of Sundre and Mountain View County Councils.</li> </ul>
<b>TOPIC # 8:</b>	<b>Administrative</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Covid-19 and Team Building</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>Successful implementation of virtual meetings with stakeholders and developers;</li> <li>Staff adhered to all covid-19 protocols (masks, limited one-on-one meetings);</li> <li>Completed review and filing of historical subdivision and redesignation (bylaw) files;</li> <li>Planning and implementation of online and paper filing system ongoing;</li> <li>Implemented improved GIS information systems with assistance from Oldman River Regional Services Commission;</li> <li>Continued to improve departmental efficiencies, knowledge and team building;</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff successfully completed several required Applied Land Use Planning courses online through the University of Alberta Extension Program;</li> <li>• Continued to build relationships with community members, and developers to improve overall departmental performance, transparency and stakeholder engagement;</li> <li>• Succession planning continues to build capacity within the department.</li> </ul>
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<b>Attachments</b>	2021 Year-end Development Permit Report
	2021 Year-end Building Permit Report
	2021 Year-end CAO Project Report



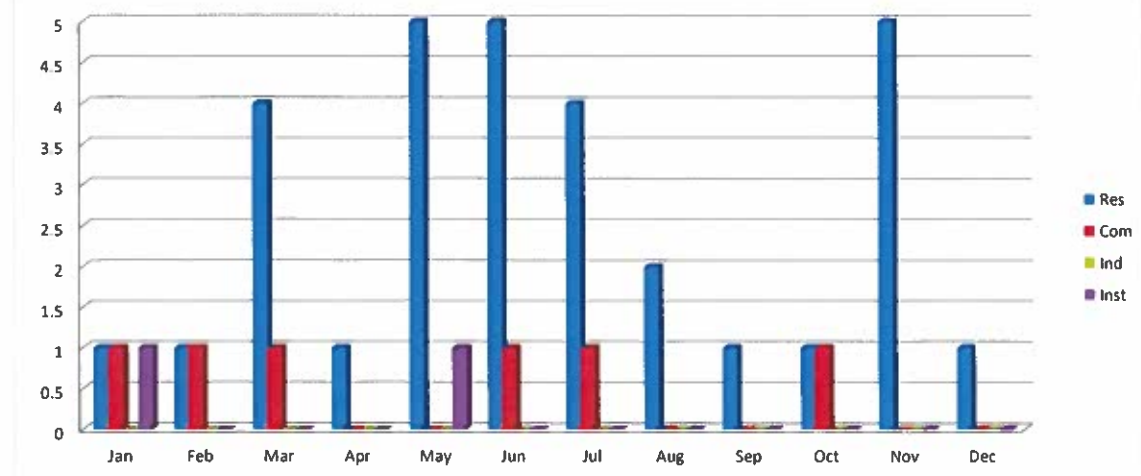
SCHEDULE "A"

PERMIT #	APPLICANT	DATE APPLICATION RECEIVED	Civic ADDRESS	PLAN	BLOCK	LOT	PROJECT	PERMITTED OR DISCRETIONARY USE	DATE OF ISSUE
2021-0-01	PatKar Ltd (Patrick & Karen VandenHadelkamp)	2021-01-06	601 Main AV E	00130954	4	6	Auto Sales	Permitted	8-Jan-2021
2021-0-02	1928790 AB LTD C/O Ravi Vithanage	2021-01-06	110 Main AV W Unit 1 & 2	1347GF	1	2&3	Eating & Drinking Establishment Major	Discretionary	29-Jan-2021
2021-0-03	1681926 AB LTD O/A Tasty Thai	2021-01-12	101 3 ST SW	9912438	1	10	Eating & Drinking Establishment Signage	Permitted	12-Jan-2021
2021-0-04	Maria Magtanob (GreenHoney Biz Retail)	2021-02-02	211 12 AV NE	814094	14	25	Home Occupation Minor- Home Office, E Commerce	Permitted	02-Feb-21
2021-0-05	Cindy Grainger (Black 2 Balance Wellness)	2021-02-05	Bay 2 102 Centre St N	1347GF	1	1	Change of Use- Health Services (Room Rental)	Permitted	05-Feb-21
2021-0-06	Jeff Rallison	2021-02-08	128 12 AV NE	9912954	18	13	Accessory Building- Detached Double	Permitted	09-Feb-21
2021-0-07	K Paul Architects	2021-02-10	Unit 1 407 Main AV W	7447ER	D	4, 5 & 6	Change of Use- Retail Stores General (Pet Valu)	Permitted	10-Feb-21
2021-0-08	Fusion Controls (Drayton Valley)	2021-03-02	Unit 4, 605 Main AV E	0013095	4	5	Change of Use & Fascia Sign (Storage Only)	Permitted	03-Mar-21
2021-0-09	Katie Jo Munro & Ian Jones	02-Mar-21	315 Centre ST N	5378FO	9	9	Home Occupation Major- Outdoor Rec Equipment Rental	Discretionary	25-Mar-21
2021-0-10	Julie Lanz	2021-03-12	519 5 ST NW	9610892	3	16	Home Occupation Major- Bookkeeping & Personal Income Taxes	Discretionary	06-Apr-21
2021-0-11	Steve Pettie	2021-03-16	713 1 ST NE	7810139	8	3	Residential Addition	Permitted	17-Mar-21
2021-0-12	Diane Sheridan	2021-03-17	212 9 AV NE	7911066	9	54	Home Occupation Major- Massage	Discretionary	10-Apr-21
2021-0-13	Signcorp (for Pet Value)	2021-03-10	Unit 1, 407 Main AV W	7447ER	D	1A	Fascia Signs	Permitted	11-Mar-21
2021-0-14	Himani Shah	2021-03-25	101 Main AV E	9310401	1	9	Change of Use & Fascia Sign (Physiotherapy Clinic)	Permitted	29-Mar-21
2021-0-15	Katie Jo Munro	30-Mar-21	315 Centre St N	5378FO	9	2	Shed	Permitted	31-Mar-21
2021-0-16	Priority Permits- Ryan Matthews	2021-04-06	Unit 5 557 Main AV W	8111576	1	2	Commercial Sign	Permitted	06-Apr-21
2021-0-17	Lynn Clark	2021-04-06	606 2 ST NE	7546JK	7	31	Home Occupation Major (Alternative Health)	Discretionary	29-Apr-21
2021-0-18	Mountainview Trading Post - D. Bourne	2021-04-15	Unit 3, 586 Main AV W	2504GO	J	1 & 2	Change of Use - Retail General, Fascia & Sandwich Board signs	Permitted	15-Apr-21
2021-0-19	R&R homebuilding Ltd	2021-04-16	603 4 AV SW	8542GM	J	11	Deck	Permitted	19-Apr-21
2021-0-20	Graham Langmead	2021-04-19	966 1 AV NE	5E3-33-5-5			Deck	Permitted	20-Apr-21
2021-0-21	Valerie Ware	2021-04-26	229 4 ST NW	8010730	3	17-Mar	Wheelchair Ramp	Permitted	27-Apr-21
2021-0-22	Chirp Foods Inc	2021-05-13	841 Main AV W	8910920		2&3	Temporary Sign	Discretionary	22-Oct-21
2021-0-23	GTI Petroleum (Todd Humphrey)	2021-05-27	829 Main AV W	8910920		44356	Bulk Fuel and Mixed Use	Permitted	13-May-21
2021-0-24	Ernie Kautz	2021-05-19	100 200 4 AV SW	9711313		100	Guest Cabin	Discretionary	25-May-21
2021-0-25	Greenwood Neighbourhood Place	2021-05-21	Bay 5 102 Centre St N	1347GF	1	1	Change of Use- Youth Centre	Permitted	16-Jun-21
2021-0-26	Nicky & Chris Vardas (Renegade Bar Services)	2021-05-25	1112 2 ST NE	9912954	15	19	Home Occupation- Office	Permitted	31-May-21
2021-0-27	Doug Smith	2021-05-31	632 6 AV SW	712085	2	16	Stripping & Grading to prepare lot for residential build 2022	Permitted	02-Jun-21
2021-0-28	Rick Clost	2021-06-01	205 4 ST NW	8010730	3	104	Mobile Home Installation	Permitted	18-Jun-21
2021-0-29	Priority Permits- Ryan Matthews	2021-06-18	117 Centre ST N	260FM		10	Pylon Sign Change (Mtnview Cr Un to Connect First Cr. Un.)	Permitted	06-Jul-21
2021-0-30	Rick Clost	2021-07-05	205 4 ST NW	8010730	3	104	Deck	Permitted	09-Jul-21
2021-0-31	Roberta Jensen	2021-07-08	608 4 AV NW	9610892	3	5	Existing Shed	Permitted	12-Jul-21
2021-0-32	L. Chubb Richards	2021-07-12	218 - 2 ST NW	8010730	6	26	Home Occupation - Minor (Chubb City Run Service)	Permitted	14-Jul-21
2021-0-33	Stevenson Homes	2021-07-14	231 - 11A AV NE	9912954	15	28	Single Family Dwelling	Permitted	19-Jul-21
2021-0-34	Patrick Weippert & Cathy Wendorf	2021-07-19	37 200 4 AV SW	9612304		37	New trailer + Shifting of existing addition	Permitted	27-Jul-21
2021-0-35	Marie Bell	2021-07-27	3 Alder Close NE	9812583	D	3	Deck (lower & glass)	Permitted	23-Aug-21
2021-0-36	J. Gary Payne & Sharon Payne	23-Aug-21	207 9 AV NE	7911066	9	48	Detached Garage Addition	Permitted	27-Aug-21
2021-0-37	Phil Meagher	25-Aug-21	1110 1 ST NE	9912954	17	2	Accessory Building- Detached Garage	Permitted	31-Aug-21
2021-0-38	Darcy Peters	26-Aug-21	211 - 5 AV NE	7546JK	8	26 & 27	Accessory Building- Attached Garage Addition (demo existing)	Permitted	08-Sep-21
2021-0-39	Jon Allan (Elk & owl Craft Coffee Co)	2021-08-30	708 Main AV W	8511044	P	2	Change of Use (Coffee Shop, Retail & Tour Desk) + Signage	Permitted	28-Sep-21
2021-0-40	Kim Walton on behalf of Frostbite Falls	2021-09-03	200 Main Ave W	1347GF	2		Parking Lot Improvements	Permitted	21-Oct-21
2021-0-41	Jian Ma (Sundrie Hotel)	28-Sep-21	102 Centre St S	714193	E	1A & 18	Carport	Permitted	15-Nov-21
2021-0-42	Sundrie Estates Ltd. c/o Bill Turnbull	14-Oct-21	Eagle Ridge	SE 9 - 33 - 5 W5M	Q	2	Stripping & Grading to prepare lot for residential build 2022	Permitted	01-Nov-21
2021-0-43	Derrick Calvert	21-Oct-21	772 Main AV W	8710154	Q	163	Deck Cover & Car Port	Discretionary	23-Nov-21
2021-0-44	Brian & Diana Van Maaron	25-Oct-21	163 200 4 AV SW	9812525		163	Variance- Maximum RV length	Permitted	09-Nov-21
2021-0-45	Susan Prokopchuk	29-Oct-21	551 4 AV SW	8811571	2A	30	Deck Landing	Discretionary	08-Dec-21
2021-0-46	Judy Schulz	29-Oct-21	205 5 AV NE	7546JK	8	16	Home Occupation, Major (Sewing & Alterations)	Permitted	22-Nov-21
2021-0-47	Normark Homes	09-Nov-21	136 - 12 AV NE (formerly 9912954)	9912954	18	1	Home Occupation, Major (Auto Detailing)	Discretionary	Pending
2021-0-48	Lori Mackenzie	15-Nov-21	102 9 AV NE	7911066	11	69	Mobile Home Installation, Detached Garage + Shed Relocation	Permitted	04-Jan-22
2021-0-49	Leigh Smithson	18-Nov-21	245 4 ST NW	8010730	3	12	Change of Use: Automotive Equipment Repair Shop (ON HOLD, App)	Discretionary	Pending
2021-0-50	1018288 Alberta Ltd (Currently on hold)	30-Nov-21	145 6 ST SE	8111658	6	1	Mixed Use (Commercial / Apartment) Building	Discretionary	Pending
2021-0-51	Swathmore Lakes Estates c/o A. Bertram	n/a	116 - 3 ST SW	1911694	1	16	Deck with Rear Yard Variance	Discretionary	06-Jan-22
2021-0-52	Normark Homes	10-Dec-21	136 - 12 AV NE (formerly 9912954)	9912954	18	43	Home Occupation - Major (sewing classes for kids / online sales)	Discretionary	
2021-0-53	Angelina Clarke (Our Nomadic North Co)	15-Dec-21	203 11A AV NE	9912954	15				



