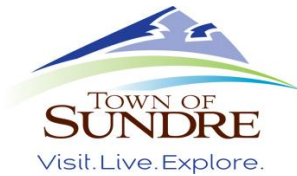




Regular Council Meeting
Town of Sundre Municipal Council Chambers
March 24, 2025
4:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 March 24, 2025
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 March 10, 2025 Regular Meeting of Council Minutes Pg. 1
5. **Administration: CAO Year End Report**
 - 5.1 RFD CAO Year End Report – Legislative Services, Economic Development and Corporate Services Pg. 4
6. **Delegation:**
 - 6.1 RFD Assessor “How Does Creation and Process of Assessment Work?” Pg. 5
 - 6.2 RFD Sundre Pickleball Association Pg. 45
 - 6.3 RFD Greenwood Neighbourhood Place Pg. 46
7. **Bylaws/Policies:** None
8. **Old Business:** None
9. **New Business:**
 - 9.1 RFD Lagoon Lands Pg. 67
 - 9.2 RFD Gas Department QMP & IMP Pg. 77
 - 9.3 RFD Safety Codes Contract Pg. 100
10. **Administration**
 - 10.1 RFD Departmental Reports, February 2025 Pg. 102
11. **Council Committee Reports:**
 - 11.1 RFD Council Reports February Pg. 148
 - 11.2 RFD Key Messages February Pg. 152
12. **Council Invitations / Correspondence:** None
13. **Closed Meeting:**
 - 13.1 Advice From Officials, *FOIPP Act, Section 24*
 - 13.2 Advice From Officials, *FOIPP Act, Section 24*
14. **Adjournment**

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



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
March 10, 2025
4:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, March 10, 2025, commencing at 4:00 p.m.

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

ABSENT: None

STAFF: Acting Chief Administrative Officer, Chris Albert
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 1

DELEGATION: 1, Cpl. Harding of the Sundre RCMP Detachment

PRESS: 1

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

AGENDA – AMENDMENTS AND ADOPTION:

Res. 094-10-03-25 MOVED by Councillor Isaac that the agenda be approved as amended as follows:
ADD: Item 8.2, Verbal Report, Survey by Minister of Jobs for the Childcare Needs Assessment

CARRIED

Councillor Absence: None

ADOPTION OF THE PREVIOUS MINUTES:

Res. 095-10-03-25 MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on February 24, 2025 be approved as presented.

CARRIED

DELEGATION: **Sundre R.C.M.P. Detachment Commander**

Res. 096-10-03-25 MOVED by Councillor Isaac that the Town of Sundre Council accept the Q4 2024 Sundre Provincial Community Report as information.

CARRIED

BYLAWS/POLICIES: None

OLD BUSINESS: **Tax Roll 1636.000 Tax Recovery**

Res. 097-10-03-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the Acting CAO’s verbal report as information.

CARRIED

*Mayor Warnock called a break at 5:22 p.m.
Mayor Warnock reconvened the meeting at 5:27 p.m.*

NEW BUSINESS: **2024 Q4 Financial Report**

Res. 098-10-03-25 MOVED by Councillor Anderson that the Town of Sundre Council accept the Q4 (2024) Quarterly Financial Report as information.

CARRIED

Survey by Minister of Jobs for the Childcare Needs Assessment

Res. 099-10-03-25 MOVED by Councillor Marr that the Town of Sundre Council support Councillor Marr’s active role in completing the Childcare Assessment Survey.

CARRIED

ADMINISTRATION: None

COUNCIL COMMITTEE REPORTS: None

COUNCIL KEY MESSAGE: None

COUNCIL INVITATIONS / CORRESPONDENCE: **Letter of Concern**

Res. 100-10-03-25 MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of concern as information.

CARRIED

Initials

CLOSED MEETING:

Res. 101-10-03-25 MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 5:56 p.m.

CARRIED

Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected.

*Mayor Warnock called a break at 5:56 p.m.
Mayor Warnock reconvened the Closed Meeting at 6:03 p.m.*

The following were in attendance for the Closed Meeting:
Acting Chief Administrative Officer, Chris Albert

Topic of Closed Meeting
12.1 Advice from Officials, FOIPP Act, Section 24

Res. 102-10-03-25 MOVED by Councillor Isaac that Council return to an open meeting at 6:29 p.m.

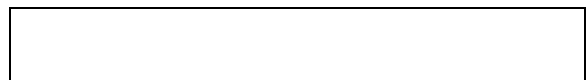
CARRIED

ADJOURNMENT

Res. 103-10-03-25 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.

CARRIED

These Minutes approved this 24th Day of March 2025.



Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT RFD CAO's Year-End Report – Legislative Department,
Economic Development & Corporate Services
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 5.1

BACKGROUND/PROPOSAL:

Administration will provide a year-end report on the successes achieved by the Legislative Department, Economic Development and Corporate Services. Members of the departments will be present at the March 24th Council meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 3, Environmental Stewardship, Pillar 4, Supportive Infrastructure, and Pillar 5 of the Strategic Plan, Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept the year-end report from the CAO on the successes achieved by the Legislative Department, Economic Development and Corporate Services, and congratulate and thank each member of the departments for their professionalism, commitment and dedication to our community.

MOTION:

That the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Legislative Department, Economic Development and Corporate Services, and congratulate and thank each member of the departments for their professionalism, commitment and dedication to our community.

Date Reviewed: March 18, 2025

CAO: *Amida Naban*



REQUEST FOR DECISION

COUNCIL DATE	March 24, 2025
SUBJECT	RFD Delegation “How Does Creation & Process of Assessment Work?”
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

During budget deliberations, Council requested that the Town’s contracted assessor attend Council to present information on the overall assessment process.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Wild Rose Assessment Services Inc. was incorporated in 1995 and is the largest assessment firm in Central Alberta providing a service to 38 municipalities, including Sundre. The firm strives to create an open line of communication between their office, the municipality, and the ratepayers.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council’s Strategic Plan Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representative of Wild Rose Assessment Services as information.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council accept the presentation from the representative of Wild Rose Assessment Services as information.

ATTACHMENTS:

Date Reviewed: March 17, 2025	CAO: 
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6.1a_Presentation



6.1a



2025 SUNDRE COUNCIL PRESENTATION

OUTLINE

What is an Assessor

What is an Assessment

What is Assessed

How are Assessments Prepared

Assessment Cycle

Assessment Audit – ASSET

Questions

WHAT IS AN ASSESSOR

Person employed by the Municipality to prepare and defend the assessment roll in accordance with the Municipal Government Act (MGA) and the Regulations.

The “Designated Assessor” is appointed by the Municipality and **MUST** have qualifications pursuant to Provincial Statutes.

WHAT IS ASSESSMENT

Property assessments are the basis to **distribute** the municipality's budgeted **tax** amount **in a fair** and equitable **manner**.

ASSESSMENT IS



Process of assigning dollar value to each property for the purpose of property taxation.



Based on Legislation, “dollar value” is either:

- 1) Market Value
- 2) Regulated Value

MARKET VALUE

- Section 1(n) of the MGA defines market value as:

“the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer”
- Section 284(1)(r) defines property as:
 - a parcel of land,
 - an improvement, or
 - a parcel of land and the improvements to it;

REGULATED VALUE

Regulated rate **set by Province.**

Property assessed with **regulated rates:**

1) By the assessor

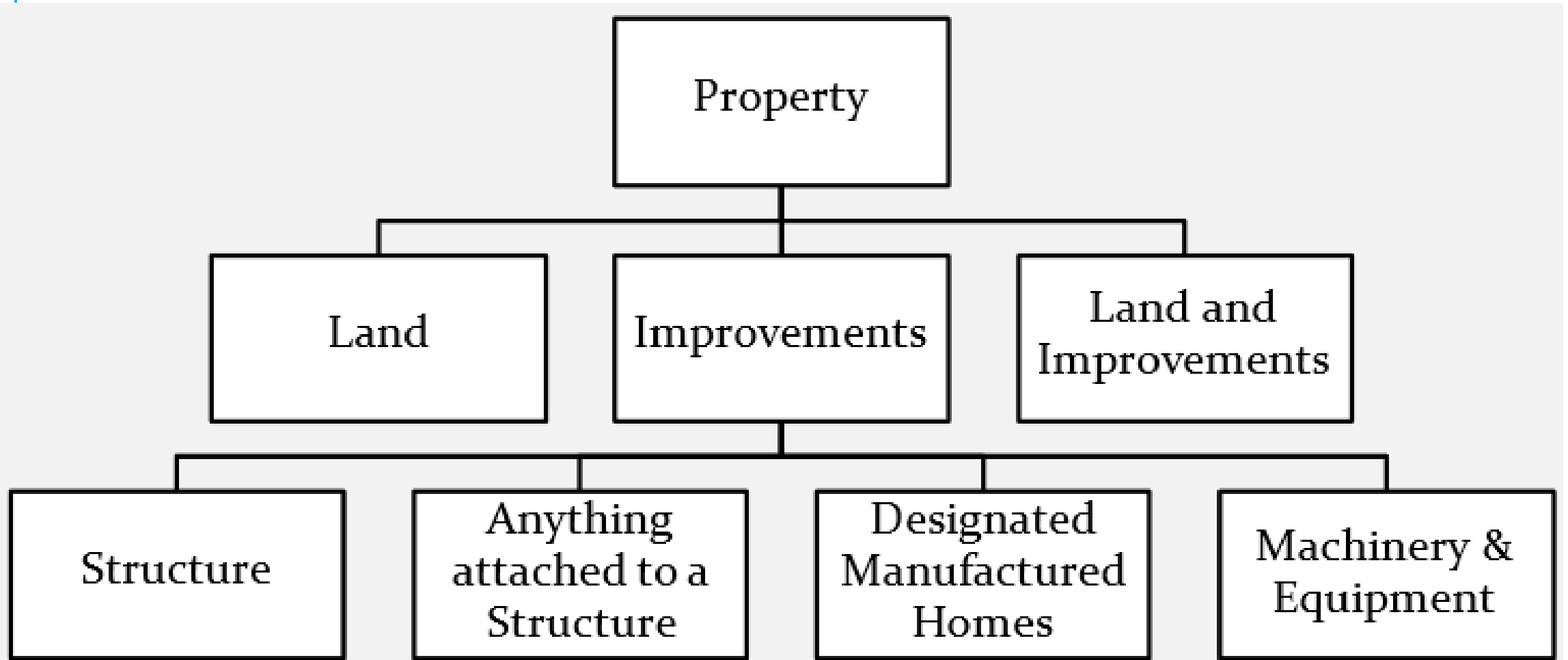
- Farmland – as agricultural use value
- Machinery & Equipment – as cost

2) By the Province

- Railway
- Designated Industrial Property (DIP)



WHAT IS ASSESSED



RESIDENTIAL

Assessed at market value.

- Detached** single family dwelling
- Semi-detached** dwelling
- Individual **condominium** units in apartment or townhouse
- Lot** suitable for single dwelling

NON-RESIDENTIAL

Assessed at market value.

Land, single or multiple user buildings, condominiums:

- Commercial** – land, owner user, multiple tenant
- Industrial** – land, owner user, multiple tenant
- Multi-family** – multiple units on one land title
- Land** – suitable for non-residential buildings, or redevelopment
- Purpose-Built** – church, school, campground, manufactured home park



NON-ASSESSABLE

NON-ASSESSABLE

- ❑ Municipal Infrastructure
 - Water and sewer systems
- ❑ Farm Buildings
- ❑ Airport Improvements
 - Roads, runways



TAX EXEMPTIONS

TAXABLE OR EXEMPT

By default, all property is TAXABLE.

Tax EXEMPTION achieved by:

1) **MGA** exempts property from taxation.

2) **COPTER**

* Community Organization Property Tax Exemption
Regulation

MGA: EXEMPT FROM TAXATION



HOW ASSESSMENTS ARE PREPARED

ASSESSMENT STANDARDS

The **MGA** and **MRAT** (*Matters Relating to Assessment and Taxation*) define the methods and standards to prepare assessments.

A property assessment is based on market value and must:

- 1) Be prepared using mass appraisal
- 2) Be an estimate of the value of the fee simple estate in the property, and
- 3) Reflect typical market conditions for similar properties, whether sold or not

MASS APPRAISAL

Section 1 (g) of **MRAT** defines **mass appraisal** as:

“The process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing”

Allows annual valuation of **large number** of properties.

- Not every property sells every year.
- Property **sales are analyzed to achieve market value assessment** on sold properties.
- Mass appraisal is applied to achieve equity** as market value assessments to all other properties that have not sold in the past three years.

APPROACHES TO MARKET VALUE

COST - MARKET MODIFIED

- Depreciated cost new + land, adjusted to market based on Assessment:Sales ratio study

INCOME

- Revenue less expenses converted to value by capitalization (cap) rate

SALES COMPARISON

- Similar property compared on per unit basis

Assessors utilize the three traditional approaches to value: ***Cost, Income, Sales Comparison.***

Defining factors that create market value for a property **dictate** which **valuation approach** is **most suitable.**

ASSESSMENT TO SALES RATIO

MRAT median assessment standard of 95% to 105% ASR.

Assessment / Sale Price =
Assessment to Sales Ratio
(ASR)

Assessment	Sale	ASR	Comments
\$460,000	\$550,000	84%	
\$460,000	\$515,000	89%	
\$460,000	\$510,000	90%	
\$460,000	\$490,000	94%	
\$460,000	\$465,000	99%	<i>Assmt below Sale</i>
\$460,000	\$445,000	103%	<i>Assmt above Sale</i>
\$460,000	\$435,000	106%	
\$460,000	\$415,000	111%	
\$460,000	\$425,000	108%	
\$460,000	\$395,000	116%	
\$460,000	\$445,000	101%	Median

CAMA: MERLIN LAND ANALYSIS

Dates Used From: 07-01-2021 To: 06-30-2024 Show Filter << Options >>

Merlin Data << MERLIN data last created on: 10-04-2024 >>

Done	Sales		Location		Value Base		Parcels			Largest Site	Chattels	Services	Econ.QK	Size to Adjust		Values			Rates Match Production
	Vac	Impr	QK	Name	QK	Name	Count	Smallest	Largest					Size	Unit	Old	New	Change %	
Y	10	33	180	RECREATIONAL VEHICLE	10	Residential	204	2,530	135,907	135,907	0	0	2	6000	F	71,795	71,767	0.0%	Y
Y	5	24	121	CENTRAL MOBILE HOME	10	Residential	119	6,620	18,636	18,636	0	0	1	6000	F	74,477	74,481	0.0%	Y
Y	4	28	140	RESIDENTIAL NORTH EA	10	Residential	121	5,339	1,740,658	43,560	0	0	1	6000	F	106,554	106,569	0.0%	Y
Y	3	1	310	INDUSTRIAL WEST	40	Industrial	23	0.73	62.99	54.99	0	0	1	1	A	266,801	266,801		Y
Y	2	22	130	RESIDENTIAL SOUTH	10	Residential	126	1,216	142,441	142,441	0	0	1	6000	F	85,148	85,156	0.0%	Y
Y	1	18	110	RESIDENTIAL EAST	10	Residential	68	6,281	39,056	39,056	0	0	1	6000	F	71,095	71,122	0.0%	Y
Y	1	11	135	NOBLEFERN ESTATES	10	Residential	45	3,767	11,301	11,301	0	0	1	6000	F	74,282	74,306	0.0%	Y
Y	1	3	170	ACREAGES	10	Residential	21	0.04	155.15	128.57	0	0	1	1	A	107,148	107,148		Y
N	1	3	200	CENTRAL COMMERCIAL	30	Commercial	72	2,972	252,212	252,212	0	0	1	3000	F	63,660			
N	1	0	145	EAGLE RIDGE	10	Residential	49	7,514	20,377	20,377	0	0	1	6000	F	0			
N	0	68	100	RESIDENTIAL NORTH	10	Residential	345	871	236,966	236,966	0	0	1	6000	F	89,212			
N	0	15	155	CONDO'S RES	21	Condo 801-0970(4	18	2,416	2,450	2,450	0	0	1	3000	F	38,000			
N	0	12	155	CONDO'S RES	25	Condo 991-2029(1	12	1,142	1,142	1,142	0	0	1	3000	F	35,000			

Vacant Abstract Others Vac Others Abs Zoomed Best Fit Line

Line Graph

Size to Adj. to: 6000 Sq. Feet: F M A H
 New Value: 106569 Old Value: \$106,554(+0.0%)
 \$17.76 per Sq. Feet

Choose Default Value

- Average Vacant Price: \$109,743
- Median Vacant Price: \$109,801
- Average Abstract Price: \$78,583
- Median Abstract Price: \$76,659

Statistics		Vacant		Improved	
Total Sales:	4	28		28	
Min Price:	\$112,343	\$28,109		\$28,109	
Max Price:	\$118,415	\$159,984		\$159,984	
Avg Price:	\$115,874	\$83,159		\$83,159	
Median Price:	\$116,369	\$79,583		\$79,583	
Avg Parcel Size:	6,550	6,720		6,720	
Mean Ratio:	Old: 79.3% New: 97.0%	Old: 102.5% New: 107.2%			
Median Ratio:	Old: 79.0% New: 97.0%	Old: 102.5% New: 107.0%			
Std. D:	Old: 1.500 New: 2.309	Old: 7.496 New: 7.927			
C of V:	Old: 1.89 New: 2.38	Old: 7.31 New: 7.39			
C of D:	Old: 1.58 New: 2.06	Old: 5.51 New: 5.61			

COMPLETED STATUS:

CAMA: IMPROVEMENT ANALYSIS

Dates Used From: 07-01-2021 To: 06-30-2024 << SALES_ANALYSIS table last created on: 03-07-2025 >> << Options >>

Graph Market Adjustment Summary Details Report Summary Report [DWELLING]

Use In Filter	Location	Ec.Zone	Econ Zone Description	Model	Quality	Count		Median	New Rates Done	% Change	Lancelot Sort Order	
						Impr.	Sales					
<input type="checkbox"/>	100	1	Economic zones		4	4	61	9	95.9	<2 out of 7>	0.0%	330
<input type="checkbox"/>	100	1	Economic zones		4	5	54	10	94.8	<2 out of 7>	0.0%	340
<input type="checkbox"/>	110	1	Economic zones		4	3	1	0		<0 out of 2>	0.0%	320
<input type="checkbox"/>	110	1	Economic zones		4	4	9	2		<0 out of 7>	0.0%	330
<input type="checkbox"/>	110	1	Economic zones		4	5	6	3	90.2	<0 out of 3>	0.0%	340
<input type="checkbox"/>	120	1	Economic zones		4	4	4	0		<0 out of 3>	0.0%	330
<input type="checkbox"/>	130	1	Economic zones		4	3	1	0		<0 out of 2>	0.0%	320
<input type="checkbox"/>	130	1	Economic zones		4	4	23	6	99.5	<4 out of 7>	0.0%	330
<input checked="" type="checkbox"/>	130	1	Economic zones		4	5	38	6	98.1	<1 out of 8>	0.0%	340
<input type="checkbox"/>	140	1	Economic zones		4	4	14	1	94.5	<1 out of 2>	0.0%	330
<input type="checkbox"/>	140	1	Economic zones		4	5	91	16	97.7	<3 out of 4>	0.0%	340
<input type="checkbox"/>	155	1	Economic zones		4	5	1	1	99.1	<0 out of 2>	0.0%	340
<input type="checkbox"/>	170	1	Economic zones		4	3	1	0		<0 out of 2>	0.0%	320
<input type="checkbox"/>	170	1	Economic zones		4	4	3	0		<0 out of 3>	0.0%	330
<input type="checkbox"/>	100	1	Economic zones		5	5	6	1		<2 out of 4>	0.0%	390
<input type="checkbox"/>	130	1	Economic zones		5	5	2	0		<0 out of 3>	0.0%	390
<input type="checkbox"/>	140	1	Economic zones		5	5	6	3	97.3	<1 out of 2>	0.0%	390
<input type="checkbox"/>	100	1	Economic zones		8	3	1	0		<0 out of 2>	0.0%	410
<input type="checkbox"/>	100	1	Economic zones		8	4	1	0		<0 out of 2>	0.0%	420
<input type="checkbox"/>	110	1	Economic zones		8	4	1	0		<0 out of 2>	0.0%	420
<input type="checkbox"/>	130	1	Economic zones		8	3	1	1		<0 out of 2>	0.0%	410
<input type="checkbox"/>	170	1	Economic zones		8	4	1	0		<0 out of 2>	0.0%	420