Dec  
MONTHLY BUILDING REPORT  
FOR THE MONTH OF DECEMBER 2021  
YEAR END REPORT

	Dec. 2021			2021 Year To Date			2020 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				0	0	\$ -	0	0	\$ -
Bungalows				1	1	\$ 335,000	0	0	\$ -
BI-Level				1	1	\$ 245,000	0	0	\$ -
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				0	0	\$ -	2	2	\$ 500,000
Multi-Family				0	0	\$ -	0	0	\$ -
Mobile Homes				2	2	\$ 330,000	1	1	\$ 200,000
Accessory Buildings		0	\$ -	0	6	\$ 157,000		14	\$ 139,300
Renovation/Addition	0	1	\$ 5,000	0	20	\$ 156,850	0	12	\$ 407,500
				0	0	\$ -			
<b>Sub-Total</b>	0	1	5000	4	30	\$ 1,223,850	3	29	\$ 1,246,800
<b>COMMERCIAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	0		3	\$ 88,070
		0	\$ -		3	323,619		7	\$ 1,838,500
		0	\$ -		3	323,619		10	\$ 1,926,570
<b>INDUSTRIAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>INSTITUTIONAL</b>									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		2	118,575		2	\$ 495,000
		0	\$ -		2	118,575		2	\$ 495,000
<b>TOTAL</b>	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	1	\$ 5,000	4	38	\$ 1,666,044	3	41	\$ 3,668,370



## MEMO

TO: Linda Nelson, CAO  
 FROM: Betty Ann Fountain, Development Officer  
 RE: Year-end\_2021 Home Occupation Permits (Minor / Major)

### HOME OCCUPATION:

<b>Minor /Major</b>	<b>Permitted or Discretionary</b>	<b>Civic Address</b>	<b>Business to be Conducted</b>
Minor	Permitted	211 12 AV NE	E-Commerce
Major	Discretionary	315 Centre ST N	Outdoor Rec. Equipment Rental
Major	Discretionary	519 5 ST NW	Bookkeeping & Income Tax
Major	Discretionary	212 9 AV NE	Massage Therapy
Major	Discretionary	606 2 ST NE	Alternative Health
Minor	Permitted	1112 2 ST NE	Bar Cleaning Services
Minor	Permitted	218 - 2 ST NW	Personal transport service
Major	Discretionary	205 5 AV NE	Sewing & Alterations
Major	Discretionary	102 9 AV NE	Auto Detailing
Major	Discretionary	203 11A AV NE	Sewing Classes for Kids

Home Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

Home Occupation – Minor business is a less intensive home-based business, usually a “desk, computer and telephone” business that requires no deliveries, no storage of products, generally does not generate any non—essential traffic, has no walk-in clientele and are essentially “invisible” within a residential neighbourhood. For example, web design, document transcription, contractor services (electrician, plumber).

Home Occupation – Major business is a more intensive home-based business which may generate additional traffic, may have clients attending the home, and offer services that require the storage of products. For example, hair dressing, seamstress, massage therapy, esthetics, and day homes.

## DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	January 24, 2022
FOR YEAR OF	2021

PROJECT	Fibre Optic Internet Project
	<ul style="list-style-type: none"> <li>• Citizens were excited to learn that fibre optic service to the Town of Sundre construction work began in 2021;</li> <li>• The contractor Crosscut, CWI and others feverishly worked to install the conduit for the service before winter weather impacts;</li> <li>• Some issues with piping strikes occurred, however the working relationship with operations and the contractors kept these occurrences low risk.</li> </ul>
Next Steps	While the residential work is ongoing and slow in progress throughout the winter months the project will pick up intensity when the ground thaws in spring
PROJECTS	Road Repairs
Progress	<ul style="list-style-type: none"> <li>• Operations personnel found the new crack sealing equipment to be very safe and easy to operate;</li> <li>• Residential streets west of the rodeo grounds were completed in summer 2021, costs were drastically lower with the use of this in-house equipment vs contracted services;</li> <li>• Centre Street South paving was completed this year with new sidewalk, street paving and storm alignment, this tied in nicely with the Old Hotel, new parking lot, campground and museum area;</li> <li>• Several sewer manholes were repaired with proper asphalt wrapping to mitigate road heaving and snow equipment strikes;</li> <li>• Chip sealing of 3 lanes/streets was completed in 2021 benefitting several business accesses and multi residential properties;</li> <li>• Sidewalk tripping hazards were repaired as part of the annual program, with operations recording only one hazard concern in 2021;</li> <li>• Due to heaving from the heat in summer 2021 a section of degraded sidewalk from Fas Gas to the Red Deer River bridge was replaced. This section was of major concern to the community in the past and is used heavily.</li> </ul>

<b>PROJECT</b>	Gas
<b>Progress</b>	<ul style="list-style-type: none"> <li>• The 3-inch pipeline crossing at Bear Berry Creek washed out during the 2021 spring stream flow, requiring the gas department to re-route a new line consisting of 600 meters of 3-inch pipe to ensure gas supply was secured to the north side of the creek;</li> <li>• This project was completed within the budget set for this project.</li> </ul>
<b>Next Steps</b>	Gas operators have monitored gas pressures for the new line assignment and are pleased to report that during the cold snap of December 2021 gas supply was not impacted in any way.
<b>TOPIC # 4:</b>	Wastewater
<b>Progress</b>	<ul style="list-style-type: none"> <li>• Operations studied the timing vs capacity of the lift station pumps noting the near continuous operation of one pump, determining that</li> <li>• the controls for the pumps were outdated and would not share the pumping requirements evenly;</li> <li>• The new VFD controls allow for dual use thus providing data that extends the life of the station;</li> <li>• Wastewater lagoon inspection occurred in fall 2021, receiving a positive report from AE&amp;P;</li> <li>• Some regulatory upgrades were performed.</li> </ul>
<b>Next Steps</b>	Another small system upgrade is planned to replace the power distribution panel and update the emergency power switch to the generator
<b>TOPIC # 5:</b>	Water
<b>Progress</b>	<ul style="list-style-type: none"> <li>• A large water leak was found utilizing the correlation monitoring system near the Fas Gas location;</li> <li>• Use of leak finding equipment narrowed the dig area within 2 meters of the leak;</li> <li>• The leak was estimated to be 300cubic meters /day.</li> </ul>
<b>Next Steps</b>	Annually continue to correlate for leaks throughout the Town
<b>TOPIC # 6:</b>	Village of Cremona
<b>Progress</b>	<ul style="list-style-type: none"> <li>• Operations is continuing to assist Cremona with the regulatory aspects of their wastewater and water system with AE&amp;P while Cremona staff are upgrading their training and level specific status;</li> <li>• This act in turn can assist Sundre in the future if assistance is required here.</li> </ul>
<b>Next Steps</b>	Cremona has an operator who is close to completing the necessary field time and training

## DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	January 24, 2022
FOR MONTH OF	Over Review for 2021

TOPIC #1	Community Services
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>• Prepared daily check sheets for CS department vehicles for the year;</li> <li>• Completed the staff work and on call schedules for the year January to December 31<sup>st</sup>. 2021;</li> <li>• The annual fire alarm inspections for the Town's facilities was completed;</li> <li>• Collaborated with Grants Coordinator, applying for a student initiative program grant which enabled CS to employ 2 summer students for 8 weeks this summer;</li> <li>• 12 more SOP's (Standard Operating Procedures) were completed for community Services department;</li> <li>• This past year Community Services completed 1,287 tasks and closed out 1,296 tasks from the Maintenance Care Program;</li> <li>• February 15<sup>th</sup> Community Centre gym opened for the youth;</li> <li>• Staff updated the SDS Binders (Safety Data Sheets) for the Community Service Departments Facilities.</li> </ul>
TOPIC #2	Arena/ Alarm System
ISSUES:	There were issues at getting the alarm system and the ammonia alarm system working on separate panels.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>• ADT (TELUS) was contacted to attend the arena to rewire the security and ammonia alarm system so that the ammonia alarm would bypass the fire alarm system. The alarm company inspected the work performed and passed the alarm system as operational. All permits associated with this project have been closed;</li> <li>• The first year with the new ice plant went very well with occurrence of minor, fixable issues;</li> <li>• Feb 17<sup>th</sup> Minor Hockey and Rec Hockey were able to start hosting practices. There were no scheduled games;</li> <li>• September 20<sup>th</sup> was the first time ever in the history of the Sundre arena that the arena was opened 3 weeks prior to the regular schedule openings of past years;</li> <li>• The upstairs girl's dressing rooms renovations were completed.</li> </ul>

<b>TOPIC # 3:</b>	Parks												
<b>ISSUES:</b>	Outdoor furniture on back-order due to supply issues												
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Citizens (32) were very receptive to receiving letters regarding the pruning of vegetation on properties that encroach onto sidewalks, boulevards, and lanes;</li> <li>• Staff completed pruning tasks when the weather cooperated;</li> <li>• With the weather cooperating, Staff were able to get the outdoor rink flooded and useable for the public;</li> <li>• Certified playground personnel worked on the detailed playground inspections;</li> <li>• CS Staff performed snow removal as needed;</li> <li>• A memorial bench was ordered Febuary3rd for installation in the spring on Snake Hill in remembrance of a family member who loved to watch the traffic west on hi- way 22 from a certain spot on Snake Hill. Unfortunately, the bench was not received until late December 2021, the bench will be installed spring of 2022;</li> <li>• The landscaping and tree planting in Knott's Glen Memorial Park is almost complete;</li> <li>• Tree assessment project was implemented and 200 trees were assessed this summer. <ul style="list-style-type: none"> <li>✓ Boulevard trees between Centre St. 2ave NE, and 3<sup>rd</sup> Ave. NE</li> <li>✓ Centre St. North boulevards</li> <li>✓ Royal Purple Park</li> <li>✓ Cenotaph</li> </ul> <p>The results of the 200 trees assessed is as follows:</p> <table> <tr> <td>Rating of 5= Excellent</td><td>89</td></tr> <tr> <td>Rating of 4= Good</td><td>58</td></tr> <tr> <td>Rating of 3= Fair</td><td>27</td></tr> <tr> <td>Rating of 2= Poor</td><td>16</td></tr> <tr> <td>Rating of 1= Dying/ Dead</td><td>7</td></tr> <tr> <td>Rating of 0= Structural</td><td>3</td></tr> </table> </li> <li>• Plans for a tree removal and tree planting program to be implemented in the future;</li> <li>• West Boulevard Main Ave. Phase #1 project was completed with decorative lighting and a paved pathway to the East sitting area;</li> <li>• West Boulevard Main Ave. Phase #2 project is 80% completed, outdoor furniture on backorder, and the art display structures are to be built and installed spring of 2022;</li> <li>• 70 shrubs and 4 trees were planted at the Cenotaph park /picnic area;</li> <li>• 6 Doggie Doo dispensers were ordered and will be installed this spring along our trails throughout the town.</li> </ul>	Rating of 5= Excellent	89	Rating of 4= Good	58	Rating of 3= Fair	27	Rating of 2= Poor	16	Rating of 1= Dying/ Dead	7	Rating of 0= Structural	3
Rating of 5= Excellent	89												
Rating of 4= Good	58												
Rating of 3= Fair	27												
Rating of 2= Poor	16												
Rating of 1= Dying/ Dead	7												
Rating of 0= Structural	3												

<b>TOPIC # 4:</b>	Greenwood Campground
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• This past season Greenwood campground had its best season ever. The campsites were full every weekend, people just wanted to appreciate being outside and visit with friends and relatives;</li> <li>• A memorial bench which was built by the same artist that built and installed the sign and bears at the Gazebo was installed;</li> <li>• Some of the Camp sites pads received a new layer of gravel;</li> <li>• Started planting Shrubs along the pathway to the Washhouse, will be completed next spring 2022.</li> </ul>

<b>Attachment #1</b>	Task Statistics for 2021
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## Task Stats - Days To Close