Select	Structure	Count			Ec.Zone Adj	Current			New			Done	% Change
		Impr.	Used	Not Used		Mean	Median	Mrkt. Adj	Mean	Median	Mrkt. Adj		
<input checked="" type="checkbox"/>	0	3	1		117	96.0	96.0	100	96.0	96.0	100	N	0.0%
<input checked="" type="checkbox"/>	1	1			117			100			100	N	0.0%
<input checked="" type="checkbox"/>	2	6			108			110			110	N	0.0%
<input checked="" type="checkbox"/>	9	1			106			100			100	N	0.0%
<input checked="" type="checkbox"/>	10	2	1		108			100			100	N	0.0%
<input checked="" type="checkbox"/>	45	24	4		125	98.4	99.7	104	98.4	99.7	104	Y	0.0%
<input checked="" type="checkbox"/>	48	1			108			100			100	N	0.0%
<input checked="" type="checkbox"/>	9999	0			102			100			100	N	0.0%

Highlight Sales of Structure Order By: Sale Date

Set new Market Adjustment to: 100

Analyze to Median Ratio (%) = 100

Statistics for All selected Mt/Qu/St

		Old	New
Number of Sales:	5	97.9%	97.9%
Min MIV:	\$221,538	Median Ratio: 98.1%	98.1%
Max MIV:	\$330,000	Std. D: 3.799	3.799
Avg MIV:	\$259,863	C of V: 3.88	3.88
Median MIV:	\$254,700	C of D: 2.94	2.94

CAMA: IMPROVEMENT ANALYSIS – SORTED BY SALE #'S

Dates Used From: 07-01-2021 To: 06-30-2024 << SALES_ANALYSIS table last created on: 03-07-2025 >> << Options >>

Graph Market Adjustment Summary Details Report Summary Report [DWELLING]

Use In Filter	Location	Ec.Zone	Econ Zone Description	Model	Quality	Count		Median	New Rates Done	% Change	Lancelot Sort Order	
						Impr.	Sales					
<input type="checkbox"/>	100	1	Economic zones		3	4	153	27	99.0	<2 out of 8>	0.0%	260
<input type="checkbox"/>	180	2	R.V Park		40	3	105	19	98.4	<1 out of 3>	0.0%	50
<input type="checkbox"/>	155	1	Economic zones		70	3	18	16	98.8	<2 out of 3>	0.0%	600
<input type="checkbox"/>	140	1	Economic zones		4	5	91	16	97.7	<3 out of 4>	0.0%	340
<input type="checkbox"/>	135	1	Economic zones		40	4	37	12	98.9	<1 out of 2>	0.0%	60
<input type="checkbox"/>	180	2	R.V Park		40	4	88	12	98.7	<1 out of 2>	0.0%	60
<input type="checkbox"/>	100	1	Economic zones		4	5	54	10	94.8	<2 out of 7>	0.0%	340
<input type="checkbox"/>	130	1	Economic zones		60	5	31	9	99.4	<5 out of 7>	0.0%	500
<input type="checkbox"/>	100	1	Economic zones		4	4	61	9	95.9	<2 out of 7>	0.0%	330
<input type="checkbox"/>	155	1	Economic zones		60	5	29	8	98.5	<2 out of 3>	0.0%	500
<input type="checkbox"/>	100	1	Economic zones		60	4	23	7	99.5	<2 out of 4>	0.0%	490
<input type="checkbox"/>	130	1	Economic zones		4	5	38	6	98.1	<1 out of 8>	0.0%	340
<input type="checkbox"/>	130	1	Economic zones		4	4	23	6	99.5	<4 out of 7>	0.0%	330
<input type="checkbox"/>	155	1	Economic zones		60	4	6	6	99.8	<0 out of 2>	0.0%	490
<input type="checkbox"/>	121	1	Economic zones		45	4	20	5	103.2	<1 out of 3>	0.0%	90
<input type="checkbox"/>	121	1	Economic zones		45	3	12	4	97.5	<1 out of 3>	0.0%	80
<input type="checkbox"/>	121	1	Economic zones		40	3	40	4	107.2	<1 out of 3>	0.0%	50
<input type="checkbox"/>	110	1	Economic zones		3	3	13	4	99.7	<3 out of 4>	0.0%	250
<input type="checkbox"/>	120	1	Economic zones		60	4	4	3	96.5	<0 out of 2>	0.0%	490
<input type="checkbox"/>	130	1	Economic zones		1	2	9	3	98.2	<1 out of 3>	0.0%	30
<input type="checkbox"/>	110	1	Economic zones		4	5	6	3	90.2	<0 out of 3>	0.0%	340
<input type="checkbox"/>	110	1	Economic zones		1	2	17	3		<0 out of 5>	0.0%	30

Select	Structure	Count			Ec.Zone Adj	Current		Mrkt. Adj	New		Mrkt. Adj	Done	% Change
		Impr.	Used Sales	Not Used		Mean	Median		Mean	Median			
<input checked="" type="checkbox"/>	0	100	16	5	159	98.8	99.2	101	98.8	99.2	101	Y	0.0%
<input checked="" type="checkbox"/>	2	41	8	1	131	99.2	99.7	100	99.2	99.7	100	Y	0.0%
<input checked="" type="checkbox"/>	3	6	1		120	87.1	87.1	100	87.1	87.1	100	N	0.0%
<input checked="" type="checkbox"/>	4	2			120			100			100	N	0.0%
<input checked="" type="checkbox"/>	5	1			120			100			100	N	0.0%
<input checked="" type="checkbox"/>	9	2			120			100			100	N	0.0%
<input checked="" type="checkbox"/>	10	1			119			103			103	N	0.0%
<input checked="" type="checkbox"/>	9999	0			120			100			100	N	0.0%

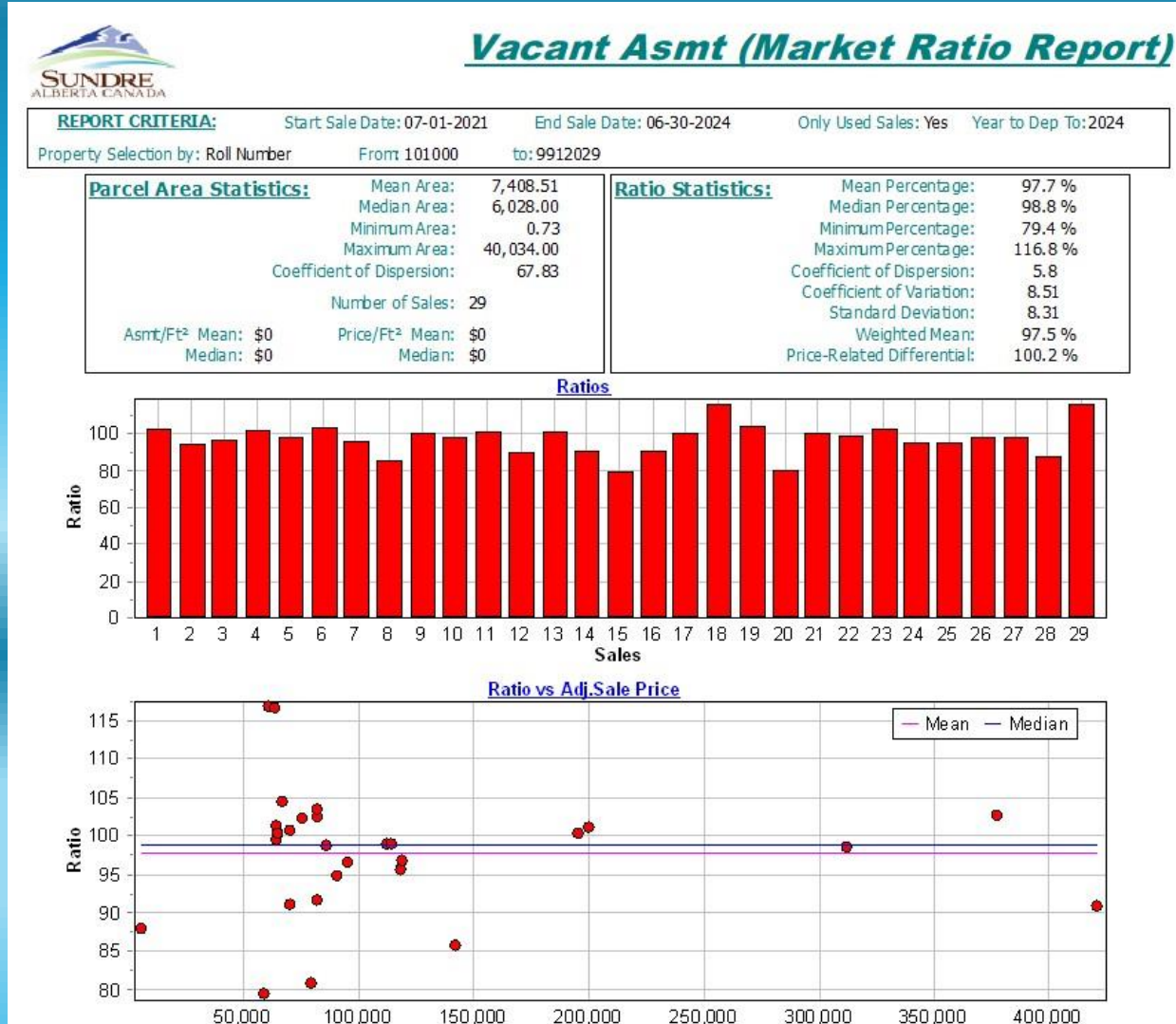
Set new Market Adjustment to: 100

Analyze to Median Ratio (%) = 100

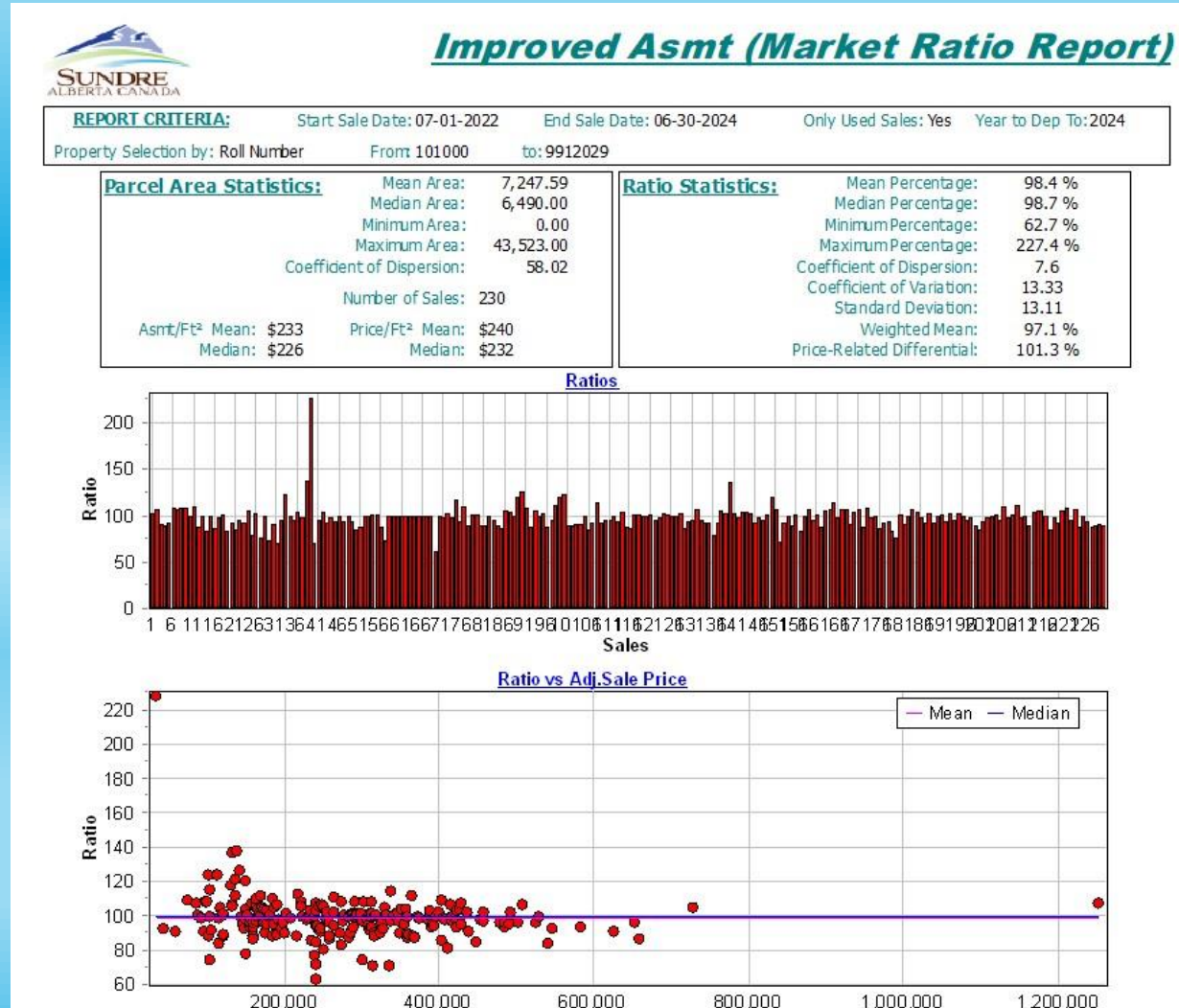
Statistics for All selected Mt/Qu/St

		Old	New
Number of Sales:	25	Mean Ratio: 98.5%	98.5%
Min MIV:	\$78,881	Median Ratio: 99.0%	99.0%
Max MIV:	\$183,850	Std. D: 7.429	7.429
Avg MIV:	\$131,646	C of V: 7.54	7.54
Median MIV:	\$134,161	C of D: 5.37	5.37

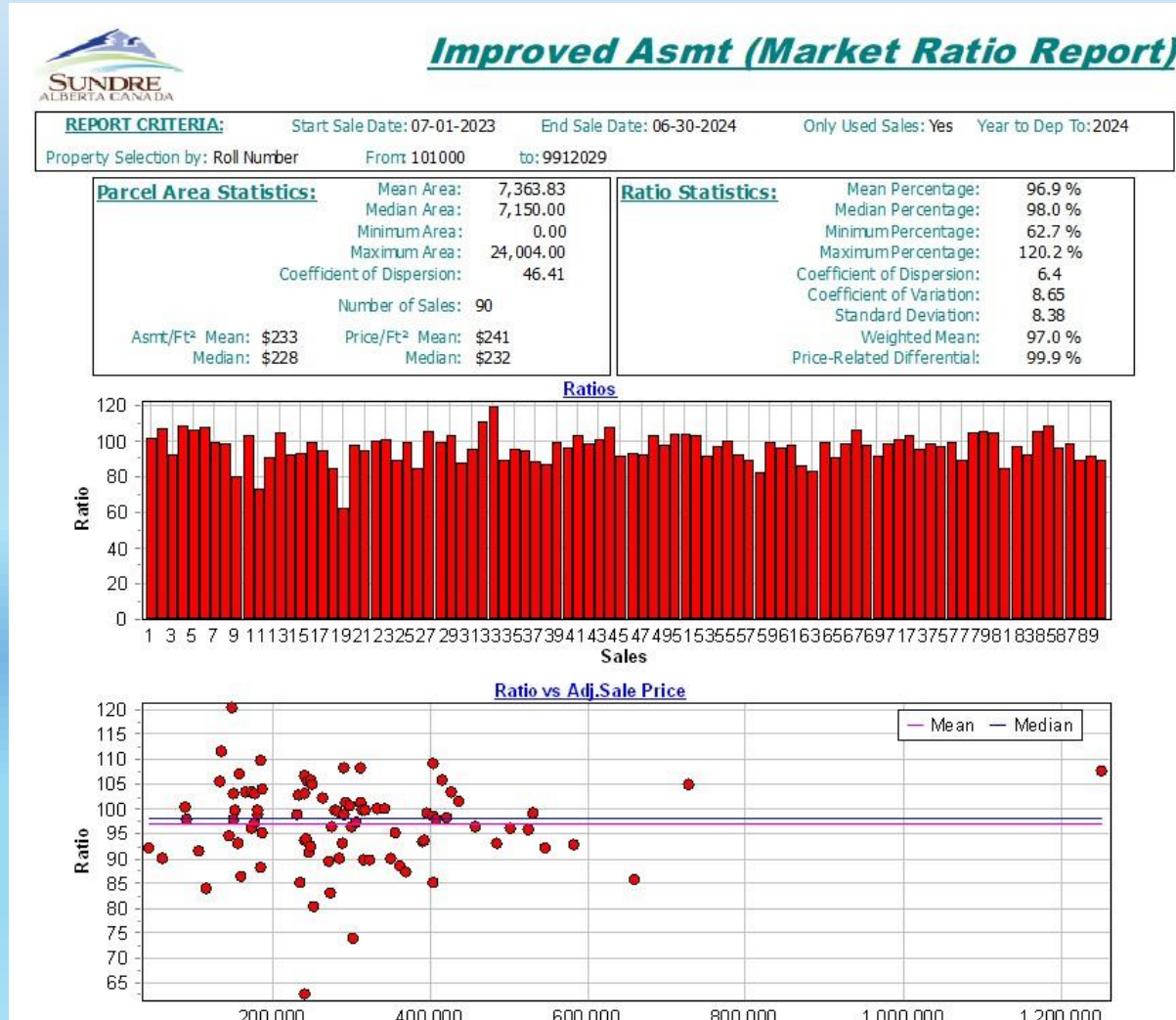
RATIO REPORTS – VACANT (3 YEARS)



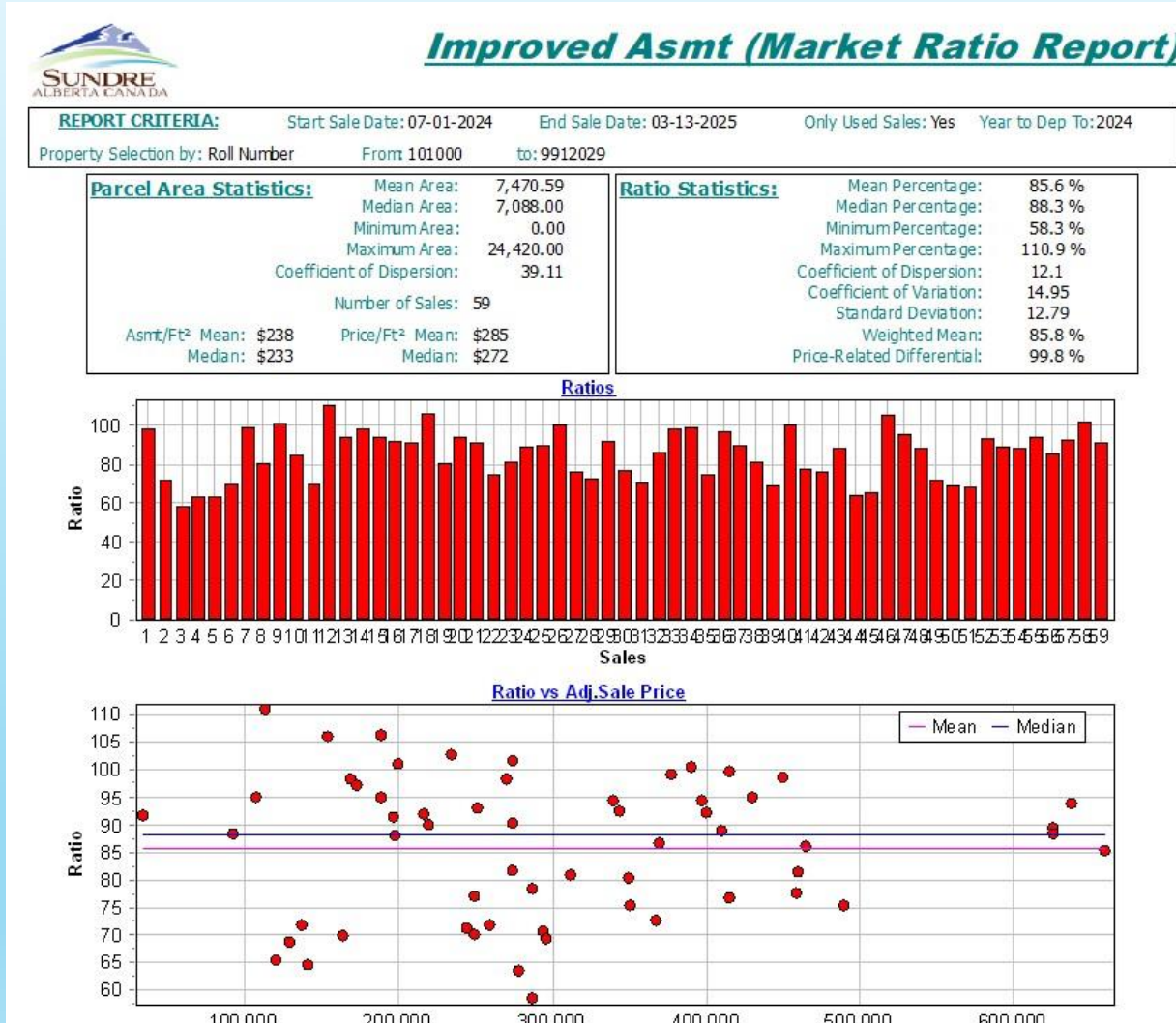
RATIO REPORTS – IMPROVED (2 YEARS)



RATIO REPORTS – IMPROVED (1 YEAR)



RATIO REPORTS — NEW SALES NOT ANALYZED



ASSESSMENT CYCLE



IMPORTANT DATES

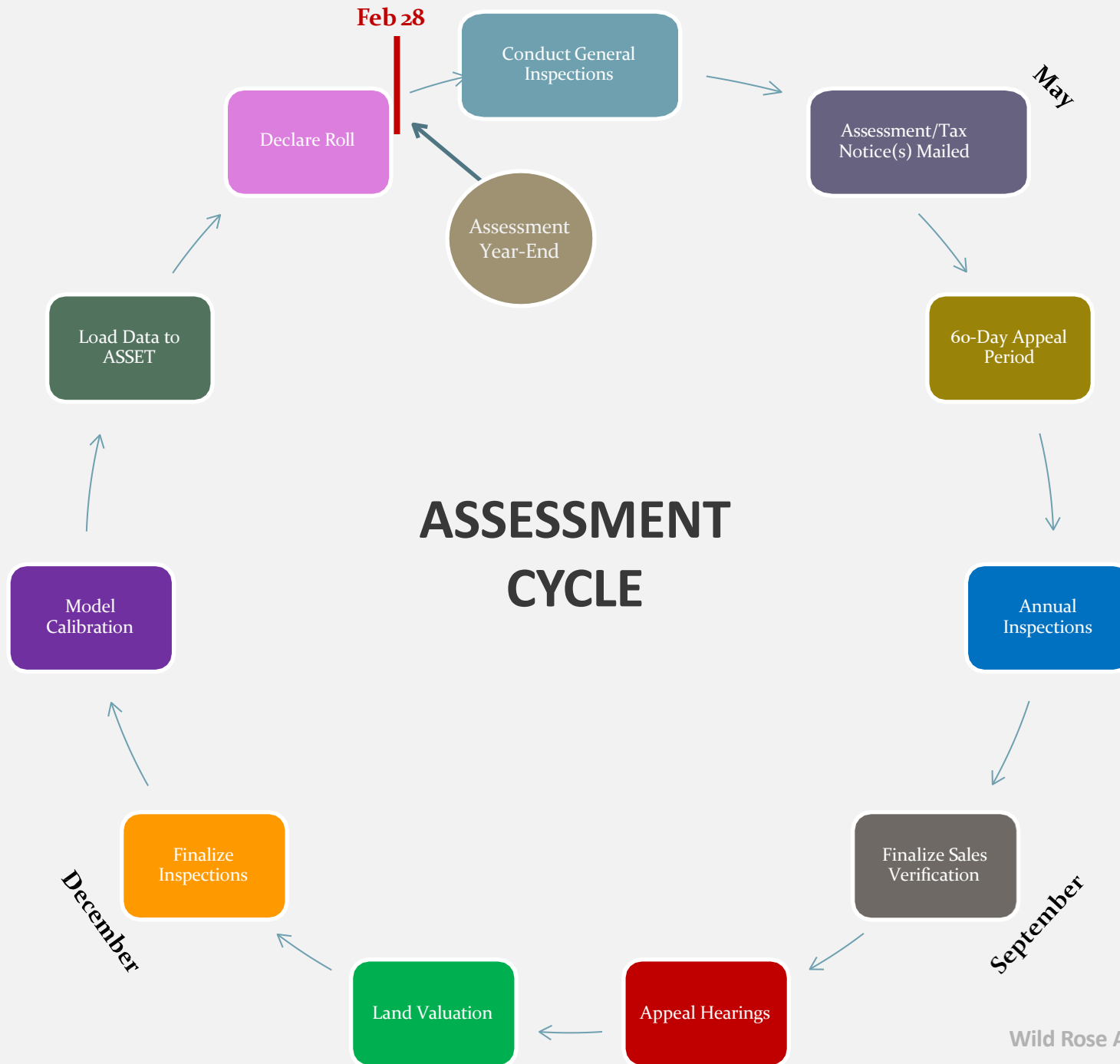
Two legislated dates govern assessment valuation.

December 31 as **Condition Date**

- Assessed physical condition as at this date

July 1 as annual **Valuation Date**

- Assessed market value as at this date
- Precedes **Condition Date**





ASSESSMENT COMPLAINTS

Three types of assessment review boards:

- ❑ Local Assessment Review Board (**LARB**)
 - Residential (3 dwellings or less) and farmland
- ❑ Composite Assessment Review Board (**CARB**)
 - Non-residential, multi-residential
- ❑ Land and Property Rights **Tribunal**
 - DIP and equalization

ASSESSMENT COMPLAINTS

Legislated procedure to file complaint.

- ❑ Annual assessment notice mailed.
 - 67 days to file complaint with the municipality
- ❑ Municipality must then convene ARB hearing.
 - Regional Assessment Review Board handles this process
- ❑ ARB issues decision and are binding.
 - Municipality has 60 days to file for Judicial Review at Court of King's Bench.



ASSESSMENT AUDIT & COMPLIANCE

ASSET

Assessment Shared Systems EnvironmenT – ASSET

- ❑ Annually, by Feb 28, municipal assessment database loaded into ASSET.
- ❑ Changes after this date made as MGA Section 305
 - reloaded to ASSET throughout the year.
- ❑ Assessment and sales information are analyzed within ASSET.
 - to be audited for quality and compliance by the Province, Dept of Municipal Affairs.
- ❑ MRAT requires the Median ASR, for each property group or subgroup, be between 95% to 105% as an Assessment:Sales Ratio (ASR)

ANNUAL AUDIT REPORT

Town of Sundre Code: 0307 Assessment Year: 2024 Annual Audit Ratio Study Report

Summary and Assessment Audit Comments

Overview	
The annual audit ratio study is used to infer statistically whether each ratio study stratum of the municipality's reported market value based assessments meets the regulated provincial quality standards.	
Provincial Quality Standards: The standard for the Median Assessment Ratio for each stratum is 0.950 to 1.050 for all property types. The standard for the Coefficient of Dispersion (COD) for each stratum is 0 to 15.0 for property containing 1, 2 or 3 dwelling units and 0 to 20.0 for all other property types. A COD will not be calculated where there are less than five IOV in any one stratum.	
The results of the annual audit ratio study are an indication of the quality of the municipality's assessments as a whole and should not be relied upon as evidence of the quality of an individual property's assessment.	
Residential Assessment Level	Non-Residential Assessment Level
0.982	0.988

AUDIT REPORT – RESIDENTIAL

Town of Sundre Code: 0307 Assessment Year: 2024
Annual Audit Ratio Study Report

Residential Assessment Level

Actual Use Group Description	Value Quartile Strata	NBR of IOV Used	Median Assessment Ratio	COD	Assessment Total for the Strata	Indicated Market Value	Parcel Count
Single Family Dwellings	VQ1	33	0.990	11.600	\$25,382,000	\$25,638,384	244
Single Family Dwellings	VQ2	56	0.958	9.200	\$58,650,000	\$61,221,294	263
Single Family Dwellings	VQ3	57	0.988	5.500	\$78,527,000	\$79,480,789	259
Single Family Dwellings	VQ4	74	0.982	5.700	\$129,118,000	\$131,484,725	309
Residential Condominium	VQ1-2	27	0.989	6.100	\$14,408,000	\$14,568,251	153
Residential Condominium	VQ3-4	58	0.995	8.500	\$35,455,000	\$35,633,168	177
Multi-Family	VQ1-4		1.000		\$8,497,000	\$8,497,000	11
Vacant Residential	VQ1-4	25	0.988	6.500	\$5,541,000	\$5,619,675	108
		330			\$355,578,000	\$362,143,265	1,524

AUDIT REPORT – NON-RESIDENTIAL

Town of Sundre Code: 0307 Assessment Year: 2024
 Annual Audit Ratio Study Report
 Non-Residential Assessment Level

Actual Use Group Description	Value Quartile Strata	NBR of IOV Used	Median Assessment Ratio	COD	Assessment Total for the Strata	Indicated Market Value	Parcel Count
Vacant Non Res	VQ1-4	4	1.006	N/A	\$7,285,000	\$7,221,870	158
Industrial, Commercial	VQ1-4	9	0.987	8.900	\$112,584,000	\$114,046,806	153
		13			\$119,829,000	\$121,268,276	311

QUESTIONS?



TOWN OF
SUNDRE
REQUEST FOR DECISION

COUNCIL DATE	March 24, 2025
SUBJECT	RFD Delegation – Sundre Pickleball Association
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Representatives of the Sundre Pickleball Association have requested to address Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre Pickleball Association requests that the portable toilet remain at the current location at the ball diamonds until the end of September 2025. We appreciate that we have been able to use this toilet the last number of years until the end of June.

Our membership continues to grow, with a current active membership of 78. The average age is 62. Our membership numbers will increase 20 to 25% during the summer months so we hope you can understand our request. Outside of our designated Sundre Pickleball times, the courts are available to the public free of charge.

Our proposal is that the town of Sundre continues to pay the monthly rental, and our association pay the service fees.

A Portable Toilet Unit is installed at the beginning of the minor ball season, by contract, between the Town of Sundre and Minor Ball, who pays the Town for the use of the ball diamonds, with extra fees collected for tournaments. The Portable Toilet Unit is placed in the fenced cage by the ball diamonds for the duration of the playing season, which is normally mid-April to end of June. The Town covers the cost of the portable toilet.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

This item has not been budgeted for in 2025. Typically a request of this nature would be approved by Council with funds drawn from Council's Discretionary Funds to Local Organizations, however, this fund does not have sufficient funds left to cover this expense. Alternatively, the organization may make application to the Grants To Organizations Program, noting that the application deadline of January 31st has passed, with the next intake due date of September 30th. Funds for the placement of a portable toilet for the Pickleball Association or cost to extend the date of removal for the portable toilet at the ball diamonds could be drawn from the Community Services Stabilization Fund, if Council chooses.

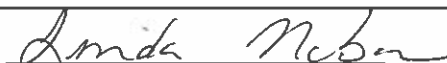
COSTS/FUNDING:

2024 Cost of 1 Portable Toilet at Ball Diamonds: \$265 per month, plus \$85 delivery & pickup fee;
Total Cost for 2.5 Months (mid-April to end of June): \$780.63 (includes GST);
Total Cost for 5.5 Months (mid-April to end of September): \$1530.37 (includes GST), plus \$85 delivery & pickup fee; or
Total Cost for 3 additional months (July – September): \$834.75 (includes GST), plus \$85 delivery & pickup fee.

MOTION:

At Council's Discretion.

Date Reviewed: March 20 2025

CAO: 



REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT Delegation: Greenwood Neighbourhood Place
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6.3

BACKGROUND/PROPOSAL:

The Executive Director of Greenwood Neighbourhood Place (GNP) and a member of the Board of Directors have requested to appear before Council to highlight 2024 activities and future plans and programs.

DISCUSSION:

The Executive Director will provide verbal report to Council accompanied by a PowerPoint presentation.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Executive Director's presentation as information.

MOTION:

That the Town of Sundre Council accept the Executive Director's presentation as information with appreciation for the contributions of GNP to our community.

Attachments: GNP Power Point

Date Reviewed: March <u>17</u> , 2025	CAO: <u>Linda Nebo</u>
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Greenwood
**NEIGHBOURHOOD
PLACE**

a place to belong

...



Founded in 2000

Celebrating
— 25 YEARS —





Our Vision

Together, we will build a
connected, resilient and
thriving community
... a place to belong.



Our Mission

To provide support, resources
and programs that will
enhance the quality of life in
our community.

2024 IMPACT





Requests for Services

3451

Via telephone, in
person, email or
website.



Information and Referrals

720

Referrals to
crucial services

**Government
Benefits**

31%

**Services Available
in Town**

27%

Transportation

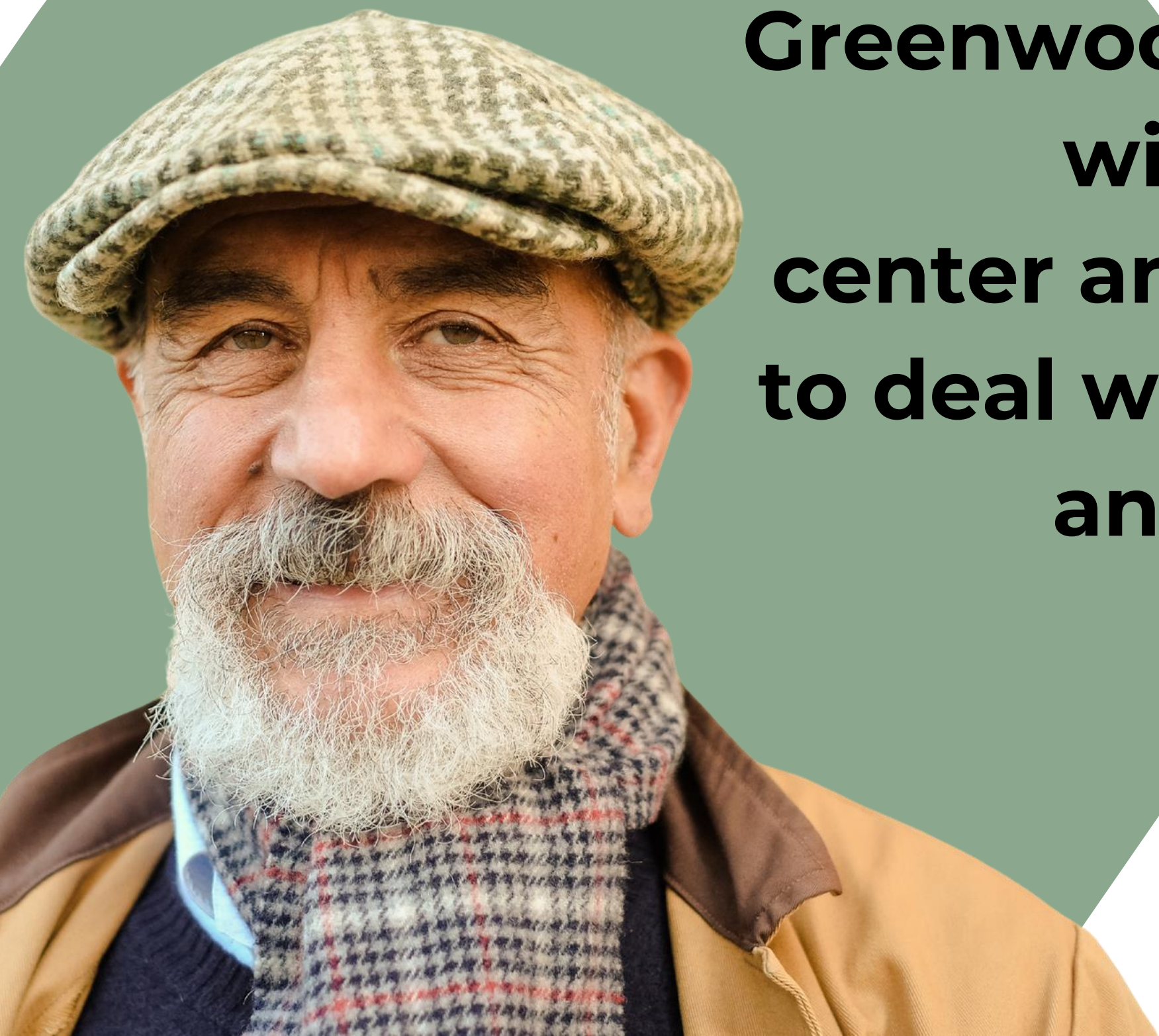
14%

Employment

12%

Food Security

8%



**Greenwood Neighbourhood Place, I
will say has been the *friendliest*
center and their staff were so nice
to deal with. *Every* situation I had
and needed help was *100%*.**

~ Sundre Resident ~

Events

ADULTS

Events
19

Participants
646

FAMILIES

Events
4

Participants
110

CHILDREN

Events
15

Participants
276



Seniors Connections

Art Classes
Art in the Country Classes
Cooking Up Connections
Anti-Isolation Trips
Walk Hike Trek
Friendly Callers

58 Events 940 Participants



Senior Services & Advocacy Requests

847

Government Benefits
Faxing/Photocopying
Advocacy Appointments





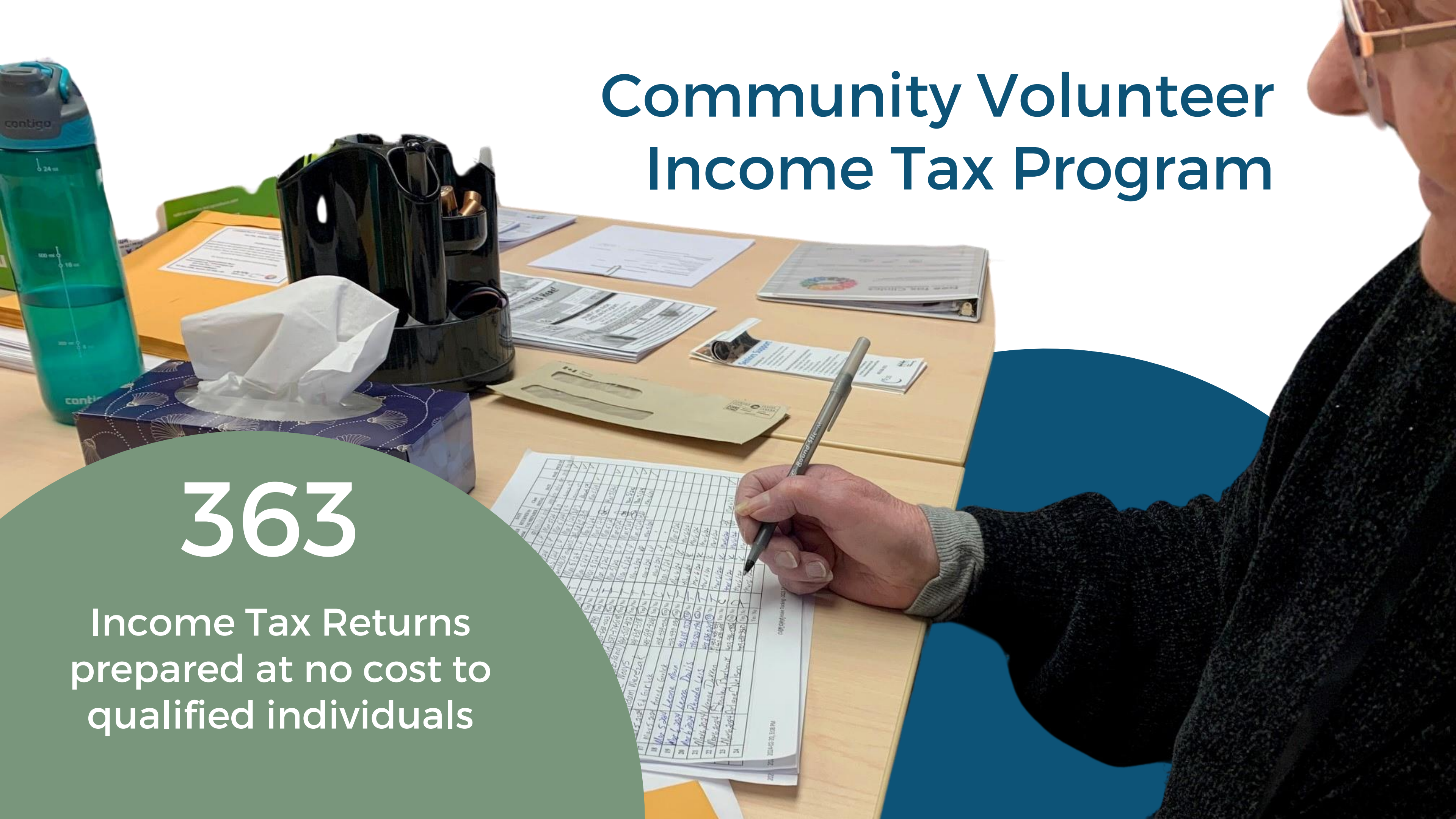
“Greenwood Neighbourhood Place is made up with a group of *dedicated* people. They work hard for those of us in the community who don’t *understand* the benefits we are entitled to. This is the only place that will get my *donation* dollars from now on as it stays in our *community*.”