Days	0-1	2-3	4-7	8-14	15-21	22-28	29-60	61-90	Over 90	TOTALS
Town of Sundre	618	179	271	124	30	30	36	6	3	1287
11	1	1	2	1	1	0	0	0	0	6
CARTS	11	11	16	9	1	0	1	1	0	50
CLN	46	3	9	0	1	0	0	0	1	60
COVID	2	2	3	3	1	0	0	0	0	11
EI	10	9	32	13	2	0	1	0	0	67
ELEC	1	1	2	1	0	0	4	0	0	9
EQUIP	1	2	3	1	0	0	0	0	0	7
EVENT	3	4	9	4	0	0	0	0	0	20
FI	32	12	25	11	1	0	1	0	0	82
FIRE	0	0	0	1	0	0	0	0	0	1
FLAG	2	1	1	3	0	0	0	0	0	7
FLRS	0	1	1	0	0	0	0	0	0	2
FRENT	107	23	45	22	1	1	0	0	0	199
GEN	78	43	49	36	13	11	22	4	2	258
GPU	79	36	23	2	0	0	0	0	0	140
HLTH	0	0	0	1	0	0	0	0	0	1
HVAC	0	0	0	0	1	0	0	0	0	1
MTR	224	22	12	2	0	0	0	0	0	260
PEST	3	1	1	1	1	0	0	0	0	7
PLMB	3	0	1	1	1	1	1	0	0	8
PREQ	1	1	7	1	0	1	1	0	0	12
PROJ	1	0	4	0	0	0	1	0	0	6
SEC	1	0	1	1	0	1	1	0	0	5
SENAL	5	3	10	2	3	3	1	1	0	28
SIGNS	0	0	0	0	0	0	1	0	0	1
TSGC	7	3	15	7	3	2	1	0	0	38
WEED	0	0	0	1	0	0	0	0	0	1



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Economic Development and Communications</b>
<b>SUBMITTED BY</b>	<b>Jonathan Allan</b>
<b>DATE</b>	<b>January 24, 2022</b>
<b>FOR MONTH OF</b>	<b>December 2021 + Year End Report</b>

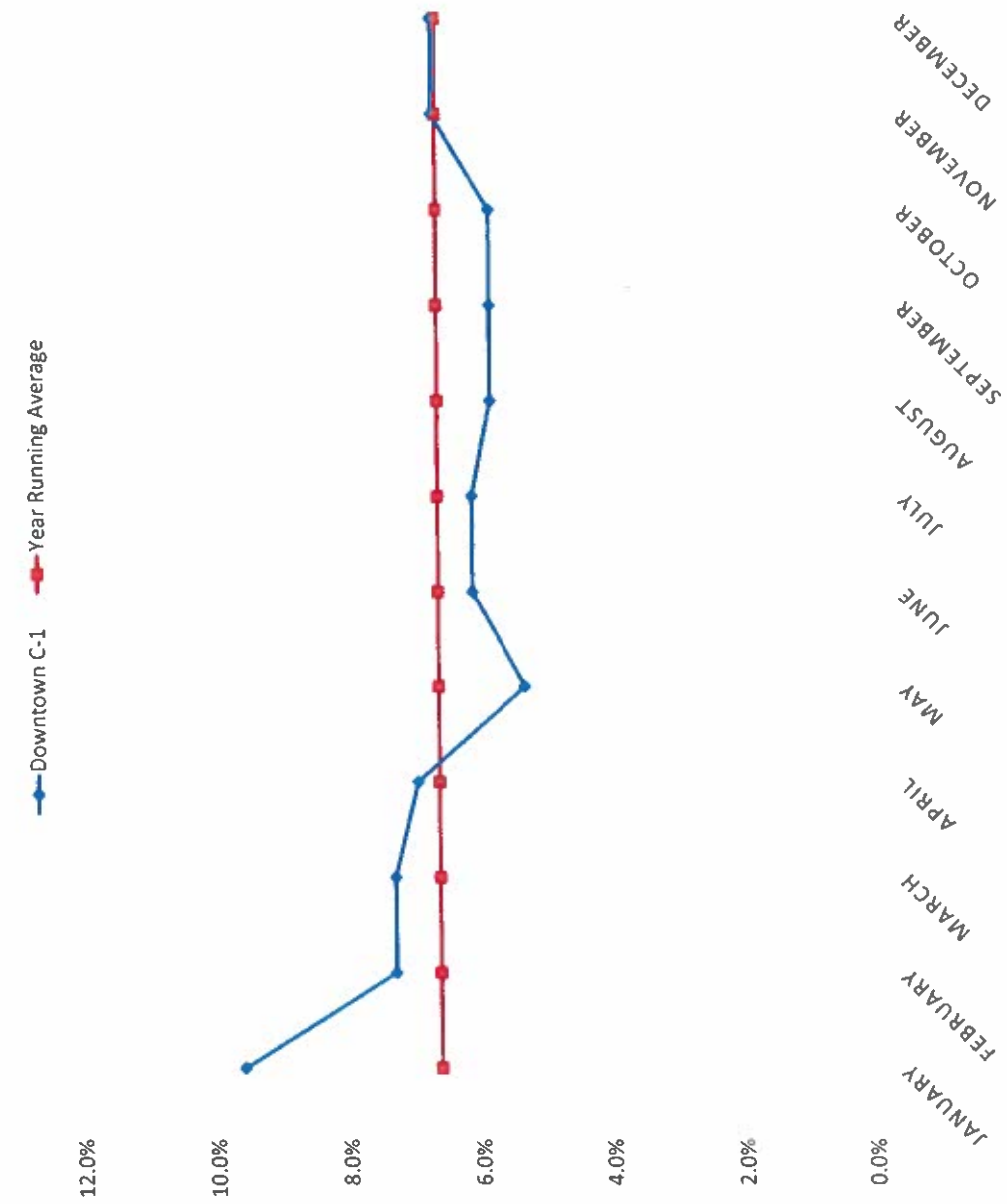
<b>TOPIC #1</b>	<b>Community Development, Business Development and Vacancy Rates</b>
<b>ISSUES:</b>	<p><b>VACANCY RATES</b></p> <ul style="list-style-type: none"> <li>December vacancy rate was estimated at 6.7% as a proportion of square footage available in the C1 District downtown.</li> </ul> <p><b>YEAR END ANALYSIS OF VACANCY RATES</b></p> <ul style="list-style-type: none"> <li>Vacancy rate downtown reduced by over 30% during 2021 (see graph attached to this report);</li> <li>Average vacancy for the year (by sq ft, C1) was 6.6%;</li> <li>January 2021 vacancy rate was 9.6%;</li> <li>January 2022 vacancy report will see an even greater reduction in vacancy.</li> </ul>
<b>RESOLUTIONS/SUCCESSSES:</b>	<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>Continued to recruit brewery to Town;</li> <li>Met with potential new business operator, provided tour of west country;</li> <li>Met with Sundre Chamber and Didsbury Chamber to lend support toward their Digital Service Squad initiative.</li> </ul> <p><b>YEAR SUCCESSES</b></p> <ul style="list-style-type: none"> <li>Approximately ten new brick and mortar businesses opened in Sundre during 2021;</li> <li>Business Visitation and Triage Program completed to interview and survey as many businesses in the community as possible, to determine the state of the local commercial economy and the general satisfaction of businesses conducting business in Sundre. Through this program, we learned that Sundre maintains a 93% business satisfaction rate;</li> <li>New investment attraction ad campaign launched online;</li> <li>As noted above, commercial vacancies in the C1 district are down 30% in the past year;</li> <li>Coordinating with regional partners on the development of a new regional film promotion office; Federal CanExport Communities grant has been applied for to fund the launch of this initiative.</li> </ul>
<b>TOPIC #2</b>	<b>Tourism Development</b>
<b>RESOLUTIONS/SUCCESSSES:</b>	<b>DECEMBER</b>

	<ul style="list-style-type: none"> <li>Continued management and coordination of Explore Sundre tourism advertising campaign;</li> <li>Continued meeting with organizers of Shady Grove Bluegrass Festival bi-weekly to help contribute toward successful sponsorship and promotion of the festival;</li> <li>Assisted Chamber of Commerce to organize Sundown in Sundre event on Dec 3;</li> <li>Coordinating planning of Winterfest 2022 with Community Services, Chamber of Commerce and Sundre Museum; ordered ice sculptures for the event happening Family Day weekend (Feb. 19-21);</li> <li>Contacted Global TV to correct the airing of Sundre summertime ads vs winter ads commencing in November; Global will be airing an equivalent amount of airtime to compensate for their error.</li> </ul> <p>YEAR SUCCESSES</p> <ul style="list-style-type: none"> <li>Exceptionally high visitor counts recorded;</li> <li>Launched an updated Visitor Guide for 2022;</li> <li>\$85,000 grant received from Travel Alberta in support of Sundre's tourism advertising;</li> <li>Coordinated with community groups to help launch several successful events, including Winterfest, Shady Grove, and Sundown in Sundre;</li> <li>AdMaki, the company who designs our Explore Sundre advertising, was recognized three times at the Summit International Advertising Awards for the quality of our tourism advertising. Summit International grades the quality of work from a pool of hundreds of international submissions.</li> </ul>
<b>TOPIC # 3:</b>	<b>Broadband Fibre Optic Development</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSES:</b>	<p>YEAR SUCCESSES</p> <ul style="list-style-type: none"> <li>Xplornet Communications fibre optic deployment announced and ongoing.</li> </ul>
<b>TOPIC # 4:</b>	<b>Other Projects</b>
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSES:</b>	<p>DECEMBER</p> <ul style="list-style-type: none"> <li>Light garden, Main Ave. West seating area completed;</li> <li>Work on pathway lighting projects has commenced;</li> <li>Coordinating with GNP to develop a new potential fundraising tournament to raise funds for The Den youth centre;</li> <li>Attended a meeting with EV charging station supplier to learn more about types of charging stations and associated requirements;</li> <li>Attended a meeting with GNP and Campus Alberta Central to discuss our partnership.</li> </ul> <p>YEAR SUCCESSES</p> <ul style="list-style-type: none"> <li>Council Chambers renovation project completed;</li> </ul>

	<ul style="list-style-type: none"> <li>• Partnership initiated between Town, GNP, Red Deer College (now Polytechnic) and Campus Alberta Central to host the first ever full-credit program being taught in Sundre (Health Care Aide). Coordinated with the United Church who provided an area in the church for lab space;</li> <li>• New civic lighting initiatives launched to support beautification and quality of living, while following principles of Crime Prevention Through Environmental Design (CPTED);</li> <li>• Led development of the Mountain View Regional Parks, Recreation and Culture Master Plan, in conjunction with other area municipalities;</li> <li>• Completed lamp-post banner design and deployment;</li> <li>• Completed the Mountain Regional Parks, Recreation and Culture Plan and its associated tourism case, in collaboration with area municipalities, on behalf of Community Services Department.</li> </ul>
<b>TOPIC # 5:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>RESOLUTIONS/SUCCESSES:</b>	<p>DECEMBER</p> <ul style="list-style-type: none"> <li>• Continued Indigenous Canada U of A course.</li> </ul>
<b>TOPIC # 6:</b>	<b>Communications</b>
<b>RESOLUTIONS/SUCCESSES:</b>	<ul style="list-style-type: none"> <li>• Updated website(s) as necessary;</li> </ul>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Graph: 2021 Monthly Total Summary of Vacancy Rates (by Sq ft) – C1</li> </ul>

## 2021 Monthly Total Summary of Vacancy Rates (by Sq Ft)

ESTIMATED VACANCY BY SQUARE FOOT (C-1 DISTRICT)



	Downtown C-1
January	9.6%
February	7.3%
March	7.3%
April	6.9%
May	5.3%
June	6.1%
July	6.1%
August	5.8%
September	5.8%
October	5.8%
November	6.7%
December	6.7%
Average	6.6%
Avg Occupancy	93.4%

## **Year End Departmental Report – Sundre Municipal Library**

2021 highlights by the number:

### **January –**

Take Action on Radon 100 Test Kit Challenge – 131 participating households

Radon Mitigation online presentation – 61 views

### **February –**

Spread the Love Kits - 28 distributed to seniors

Online storytimes and Lego clubs – 37 views

Take and Make Surprise Kits - 65 families

### **March –**

Online storytimes and Lego clubs – 22 views

Take and Make Surprise Kits - 42 families

Online adult programs (instant pot, using the library catalogue, fake news) – 59 views

### **April –**

Online storytimes and Lego clubs – 54 views

Take and Make Surprise Kits - 38 families

### **May –**

Online storytimes and Lego clubs – 24 views

Online Teen Program (beaded bracelets) – 8 participants

Isolation Kits (for families quarantining) (in partnership with MVFRN)-60 kits

### **June –**

Take and Make Birdhouse Kits – 25 families

### **July –**

Summer Reading Club – 224 children through the month

Summer Bingo Family Game – 11 families

## **August –**

Summer Reading Club – 143 children through the month

Mad Science Days – 27 children

Summer Reading Challenge – 28 children

Teen Superheroes – 6 nominations

Adult Summer Reading Challenge – 61 participants

End of Summer Celebration – 37 attendees

## **September –**

In-person Preschool Rhyme Time – 8 attendees

In-person Lego Club – 9 attendees

Family Craft (Lanterns) – 8 families

Arts and Culture Days – 58 attendees

## **October –**

In-person Preschool Rhyme Time – 6 attendees

Robotics Tech Club – 6 registrants

Election Brochure (town and county versions) – 330 paper copies and 102 online views

Grade 5 library cards – 64

Halloween Extravaganza (in partnership with Sundre Museum) – 70 attendees

## **November –**

In-person Preschool Rhyme Time – 8 attendees

Robotics Tech Club – 6 registrants

Adult Take and Make Kits (Mental Health focus) – 15 kits

## **December –**

In-person Preschool Rhyme Time – 19 attendees

Genealogy Class – 7 attendees

Family Christmas Light Scavenger Hunt – 31 participants

Family Holiday Lifesaver Kits – 30 kits



Books waiting to be shelved in their new spot.