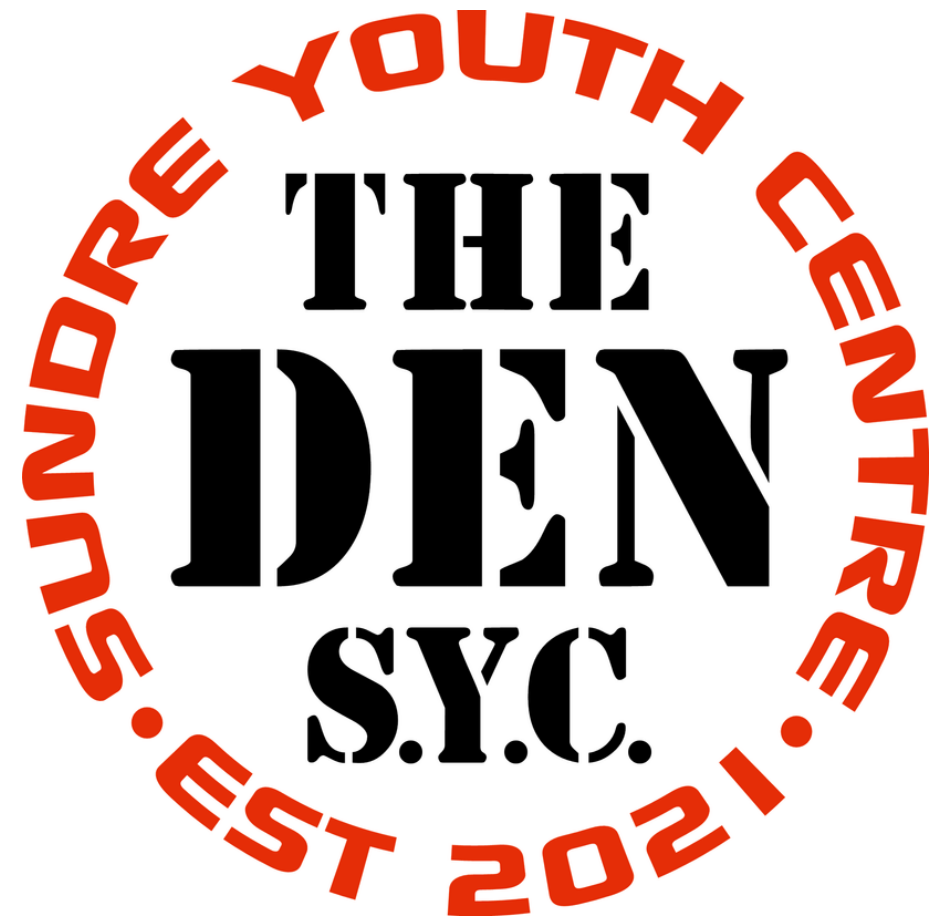
~ Sundre Resident ~

Community Volunteer Income Tax Program

363

Income Tax Returns
prepared at no cost to
qualified individuals





1522 Sign-ins to **131** Events

40 Volunteers

1135 Volunteer Hours

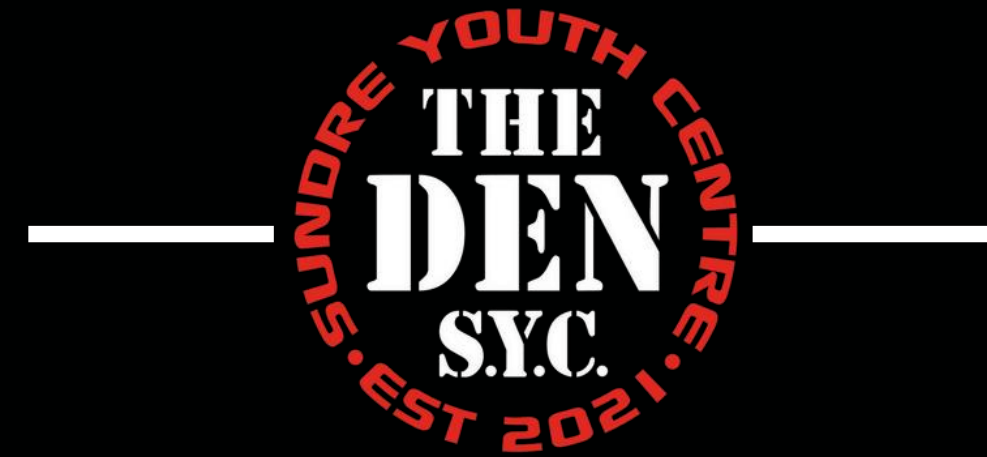


**First Annual
Youth Retreat
Nov. 1-3**

Guest Speaker:
Scott Hammell

Speaker, Magician, Storyteller,
Stunt Artist

28 PARTICIPANTS



**“INHALE COURAGE
EXHALE FEAR”**

DEN DAYS
2024

Community Garden



28 Plots
19 Gardeners

Sundre SANTAS

115
Hampers

291 Individuals

275 Volunteers

752 Volunteer Hrs





106 Children

80 Adults

1442 Gifts Purchased



Funding Sources

43% Government Grants

41% Donors

10% Grants

6% Other



Together, we *thrive!*

Join us in May

live

Fundraising Auction

May 31, 2025

Sundre Legion

Auction - 7:00 pm

View items at
mygnp.org

Donate during
the month of
May and help
us raise

\$20,000

As little as
\$25

helps one individual
receive access to resources,
services and programs.

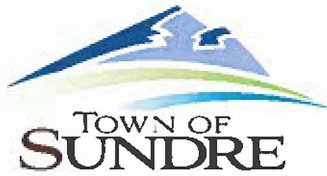
Consider becoming a monthly
donor. \$25 a month helps 12
people in a year.



Thank You



Website
www.mygnp.org



REQUEST FOR DECISION

COUNCIL DATE	March 24, 2025
SUBJECT	RFD Lagoon Lands
ORIGINATING DEPARTMENT	Community Development – Planning & Development
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The Intermunicipal Collaboration Committee (ICC) discussed the potential of an annexation application with no objections raised, to proceed to engage both Councils and seek support for Sundre to initiate an annexation application at the meeting held on December 10, 2024. The sewage lagoon parcel cannot be annexed in isolation due to existing boundary of the Town and the surrounding parcels. An annexation application will need to include the surrounding parcels within the same quarter section, the parcel to the east, Township Road 331A, and portions of Twp Road 332 and Range Road 53.

DISCUSSION:

See attached report

ALIGNMENT WITH STRATEGIC PLAN:

Aligns with Pillar 5 of Council’s Strategic Plan, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council provide direction on proceeding with the annexation process in partnership with Mountain View County Administration for parcels within NW 10-33-5-5, the parcel within NE 10-33-5-5 and adjacent roads.

MOTION:

That the Town of Sundre Council provide direction on proceeding with the annexation process in partnership with Mountain View County Administration for parcels within NW 10-33-5-5, the parcel within NE 10-33-5-5 and adjacent roads.

Date Reviewed: March 17, 2025 CAO: <i>Amie Nuhn</i>
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COUNCIL DATE	March 24, 2025
SUBJECT	Lagoon Lands
ORIGINATING DEPARTMENT	Community Development - Planning & Development
AGENDA ITEM	9.1a

BACKGROUND/PROPOSAL:

The Intermunicipal Collaboration Committee (ICC) discussed the potential of an annexation application with no objections raised, to proceed to engage both Councils and seek support for Sundre to initiate an annexation application at the meeting held on December 10, 2024. The sewage lagoon parcel cannot be annexed in isolation due to existing boundary of the Town and the surrounding parcels. An annexation application will need to include the surrounding parcels within the same quarter section, the parcel to the east, Township Road 331A, and portions of Twp Road 332 and Range Road 53.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre Sewage Lagoons are located on Block 1 Plan 8211143 within NW 10-33-5-5, a 28-acre parcel zoned (A) Agricultural District within the County, north of the Town's northern boundary and operates under a Development Permit issued in 1981. After a complaint was submitted in 2024 of other municipal uses on the land, the Town, as a good neighbour addressed most of the uses and is working towards compliance within a reasonable timeline in 2025 to complete the outstanding actions to be in compliance with the Agricultural zoning of the land.

During the discussions between the Town and the County on the complaint file, the option was considered to redesignate the lands from A-Agricultural District to S-IEC Institutional, Educational and Cultural District. The S-IEC zoning would allow for Uses to obtain approval on the lands for other related Town's uses; however, both Administrations agree that there is benefit for the Town to control the lands containing the municipal utility by including the lands within the Town boundary; and that there is no benefit for the County to retain the lands with the County's jurisdiction (no tax benefit). The Town of Sundre is running a groundbreaking pilot project for new and advanced technologies for treating sewage at the location.

Separate from the complaint, both Administrations agreed to further the discussion on annexation with elected officials. On December 10, 2024, at the Intermunicipal Collaboration Committee (ICC) meeting, the potential of an annexation application was discussed and there were no objections raised to proceed to engage both Councils and seek support for Sundre to initiate an annexation application. The sewage lagoon parcel cannot be annexed in isolation due to existing boundary of the Town and the surrounding parcels. An annexation application will need to include the surrounding parcels within the same quarter section, the parcel to the east, Township Road 331A, and portions of Twp Road 332 and Range Road 53.

Although, initiated by the County, the Land and Property Rights Tribunal (LPRT) has suggested the Town should lead the process for annexation. No discussion has taken place on cost, this will need to be further explored by both Municipalities.

The LPRT outlines the process, and the steps required for annexation. Attachment 01 is the annexation process overview as provided by the LPRT. The Annexation Principles are included as attachment 02 and the application checklist for annexation is included in attachment 03.

Key steps include:

- 1) landowner consultation
- 2) public consultation
- 3) annexation submission to the LPRT
 - a) if no objections were received, the annexation is uncontested, LPRT will provide recommendations to Municipal Affairs for an Order in Council
 - b) If objections are received, the LPRT will determine to hold a Public Hearing, and will provide recommendations to Municipal Affairs for an Order in Council.
- 4) Order In Council

In terms of a timeline, the LPRT advised that an uncontested annexation from submission to the LPRT will take approximately one year.

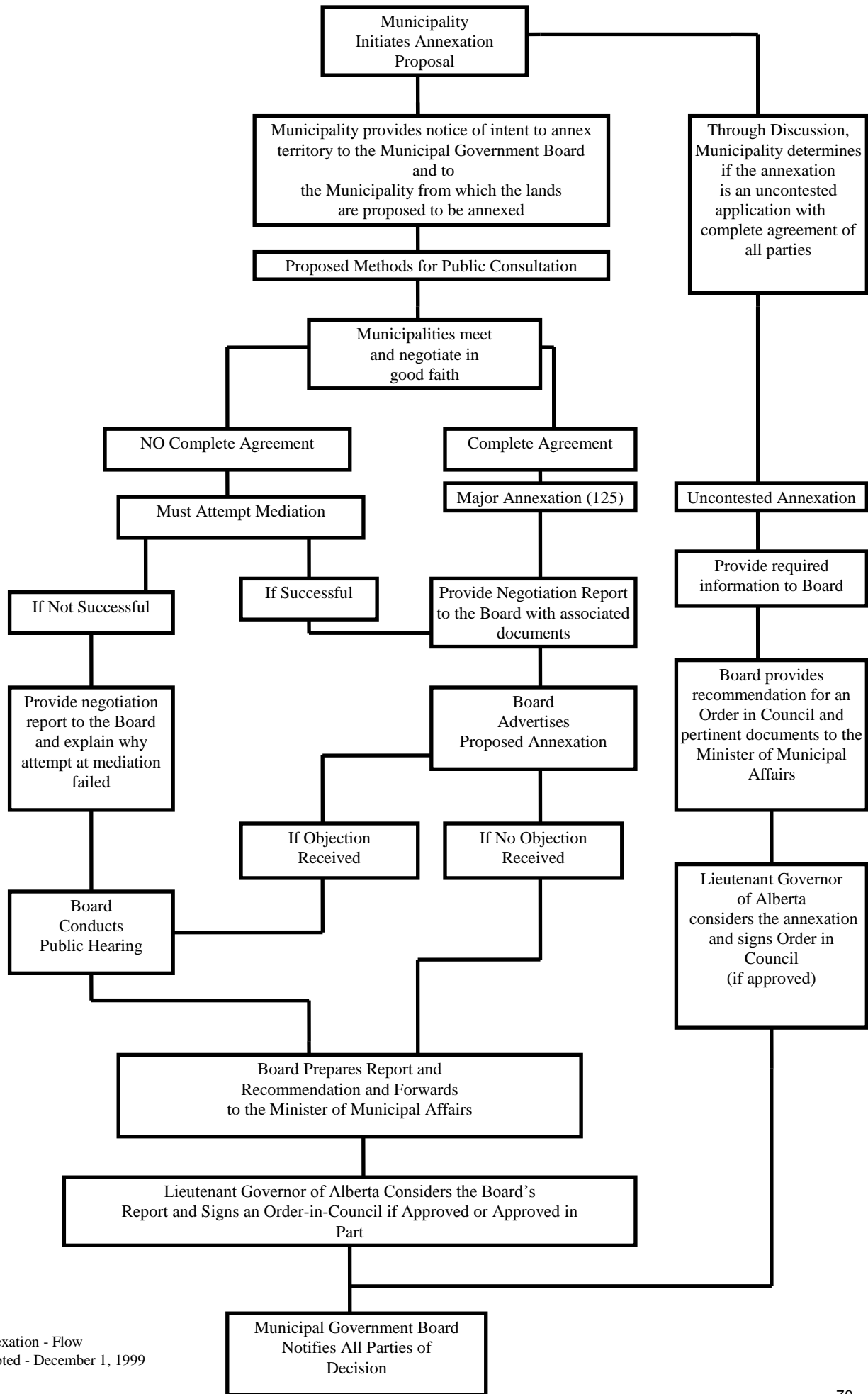
The annexation negotiations between the Town and the County will address matters such as the cost, as well as the terms of the annexation compensation for loss of municipal property tax revenue; tax arrangement for the affected landowners; information on the landowner consultation, public consultation and referrals to provincial departments and referral agencies. The negotiations also include landowner and public consultation.

ADMINISTRATION RECOMMENDATIONS:

That Council provide direction on proceeding with the annexation process in partnership with Mountain View County for parcels within NW 10-33-5-5, the parcel within NE 10-33-5-5 and adjacent roads.

- 01 – Annexation Process Overview
- 02 – Annexation Principles
- 03 - Application Checklist
- 04 - Map

Date Reviewed: March <u>17</u> , 2025	CAO: <u>Linda Nelson</u>
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PART 3 - ANNEXATION PRINCIPLES

In the absence of criteria authorized by section 76 of the Act and in order to deal with the various issues raised by the affected parties, the landowners and the interest groups, the MGB has developed a series of annexation principles. The MGB has developed these principles from the examination of the annexation provisions in the Act, the Provincial Land Use Policies and previous annexation orders and recommendations. These principles are based on significant annexation decisions prior to 1995 and a total of nearly 170 annexations processed since the introduction of the 1995 Municipal Government Act. In summary, these principles include the following:

1. Annexations that provide for intermunicipal cooperation will be given considerable weight. Cooperative intermunicipal policies in an intermunicipal development plan will be given careful consideration, weight and support so long as they do not conflict with Provincial policies or interests.
2. Accommodation of growth by all municipalities (urban or rural) must be accomplished without encumbering the initiating municipality and the responding municipality's ability to achieve rational growth directions, cost effective utilization of resources, fiscal accountability and the attainment of the purposes of a municipality described in the Act.
3. An annexation or annexation conditions should not infringe on the local autonomy given to municipalities in the Act unless provisions of the Act have been breached or the public interest and individual rights have been unnecessarily impacted.
4. An annexation must be supported by growth projections, availability of lands within current boundaries, consideration of reasonable development densities, accommodation of a variety of land uses and reasonable growth options within each municipality (initiating and responding municipality).
5. An annexation must achieve a logical extension of growth patterns, transportation and infrastructure servicing for the affected municipalities.
6. Each annexation must illustrate a cost effective, efficient and coordinated approach to the administration of services.
7. Annexations that demonstrate sensitivity and respect for key environmental and natural features will be regarded as meeting provincial land use policies.
8. Coordination and cost effective use of resources will be demonstrated when annexations are aligned with and supported by intermunicipal development plans, municipal development plans, economic development plans, transportation and utility servicing plans and other related infrastructure plans.

9. Annexation proposals must fully consider the financial impact on the initiating and responding municipality.
10. Inter-agency consultation, coordination and cooperation is demonstrated when annexations proposals fully consider the impacts on other institutions providing services to the area.
11. Annexation proposals that develop reasonable solutions to impacts on property owners and citizens with certainty and specific time horizons will be given careful consideration and weight.
12. Annexation proposals must be based on effective public consultation both prior to and during any annexation hearing or proceedings.
13. Revenue sharing may be warranted when the annexation proposal involves existing or future special properties that generate substantive and unique costs to the impacted municipality(s) as part of the annexation or as an alternative to annexation.
14. Annexation proposals must not simply be a tax initiative. Each annexation proposal must have consideration of the full scope of costs and revenues related to the affected municipalities. The financial status of the initiating or the responding municipality(s) cannot be affected to such an extent that one or the other is unable to reasonably achieve the purposes of a municipality as outlined in section 3 of the Act. The financial impact should be reasonable and be able to be mitigated through reasonable conditions of annexation.
15. Conditions of annexation must be certain, unambiguous, enforceable and be time specific.

ANNEXATION APPLICATION - CHECK LIST

9.1d

The following check list identifies the information required when submitting a negotiation report / annexation application to the Municipal Government Board (MGB).

Action / Requirement		Completed
1.	Application Fee (Cheque payable to the Minister of Finance) \$300 for 1st quarter; \$50 for each additional qtr or portion of qtr.	
	Cheque amount \$	Yes/No/NA
2.	An up-to-date map showing the location of the existing municipal boundary and the proposed municipal boundary, with each parcel to be annexed identified by legal land description.	
	Map showing existing boundary and proposed boundary	Yes/No/NA
	Legal land description of each parcel	Yes/No/NA
3.	Excerpts from any Municipal Development Plan or other Statutory Plan.	
	MDP Excerpts	Yes/No/NA
	ASP Excerpt	Yes/No/NA
	Other Excerpts (If any)	Yes/No/NA
4.	A description of the intended uses for the annexation area including a general description of how the area can be serviced with water, sewer, storm sewer and other related municipal services.	
	Intended uses	Yes/No/NA
	Water Servicing	Yes/No/NA
	Sewer Servicing	Yes/No/NA
	Storm sewer Servicing	Yes/No/NA
	Other Servicing	Yes/No/NA
5.	The written consent (or signed negotiation report) of the municipality from which the land is to be annexed.	
	Written Consent of other Municipality	Yes/No/NA
6.	If an uncontested application (see item #4 on the page 3), the signed written consent of each landowner whose land is intended to be annexed, and a statement that there are no known objections from the general public (also include the following information regarding public consultation if such consultation occurred).	
	Signed forms/letters from <u>all</u> landowners consenting to the annexation and acknowledging the assessment and taxation conditions	Yes/No/NA
	Statement/Certificate that there are no known objections	Yes/No/NA
	Information regarding public consultation	Yes/No/NA
7.	If not uncontested (i.e. no signed consents from the landowners), the results of the public consultation process, including identification of what concerns were raised and if they were resolved, how and with what conditions.	
	Public consultation process results	Yes/No/NA
	identification of public concerns	Yes/No/NA
	How concerns resolved	Yes/No/NA
	List of conditions required to resolve land owner/public concerns	Yes/No/NA

(Note: Application should provide rational for items marked No or N/A)

8.	Clear identification of which boundary roads are to be included or excluded in the annexation (please ensure map clearly reflects this).	
	Map and written description of boundary roads included or excluded	Yes/No/NA
9.	Up to date copies of land title certificates for each parcel proposed to be included in the annexation (the certificate must have been issued within the last 6 months).	
	Land title certificates for all parcels (6 month)	Yes/No/NA
10.	A list of the names and mailing addresses of each landowner (with their corresponding parcel identified) and any other party known to have an interest in the annexation proposal.	
	Names and mailing addresses of each landowner	Yes/No/NA
11.	The proposed effective date of the annexation. *Please see attached information bulletin.	
	Proposed effective date:	
12.	Identification of whether any special conditions are requested, such as assessment and taxation provisions, compensation or revenue sharing. *Please see attached bulletin.	
	Conditions:	
	Taxation	Yes/No/NA
	Assessment	Yes/No/NA
	Years:	Yes/No/NA
	Compensation	Yes/No/NA
	Subject to removal clause	Yes/No/NA
13.	Reference to any other relevant matter which arose during the annexation process prior to submission of the formal application.	
	Report accuracy certificate	Yes/No/NA
	Agreed upon issues	Yes/No/NA
	Public consultation activities	Yes/No/NA
	Public consultation summary	Yes/No/NA
	No agreement issues (If required)	Yes/No/NA
	Mediation attempts (If required)	Yes/No/NA
	Reason mediation failed (If required)	Yes/No/NA
14.	Other information that may be required once the application is reviewed by the Board.	
	Addresses all 15 of the Annexation Principals (MGB Order 123/06)	Yes/No/NA
	Identifies how the public was made aware of the Annexation Agreement	Yes/No/NA
15.	Confirmation of involvement of other public interests – AIT, Schools, Reg. Serv. Com., etc	
	Alberta Transportation confirmation	Yes/No/NA
	Confirm Negotiation Report sent to other municipality	Yes/No/NA
	Confirm Negotiation Report sent to other local authorities	Yes/No/NA

(Note: Application should provide rational for items marked No or N/A)

General Description of the Annexation Process

Municipal Government Act, Division 6, Sections 112.1 to 128

1. The municipality proposing an annexation must provide notice to the Municipal Government Board (Board) and to the municipality from which the land is to be annexed. The notice must describe the lands to be annexed, the reasons for the annexation, and proposals for consulting with the public and meeting with the owners of the land to be annexed. If the proposal is an uncontested application pursuant to Section 126 of the Act and the municipality is satisfied that there is no objection to the proposal from the general public, public consultation is not required.
2. Both municipalities must meet, discuss the annexation proposal and negotiate in good faith. A negotiation report is then prepared providing a summary of the negotiations and the agreed to items / conditions of annexation. If there are matters on which there is no agreement between the municipalities, mediation must be attempted. If mediation failed or did not occur, the reasons for this must be provided to the Board along with the negotiation report.
3. The negotiation report, all required administrative information and the appropriate fees must be sent to the Board at which time the proposal becomes an official application for annexation.
4. If the annexation is a simple uncontested application (with signed consents from the landowners and the responding municipality), the application is processed pursuant to section 126 of the Act, and the documents are prepared for forwarding to the Minister of Municipal Affairs. However, if there are no signed consents, the Board must determine whether there is general agreement (i.e. whether there are any known objections). If the Board decides that there is not general agreement with the proposed annexation, it will “advertise for objections” with a notification to all interested parties that objections or concerns must be received by a certain date (usually within a month). If no objections are received then the Board will not hold a public hearing. The Board will then forward its report and recommendation to the Minister.
5. If the Board receives objections within the specified time or if the Board finds there is not general agreement and that mediation attempts have failed, then the Board must conduct one or more hearings and allow any affected person to appear before the Board at the hearing.
6. The Board’s notice of hearing must be advertised for 2 consecutive weeks in a newspaper which is circulated in the affected territory.
7. After the hearing, the Board prepares a recommendation for consideration by the Minister.
8. The Lieutenant Governor of Alberta, after considering the Board’s report may, by Order in Council, approve, approve in part or refuse the annexation proposal. The Order in Council may list specific conditions of approval if the annexation has been successful in full or in part.

For further information, please contact:

Rick Duncan

Case Manager, MGB Secretariat

Municipal Government Board

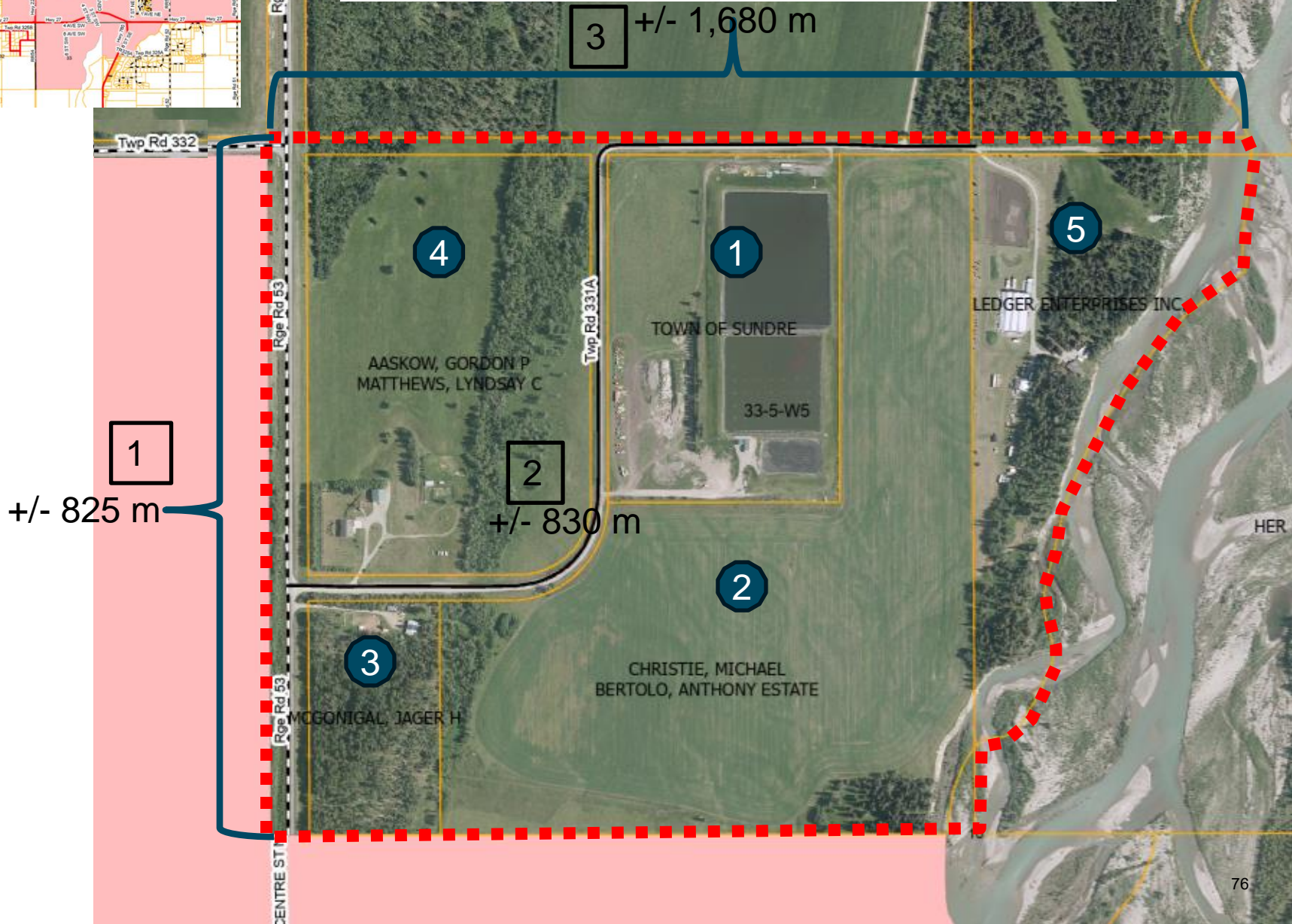
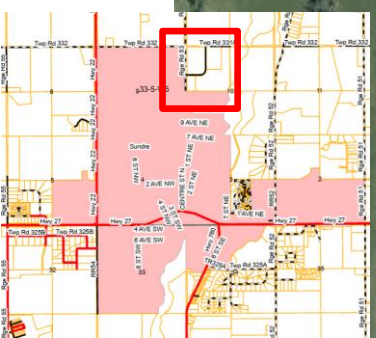
2nd Floor, 1229 – 91st Street SW

Edmonton, AB T6X 1E9

Direct Phone: 780-422-8652; Fax: 780-427-0986; e-mail: richard.duncan@gov.ab.ca

5 agricultural zoned parcels and associated road portions of RR 53, Twp Rd 332 and Twp Rd 331A

9.1e





REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT RFD Federation of Alberta Natural Gas Co-op Audit Program (*Gas Department QMP & IMP*)
ORIGINATING DEPARTMENT Operations – Gas Department
AGENDA ITEM 9.2

BACKGROUND/PROPOSAL:

The Town of Sundre Gas Distribution Utility is a member of the Federation of Alberta Gas Co-ops LTD. It is a requirement of the Town as a member to approve and adopt the Federation's Operations and Maintenance manual, Gas Health and Safety Manual, Emergency Preparedness and Response, Safety and Loss Management System, Integrity Management Program and Alberta Agriculture, and Forestry's Rural Utilities Branch Quality Management Plan.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As a member of this organization, it is a requirement for the utility to adhere and commit to the guidelines set forth by the Federation. These guidelines are a living document and is updated annually to increase performance standards and safety for operational staff, managers, and the public.

The Integrity Management Program ensures that the Town will commit to providing safe, environmentally responsible, and reliable service as a natural gas distributor. The Quality Management Plan (QMP) is a document outlining the codes, standard operating practices required the Rural Utilities Branch.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Mayor and CAO to sign the attached forms, noting that Council and the CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

COSTS/FUNDING:

n/a

MOTION:

That the Town of Sundre Council approve the Mayor and CAO to sign the attached forms, noting that Council and the CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.

ATTACHMENTS:

- _.a QMP
- _.b IMP

Date Reviewed: March 17, 2025

CAO: *Aminda Nelson*

Quality Management Plan

Town of Sundre Gas Utility

This Quality Management Plan (QMP) represents an agreement with the Province of Alberta under section 5 of the *Gas Distribution Act* that all low pressure distribution pipelines and the equipment, apparatus, mechanisms, machinery or instruments incidental to their operation, as well as all primary service lines (defined by sections 1(h), (l) and (n)) are designed, constructed, operated and maintained in accordance with the requirements set by section 2 of the Act. For this purpose of this document, this pipeline system is collectively referred to as a "Gas Distribution System". In signing this agreement, the Chief Officer recognizes that complete compliance with these standards may not always be attainable, although they remain the objective for the urban gas utility. In the event of identified deficiencies resulting from an operation and maintenance inspection conducted under section 4 of the Act, the urban gas utility will respond in a timely manner to render the distribution system safe and as compliant to the applicable standard(s) as possible.

The Town of Sundre Gas Utility (hereinafter referred to as "the urban gas utility", as per section 1(r) of the *Gas Distribution Act*), owns and operates a Gas Distribution System in Alberta and offers and provides natural gas service to residents within the boundaries of its urban municipality. The urban gas utility, represented by the Municipal Council is, as the distribution system owner, responsible for ensuring that the urban gas utility continues to be designed, constructed, operated and maintained in a manner consistent with section 2 of the Act. This is achieved with the full support of the Chief Administrative Officer (CAO) and/or the Gas Utility Manager and its employees, as to ensure the safety of its customers, employees, and the general public of Alberta. Annual review and commitment to this QMP document by both the Municipal Council and the CAO and/or the Gas Utility Manager, in conjunction with the annual submission of as-built plans and meeting operation and maintenance expectations of the Chief Officer partly constitute the 'Approval to Operate' a Gas Distribution System in Alberta

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

As applicable, the urban gas utility will design, construct, operate, and maintain its gas utility in accordance with the following legislation and standards:

- The *Gas Distribution Act*
- The *Pipeline Act* and Regulations
- The *Municipal Government Act*; only as applicable/relevant to the gas utility
- The *Gas Utilities Act*, as applicable
- The *Occupation Health and Safety Act*, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Urban gas utilities are also expected to maintain appropriate insurance coverage.

Design, Construction, Testing, and Commissioning

The urban gas utility will ensure that its distribution system is designed and constructed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by following the Technical Standards Manual for Gas Distribution Systems in Alberta and the most recent version of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipelines. Collectively, these are the standards for Alberta's gas distribution systems.

Rural Utilities, 7000 – 113 Street, Edmonton AB T6H 5T6 (780-427-0125) ruralutilities@gov.ab.ca

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Classification: Public

Operation, Maintenance and Repair

To ensure the gas distribution system is properly operated, maintained, and repaired, the urban gas utility will employ or contract the services of qualified field staff to safely operate and maintain the system. This will include development of a regular preventative maintenance program to safeguard the distribution system against premature deterioration. Further, the urban gas utility will ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as, and if, required.

Emergency Preparedness and Response

To ensure that employees understand the urban gas utility's program to respond to emergency situations, the urban gas utility will develop and implement an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public, in accordance with the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities.

Surveying and Plant Records

In order to ensure the completeness, accuracy and timely completion of the urban gas utility's as-built drawings and ensure that the Utility Safety Partners database is current, the urban gas utility will maintain up-to-date as-built plans of the urban gas utility and submit these to Rural Utilities by March 31 of the year following construction.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Town of Sundre Gas Utility's design, construction, operation, and maintenance programs. The Municipal Council, along with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their gas distribution system with this plan.

This Quality Management Plan was reviewed at the council meeting held on: _____

Dated _____

Mayor, representing the Municipal Council

I have read and will support the Municipal Council in the compliance of this Quality Management Plan:

Dated _____

CAO and/or the Gas Utility Manager

Jim Hall

This QMP must be reviewed and signed by the urban gas utility, represented by the Mayor of the Municipal Council along with the Chief Administrative Officer and/or the Gas Utility Manager on an annual basis and submitted to Rural Utilities by December 31st of each year.

Failure to submit a signed QMP document may result in any or all of the following actions:

- (1) The annual 'Approval to Operate' will not be issued
- (2) All planned/future construction must be approved by the Chief Officer prior to construction until the QMP is signed and submitted, and
- (3) Any construction done without prior approval of the Chief Officer will be in contravention of section 13 of the Gas Distribution Act and potentially subject to an offence (section 8) and/or order (section 9) under the Act.

Rural Utilities, 7000 – 113 Street, Edmonton AB T6H 5T6 (780-427-0125) ruralutilities@gov.ab.ca

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Classification: Public

Emergency Preparedness and Response Program

Scope

The Emergency Preparedness and Response Program (the Program) is designed to assist the Distributor Board/Council, Management, and Employees in all phases of the emergency management cycle: prevention, mitigation, preparedness, response, and recovery that could affect the operation of their business functions.

Purpose

The purpose of the Program is to establish a decision framework and action plan to enable the Distributor to quickly and effectively respond to an emergency and to manage the consequences.

(AER Directive 071, Section 1.2 and 2.0; CSA Z246.2-18, Preface)

The Program's intent is to promote:

- The safety of workers, responders, and the public
- Reduce the potential for destruction of goods and other property
- Reduce the magnitude of environmental incidents and other impacts
- Help responders quickly determine and initiate proper remedial actions
- Allow the efficient use of resources and reduce recovery times and costs
- Responder, industry, and the public confidence that emergencies will be properly managed

Commitment and Authority

The Town of Sundre (The Distributor) is committed to the health and safety of its employees, contractors, and the public, and to minimize impact to the environment by being prepared for emergencies and incidents that may affect the above.

The Board/Council fully support the Program with all terms and conditions in its entirety. (CSA Z246.2-18, Clause 4.2, 4.2.1, and 4.2.2; OH&S Code 2023, Part 7, Section 115(1))

Board/Council Chairperson Signature: _____

General Manager Signature: *Jim Hall*

Date: _____

Safety and Loss Management System (SLMS)

Introduction

The Safety and Loss Management System (SLMS) is a requirement by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard. Members that do not have AER licensed pipelines are required to have an SLMS as specified by CSA Z662 as adopted by Rural Utilities.

A SLMS is a systematic, comprehensive, and proactive set of interrelated processes for the management of pipelines and facilities. It is intended that the SLMS covers the full pipeline life cycle (design, procurement, construction, operations, and abandonment activities). Distributors are required to develop and implement a documented SLMS for the pipeline system that provides for the protection of people, the environment, and property.

(CSA Z662-19, Clause 3.2 Commentary)

As part of the requirements for Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines (also referred to as O&M Manual), each member is required to review, update, and approve their current SLMS on an annual basis. This should be coordinated with the review of other systems under the SLMS such as a Health and Safety Program and Integrity Management Program. The review and approval of the SLMS by Board Council motion is included in the O&M auditing process to ensure compliance. Attachment "A" SLMS Self Audit Template was created to assist Distributors in ensuring compliance.