# Sundre Library Public Computer Space Renovation

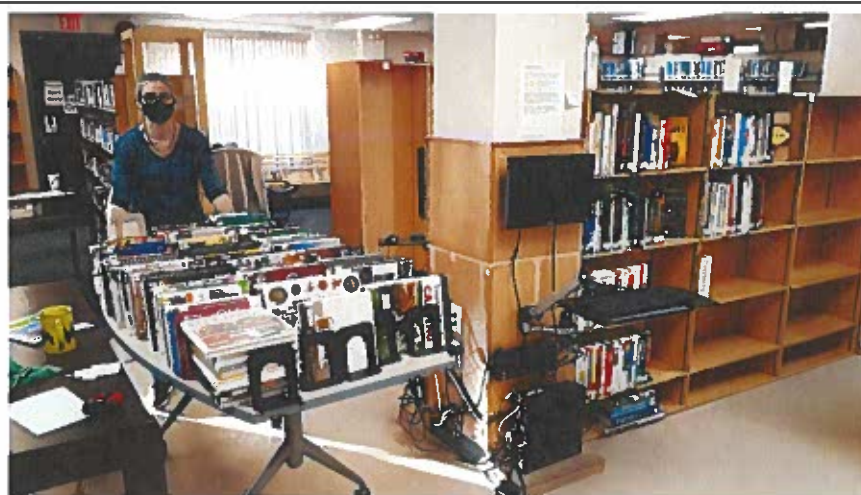
December 2021



Prepping and painting.

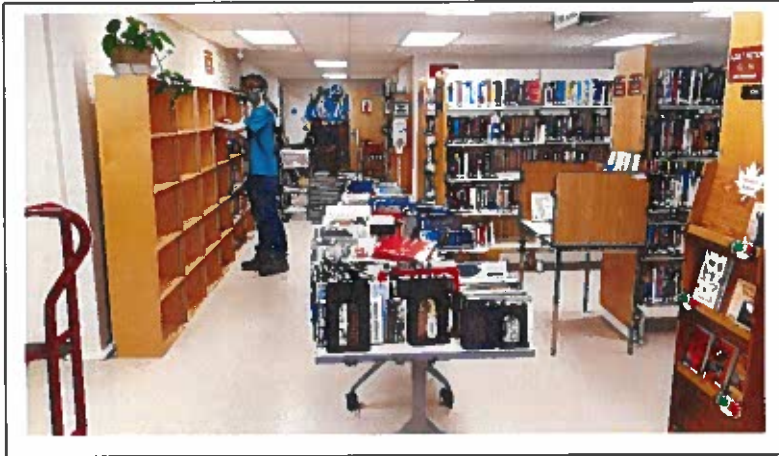


Shelves removed, waiting for the movers



Working on reshelving.





Our new look – more open and spacious.



Almost there! Just waiting for our new tables to do the final computer relocation.





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>January 24, 2022</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.</b>

---

### **BACKGROUND/PROPOSAL:**

Councillors have provided reports for Council's review and information for December 2021.

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

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept Councillor Anderson, Isaac, Petersen, and Vardas' reports as presented.

### **MOTION:**

That the Town of Sundre Council accept Mayor Warnock's report as information.

That the Town of Sundre Council accept Councillor Anderson's report as information.

That the Town of Sundre Council accept Councillor Isaac's report as information.

That the Town of Sundre Council accept Councillor Petersen's report as information.

That the Town of Sundre Council accept Councillor Vardas' report as information.

That the Town of Sundre Council accept Councillor Marr's report as information.

Attachments: 11.1 Mayor Warnock's report  
11.2 Councillor Anderson's report  
11.3 Councillor Isaac's report  
11.4 Councillor Petersen's report  
11.5 Councillor Vardas' report  
11.6 Councillor Jaime Marr

Date Reviewed: January 20, 2022

CAO:



**COUNCIL COMMITTEE MEETING REPORT**  
**FROM THE DESK OF MAYOR RICHARD WARNOCK**



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

**Intermunicipal Collaboration Committee**

**Date of Meeting:**

No December Meeting

**Mountain View Senior's Housing**

**Date of Meeting:**

No December Meeting

**Mountain View Regional Waste Management Committee**

**Date of Meeting:**

No December Meeting

**Intermunicipal Planning Commission**

**Date of Meeting:**

No December Meeting

**Red Deer River Municipal Users Group**

**Date of Meeting:**

No December Meeting

**Red Deer River Watershed Alliance**

**Date of Meeting:**

No December Meeting

**Sundre Forest Products****Date of Meeting:**

No December Meeting

**Sundre Petroleum Operators Group****Date of Meeting:**

No December Meeting

**Coordinated Community Response****Date of Meeting:**

No December Meeting

**Sundre Wellness Advocacy Committee****Date of Meeting:** December 6 & 14, 2021

Meet with Rep from Hospital Futures Group on December 06 and December 14, 2021

The discussion involved Community Mental Wellness and the Daily Operations of the Sundre Hospital and the Emergency room requirements.

It was decided to have briefing notes prepared by the Hospital Futures Committee that will be presented in January to the Wellness Advocacy Committee for review and possible response.

**Other:****Date of Meeting:** December 2021

In December there were limited Committee meetings, but the month was still busy with other items.

Council reviewed and approved our Auditors 2021 audit plan, complete with timing requirements.

Council reviewed and approved the 2022 Operating Budget as well as the 2022 Capital Plan.

I completed the Elected Officials mandatory Emergency Management Training that is required within the first 90 days after the Election.

There were two Regular Council meetings – December 06 and December 20<sup>th</sup>- please refer to the Sundre Website to review the agendas and minutes when they are approved and posted.

**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF MAYOR RICHARD WARNOCK**



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

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**Date of Meeting:**

No December Meeting

**Mountain View Senior's Housing**

**Date of Meeting:**

No December Meeting

**Mountain View Regional Waste Management Committee**

**Date of Meeting:**

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There were two Regular Council meetings – December 06 and December 20<sup>th</sup>- please refer to the Sundre Website to review the agendas and minutes when they are approved and posted.



*COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR CONNIE ANDERSON*

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

**Chamber of Commerce**

**Date of Meeting: December 9, 2021**

The Chamber met on December 9th at the VIC building. There was much discussion about Sundown in Sundre as it was well received.

The annual General Meeting is to take place on January 13th and at this time it is not decided if it will be in person or virtual yet.

**Sundre Wellness Advocacy Committee**

**Date of Meeting:**

No December Meeting

**Intermunicipal Planning Commission**

**Date of Meeting:**

No December Meeting

**Other**

**Date of Meeting: December 2021**

Attended 1 Regular Council Meeting held in December. Minutes of December meetings are available for review on the Town of Sundre website.





*COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR PAUL ISAAC*

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

**Sundre Municipal Library Board**

**Date of Meeting:**

No Meeting

**Sundre & District Chamber of Commerce**

**Date of Meeting:**

**Sundre Schools Liaison**

**Date of Meeting:**

No Meeting

**Other**

**Date of Meeting:** December

1 - Monday December 6, 2021 at 6:00 pm - Council meeting in Town Chambers.  
 2 - Monday December 20, 2021 at 6:00 pm - Council meeting in Town Chambers.  
 December was a quieter month. Fewer phone calls and discussions with residents. The business of Christmas had all of us concentrating more on spending times with our families.  
 I wish everyone a Merry Christmas & a Happy New Year.  
 Let's hope that 2022 is a more positive and healthy minds and lives.



**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR OWEN PETERSEN**

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

**Grant Review Committee**

**Date of Meeting:**

No meeting

**Sundre & District Aquatic Society**

**Date of Meeting:**

No meeting

**Sundre Search and Rescue**

**Date of Meeting:**

No meeting

**Sundre & District Historical Society**

**Date of Meeting: December 12 & 21, 2021**

December 2021

Sunday 12-

Bylaws were recently updated and a focus on Human Resources is a top priority moving forward including better job descriptions for volunteers and staff. The SDHS board wishes to increase they're special events, educational programs and presence in the community. Stronger HR policies and job descriptions will help the staff and volunteers to achieve their goals.

Tuesday 21-

Attended SDHS regular meeting. Plans to update collections software are taking shape. Improvements to the human resource policy's also being worked on. Discussed emergency training and planning for volunteers and staff. Looking forward to WinterFest and new summer programming!



**Other**

**Date of Meeting: December 2021**

Attended two Regular Council Meetings on December 6, and December 20, 2021

**COUNCIL COMMITTEE MEETING REPORT**  
**FROM THE DESK OF COUNCILLOR CHRIS VARDAS**



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

**Intermunicipal Collaboration Committee**

**Date of Meeting:**

No meetings

**Mountain View Senior's Housing**

**Date of Meeting:**

No Meetings

**Mountain View Regional Waste Management Commission**

**Date of Meeting: November 9, 2021**

Attended meeting with Mayor to become familiar with the group as the alternate committee member.

It was a really good meeting, and I was impressed with how good of shape the commission is in.

**CAEP (Central Alberta Economic Partnership)**

**Date of Meeting: November 4 & December 8, 2021**

Nov 4

Meet and Greet 6-9 pm for elected officials in Didsbury international grill.

Dec 8

Board of Directors Meeting in Red Deer County Office. We spoke about what CAEP is and the work underway. Discussion on being a key player for bringing Broad band to rural areas. Also discussed work on the transportation corridor.

**Sundre Hospital (Futures & Attraction / Retention)**

**Date of Meeting:**

No Meetings

Other

Date of Meeting:

October 25, 2021

Swearing in and first official council meeting.

October 30

Fall workshop

Orientation on Planning & Development and the new financial framework, including Capital and Operating Budgets and processes.

Nov 6

Orientation

Review of the MGA and all required orientation topics as required under the Municipal Government Act with 2 Lawyers.

*COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR JAIME 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

Events and Festivals Committee

Date of Meeting:

No Meeting

FCSS (Greenwood Neighbourhood Place) Board (ALTERNATE)

Date of Meeting:

No Meeting

Grant Review Committee

Date of Meeting:

No Meeting

Sundre Municipal Library Board (TRUSTEE)

Date of Meeting: January 19, 2022 via Zoom

The library continues to monitor and pursue fiscal sustainability by reviewing and investigating investing opportunities, wages, CUPE, insurance, and future programs. They've undergone some renovations and the board seems very active and resourceful. Overall, an active board with a proficient manager.

Sundre & District Historical Society (ALTERNATE)

Date of Meeting:

No meeting

Sundre Petroleum Operators Group

Date of Meeting:

No Meeting

## Sundre & District Aquatic Society

Date of Meeting: January 18, 2022 7:00pm at Aquaplex

The aquaplex board has undergone some changes in members since their last formal meeting. COVID caused many meetings to be delayed and re-scheduled due to member's schedules. They have one board seat vacant and are actively seeking a treasurer for the remaining few months before their AGM - to be held in March, 2022. It is the president's last year on the board as per their current bylaws. They would like to review their current bylaws and consider making changes to them.

They have completed a new pool deck and main washroom renovation. They have upgraded some basement equipment (PH testers) and have added new gym equipment. Most of these expenses were paid for using covid funding.

The gym is very busy and their pool numbers are rising. They have modified the space to allow for 24hr gym access using a FOB system. You must have a membership and with a \$30 deposit you can access the gym at all hours. Currently they have 137 fobs out (149 fobs in total).

They have a new lifeguard (swim coach) who will be finishing up her lifeguard training course so she can train others to become lifeguards.

Hot Tub will be a future capital project. The National Lifeguard Society (NLS) will be replacing the Red Cross Swim Program.

The board would like to come present to council at some point and showed interest in our upcoming community engagement sessions.

This looks like a very relaxed board with active members.

## Other

Date of Meeting:

### **January 18, 2022 Sundre Chamber AGM via zoom 7pm**

- I renewed my business membership and stepped down from the board as director.

### **January 18, 2022 Alberta Health Services (AHS) Palliative Care vs End of Life Care 6pm**

- Listened to a wonderfully compact and informative session and learned the difference between power of attorney, and personal directive. Learned about the Palliative Rural In-Home Funding (10K/client).