This document sets out guidelines for developing, documenting, and implementing an SLMS for the distributors pipeline system to provide safe, environmentally responsible, and reliable service. This Program requires supporting policies, procedures and or documentation to show that the respective requirements are being met. Any changes to the SLMS must ensure that all requirements as listed by CSA Z662, Annex A are met.

(CSA Z662-19, Annex A, Clause A.1)

Safety and Loss Management System Scope

The Town of Sundre (The Distributor) is a natural gas distributor providing for the supply of natural gas to its members and customers. This SLMS is an integrated framework that provides a systematic approach to planning, implementing, measuring, and improving organizational performance for the distributor's facilities. The SLMS includes the policies, programs, processes, and procedures used by the organization to ensure that it can fulfill all of the tasks required to achieve its objectives in a safe, environmentally sustainable approach. This SLMS defines and enables governance of the program, prioritization, and decision making for the life cycle of the system.

The Distributor is committed to supply resources required for the SLMS for the pipeline system that will provide protection for people, the environment, and property.

(CSA Z662-19, Annex A, Clauses A.2 and A.2.1)

Life Cycle Approach

The Distributor is committed to managing a SLMS that will address the entire life cycle of the pipeline system.

The pipeline life cycle is defined in the CSA Z662 as the period of time including design, procurement, construction, operation, and abandonment.
(CSA Z662-19, Annex A, Clause A.2.2)

Process Approach

The Distributor shall have documented processes in place for the design, procurement, construction, operation and maintenance, and abandonment of the pipeline system.

This shall be achieved by:

- Design – Compliance with the Technical Standards Manual, CSA Z662, and Pipeline Rules
- Procurement – Following the Distributor’s Financial and Quality Assurance Policies
- Construction – Compliance with the Technical Standards Manual, CSA Z662, and Pipeline Rules
- Operation and Maintenance – Following the Federation O&M Manual, CSA Z662, Pipeline Rules, and AER Directives
- Abandonment – Following the Federation O&M Manual, CSA Z662, Pipeline Rules, and AER Directives

(CSA Z662-19, Annex A, Clause A.2.3)

Management Responsibility and Policy

The Distributor is committed to distributing natural gas through a pipeline system. The pipeline system shall be designed, constructed, operated, and maintained in compliance with regulatory and legal requirements. A review of the SLMS shall occur to ensure effectiveness, to review objectives and ensure compliance as per CSA Z662, Clause 3.

This shall be achieved by:

- Annual Board/Council review and approval of the SLMS policy
- Sharing the results of the review with all levels of the organization

(CSA Z662-19, Annex A, Clauses A.3 and A.3.1)

Leadership Commitment

The Distributor’s Board of Directors/Council shall be fully committed to the SLMS.

This shall be achieved by:

- Developing the SLMS with Management
- Allocating funds, through budgeting, to ensure SLMS compliance
- Compliance with the Quality Management Plan (QMP)
- Annual review of the SLMS with Management

(CSA Z662-19, Annex A, Clause A.3.2)

Organization, Responsibilities and Authorities, and Management Representative

Each Distributor shall maintain an organization chart identifying responsibilities in accordance with the requirement of this SLMS. The Distributor will appoint a SLMS Program Manager responsible to the Board/Council to ensure SLMS compliance.

This information can be obtained by the Distributor’s:

- Organizational Chart
- Job Descriptions

- Succession Plan

(CSA Z662-19, Annex A, Clauses A.3.3, A.3.3.1, and A.3.3.2)

Management of Resources and Provision of Resources

The Distributor shall provide adequate resources through its' annual budget to ensure SLMS compliance.

(CSA Z662-19, Annex A, Clauses A.4 and A.4.1)

Human Resources and Training and Competency

The Distributor shall employ qualified personnel or contractors and support participation in training programs as required to safely construct, operate, and maintain the pipeline system. The system requirements will determine the applicable qualifications required.

These requirements can be found in the:

- Federation O&M Manual
- Distributors Health and Safety Policies and Procedures
- Federation Training Calendar

(CA Z662-19, Annex A, Clauses A.4.2 and A.4.2.1)

Contractor Services

The Distributor shall only hire qualified contractors as determined by the Distributor's Health and Safety Policies and Procedures criteria. Contractors will be assessed for work performance, compliance and must abide by the Distributor's Health and Safety Policies and Procedures unless the contractor has a more stringent program as determined by the Distributor. The contractor will be monitored and any inconsistencies will be immediately brought forward and rectified.

(CSA Z662-19, Annex A, Clause A.4.2.2)

Infrastructure

The Distributor shall identify, provide, and maintain all infrastructure necessary for the effective implementation of the SLMS.

This can be achieved by an approved annual budget, along with the resources (eg. equipment, technology, etc.) to ensure safe workspaces.

(CSA Z662-19, Annex A, Clause A.4.3)

Work Environment

The Distributor shall take into consideration the human and physical factors of the work environment to provide trained and competent personnel who have the ability to do the work safely and effectively. This includes the provision of proper equipment to work in the environment that is to be expected, including properly equipped vehicles, PPE, gas monitoring equipment, tools, etc.

This shall be achieved by:

- Following the Federation O&M Manual - Tools & Equipment section
- Following the Distributors Health and Safety Policies and Procedures
- Implementing the Distributors Human Resources (HR) Policy

(CSA Z662-19, Annex A, Clause A.4.4)

Communication

The Distributor shall have in place an effective communication system so that all employees, management, and Board/Council members are cognizant of the working of the SLMS.

Communication shall include, but is not limited to:

- Regular Board/Council meetings
- Regular staff/safety meetings
- Following the Federation O&M Manual - Pre-Job Meeting section

(CSA Z662-19, Annex A, Clause A.5)

Documents and Records, Control of Documents, and Control of Records

The Distributor shall have procedures for collecting, retaining, and revising documentation related to design, construction, operation, and maintenance of their pipeline system. Any policy, procedure, process, records, and objectives must be documented. All documentation must be current, legible, and accessible.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.6, A.6.1, A.6.2, and A.6.3)

Control

The Distributor shall implement core control processes defined as Management of Change and Continual Improvement along with sections A8 and A9.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.7 and A.7.1)

Project Management, Planning, Project Change Control, and Project Review

The Distributor shall have a documented process for Project Management.

A project consists of a set of coordinated and controlled activities (eg. planning, design, project control, and project review) with start and finish dates, undertaken to achieve an objective conforming to specific requirements, including the constraints of time, cost, and resources.

This can be achieved by, but not limited to:

- Implementation of the IMP
- Following the Distributor's Procurement and Contract Awarding Practices
- Following the Distributor's Financial Practices

(CSA Z662-19, Annex A, Clauses A.7.2, A.7.2.1, A.7.2.2, A.7.2.3, and A.7.2.4)

Risk Management

The Distributor shall have a process for identifying, assessing, and controlling risks that can lead to a failure or an external interference incident.

This can be achieved by:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures
- Following the Distributors internal Policies and Procedures

(CSA Z662-19, Annex A, Clause A.7.3)

Design, Planning, and Design Control

The Distributor shall use the services of a Professional Engineer (recognized by APEGA) to establish pipe and station design, materials, minimum end of line pressure, route selection, testing and material requirements by following.

- Requirements in all applicable Provincial legislation, such as but not limited to:
 - The Gas Distribution Act
 - The Pipeline Rules and Regulations
 - The Occupation Health and Safety Act, and all codes and regulations applicable
- Requirements in all applicable Standards, such as but not limited to:
 - Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
 - Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
 - Canadian Standards Association (CSA) B149.1 Natural Gas and Propane Installation Code
 - The Technical Standards Manual for Gas Distribution Systems in Alberta
 - The Federation O&M Manual

(CSA Z662-19, Annex A, Clause A.7.4, A.7.4.1, and A.7.4.2)

Procurement

The Distributor shall have a quality assurance procedure that identifies approved contractors, suppliers, pipeline specifications, material inspection data sheet (MIDS), test reports, joining and inspection records, cathodic protection system design and performance.

(CSA Z662-19, Annex A, Clause A.7.5)

Construction and Control of Construction

The Distributor shall have a construction process in place before commencement of any project(s).

This shall be achieved by:

- Registered Utility Right of Ways
- Signed crossing or re-entry agreements, where applicable
- Landowner(s) consent of route
- Use of an approved/qualified contractor
- Issuance of drawings "Approved for Construction"
- Securing necessary materials
- Meeting legislative requirements, as applicable

{CSA Z662-19, Annex A, Clauses A.7.6 and A.7.6.1}

Qualification of Processes for Construction and Installation

The Distributor shall only use pre-approved processes and procedures for construction. Processes or procedures not pre-approved will require an engineered procedure/assessment.

(CSA Z662-19, Annex A, Clause A.7.6.2)

Identification and Traceability

The Distributor shall have a process in place for tracking and identifying pipeline system components or products as per the Distributors IMP.

(CSA Z662-19, Annex A, Clause A.7.6.3)

Operations and Maintenance

The Distributor is committed to have a set of procedures as set out in the Federation Operation & Maintenance manual.

(CSA Z662-19, Annex A, Clause A.7.7)

Pipeline System Integrity Management

The Distributor shall maintain an Integrity Management Program (IMP).

(CSA Z662-19, Annex A, Clause A.7.8)

Engineering Assessments

The Distributor shall have a process for conducting engineering assessments by a Professional Engineer (recognized by APEGA).

(CSA Z662-19, Annex A, Clauses A.7.9 and A7.9.1)

Engineering Assessment Process, Methodology, and Documentation

The Distributor shall use a Professional Engineer (recognized by APEGA) to perform all engineering assessments when the scope of work is beyond routine procedures. The process, methodology, and documentation will be established with the Professional Engineer prior to the assessment.

These assessments shall include:

- Corrosion mitigation on an existing pipeline
- Changing pressures on an existing pipeline
- Changing regulatory bodies on an existing pipeline (eg. going from Rural Utilities to AER)
- Recommissioning an abandoned pipeline
- Engineering Assessments as outlined in CSA Z662, Clause 3.4

(CSA Z662-9, Annex A, Clauses A.7.9.2, A.7.9.3, and A.7.9.4)

Management of Change

The Distributor shall have in place a written process to convey all significant impacts/changes on the safe operation of the Utility.

This shall apply to:

- Organizational changes
- Changes to facilities, equipment, and technology
- Changes to procedures or practices

- Changes to technical requirements
 - Changes to physical environment (eg. land development)
- (CSA Z662-19, Annex A, Clauses A.8 and A.8.1)

Management of Change Process

The Distributor shall have a process that includes identification and analysis of changes, documentation of changes, approval of changes, implementation and communication sharing of changes and a review process of the effectiveness of the changes made.

This is achieved by:

- Daily health & safety meetings
- Federation O&M Manual review on policy changes
- Monthly operational & Board of Director/Council meetings
- Key personnel changes via job descriptions and operational hierarchy
- Facility, equipment, and technology changes via virtual and hands on training
- Yearly reviews and audits (eg. internal audits, O&M Audits, financial audits, etc.)

(CSA Z662-19, Annex A, Clause A.8.2)

Continual Improvement and Objectives

The Distributor shall establish relevant measurable and consistent objectives and targets for improvement to achieve the SLMS goals.

This may be achieved by establishing targets for, but not limited to:

- Gas reconciliation
- Completion of maintenance programs and inspection requirements
- Review of accidents and incident reports

(CSA Z662-19, Annex A, Clauses A.9 and A.9.1)

Reporting

The SLMS Program Manager will report annually to the Distributor's Board of Directors/Council the status and progress on meeting the established targets.

(CSA Z662-19, Annex A, Clause A.9.2)

Learning from Events

The Distributor will develop and implement a process for learning from events that have or could have affected the safety and operation of the pipeline system, assets, personnel, and the environment.

(CSA Z1662-19, Annex A, Clause A.9.3)

Performance Monitoring

The Distributor will continually monitor the performance and conformance of reaching its objectives and targets as established.

(CSA Z662-19, Annex A, Clause A.9.4)

Conformance Monitoring

The Distributor is committed to conformance monitoring of the procedures with regular reviews and periodic audits to confirm compliance.

This is achieved through:

- The Federation's Operation and Maintenance Committee's Standards review process
- The Federation external operation and maintenance audit process
- Regular self review of the SLMS

(CSA Z662-19, Annex A, Clause A.9.5)

Control of Nonconformance

The Distributor will identify any nonconformance to this SLMS and take corrective actions and evaluate effectiveness to mitigate any impacts.

(CSA Z662-19, Annex A, Clause A.9.6)

Management Review, Review Input and Output

The SLMS Program Manager shall be responsible to review and evaluate the SLMS. If improvements are required, they shall be implemented and documented.

Reviews of the SLMS shall include but not limited to:

- Compliance with the QMP
- Implementation of the IMP
- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures

(CSA Z662-19, Annex A, Clauses A.9.7, A.9.7.1, A.9.7.2, and A.9.7.3)

Safety and Loss Management System (SLMS)

Declaration, Commitment, and Authority

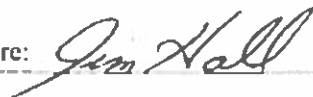
The Town of Sundre (The Distributor) is committed to the development and implementation of a documented Safety and Loss Management System (SLMS) for the pipeline system that provides protection of people, the environment, and property.

The Board/Council fully supports the SLMS in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the SLMS Program Manager.

(CSA Z662-19, Annex A, Clause A.9.2)

Board/Council Chairperson Signature: _____

General Manager Signature: _____



Date: _____

Integrity Management Program (IMP)

Introduction

A pipeline system Integrity Management Program (IMP) is an integral part of the Safety and Loss Management System (SLMS). The SLMS is a requirement by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9 of the Pipeline Rules and in accordance with Clause 3 of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard. Members that do not have AER licensed pipelines are required to have an SLMS as specified by CSA Z662 as adopted by Rural Utilities.

Distributors are required to develop and implement a documented IMP, that specifies the practices used by the operating company to ensure the safe, environmentally responsible, and reliable service of a pipeline system. The IMP is in relation to construction, operation and maintenance, and the integrity assessment of such pipelines and facilities. The IMP is included in the SLMS, for the full pipeline life cycle that provides for the protection of people, the environment, and property.
(CSA Z662-19, Clause 3.2 Commentary)

As part of the requirements for Federation of Alberta Gas Co-ops Ltd. Member's Operations and Maintenance Guidelines (also referred to as O&M Manual), each member is required to review, update, and approve their current IMP on an annual basis. This should be coordinated with the review of other systems under the SLMS such as a Health and Safety program. The review and approval of the IMP by Board/Council motion is included in the O&M auditing process to ensure compliance.

This document sets out guidelines for developing, documenting, and implementing an IMP for the Distributor's pipeline system to provide safe, environmentally responsible, and reliable service. This Program requires supporting policies, procedures and or documentation to show that the respective requirements are being met. Any changes to the IMP must ensure that all requirements as listed by CSA Z662, Annex N are met.
(CSA Z662-19, Annex N, Clause N.0)

Integrity Management Program Scope

The Town of Sundre (The Distributor) is committed to providing safe, environmentally responsible, and reliable service as a natural gas distributor. The intent of this IMP is that it shall cover both pipelines, as defined in CSA Z662, Clause 2 as well as facilities, as defined in CSA Z662, Annex N, Clause N.2.1.1, such as customer meters and regulators, meter stations, pressure regulating stations and Regulating, Metering, Odorization (RMO) stations.

The Distributor is committed to collect, integrate, and analyze information related to the design and type of pipeline system and facilities by following the methods outlined in its IMP.
(CSA Z662-19, Annex N, Clauses N.1, N.1.1, N.2, N.2.1, N.2.1.1, N.2.1.2, and N.2.1.3)

Policies, Objectives, and Performance Indicators

The Distributor shall document policies, objectives, and results (performance indicators) related to its IMP. Performance Indicators may include targets for gas loss, maintenance and inspection schedules, audit results, etc.
(CSA Z662-19, Annex N, Clauses N.1.2 and N.2.2)

Organization

In addition to the information found in the SLMS under Clause A.3.

The Distributor will appoint the responsibility of administering the IMP to the IMP Program Manager.

Those responsibilities shall include:

- Pipeline integrity management program development and improvement
- Records management
- Pipeline integrity management program planning and reporting
- Allocation of funding
- Implementation of plans
- Integrity performance indicators
- Integrity program audits, reviews, and evaluations

(CSA Z662-19, Annex N, Clauses N.1.3 and N.2.3)

Description of Pipeline Systems and Facilities and Integrity Management Program Records

In addition to the information found in the SLMS under Clause A.7.6.3.

The Distributor is committed to prepare and maintain a description of the system related to all pipeline and facility design, construction, operation and maintenance of their distribution system.

The Distributor shall prepare and manage records related to pipeline and facility design, construction, operation and maintenance that are required when performing the activities outlined in the IMP.

The Distributors AER pipelines license 3535 shall be included in the IMP.

The Distributors annual Approval to Operate from Rural Utilities shall be included in the IMP.

For Distributor's that have pipelines crossing Provincial and National borders, an annual Canadian Energy Regulator (CER) pipeline approval. shall be included in the IMP.

This can be achieved by, but not limited to, the following:

- a) Location of all pipelines and facilities through a current and accurate mapping system (eg GPS or other proven survey methods)
- b) Identification of pipeline class locations (CSA Z662-19, Table 4.1)
- c) Properly designed pipelines and facilities including maximum operating pressures, load surveys and all other pertinent operating conditions
- d) All pipeline and facility specifications including pressure control equipment documentation, asset assembly specifications, quality assurance documents, material test reports (MTR), nondestructive examination (NDE), joining and inspection records, pressure testing reports, coating specifications and test records, inspection test plans (ITP), cathodic protection system design and performance. Other documentation specific to crossings, including approvals and agreements, details and drawings, photographs, inspection, and as-built reports shall be retained.
- e) Record of topography, soil type, backfill material (if other than the soil type), and depth of cover at time of installation.

(CSA Z662-19, Annex N, Clauses N.1.4, N.1.5, N.2.4, N.2.5, N.2.5.1, and N.2.5.2)

Management of Change

In addition to the information found in the SLMS under Clauses A.3.3 and A.8.

The Distributor is committed to a process of managing, implementing, and tracking change that can affect the integrity of the distribution system. These changes are both those initiated by the Distributor and those that are not in the control of the Distributor.

This process may include, but is not limited to:

- Annual updating the Distributors mapping system for foreign pipelines, facilities, and pipeline ownership
- Monitoring source pressure, operating pressures due to load changes, and gas quality
- Employment training and mentoring to ensure a continuous qualified staff
- Updating the organizational charts to ensure operational hierarchy and corresponding responsibilities
- Reviewing proposed design changes that may affect the functionality of the pipeline, facility, and control systems with your Engineer prior to implementation.
- Reviewing inspection records of piping, valves, pressure control, and measurement equipment to identify changes that could affect the integrity of the distribution system
- Monitoring physical environment changes as it relates to the distribution system
- Compliance with and auditing of the Federation O&M Manual
- Governance training and succession planning for directors
- Methods practices and procedures related to pipeline integrity management
- Monitoring changes in technical requirements, industry standards, and regulations

(CSA Z662-19, Annex N, Clauses N.1.6 and N.2.6)

Competency and Training

In addition to the information found in the SLMS Clause A.4.2.

The Distributor shall employ qualified personnel or approved/qualified contractors and support participation in training programs as may be required to safely construct, operate, and maintain the pipelines and facilities.