### **January 19, 2022 Alberta Municipalities Meeting: Alberta Provincial Police Service via zoom 6pm**

- So much information in this meeting, attended the "ENGAGEMENT" breakout session.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>January 24, 2022</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>12.</b>

---

### **BACKGROUND/PROPOSAL:**

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

### **ADMINISTRATION RECOMMENDATIONS:**

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

### **MOTION:**

That the Town of Sundre Council accept the correspondence from Mountain View Senior's Housing as presented, as information.

That the Town of Sundre Council accept the correspondence to Didsbury Mayor Rhonda Hunter, in regard to a Regional Chili Cook-Off, as information.

### **ATTACHMENTS:**

- 12.1 Letter to Didsbury Mayor, Rhonda Hunter
- 12.2 MVSH Letter and Strategic Business Plan

Date Reviewed: January 20, 2022      CAO: <i>Linda Nelson</i>
---



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

January 11, 2022

Mayor Rhonda Hunter  
PO Box 790, 1606 – 14 Street  
Didsbury, AB T0M 0W0

**RE: Regional Chili Cook-Off**

Dear Mayor Hunter,

We received your letter of December 21, 2021 and we would like to offer our congratulations to your Chamber of Commerce on receiving the Digital Services Squad Grant!

We would like to accept your challenge to participate in the Mayoral Chili Cook-off. We understand that this event has been placed on hold to comply with Health Regulations. Our team will consist of myself, Linda Nelson, our CAO, and Betty Ann Fountain, Sr. Development Officer, and a holder of the AHS Food Safety Certificate.

Our team is definitely up for the challenge, and we believe that we will be your greatest competition!

We look forward to seeing you in the near future, when the Chili-Cookoff occurs.

Sincerely,

Richard Warnock,  
Mayor  
Town of Sundre

RW/aj



12.2

January 19, 2022

Mayors and Reeve,  
Mountain View County Municipalities

Re: Request to Sustain Board Directors and Alternates for Mountain View Seniors' Housing

Dear Mayors and Reeve,

Our Board has completed a process of strategic planning and has now decided on its new strategic business plan for 2022-2026. Please find a copy attached.

Our Board unanimously recommended the Board Chair write to each Municipality and request our current Board Directors be sustained in their appointment to our Board for the remainder of their 4-year term as elected members of your Council. This will meet the identified need for stability in governance of our operations during this period for our strategic business plan and it also is in line with the board governance structure that was established in September 2011 and approved and followed by each member municipality of MVSH.

Therefore, our request is for your Municipal Council to approve sustaining current Board Directors and Alternates throughout their full 4-year term, at your first meeting available. We also look forward to having an invitation to make a presentation to each Municipal Council in the next few months.

We wish to thank you for continuing support as we move forward with our strategic business plan and considering this request.

Sincerely,

Heather Ryan, Board Chair  
Mountain View Seniors' Housing

Cc     MVSH Board Directors  
         Municipal CAOs  
         MVSH CAO



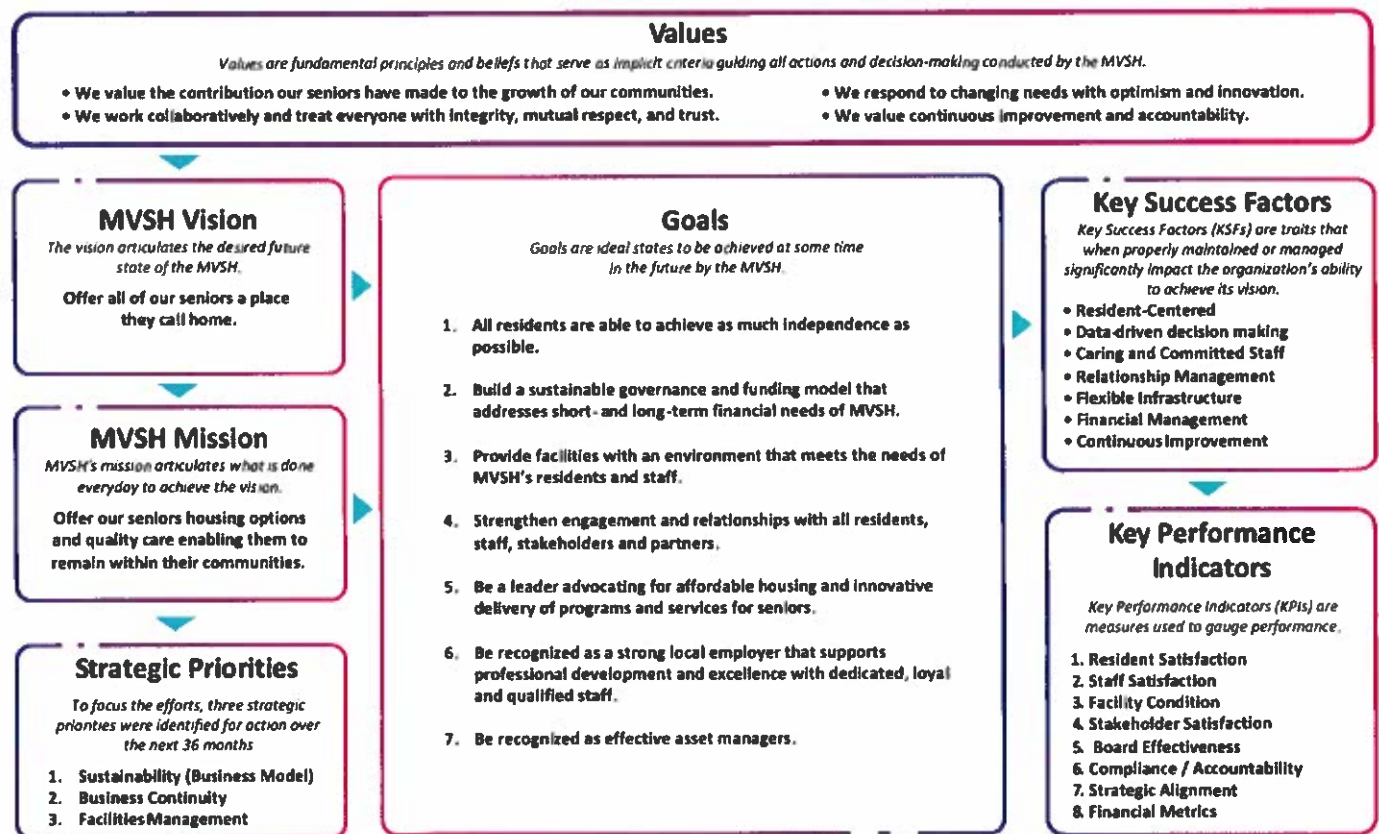
Mountain View Seniors' Housing

# Strategic Business Plan

## 2022 – 2026

*Prepared by Finley & Associates Ltd.*

# MVSH One-Page Summary



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# Purpose of the Document

This Strategic Business Plan articulates the strategic direction and supporting activities Mountain View Seniors' Housing (MVSH) for the five-year period, 2022-2026.

## Disclaimer

The information and data provided in this report has been obtained or prepared from sources that are believed to be reliable and accurate; however, have not necessarily been independently verified. Finley & Associates Ltd. makes no representations or warranties as to the accuracy or completeness of such information and data nor the conclusions that have been derived from its use. Further, the data in this report is generally of a forecast nature and is based on what are believed to be sound and reasonable methodologies and assumptions; however, these cannot be warranted or guaranteed with respect to accuracy. Therefore, any use of the information by the reader or other recipient shall be at the sole risk and responsibility of such reader or recipient.

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## Confidentiality

This document is intended for the use of the MVSH and may contain information that is privileged and/or confidential. ***Copying and the dissemination or distribution of this document, in whole or in part, is at the discretion of the Board and/or Chief Administrative Officer.***

# 1. Strategic Framework

## Values

Values are fundamental principles and beliefs that serve as implicit criteria guiding all actions and decision-making conducted by the MVSH. MVSH's values<sup>1</sup> are:

- *We value the contribution our seniors have made to the growth of our communities*
- *We work collaboratively and treat everyone with integrity, mutual respect, and trust.*
- *We respond to changing needs with optimism and innovation.*
- *We value continuous improvement and accountability.*

## MVSH Vision

The vision articulates the desired future state of the MVSH.<sup>2</sup>

***Offer all our seniors a place they call home.***

### Key Concepts

- **All our seniors** – Providing a diversity of housing options for all Mountain View County seniors
- **A place to call home** – In communities they love, close to family and friends, with the quality care they need
- **Home** – home feels safe and secure; it's a comfortable place to rest and create a place that is known, and you can call yours

## MVSH Mission

MVSH's mission<sup>3</sup> articulates what is done every day to achieve the vision.

***Offer our seniors housing options and quality care enabling them to remain within their communities.***

### Key Concepts

- **Housing options** – Campuses; progressive levels of care
- **Quality care** – Appropriate level of care that meets evolving needs of seniors
- **Enabling them to remain within their communities** – Proactive (e.g., integrated care models), innovative models, adaptive to change

## Goals

---

<sup>1</sup> MVSH Strategy Planning Session May 26, 2019.

<sup>2</sup> MVSH Strategy Planning Session May 26, 2019.

<sup>3</sup> MVSH Strategy Planning Session May 26, 2019.

Goals are ideal states to be achieved at some time in the future by the MVSH:<sup>4</sup>

1. All residents can achieve as much independence as possible.
2. Build a sustainable governance and funding model that addresses short- and long-term financial needs of MVSH.
3. Provide facilities with an environment that meets the needs of MVSH's residents and staff.
4. Strengthen engagement and relationships with all residents, staff, stakeholders, and partners.
5. Be a leader advocating for affordable housing and innovative delivery of programs and services for seniors.
6. Be recognized as a strong local employer that supports professional development and excellence with dedicated, loyal, and qualified staff.
7. Be recognized as effective asset managers.

## Key Success Factors

Key Success Factors (KSFs) are traits that when properly maintained or managed significantly impact the organization's ability to achieve its vision. The MVSH has identified seven KSFs:<sup>5</sup>

- Resident-Centered
- Data-driven decision making
- Caring and Committed Staff
- Relationship Management
- Flexible Infrastructure
- Financial Management
- Continuous Improvement

---

<sup>4</sup> MVSH Strategy Planning Session May 26, 2019.

<sup>5</sup> MVSH Strategy Planning Session May 26, 2019.

# Key Performance Indicators

Key Performance Indicators (KPIs) are measures used to gauge performance (see Table 1).<sup>6</sup>

Table 1: Key Performance Indicators

KPI	Rationale for Measuring	Measurement Mechanisms	Review
1. Resident Satisfaction	<ul style="list-style-type: none"> <li>Improving quality of living experience</li> <li>Measuring Demand</li> </ul>	• Survey	Biennial
		<ul style="list-style-type: none"> <li>Waitlists</li> <li>Occupancy Rates</li> </ul>	Annual
2. Staff Satisfaction	<ul style="list-style-type: none"> <li>Improving quality of care</li> <li>Improving retention and recruitment of best candidates</li> </ul>	• Survey	Biennial
		<ul style="list-style-type: none"> <li>Performance Reviews</li> <li>Exit Interviews</li> <li>Staff Turnover</li> <li>"Listen &amp; Share" sessions</li> </ul>	Annual
3. Facility Condition	<ul style="list-style-type: none"> <li>Monitoring the facilities for service delivery, maintenance, future use, and financial planning</li> </ul>	• Five Year Maintenance Plan	Annual
		• Facility reports/work orders	Quarter, by incident
4. Stakeholder Satisfaction	<ul style="list-style-type: none"> <li>Improving community engagement and support</li> <li>Influencing policy in the sector</li> </ul>	• Survey	Biennial
		• Volunteer Reports	Annual
		• Invitations to participate Strategic Partnerships	Quarter
5. Board Effectiveness	<ul style="list-style-type: none"> <li>Strengthening governance and oversight</li> </ul>	• Board Evaluation	18 months
		• Individual Director Evaluation	Annual
6. Compliance / Accountability	<ul style="list-style-type: none"> <li>Ensuring continuous service delivery in compliance with associated regulations</li> </ul>	• OH&S Report	Annual, unless by incident
		• Accommodation Licensing	Annual
7. Strategic Alignment	<ul style="list-style-type: none"> <li>Aligning business plans and annual budget to strategic direction</li> </ul>	• Strategic Retreat	Annual
		• Board Agendas	Quarter
8. Financial Metrics	<ul style="list-style-type: none"> <li>Testing liquidity, profitability, and solvency</li> </ul>	<ul style="list-style-type: none"> <li>Budget</li> <li>Audit</li> <li>Capital Plan</li> </ul>	Annual
		<ul style="list-style-type: none"> <li>Variance Reports</li> <li>Key Ratios</li> <li>Cost per resident day</li> </ul>	Quarter

<sup>6</sup> MVSH Strategy Planning Session May 26, 2019.



# Strategic Priorities

To focus the efforts, three strategic priorities<sup>7</sup> were identified for action over the next 36 months:

## 1. Sustainability (Business Model)

Long-term sustainability of the MVSH will require the re-evaluation of two key areas<sup>8</sup>: 1) Funding and alternative sources of revenue; and 2) The business model.

## 2. Business Continuity

All aspects of the organization necessary for proper continuity of operations and governance need to be identified and addressed. Key aspects include but may not be limited to 1) a CAO succession plan that considers various scenarios (i.e., long-term illness, planned departure and sudden departure); 2) staff recruitment and retention; and 3) Strengthening governance practices and skills through evaluations of individual board members and the Board as a whole.

## 3. Facilities Management

In the near-term facilities maintenance is the focus; however, in the mid-term the focus evolves towards recognizing requirements of future facilities as residents' needs evolve. Facilities will need to be more flexible going forward as the trend is for seniors to be more mobile and remain in their homes longer than in the past. Scale, efficiencies, asset management, capital plans, and campuses must be addressed.

Refer to Chapter 3 to see the implementation plans to address each of these priorities.

Refer to Appendix A for the strategic planning frameworks used in this work.

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<sup>7</sup> MVSH AGM April 24, 2018.

<sup>8</sup> MVSH Strategy Planning Session, March 23, 2019.

## 2. Situation Assessment

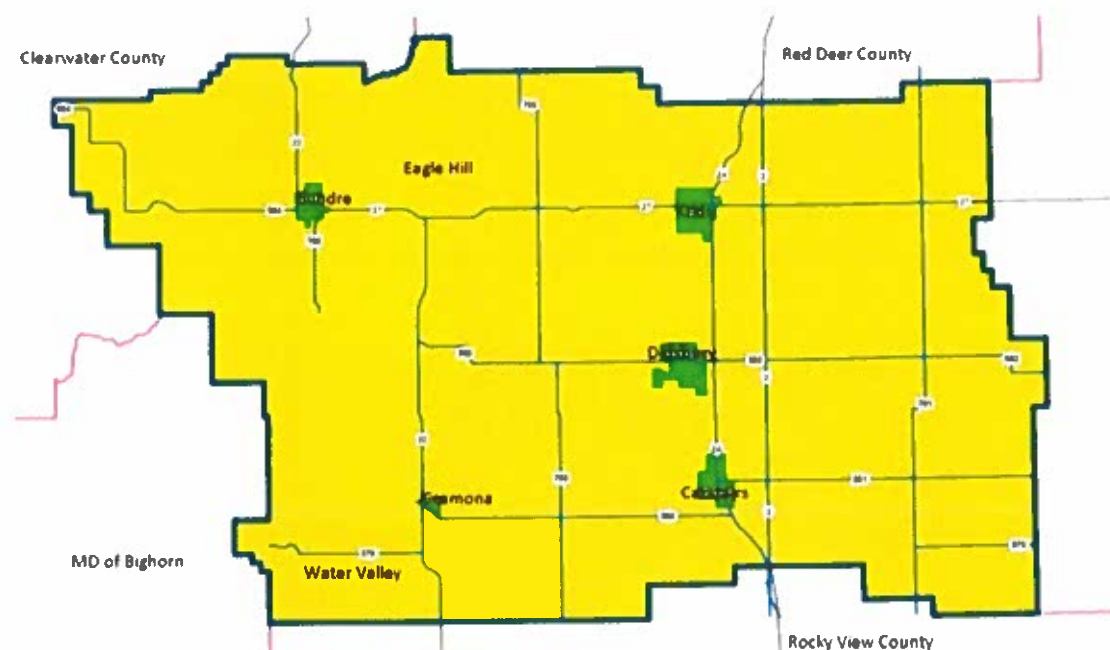
### Context and Background

#### Mountain View Seniors' Housing History

Mountain View Seniors' Housing is a non-profit organization, and a registered charity, operating seniors' lodges, seniors' self-contained apartments, and subsidized family housing in Carstairs, Sundre, Olds, and Didsbury. MVSH provides secure and comfortable facilities and administers healthcare and other support services as needed to ensure all its residents feel good about living in its facilities. The organization's vision is: "We enhance lives by providing quality care and self-sustainable living through innovative leadership" and MVSH is working to accomplish this through its mission: "We provide quality, safe, self-sustainable living and support services while promoting healthy and independent lifestyle."

MVSH is governed by seven-member Board of Directors with elected officials from the Towns of Carstairs, Didsbury, Olds, Sundre, Village of Cremona, and Mountain View County. The Board also includes seven alternates, one for each elected official. All fourteen individuals, the Executive Team and the CAO will participate in all four planning sessions. Over the past year emphasis has been placed on developing a greater understanding of recent and major changes to the Municipal Government Act (MGA). Focus is now shifting towards strategic planning and good governance practices.<sup>9</sup>

Figure 1: MVSH Geographic Footprint



<sup>9</sup> Mountain View Seniors' Housing Website.

## Organizational Milestones

MVSH has made significant advancements since 2011 (see Table 2).

Table 2 – Key Milestones Achieved Since 2011<sup>10</sup>

<ul style="list-style-type: none"><li>• Added 100 units</li><li>• Added 130 FTE staff</li><li>• Doubled asset base from \$30-\$60 Million</li><li>• Obtained \$18million in grants</li><li>• Obtained \$22 million in borrowing</li><li>• Developed capacity and organization</li><li>• Developed new housing models -Life Lease and SL4/SL4D</li><li>• Developed new care models -integrated care model</li><li>• Maintained quality and low price</li></ul>	<ul style="list-style-type: none"><li>• Developed asset management plan for all assets owned or managed</li><li>• Completed broken projects -MVL and insurance</li><li>• Completed several evacuations -river floods and basement floods</li><li>• Developed LT Capital Plans -3 major campuses and 12 major SSC</li><li>• Developed Strategic Planning Framework -2011 and updated annually</li><li>• Developed multi-year business planning –two to five years</li></ul>
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## Trends

### Sector Trends

Several key trends are affecting the Alberta seniors' housing sector, including:

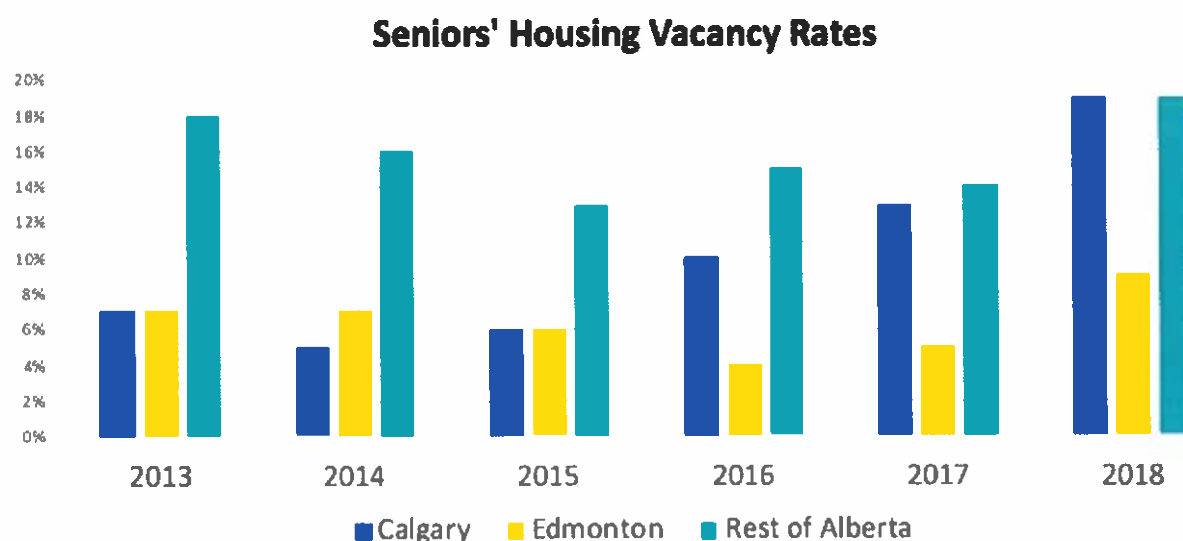
- Seniors remaining in private residences longer; choosing supportive living facilities at a higher level of care.
- Seniors are more focused on maintaining their lifestyle and amenities than before.
- Both private and not-for-profit providers entering the market to satisfy these changing preferences and needs.
- Average vacancy rate for seniors' housing trending higher in Alberta.

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<sup>10</sup> CAO, Mountain View Seniors' Housing

MVSH shines as a leader in the sector because of its actions in the areas of maintaining, upgrading, and building new facilities. Consequently, it has bucked the trend of increasing vacancy rate (see Figure 2).

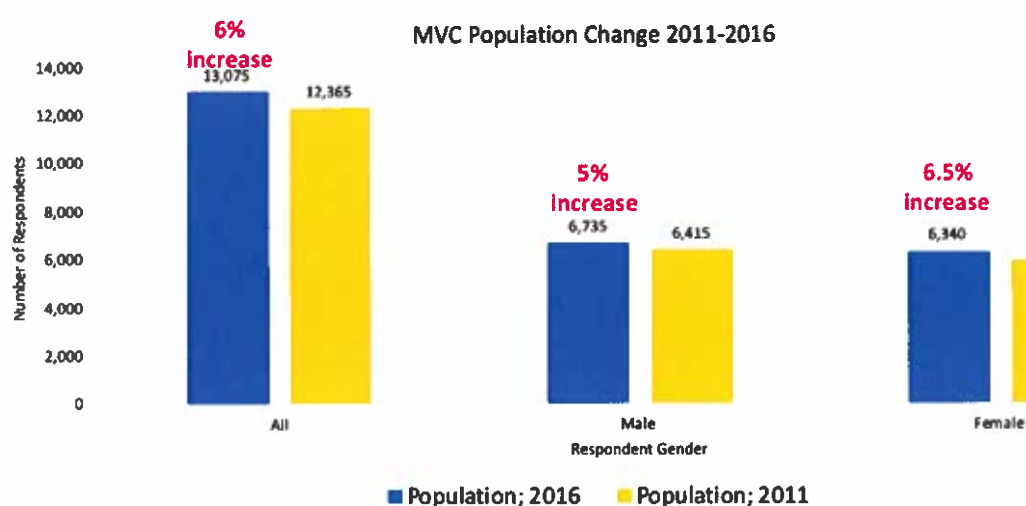
Figure 2- Seniors' Housing Vacancy Rates



### Demographic Trends

Mountain View County experienced a six percent population growth from 2011 to 2016 (see Figure 3).

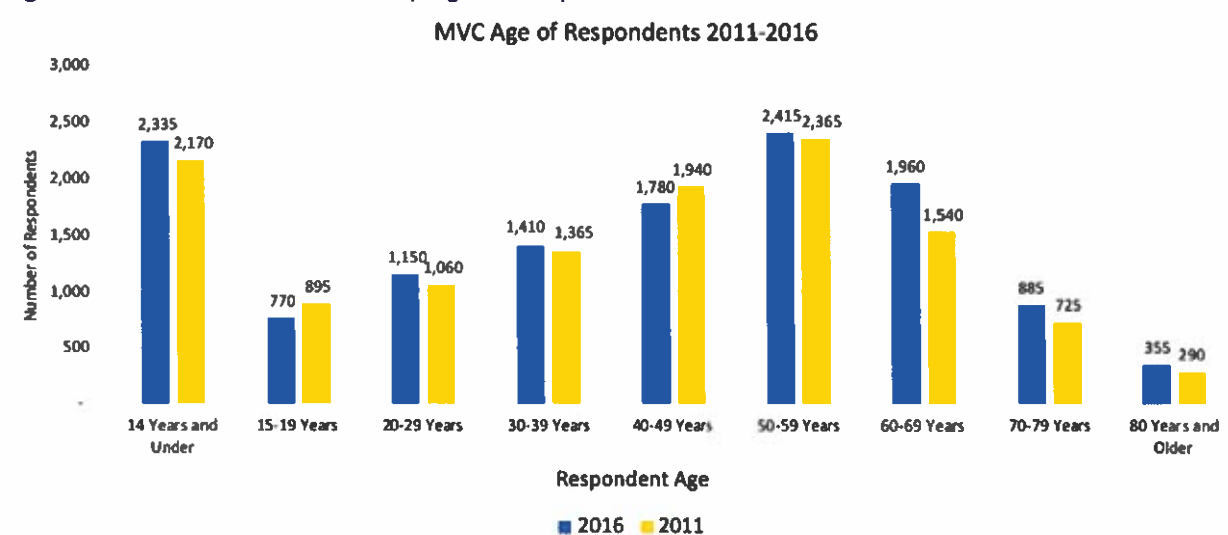
Figure 3 – Mountain View County Population Change 2011-2016<sup>11</sup>



<sup>11</sup> Canadian Census Data Products, Statistics Canada, 2016; Finley & Associates Ltd.