The skill requirements are based on system or operating requirements which may include but not necessarily limited to the following training:

- Gas Utility Operator
- Gasfitter
- RMO I and II
- Emergency Response
- First Aid & CPR
- H₂S Alive
- WHMIS
- Confined Space Entry
- Transportation of Dangerous Goods
- High Energy Joining
- PE Fusion
- Olfactory Testing
- Ground Disturbance
- Defensive Driving
- Any training course that may be found in the Distributors Health and Safety Policies and Procedures

The Distributor will maintain documentation that tracks certification expiry dates and is committed to ensure the level of training meets industry requirements.

Training is available through, but not limited to:

- Federation of Alberta Gas Co-ops Ltd.
- Local accredited training facilities
- Online training
- Industry workshops/seminars
- Inhouse mentorship

(CSA Z662-19, Annex N, Clauses N.1.7, N.1.7.1, N.1.7.2, N.2.7, N.2.7.1, and N.2.7.2)

Hazard Identification and Control

In addition to the information found in the SLMS Clause A.7.3.

The Distributor is committed to the identification of hazards that can lead to failures, external interference, and damage incidents. Hazards that are within the scope of risk assessments must be identified and described in sufficient detail to support root cause analysis.

This can be achieved by:

- Conducting regular staff/safety meetings
- Addressing any deficiencies found during an external audit
- Investigating all incidents
- Training on facility, equipment, or technological changes via virtual or hands on
- Reviewing industry and regulatory related bulletins
- Sharing Health and Safety learnings with the Federation Health and Safety Working Group

(CSA Z662-19, Annex N, Clauses N.1.8, N.1.8.1, N.2.8, and N.2.8.1)

In addition to the information found in the SLMS Clause A.7.3.

The Distributor will keep records of all failures or external incidents for the life of the facility and pipeline system. Using this historical data will allow the identification of potential hazards on specific sections of the facilities and pipelines system and also identify repeat external interference incidents. Consideration should be given to the location of the failure, the cause or type of failure, the component of the facility and pipeline system, failure occurrence, and all other details pertinent to the incident. If one section shows an abnormal failure rate, this section will be monitored more frequently and replaced if deemed necessary.

This can be achieved by:

- Following the Federation O&M Manual
- Following the Distributors Health and Safety Policies and Procedures
- Review of applicable Industry incidents

(CSA Z662-19, Annex N, Clauses N.1.8.2, N.1.8.3, N.2.8.2, and N.2.8.3)

Risk Assessment General and Documentation and Risk Analysis Approach, Evaluation, Refinement, and Reduction Evaluation

In addition to the information found in the SLMS Clause A.9.3.

The Distributor is committed to reducing exposure to risk to their facilities and pipelines through preventative analysis, documentation, evaluation, and refinement. The Distributor takes into account the frequency and consequences of incidents, the significance of the estimated risk and identifying, evaluating and implementing options for reducing risk.

If the Distributor deems the risk level to be significant, a more in depth analysis will be undertaken. The Distributor will consult with a third party specialist and undertake further investigation as may be required to lower the risk level.

This can be achieved by:

- Determining the impact of the risk
- Determining the negative consequences and severity that would result
- Determining the probability of the risk occurring

An Assessment Matrix, like the one in the Emergency Preparedness and Response section of the Federation O&M Manual, could be utilized.

(CSA Z662-19, Annex N, Clauses N.1.9, N.1.9.1, N.1.9.2, N.1.9.3, N.1.9.4, N.1.9.5, N.1.9.6, and N.2.9)

Options for Reducing Likelihood and Consequences of Failure or Damage Incidents and Operating Errors

In addition to the information found in the SLMS Clause A.9.

The Distributor is committed to track failure incidents, external interference incidents, damage, deterioration, environmental protection, and safety to any and all parts of its distribution system. The Distributor is committed to report all such incidents to the proper governing authorities.

The Distributor shall follow procedures set out in the Federation O&M Manual for investigating and reporting failure and external interference incidents. Such incidents shall be documented and reported to the proper authorities immediately. Documentation shall include:

- Location
- Incident date and time
- Weather conditions
- Operation of pipeline
- Pipe specification
- Coating condition
- Cathodic protection status
- External interference
- Joining method
- Volume release
- Ground condition
- Pipeline locate request (completion and exposure)

An analysis of each incident shall be undertaken to seek improvements to the IMP on a per incident basis.

The Distributor is committed to reduce the frequency of failure incidents associated with improper operation and control system malfunction in the following manners:

- Continuing personnel training
- Improved pipeline control and monitoring methods
- Changing the operating and maintenance practices
- Improvements to the pipeline and above ground facilities

(CSA Z662-19, Annex N, Clauses N.1.10, N, 1.10.1, and N, 2.10)

External Interference

In addition to the information found in the SLMS Clause A.9.

The Distributor is committed to reduce the frequency of failure incidents and external interference incidents in the following ways:

- As a member of Utility Safety Partners
- Maintains all above ground facilities for vegetation control on a semi-annual basis
- Performing right-of-way patrols and pipeline inspections as required
- Use only qualified pipeline locators
- Erect fences and structures to protect its facilities
- Maintain appropriate pipeline signage
- Participate in public awareness sessions

(CSA Z662-19, Annex N, Clause N.1.10.2)

Imperfections

In addition to the information found in the SLMS Clause A.9.

The Distributor is committed to reduce the frequency of failure incidents due to manufacturing and/or construction defects by the following:

- Participating in the Federation Quality Assurance Program
- Temporarily reducing operating pressures
- More frequent monitoring of cathodic protection
- Pressure testing
- Pipe repair and/or replacement
- Inspect any exposed pipeline during normal operation for pipe/tracer wire/coating imperfections and/or damage and general condition

(CSA Z662-19, Annex N, Clause N,1.10.3)

Natural Hazards

In addition to the information found in the SLMS Clause A.9.

The Distributor is committed to reduce the frequency of failure associated with natural hazards by the following:

- Inspection of critical watercourse crossings after flood events
- Performing right-of-way patrols and pipeline inspections as required
- Erect fences and structures to protect its facilities
- Relocate pipelines if necessary

(CSA Z662-19, Annex N, Clause N.1.10.4)

Consequence Reduction

In addition to the information found in the SLMS Clause A.9.

The Distributor is committed to reduce the consequences associated with failure incidents by the following:

- Automatic meter reading on all sales taps to provide quick balancing discrepancies
- Pressure and temperature alarms on all sales taps to detect any variance in gas delivery pressures
- Following all emergency response procedures as adopted in the Federation O&M Manual
- Participating in local mock disasters and public awareness campaigns

(CSA Z662-19, Annex N, Clause 1.10.5)

Integrity Management Program Planning

The Distributor is committed to establishing plans and schedules related to pipeline system integrity management. The frequency and type of inspection shall be in accordance with the Federation O&M Manual.

(CSA Z662-19, Annex N, Clauses N.1.11, N.1.11.1, N.2.11, and N.2.11.1)

The Distributor shall take the following into consideration when planning its IMP:

- Known existing problems that could lead to a failure incident
- Potential greater risk for pipelines and facilities located in high consequence areas
- The potential of those existing problems to grow in magnitude
- Controlling identified hazards through historical data
- Reducing the estimated risk level through third party consultation
- Regularly scheduled inspections, testing, patrols, and monitoring
- Annual reviews of the IMP to ensure effectiveness of the program
- Failure and external interference incident history of the Distributor and the pipeline industry as a whole

(CSA Z662-19, Annex N, Clause N.1.11.2)

The Distributor is committed to document all methods used to prioritize and schedule activities related to its IMP.

(CSA Z662-19, Annex N, Clauses N.1.11.3 and N.2.11.2)

The Distributor shall, upon completion of pipeline and facility integrity activities, review the following:

- Methods and procedures were performed properly
- Any changes were approved prior to implementation
- Objectives were achieved
- Incomplete work noted
- Any recommendations for future work noted
- All work documented

(CSA Z662-19, Annex N, Clauses N.1.11.4 and N.2.11.3)

The Distributor shall share the IMP plans with their appropriate personnel.

(CSA Z662-19, Annex N, Clauses N.1.11.5 and N.2.11, 4)

Inspections, Testing, Patrols, and Monitoring

The Distributor is committed to follow all procedures set out in the Federation O&M Manual for inspecting, patrolling, testing, and monitoring its distribution system. This will include:

- Verifying the satisfactory operation of the cathodic protection system through a third party inspection or assessment by a corrosion specialist on a scheduled basis
- Monitoring of the internal corrosion control program through visual inspection and lab analysis of cut-outs
- Undertaking leak detection on all pipelines on a regular interval. Methods will include daily gas volume monitoring, monthly wholesale/retail gas balancing and regularly scheduled gas detection surveys.
- Inspecting block valves for proper operation and leakage on a scheduled basis
- Inspecting facility pressure regulators and relief valves on a scheduled basis
- Pipeline patrolling on a scheduled basis

(CSA Z662-19, Annex N, Clauses N.1.12, N.1.12.1, and N.2.12)

The Distributor shall base its frequency of inspections, if not specified by code or regulation, then on historical performance of its distribution system and industry standards.
(CSA Z662-19, Annex, Clauses N.1.12.2 and N.2.12.1)

The Distributor shall utilize a cathodic specialist to evaluate the condition of the cathodic protection of the system and follows corrective actions as recommended.
(CSA Z662-19, Annex N, Clauses N.1.12.3, N.1.12.4, and N.1.12.6)

The Distributor shall regularly inspect pipelines and facilities (filters, drains, pipeline components, etc.) that may collect corrosive agents. Any corrosive agents collected shall be tested to determine the chemical nature and potential impact on the pipeline system and/or facilities or gas quality. Upon opportunity, inspect all coupon/cutouts on metallic pipelines for internal corrosion. The results of this inspection/analysis will be documented.
(CSA Z662-19, Annex N, Clauses N.1.12.5 and N.2.12.2)

The Distributor shall include in its documents of inspections, testing, patrolling, and monitoring the following:

- Dates performed
- Methods and equipment used, including the most recent calibration of such equipment
- Results and observations and subsequent evaluations of those results

(CSA Z662-19, Annex N, Clauses N.1.12.7 and N.2.12.3)

Evaluation of Inspection, Testing, Patrol, and Monitoring Results

The Distributor shall evaluate potential deficiencies that may lead to a failure incident. Such evaluation may include consulting with a corrosive specialist or undertaking an engineering assessment.
(CSA Z662-19, Annex N, Clauses N.1.13, N.1.13.1, N.2.13, and N.2.13.1)

Evaluation of Indications of Imperfections

In addition to the information found in the SLMS under Clause A.7.9.

The Distributor shall have all imperfections evaluated as identified in the inspection reports. Such evaluations shall be in accordance with the requirements as stated in Z662 for all types of pipelines and facilities.
(CSA Z662-19, Annex N, Clauses N.1.13.2, N.1.13.2.1, N.2.13.2, N.2.13.2.1, N.1.13.2.2, and N.2.13.2.2)

Natural Hazard Evaluations

The Distributor shall assess and monitor for slope instability, erosion, scour, loss of cover, ice effects, etc. that may adversely impact the pipeline or facility. If any of these concerns exists near a pipeline or facility, increased monitoring is required to determine risk of potential failure.
(CSA Z662-19, Annex N, Clause N.1.13.3)

Records of Recommendations

In addition to the information found in the SLMS under Clause A.6.

The Distributor shall document records of recommendations and dispositions of recommendations.
(CSA Z662-19, Annex N, Clauses N.1.13.4 and N.2.13.3)

Corrective Action

In addition to the information found in the SLMS under Clause A.9.

The Distributor shall assess and document the corrective actions and repair procedures required to prevent failures or damage with significant consequences. Where pipelines or facilities are not suitable for continued service at current operating levels, they shall be repaired, replaced, or operated at a lower pressure as may be determined by an engineering assessment.

(CSA Z662-19, Annex N, Clauses N.1.14, N.1.14.1, N.1.14.2, N.1.14.3, N.2.14, N.2.14.1, N.2.14.2, and N.2.14.3)

Continual Improvement, Integrity Management Program Review and Evaluation

In addition to the information found in the SLMS under Clause A.9.

The Distributor shall develop and document a process for continual improvement, document the results of reviews and evaluations of the IMP and consider the following in that process.

- Annual reviews and evaluations
- Effects of changes to the pipeline and facilities
- Assess trends resulting from the audit
- Review the status of the integrity performance indicators
- Review incident analysis
- Review and learn from events

(CSA Z662-19, Annex N, Clauses N.1.15, N.1.15.1, N.2.15, and N.2.15.1)

Performance Monitoring and Measurement and Audits

In addition to the information found in the SLMS under Clause A.9.

The Distributor shall establish and maintain documented procedures for internal audits on an annual basis to ensure the integrity of the Distributors pipelines and facilities. In addition, and in accordance with the Federation O&M Manual - Audit Procedures section, an external audit will be completed on a scheduled basis.

(CSA Z662-19, Annex N, Clauses N.1.15.2, N.1.15.3, N.2.15.2, and N.2.15.3)

Control of Nonconformance

In addition to the information found in the SLMS under Clause A.9.6.

The Distributor shall establish and maintain procedures for defining responsibility and authority for handling and investigating nonconformances, and for initiating and completing corrective and preventive action.

(CSA Z662-19, Annex N, Clauses N.1.15.4 and N.2.15.4)

Incident Investigations

The Distributor shall follow the procedures in the Federation O&M Manual and the Distributor's Health and Safety Policies and Procedures for failure and damage incidents.

(CSA Z662-19, Annex N, Clauses N.1.16 and N.2.16)

Integrity Management Program (IMP)

Declaration, Commitment, and Authority

The Town of Sundre (The Distributor) is committed to the development and implementation of a documented Integrity Management Program (IMP) for the pipeline system that provides protection of people, the environment, and property.

The Board/Council fully supports the IMP in its entirety and accepts that all the terms, conditions, and commitments are being satisfied based on an annual report and confirmation by the IMP Program Manager.

(CSA Z662-19, Annex N, Clauses N.1.3 and N.2.3)

Board/Council Chairperson Signature: _____

General Manager Signature: _____



Date: _____



REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT RDF Safety Codes Services Contract
ORIGINATING DEPARTMENT Community Development – Planning & Development
AGENDA ITEM 9.3

BACKGROUND/PROPOSAL:

Administration issued a Request for Proposal for a three (3) year term for Safety Codes Services. There were three (3) submissions received by the closing deadline.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council attached.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

Recommendation to be provided at Council meeting.

MOTION:

Forthcoming.

Date Reviewed: March 17, 2025

CAO: *Linda Nelson*



REPORT TO COUNCIL

COUNCIL DATE March 24, 2025
SUBJECT RFP Safety Codes Services Contract
ORIGINATING DEPARTMENT Community Development - Planning & Development
AGENDA ITEM 9.3a

BACKGROUND:

The Town of Sundre solicited proposals from qualified, accredited, and professional Agencies for Safety Code Services in the Building, Electrical, Gas and Plumbing disciplines. Safety Codes services and inspections are a regulated requirement under the *Safety Codes Act* to ensure public safety for construction of structures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Three (3) submissions were received from accredited agencies by the RFP closing deadline of February 18, 2025. Administration, including the Director of Corporate Services reviewed the proposals and scored each proposal as follows:

Ability to perform services: 30%
Qualifications / Experience: 30%
Success Factors: 20%
Cost: 15%
General: 5%
Total: 100%

Ability to perform services, qualifications and experience were weighted higher than overall cost.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

Recommendation to be provided at Council Meeting.

Date Reviewed: March 17, 2025

CAO: *Lucia Nelson*



REQUEST FOR DECISION

COUNCIL DATE March 24 2025
SUBJECT RFD February 2025 Departmental Reports
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 10.

BACKGROUND/PROPOSAL:

The following Departmental Reports for January 2025 are provided to Council for their review and information:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the February 2025 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the February 2025 Departmental Reports as information.

ATTACHMENTS:

February 2025 Departmental Reports

Date Reviewed: March <u>20</u> , 2025	CAO: <u>Linda Nelson</u>
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	#/D/M/Y	January 06, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	2
001	06-01-25	MOVED by Councillor Anderson that the agenda be approved as presented			
<i>Councillor Attendance by Phone: Councillor Dalke notified CAO in compliance of s.14.6 of Council's Procedural Bylaw</i>					
002	06-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on December 16, 2024 be approved as presented			
003	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council thank Mr. Stevenson for attending Council and accept his presentation as information			
004	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Services Department and congratulate and thank each member of the team for their commitment and dedication to our community			
005	06-01-25	MOVED by Councillor Marr that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Planning and Development Department and congratulate and thank each member of the team for their commitment and dedication to our community			
006	06-01-25	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 2 - 8, 2025 as "Senior Week" in the Town of Sundre and that the Mayor be authorized to sign the declaration on behalf of Council and the citizens of Sundre	Legislative Services	Completed Appendix #1	
007	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the partnership between the Town of Sundre and the Hospital Futures Committee, in collaboration with P3 Capital Partners to further the efforts of the Town of Sundre in seeking avenues for the construction of a new hospital/campus of care in the Town of Sundre, and further, that Council approve funding in the amount of \$22,500.00 in support of this initiative, with funds to be drawn from the General Corporate Stabilization Restricted Surplus Account			
008	06-01-25	MOVED by Councillor Isaac that the Town of Sundre Council authorize the CAO to sign the agreement with the Sundre Hospital Futures Committee and P3 Capital Partners			
009	06-01-25	MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 4:52 p.m.			
<i>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. There are no Motions of Council expected</i>					
<i>Mayor Warnock called a break at 4:52 p.m.</i>					
<i>Mayor Warnock reconvened the closed meeting at 4:57 p.m.</i>					
<i>The Director of Corporate Services left the Closed Meeting at 5:25 p.m.</i>					
010	06-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:07 p.m.			
011	06-01-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:08 p.m.			
	#/D/M/Y	January 20, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	10
012	20-01-25	MOVED by Councillor Marr that the agenda be approved as amended as follows: 1. Replace Pg. 3 of January 20th Agenda, due to error in Minutes of January 6, 2025			
013	20-01-25	MOVED by Councillor Vardas that the Minutes of the Regular Council Meeting of Council held on January 6, 2025 be approved as amended: 1. Revise Motion Number Res. 007-06-01-25 to reflect the correct amount of funding for P3 Partnership from \$25,000.00 to \$22,500.00			

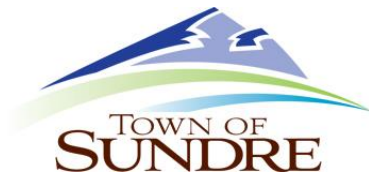
014	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Sundre Fire Department, and congratulate and thank each member of the department for putting your lives on hold to respond at a moment's notice to an emergency, for putting yourself in danger on a continuous basis, for participating in community events and educating the public on fire safety, and for your commitment and dedication to our community		
015	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Peace Officer / Bylaw Officer, and congratulate and thank each member of the team for their commitment and dedication to our community, and for ensuring our community is a safe and secure place where we can live, work, play and raise our families		
016	20-01-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the December 2024 Departmental Reports as information		
017	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw and further;		
018	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, February 24, 2025 at 4:00 p.m. for a Public Hearing to Bylaw 2025-02 Land Use Bylaw Amendment		
019	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council support the application to Alberta Seniors, Community and Social Services for the Town to co-host the Seniors' Week launch on June 2, 2025		
020	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council accept the report from the Director of Corporate Services as information		
021	20-01-25	MOVED by Mayor Warnock that the Town of Sundre Council directs administration to bring the existing Social Media Policy to the Bylaw Policy Review Committee for review for the purpose of clarification to information that has come forward	Legislative Services	Pending: Committee Meeting Date to be set
022	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock's report for December 2024 as information		
023	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for October, November and December 2024 as information		
024	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report for November and December 2024 as information		
025	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the Year 2024 as information		
026	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:05 p.m.		
<i>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. There are no Motions of Council expected</i>				
<i>Mayor Warnock called a break at 5:05 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 5:12 p.m.</i>				
<i>CAO left the Closed Meeting at 5:45 p.m.</i>				
027	20-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:28 p.m.		
028	20-01-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:29 p.m.		
	#/D/M/Y	February 10, 2025 Regular Council Meeting		# of Public Attending Council
Res. #	Date	Council Motion	Action	Status
029	10-02-25	MOVED by Councillor Petersen that the agenda be approved as presented		
<i>Councillor Absence: Councillor Vardas and Councillor Anderson notified the CAO in compliance of s.14.6 of Council's Procedural Bylaw</i>				