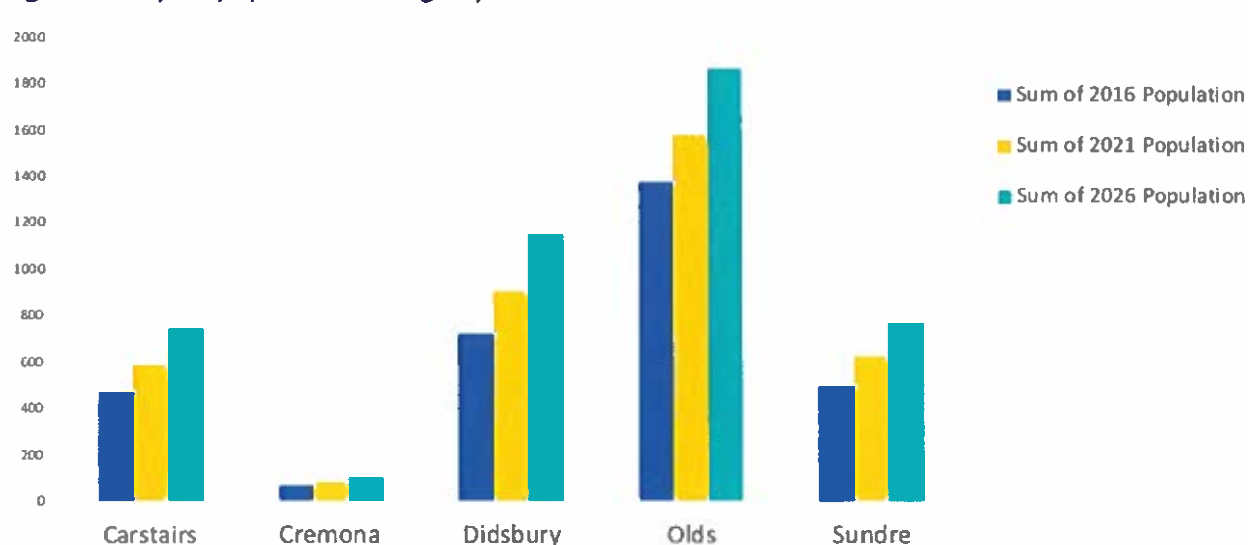
The median age of Mountain View County citizens increased from 43.9 to 45.2 over five years (see Figure 4).

Figure 4 – Mountain View County Age of Respondents 2011-2016



The 75+ population is expected to grow in all areas of the County at an average rate of 48%<sup>12</sup> (see Figure 5).

Figure 5 - 5-year population change by Location



<sup>12</sup> IBI Group Report for MVSH; Finley & Associates Ltd.

# Stakeholder Analysis

Stakeholders have been grouped according to their interactions with the MVSH.

## Primary Stakeholders

Partners in the MVSH Housing Management Body include<sup>13</sup>:

- County seniors
- Municipal Stakeholders (Towns of Olds, Didsbury, Carstairs and Sundre, Village of Cremona, and County of Mountain View)
- Government of Alberta

## Partners

- AHS
- Ministry of Health
- Ministry of Seniors and Housing

## Resident Profile

The MVSH resident profile has evolved over the past five years (see Table 3).

Table 3: MVSH Resident Profile

Measure	Life Lease	Lodge	DSL
Age Range	85+ to 95+	65+ to 85+	65+ to 85+
Lifestyle	Active and Healthy	Mixed: Independent and Sedentary	Very Sedentary
Length of Stay	3 to 5 years average	3 to 5 years average	3+ years
Monetary Support	??	Subsidized	Not subsidized
Level of Care	SL0 - Independent Living	SL1 and SL2	SL4 and SL4D
Number of residents	30	192	70

<sup>13</sup> A Proposal for a New Business Model for MVSH, October 5, 2018.

## Risk Analysis

MVSH identified 5 key risks to be addressed over the next 2-5 years (see Figure 6)<sup>14</sup>. See Chapter 3 for action priorities to address these risks.

Figure 6: Risks to Sustainability

Risks to Sustainability (2019)		Priority (H,M,L)
1. Insufficient LAP funding by Province.	17H, 0M, 0L	High
2. Increasing accountabilities, legislation and regulations without funding.	14H, 3M, 0L	Medium
3. Insufficient funding for wages and hours for staff, to ensure quality care and services for residents.	12H, 5M, 0L	Low
3. Insufficient funding of regular maintenance and deferred maintenance of facilities.	12H, 5M, 0L	
5. Higher than anticipated interest rates in the future.	10H, 7M, 0L	
6. Constraints on pricing for resident fees and services.	7H, 10M, 0L	
7. Restrictions on financing of capital and refinancing.	6H, 10M, 1L	
7. Increasing share of partnership through requisitions from Municipalities.	6H, 10M, 1L	
9. Access to capital funding issues for capital maintenance and new projects.	4H, 12M, 1L	
10. Two health Boards with two different philosophies and funding visions.	3H, 10M, 3L	
11. Increasing demand for low-income, affordable and market housing in communities	1H, 5M, 11L	

## Strengths and Weaknesses

The MVSH's key strengths and areas for improvement were identified:<sup>15</sup>

### Strengths

- **Staff** (quality, engagement, attitude, development of staff, pride they have, passion)
- **Quality services / care** (exceptional) we care
- **Locations** (local)
- **Affordable** (wants and needs) – value for money
- **Resident satisfaction** – resident-centered care
- **Maintenance of facilities** (priority list)
- **Facilities quality**
- **Major local employer** (commitment to communities)
- **Community based model** – Local solution, local management, local board
- **Continuous improvement** (open to change; passion)

<sup>14</sup> MVSH Strategic Planning Session March 16, 2019; H,M,L – High Medium Low, numbers denote the votes by the Board and Management.

<sup>15</sup> MVSH Strategy Planning Session March 30, 2019.

## Weaknesses

- **Business model** – needs to be redesigned / reorganized (constraints on revenue)
- **Funding** (and downloading of responsibility)
- **Two health Boards** with different funding models and philosophies
- **Constraints on revenue**

## Distinctive Attributes

The MVSH identified eight distinctive attributes that set it apart from other seniors' housing facilities (see Figure 7).<sup>16</sup> Each attribute was scored on a scale of one to five with any attribute that did not exceed a score of four requiring a strategy within the Strategic Business Plan. All the attributes were rated higher than four by the Board and Management.

Figure 7: MVSH's Distinctive Attributes and Scores

MVSH'S Distinctive Attributes	2018	Board Score	High Medium Low
Presence in every community	1 2 3 4 5	4.7	
Generous volunteers (local relationships, committed, dedicated)	1 2 3 4 5	4.5	
Local people looking after local people	1 2 3 4 5	4.5	
Not for profit	1 2 3 4 5	4.4	
Quality for value	1 2 3 4 5	4.3	
Campuses with housing options	1 2 3 4 5	4.1	
Facilities	1 2 3 4 5	4.1	
Leader (proactive, innovative, visionary, forward thinking)	1 2 3 4 5	4.1	

**Scoring Criteria**  
 1 – Insignificant efforts made toward goal  
 2 – Early progress has been made  
 3 – Achievements acknowledged by outside parties with some coaxing  
 4 – Awareness of achievements within industry groups  
 5 – Part of MVSH's public image/brand

**Goal** Any score below 4 needs a strategy in the Strategic Business Plan

<sup>16</sup> MVSH Strategy Planning Session March 30, 2019.



## 3. Implementation Plan

### Key Paradigm Shifts

Through the strategic planning process, several key paradigm shifts occurred in how the Board approaches its work and the MVSH (see Table 4).<sup>17</sup>

Table 4: Paradigms Shifts

Initial Concept	Paradigm Shift
Board actively involved in all aspects of MVSH day- to-day operations	Board shifting towards governance
Board committees operating in silos and driven by administration	Board committees progressing with common understanding and focused on Board-identified strategic priorities
Care Delivery was at the forefront of the discussion along with Housing	Contract changes have brought the focus back to Housing
Board concept around succession planning was limited to CAO	Board thinking elevated to 'business continuity' of which CAO succession is an important part
Performance measurement and tracking limited to operations and finance	KPI framework critical to board governance
Most discussions were of a financial nature	Board orientation evolved to more encompassing view of the organization

## 36-Month Implementation Plans 2022 – 2024

### Three Strategic Priorities

Key actions have been identified to address each strategic priority (see Table 5, Table 6, Table 7 )<sup>18</sup> to ensure progress towards the Vision.

Table 5: Strategic Priority #1 – Sustainability (Business Model) Action Priorities

36-Month Actions 2022 – 2024	Champion	Target Date
1.1 Re-evaluate Funding / Revenue		
a. Explore alternate sources of revenue		Year 1
b. Evaluate amount of debt, refinance long-term debt – ACFA & explore other options		Year 1
c. Review Interest Rate strategy		Year 1

<sup>17</sup> MVSH Strategy Planning Session May 26, 2019.

<sup>18</sup> MVSH Strategy Planning Session May 26, 2019.

36-Month Actions 2022 – 2024	Champion	Target Date
d. Review pricing strategy		Year 2
1.2 Re-evaluate Business Model		
a. Analyze pros/cons (cost benefit analysis) of Life Lease		Year 1
b. Investigate opportunities to reduce costs and increase efficiencies		Year 2
c. Investigate Part 9 and other governance models to open new sources of funding and/or revenue		Year 3

**Table 6: Strategic Priority #2 – Business Continuity Action Priorities**

36-Month Actions 2022 – 2024	Champion	Target Date
2.1. Business Continuity		
a. Develop Succession Plan (including CAO under a variety of scenarios) which implies the capacity of the organization to carry on.		Year 2
b. Identify risks/plan/measure		Year 1
2.2 Achieve Negotiated Settlement Salary & Wages		Year 1
2.3 Conduct staff satisfaction survey		Year 2
2.4 Develop employee engagement model		Year 1
2.5 Conduct Board / Director evaluation		Year 3
2.6 Conduct stakeholder satisfaction / engagement survey		Year 2

**Table 7: Strategic Priority #3 – Facilities Management Action Priorities**

36-Month Actions 2022 – 2024	Champion	Target Date
3.1. Build Maintenance Reserve		
a. Understand Life cycle – building reserve		Year 1

36-Month Actions 2022 – 2024	Champion	Target Date
b. Develop Capital Development Plan		Year 2
3.2 Capital growth / investment		
a. Ensure campuses stability (i.e., revenues and offsets are in balance) before moving forward		Year 2
b. Develop Plans for future build-to-scale		Year 2
c. Incorporate flexibility into the design for future use		Year 3
3.3 Achieve Efficiencies		
a. Implement studies to increase efficiencies		Year 1
b. Implement Procurement Strategy - Utilize buying power to make efficient use of capital and operations		Year 1
c. Investigate use of alternative energy to increase efficiencies		Year 2
3.4 Preventive Maintenance		
a. Develop a 5-year Preventative Maintenance Plan		Year 2

## 4. Business Plan

### Key Assumptions

Key assumptions<sup>19</sup> are the fundamental concepts embedded in the business model and considered in the annual budget.

#### Goal

To balance revenues and expenditures.

#### Financial Dynamics

- Health Authority Grants cover Health Care cost component of Salaries, wages and benefits and Resident Care Contracts and health care supplies AHS Contract ended March 31, 2021.
- When the base accommodation fee is increased, the net cash effect for 83% of our residents is little or no change. Most of the price increase to low-income residents falls through to the subsidy, and therefore the subsidy required by requisitions increase.
- The requisition offsets the subsidies, financing, and any operating deficits. Any surplus is intended for reserves.

#### Revenue Assumptions

##### **Rent Revenue & Service Fees**

- The base accommodation fee for regular lodge residents is increased by \$100 effective January 1, 2022. This is approximately a 4% Increase.
- Our 2022 Lodge occupancy assumptions are:
  - 95% Chinook Winds Lodge
  - 98% Aspen Ridge Lodge
  - 98% Mount View Lodge
  - 98% Sundre Seniors' Supportive Living Facility
- The base accommodation fee for new high-income residents (residents with Line 15000 income above the LAP threshold) is increased to \$2,900 per month (market rate) effective January 1, 2022. (Existing residents are grandfathered).
- The DSL Resident base accommodation fee is increased effective July 1, 2022. This rate is restricted by AHS, and we will not be advised until February 2022.
- Additional lodge service fees (personal laundry, parking, large suite premiums, cable, ISF) are increased to cover cost effective January 1, 2022 for regular lodge residents and to DSL residents on July 1, 2022.

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<sup>19</sup> MVSH Strategy Planning Session May 26, 2019.

- The Life Lease base monthly rent fee is set to the new program at September 1, 2021 and not increased in 2022, occupancy is assumed to be 80%. The service schedule will be aligned with the cost of Lodge services.
- Housing revenue is based on projected 2021 figures.

#### **MVSH Subsidy for Low Income Residents**

- We are legislated to use line 15000 from the current Notice of Assessment to calculate the funds available to pay the accommodation fee.
- We are also legislated to ensure that each resident retains \$322 disposable income per month, before they pay the accommodation fee. This was increased in 2019 from \$315. It has not changed since that time.
- The shortfall between the basic accommodation fee and the amount low-income residents have available based on this legislated rent calculation is the amount of subsidy.

#### **Health Authority Grants**

- Health Authority Grant amounts are not included for 2022. Funding of these grants was discontinued on April 1, 2021 as the contract with AHS ended March 31, 2021.

#### **Municipal Requisitions**

- A requisition of \$2,899,407 is required in 2022 for resident low-income subsidy, capital financing, carbon tax and reserve. This is the same requisition amount as required in 2021. This requisition amount should decrease as lost revenues from the Pandemic are recovered.

#### **Alberta Seniors' & Housing Grants**

- The 2021 LAP Grant is based on the 2021 grant forecast.
- There will a reduction in 2022 to the AB Housing Grant to reflect fewer Community Housing properties and any reductions in eligible residents for the Rent Assistance Benefit Program.

#### **Amortization of Deferred Capital Contributions**

- Deferred capital contributions are capital grants received from external sources.
- The amortization amount is a smoothed recognition of the grant revenue over the years the capital is depreciated.

#### **Sundry Revenue**

- Miscellaneous revenue budgeted conservatively as it is not guaranteed.

#### **Interest Revenue**

- Interest is earned on our reserves and restricted bank accounts.
- Interest is also earned on the life lease deposits.

#### **Other Grants and Donations**

- Grants and donations are not budgeted unless they are known and confirmed.

## **Expenditure Assumptions**

### **Salaries, Wages & Benefits**

- Staff Wages are estimated for 2022 with current commitments.
- Staff Benefits are increased in 2022 to reflect actual rates and expected price increases.

### **Maintenance & Facility Services**

- 2022 budget is estimated to increase by 1% annually thereafter.

### **Telephone & Utilities**

- 2022 budget is estimated to increase by 2% annually thereafter.
- Federal Carbon levy remains budgeted for announced increases.
- Electricity price per KWH contracted until December 31, 2024.
- Natural gas price per GJ contract extended until December 31, 2025.

### **Amortization**

- Depreciation of our capital assets based on the continuity schedule.

### **Food, Kitchen & Linen Supplies**

- Estimated 3% average increase in 2022 and annually thereafter.

### **Interest and Bank Charges**

- Debt financing is based on known commitments as per the 10-year debt schedule.

### **Purchased Services**

- Includes contract administration, IT and Nurse Call system maintenance, legal fees, and marketing services.
- 2022 budget is reduced by \$100,000.

### **Staff Training, Travel & Memberships**

- Includes organizational memberships (i.e., ASCHA), staff appreciation, volunteer appreciation and health & wellness initiatives
- 2022 budget is estimated to increase by 1% annually thereafter.

### **Office & Miscellaneous**

- 2022 budget is held with no increase.

### **Rent**

- 10-year lease for Administration office ending October 2023 with an option to renew for an additional 5 years. We may have a proposal for sharing rent in this space.
- Tenant improvements are paid at end of October 2023, at that time rent is expected to reduce by \$20,000 per annum to market rates starting in 2024.

**Insurance**

- Estimated increase of 25% in 2021 and 5% in 2022 and annually thereafter.

**Resident Travel & Activities**

- 2022 budget is to increase by 1% annually thereafter.

**Resident Care Contracts & Health Care Supplies**

- 2022 budget has been discontinued after March 31, 2021.

**Audit**

- 2022 based on RFP contracted amount, 1% increase thereafter.

**Bad Debt**

- Not budgeted, rarely occurs as every effort is made to collect outstanding receivables.

**Directors' Expenses**

- Includes honorariums, mileage, and convention expenses.
- 2021 budget is held in 2022.

**Property Taxes**

- Property taxes for Life Lease suites in 2022 are based on 2021 tax rates with a 1% annual increase.

**Additional Considerations**

- Identification of efficiencies is an ongoing part of the annual budget development process.
- Reserves for operations with a strategic investment fund or annual contingencies have not been included in 2022.
- The Life Lease Reserve is budgeted based on the new Life Lease pricing model without a reserve allocation in 2022.
- Capital and Maintenance Reserves will be created based on the Reserve Policy.
- 

**Capital Budget Assumptions**

- Capital investments in equipment and facilities will be made as cashflow permits.
- All other capital investment or capital development projects will be done a business case basis.

# 5. 2022 Operating Budget and 2022-26 Business Plan

## Mountain View Seniors' Housing Approved 2022 Budget, 2023-2026 Forecast

	Approved Budget 2022	Forecast 2023	Forecast 2024	Forecast 2025	Forecast 2026
<b>Revenues</b>					
Rent revenue and service fees	\$ 10,072,135	\$ 10,374,299	\$ 10,685,528	\$ 11,006,094	\$ 11,336,277
MVSH Subsidy for Low Income Residents	(1,709,407)	(1,794,877)	(1,884,621)	(1,978,852)	(2,077,795)
MVSH Subsidy- Lost revenue	(550,000)	(300,000)	-	-	-
Health Authority grants	-	0	0	0	0
Municipal Requisitions - Operating	1,799,407	1,799,407	1,799,407	1,799,407	1,799,407
Municipal Requisitions - Capital Financing	1,050,000	831,940	571,018	508,752	456,158
Alberta Seniors & Housing grants	787,801	787,801	787,801	787,801	787,801
Amortization of deferred capital contributions	603,147	603,147	603,147	603,147	603,147
Sundry	33,317	33,317	33,317	33,317	33,317
Utility recovery	65,000	65,000	65,000	65,000	65,000
Interest	48,245	48,245	48,245	48,245	48,245
Other grants and donations	15,000				
Insurance proceeds					
Capital maintenance revenue					
Covid	0	0	0	0	0
	<b>12,214,646</b>	<b>12,448,279</b>	<b>12,708,842</b>	<b>12,872,911</b>	<b>13,051,557</b>
<b>Expenditures</b>					
Salaries, wages and benefits	5,123,309	5,277,008	5,435,319	5,598,378	5,766,329
Maintenance and facility services	1,482,863	1,497,691	1,512,668	1,527,795	1,543,073
Telephone & Utilities	1,038,799	1,059,575	1,080,766	1,102,382	1,124,429
Amortization	1,788,624	1,788,624	1,788,624	1,788,624	1,788,624
Food, kitchen and linen supplies	890,571	917,288	944,807	973,151	1,002,345
Interest and bank charges	687,354	629,686	571,018	508,752	456,158
Purchased Services	440,000	400,000	350,000	350,000	350,000
Staff training, travel & memberships	115,017	116,167	117,328	118,502	119,687
Office & miscellaneous	103,878	103,878	103,878	103,878	103,878
Rent	97,222	99,166	81,150	82,773	84,428
Insurance	190,000	199,500	209,475	219,949	230,946
Resident Travel & activities	66,000	66,660	67,327	68,000	68,680
Resident care contracts & health care supplies	0	0	0	0	0
Audit	33,950	34,290	34,632	34,979	35,329
Capital maintenance expense	0	0	0	0	0
Directors' expenses	25,000	25,000	25,000	25,000	25,000
Property taxes	56,000	56,560	57,126	57,697	58,274
Covid	0	0	-	-	-
	<b>12,138,586</b>	<b>12,271,093</b>	<b>12,379,117</b>	<b>12,559,858</b>	<b>12,757,180</b>
<b>Excess (deficiency) of revenue over expenditures before other items</b>	<b>76,060</b>	<b>177,187</b>	<b>329,725</b>	<b>313,054</b>	<b>294,378</b>
Transfer to Life Lease capital/maintenance reserves and Lodges capital/maintenance reserves (net of cash flow requirements)	(76,060)	(76,060)	(76,060)	(76,060)	(76,060)
<b>Net Surplus (Deficiency)</b>	<b>(0)</b>	<b>101,127</b>	<b>253,665</b>	<b>236,994</b>	<b>218,318</b>



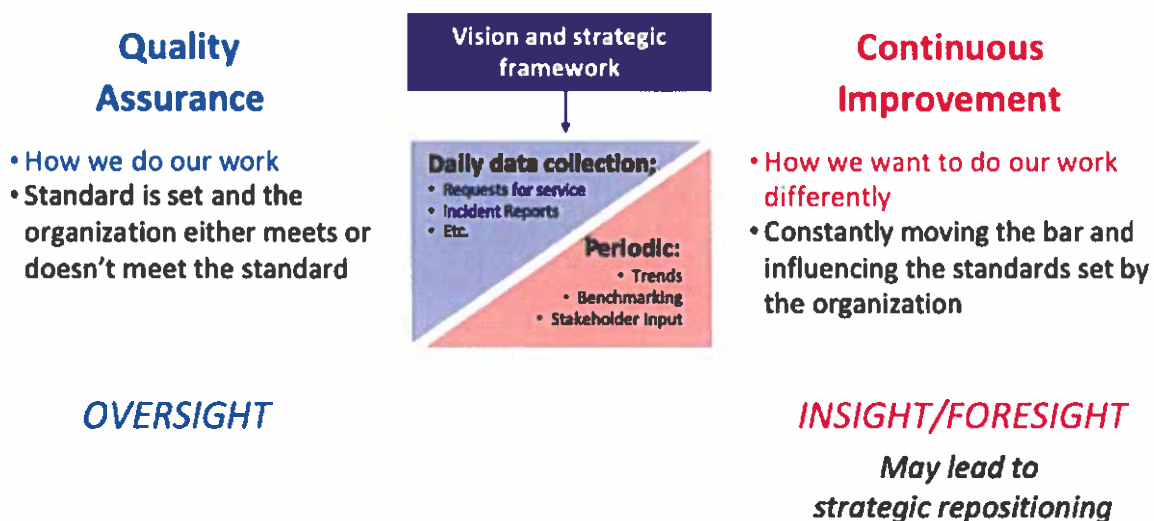
# Appendix A - Best Practice Frameworks

The Strategic Framework provides a consistent model to define the components of strategy<sup>20</sup>.



To be more strategic, Board emphasis shifts to “insight” from operational involvement<sup>21</sup>.

## Organizational Effectiveness



<sup>20</sup> Finley & Associates Ltd.

<sup>21</sup> Finley & Associates Ltd.

## Appendix B - Glossary

<i>Action Priorities</i>	The specific steps, or tasks, needed to implement goals.
<i>Budget</i>	The quarterly financial goals that must be achieved to maintain an effective operating plan. The quantification of plans for revenues and expenses for control purposes.
<i>Goals</i>	Ideal states to be achieved at some time in the future.
<i>Issue</i>	A trend, event, or factor, either internal or external, that will likely result in change within the time frame of the plan.
<i>Key Success Factors</i>	Those conditions that when properly maintained and managed will significantly support the organization in achieving its vision.
<i>Mission</i>	Communicates the distinctive identity, or purpose, which the organization seeks within the sector.
<i>Objectives</i>	Measurable activities specific in terms of quantity, quality, cost, time, and responsibility.
<i>Performance Indicators</i>	Basic measures used to gauge actual results against the Goals and Key Success Factors.
<i>Performance Targets</i>	A pre-determined end-result to be achieved within a given period.
<i>Situation Analysis</i>	An evaluation of current issues, trends, and future developments for the sector, and SWOT analysis.
<i>Strategic Planning</i>	An iterative activity focused on discussion and consensus building resulting in well-defined action. A systematic and continuous disciplined approach to analyzing trend indicators about markets, competitors, strategies, and product mix. Sets parameters for future growth and details strategies to make that growth happen.
<i>Strategy</i>	Enduring guidelines within which decision-making is carried out.
<i>SWOT Analysis</i>	Assessment of an organization's internal strengths and weaknesses, and external opportunities and threats. The analysis assists in the identification and prioritization of action.
<i>Vision</i>	A picture of the desired future state of the organization.
<i>Values</i>	Fundamental principles and beliefs that serve as implicit criteria guiding all actions and decision-making.