030	10-02-25	MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on January 20, 2025 be approved as presented		
031	10-02-25	MOVED by Councillor Dalke that the Town of Sundre Council thank the representatives of West Fraser for the very informative presentation and to continue to work together to maintain our good neighbour relationship		
032	10-02-25	MOVED by Cououncillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #2
033	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library's financial reviewers		
034	10-02-25	MOVED by Cououncillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as "Purple Day" in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #3
035	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the request for a relaxation to the Community Standards Bylaw 2023-09, Part 2 Noise, on certain days to be determined, to enable the Highway 27 construction contractor to work before 7:00 a.m. and after 10:00 p.m. during concrete pours and asphalt work		
036	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council support the grant application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of developing a wildfire management plan / preparedness guide		
037	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council to fund the rental fee of \$367.50 for the use of the Sundre Community Centre for a Celebration of Life for Mr. Marty Butts on March 15, 2025, withh funds to be drawn from Council's Discretionary Contributions to Local Organizations		
038	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the thank-you card from the Sundre & District Historical Society as information and appreciation		
039	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock and members of Council to attend the Annual Women in Business Awards Luncheon on March 7, 2025 and requests that administration purchase the required number of tickets for the Councillors who wish to attend. Individual Councillor to advise administration of their availability to attend. <i>Opposed: Councillor Isaac</i>	Legislative Services	Pending
040	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:16 p.m.		
<i>Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motions of Council expected</i>				
<i>Mayor Warnock called a break at 5:16 p.m.</i>				
<i>Mayor Warnock reconvened the closed meeting at 5:22 p.m.</i>				
<i>The following were in attendace for the closed meeting session: Acting Chief Administrative Officer Chris Albert and Director of Community Development, Benazir Thaha Valencia</i>				
<i>Director of Community Development left the closed meeting at 5:41 p.m.</i>				
<i>Acting Chief Administrative Officer left the Closed Meeting at 6:05 p.m.</i>				
041	10-02-25	MOVED by Councillor Petersen that Council return to an open meeting at 6:37 p.m.		
042	10-02-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.		
	#/D/M/Y	February 24, 2025 Regular Council Meeting		# of Public Attending Council
Res. #	Date	Council Motion	Action	Status
043	24-02-25	MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close Public Hearing No. 20250224 pertaining to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10		
044	24-02-25	MOVED by Councillor Petersen that the agenda be approved amended as follow: ADD 3.3 CAO introduction of new staff member: Finance & Grants Coordinator, Pam Bewick		

<i>Councillor Absence: Councillor Dalke notified CAO that he would be attending the meeting by phone (google meets) in compliance of Council's Procedural Bylaw</i>				
<i>CAO introduced Pam Bewick, Finance and Grants Coordinator to Council</i>				
045	24-02-25	MOVED by Councillor Vardas that the Minutes of the Regular Meeting of Council held on February 10, 2025 be approved as presented		
046	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw 2018-10		
047	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third Reading to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10		
048	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
049	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give Second Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
050	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
051	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-01 "Council Committees Bylaw" by adding Schedule "G", the Ad Hoc Downtown ARP Committee		
052	24-02-25	MOVED by Councillor Vardas that the Town of Sundre approve Policy A-013-00-POL, Naming Policy a recommended by the Bylaw & Policy Review Committee as presented. <i>Opposed: Councillor Dalke</i>		
053	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
054	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
055	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
056	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-03, being the Wildlife Feeding and Attractant Management Bylaw, a bylaw that supports the prevention and implementation of corrective measures to reduce the risks related to Human-Wildlife conflict.		
<i>Councillor Isaac left the meeting at 5:19 p.m.</i>				
<i>Councillor Isaac returned to the meeting at 5:21 p.m.</i>				
057	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the amendments to Policy A-008-POL, Flag Policy, as amended, as recommended by the Bylaw & Policy Review Committee		
058	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the amendments to Policy A-007-01-POL, Social Media Policy as recommended by the Bylaw and Policy Review Committee		
059	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		

060	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate delivery of municipal and emergency services		
061	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council give Unanimous Consent to proceed to third reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
<i>Mayor Warnock called a break at 5:43 p.m. in order to re-connect with Councillor Dalke via phone</i>				
<i>Mayor Warnock reconvened the Council Meeting at 5:49 p.m.</i>				
062	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services		
063	24-02-25	MOVED by Councillor Anderson that the Town of Sundre approve the Grants to Organizations funding for The Sundre Men's Shed in the amount of \$1000. <i>Opposed: Councillor Dalke</i>	Legislative Services	Appendix #'s 4-21
064	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$500		
065	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers in the amount of \$1,000		
066	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place (Sundre Senior's Connection) in the amount of \$1,000		
067	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for GNP The Den S.Y.C. in the amount of \$2,000		
068	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Royal Canadian Legion in the amount of \$5,000		
069	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Aquaplex in the amount of \$1,000 to be used for the cost of EMS and Lifeguards for the Triathlon. <i>Opposed: Councillor Dalke</i>		
070	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$420 for one-weekend rental fee of the Community Centre. <i>Opposed: Councillor Marr</i>		
071	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$0.00. <i>In Favour: Mayor Warnock, Councillor Anderson, Councillor Vardas. Opposed: Councillor Marr, Councillor Drake, Councillor Petersen, Councillor Isaac. DEFEATED</i>		
072	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council approve the Grants to Organizations funding for Rockit Vocal Studios in the amount of \$1,000 to be awarded at the discretion of Council. <i>In Favour: Councillor Marr, Councillor Petersen, Councillor Isaac, Councillor Dalke. Opposed: Mayor Warnock, Councillor Vardas, Councillor Anderson. CARRIED</i>		
073	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Historical Society in the amount of \$4,000. <i>Opposed: Councillor Petersen</i>		
074	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Broncs, Bulls & Wagons in the amount of \$3,000		

075	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$500. <i>Opposed: Councillor Dalke</i>		
076	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Community Choir in te amount of \$0.00. <i>Opposed: Councillor Petersen</i>		
077	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Rodeo & Race Association in the amount of \$5,000		
078	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue in the amount of \$0.00. <i>Opposed: Councillor Dalke</i>		
079	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Bluegrass Music Festival in the amount of \$1,500		
080	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Slingshot Garage in the amount of \$0.00. <i>Opposed: Councillor Petersen, Councillor Marr, Councillor Dalke</i>		
081	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors SPRUCE in the amount of \$500. <i>Opposed: Councillor Marr</i>		
082	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for sundre Citizens on Patrol in the amount of \$500		
083	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the fee waiver for the Arena in an amount not to exceed \$1,706.25 (GST included), to be funded from Council's Discretionary Contributions to Local Organizations, for the 2025 Grad Class Celebratin, June 23-28, 2025. <i>In Favour: Mayor Warnock, Councillor Vardas, Councillor Anderson, Councillor Isaac, Councillor Dalke. Opposed: Councillor Petersen, Councillor Marr. CARRIED</i>	Legislative Services	Appendix #22
084	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the January 2025 Departmental Reports as information		
085	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for January 2025 as information		
<i>Councillor Vardas requested that the Chair approve the inclusion of a verbal report. Accepted</i>				
086	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council accept Councillor Marr's report for January 2025 as information		
087	24-02-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Vardas's verbal report for January 2025 as information		
088	24-02-25	MOVED by Councilor Marr that the Town of Sundre Council accept the Key Messages of Council for the month of January 2025 as information		
089	24-02-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the thank you card from the U9 Huskie Howl Black and White Squads with appreciation and as information		
090	24-02-25	MOVED by Councillor Marr that the Town of Sundre Council accept the thank you letter from the Sundre Municipal Library with appreciation and as information		
091	24-02-25	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:54 p.m.		
<i>Councillor Dalke disconnected (Google Meets) from the meeting at 7:54 p.m.</i>				
<i>Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motions of Council expected</i>				
<i>Mayor Warnock called a break at 7:55 p.m.</i>				
<i>Mayor Warnock reconvened the Closed Meeting at 8:00 p.m.</i>				
<i>Chief Administrative Officer left the Closed Meeting at 8:09 p.m.</i>				
092	24-02-25	MOVED by Councillor Isaac that Council return to an open meeting at 8:30 p.m.		
093	24-02-25	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:42 p.m.		



CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: March 24, 2025

Council requested periodic updates on the new businesses operating in Town at the Strategic Advisory Committee Meeting, held in October 2023.

New Business List January 1 – February 28, 2025

- Adam's Army Charitable Foundation – Thrift Store; 101 – 3 ST SW
- Fusion Controls Inc. – Equipment/Storage Yard, 136-140 6 ST SE
- Hometown Storage – Mini/Self Storage, 114 – 6 ST SE

Under New Management:

n/a

Home Office to Date (Permitted Use in Residential Districts)

- Electrical Contractor (Salvador Electric)

Home Occupation to Date (Discretionary Use in Residential Districts)

n/a

February 11: Notification of Signed Proclamation and Response for Wear Red Canada Day Proclamation

Good Morning Sandra and Khaleeya,

Council passed a motion pertaining to the Wear Red Canada Day Proclamation at the regular meeting of Council on February 10th. As follows is the motion of Council and the signed proclamation. The proclamation will be displayed in our front counter area and posted to the Town's website: www.sundre.com until February 28th.

Wear Red Canada Day Proclamation

Res. 032-10-02-25 MOVED by Councillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

CARRIED

Best Regards,
Betty Ann

Khaleeya Gulamhusein

February 11, 2025 9:38 AM

Good Morning Betty Ann,

On behalf of the Wear Red Canada Club at the University of Calgary, I would like to express my heartfelt gratitude for the proclamation letter signed by Mayor Richard Warnock in support of Wear Red Canada Day.

Your recognition of this important day helps to bring awareness to women's heart health and highlights the critical need for education and action in our community. This proclamation is a testament to your commitment to promoting health and well-being for all residents, and we are truly grateful for your support.

We look forward to sharing this proclamation as part of our efforts to bring awareness to women's heart health across Canada. Your involvement makes a meaningful difference in our goal.

Thank you once again for your partnership in this initiative. We greatly appreciate your support.

Warm regards,

Khaleeya Gulamhusein
Bachelor of Health Sciences, Undergraduate Student
Cumming School of Medicine, University of Calgary

WEAR RED CANADA DAY

13 février 2025

February 13, 2025

WHEREAS, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

WHEREAS, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

WHEREAS, **Wear Red Canada Day** is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

WHEREAS, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

THEREFORE, I, [], mayor of Sundre, do hereby proclaim **February 13, 2025 Wear Red Canada Day** in Sundre, Alberta, Canada.

ATTENDU QUE la maladie du cœur est la première cause de décès chez les femmes dans le monde et la première cause de décès prématuré chez les Canadiennes, ce dont beaucoup de femmes et de soignants n'ont pas conscience; et

ATTENDU QUE l'Alliance canadienne de santé cardiaque pour les femmes est un groupe de spécialistes de la santé et de patientes qui travaillent bénévolement à améliorer la santé cardiaque des femmes; et

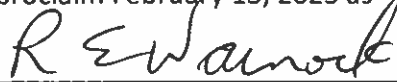
ATTENDU QUE la **Journée Tout le monde en rouge** est célébrée chaque année pour encourager les Canadiens — et tout particulièrement les Canadiennes — à se renseigner sur leur santé cardiaque et à en prendre soin; et

ATTENDU QUE nous souhaitons mieux prévenir, diagnostiquer et traiter la maladie du cœur, et réduire le nombre de femmes qui en décèdent prématurément;

PAR CONSÉQUENT, je, [], maire de Sundre, proclame par la présente le **13 février 2025** la **Journée Tout le monde en rouge** à Sundre, Alberta, Canada

The Town of Sundre commends the work of the Canadian Women's Heart Health Alliance (CWHHA) in raising awareness, and understanding of women's heart health.

I, Mayor Richard Warnock, on behalf of the Council and the Citizens of the Town of Sundre, hereby proclaim February 13, 2025 as "Wear Red Canada Day" in Sundre.



Mayor Richard Warnock

EPILEPSY ASSOCIATION OF CALGARY – PURPLE DAY PROCLAMATION

Tue, Feb 11, 9:22 AM

Good Morning Lenya,

Council passed a motion pertaining to the Purple Day Proclamation at the regular meeting of Council on February 10th. As follows is the motion of Council and the signed proclamation. The proclamation will be displayed in our front counter area and posted to the Town's website: www.sundre.com until March 27th.

Epilepsy Awareness Month – Purple Day Proclamation

Res. 034-10-02-25 MOVED by Councillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as “Purple Day” in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

CARRIED

Best regards,

Betty Ann

Ambassador Program Feb. 1210:11 AM

Thanks very much Betty Ann. We are so appreciative for the Town's support.

Warm Regards,

Lenya Wilson (she/her)

Volunteer Ambassador

Epilepsy Association of Calgary

587-899-5845

Instagram: @epilepsycalgary

Facebook: Epilepsy Association of Calgary



#120, 6835 Railway Street SE Calgary, AB T2H 2V6
Telephone: (403) 230-2764 | Toll-Free: 1-866-EPILEPSY (1-866-374-5377)
Email: info@epilepsycalgary.com | epilepsycalgary.com
Charitable Registration Number: 11890 0778 RR0001

PURPLE DAY PROCLAMATION

Epilepsy is a neurological disorder characterized by recurring seizures that can significantly impact an individual's physical, psychological, and social well-being. These seizures can occur at any time or place. Epilepsy awareness can increase the understanding of living with this condition and help those with epilepsy feel less alone.

- Approximately 1 in 100 Albertans are currently living with a diagnosis of epilepsy
- People of all ages, races and backgrounds can develop epilepsy at any point in their life.
- Citizens of Sundre are encouraged to learn more about epilepsy to raise awareness, reduce stigma, and empower those who live with epilepsy to participate fully in their communities.

The Town of Sundre commends the work of the Epilepsy Association of Calgary in raising awareness and understanding of epilepsy, reducing stigma and empowering those who live with epilepsy to participate fully in their community.

I, Mayor Richard Warnock, on behalf of the Council and the Citizens of the Town of Sundre, hereby proclaim March 26, 2025 as "Purple Day" in Sundre.

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

February 25, 2025

The Sundre Men's Shed
PO Box 2492
Sundre, AB T0M 1X0
Attn: Tom Boucher

Email: tom1x0@telus.net

Re: Town of Sundre Grants to Organizations Program

Dear Tom and Members of the Men's Shed,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 063-24-02-25, in the amount of \$1,000 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

Olds & District Kiwanis Music Festival Society
PO Box 3934
Olds, AB T4H 1P6
Attn: Anjoli Rice

Email: anjoli19@hotmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Anjoli,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 064-24-02-25, in the amount of \$500.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$250 in 2020; \$500 in 2022; \$600 in 2023; and \$500 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council

February 25, 2025

West Country Cruisers – Sundre & Area
PO Box 1082
Sundre, AB T0M 1X0
Attn: Erin Erickson

Email: westcountrycruisers.sundre@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Erin,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 065-24-02-25, in the amount of \$1,000.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$1,500 in 2023; and \$1,500 in 2024.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

Greenwood Neighbourhood Place
Sundre Seniors Connection
Po Box 1846
Sundre, AB T0M 1X0
Attn: Donny Krahn

Email: donny.krahn@mygnp.org

Re: Town of Sundre Grants to Organizations Program

Dear Donny,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 066-24-02-25, in the amount of \$1,000.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization for a variety of programming has received the following funding since the 2019 inception of the Grants to Organization program: \$5,000 in 2019; \$1,725 in 2020; \$2,000 in 2023; and \$2,000 in 2024.

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

Sincerely,


Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

Greenwood Neighbourhood Place
The DEN S.Y.C.
Po Box 1846
Sundre, AB T0M 1X0
Attn: Heather Hicks

Email: heather.hicks@mygnp.org

Re: Town of Sundre Grants to Organizations Program

Dear Heather,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 067-24-02-25, in the amount of \$2,000.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization for a variety of programming has received the following funding since the 2019 inception of the Grants to Organization program: \$5,000 in 2021; \$2,250 in 2022; and \$1,000 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

Royal Canadian Legion Branch 223
PO Box 22
Sundre, AB T0M 1X0
Attention: Elizabeth Smith / Chris Ferguson

Email: sundrestres@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Comrades,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 068-24-02-25, in the amount of \$5,000.00 for the rehabilitation of the War Memorial Cenotaph, at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council

February 25, 2025

Sundre & District Aquatic Society
PO Box 648
Sundre, AB T0M 1X0
Attn: Kari McQuaid, Manager

Email: sundreaquaplexmanager@gmail.com

RE: Town of Sundre Grants to Organizations Program

Dear Kari,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 069-24-02-25, in the amount of \$1,000.00 to assist with the cost of Lifeguards and EMS for the Triathlon, at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$2,077 in 2024.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



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

February 25, 2025

Rockit Vocal Studios
Comp 3, Site 104, RR 3
Sundre, AB T0M 1X0
Attn: Emma Rushton

Email: emma@rockitvocalstudios.com

RE: Town of Sundre Grants to Organizations Program

Dear Emma,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved In-Kind funding, by Resolution No. 070-24-02-25, in the amount of \$420.00 at the Regular Meeting of Council held on February 24, 2025. This amount is for the rental fee for use of the Town's Community Centre for one-weekend. In addition, Council approved funding, by Resolution No. 072-24-02-25, in the amount of \$1,000 to assist with other costs.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council
Community Services

February 25, 2025

Sundre & District Historical Society & Museum
PO Box 314
Sundre, AB T0M 1X0

Attn: Carrie Couch, Executive Director

Email: executivedirector@sundremuseum.com

Re: Town of Sundre Grants to Organizations Program

Dear Carrie,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 073-24-02-25, in the amount of \$4,000.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$3,065 in 2019; \$2,000 in 2020; \$2,825 in 2022; \$2,400 in 2023 and \$3,400 in 2024.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council

February 25, 2025

Sundre Broncs, Bulls & Wagons
PO Box 1218
Sundre, AB T0M 1X0
Attn: Dale Young

Email: bullsandwagons@sundrerodeo.com

Re: Town of Sundre Grants to Organizations Program

Dear Dale,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 074-24-02-25, in the amount of \$3,000.00 at the Regular Meeting of Council held on February 24, 2025.


Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$3,000 in 2022; \$3,000 in 2023 and \$3,000 in 2024.

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

Sincerely,


Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council

February 25, 2025

Mainavekidzclub

PO Box 2118

Sundre, AB T0M 1X0

Attn: Dorothy Reeder, Director

Email: reedder16@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Dorothy,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 075-24-02-25, in the amount of \$500.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$500 in 2019; \$1,000 in 2023 and \$1,000 in 2024.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council



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

February 25, 2025

Sundre Community Choir
PO Box 614
Sundre, AB T0M 1X0
Attn: Cheri Jahnke

Email: sundrecommunitychoir@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Cheri,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding by Resolution No. 076-24-02-25 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$750 in 2023 and \$500 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

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

Email: janderson@integratire.ca

Re: Town of Sundre Grants to Organizations Program

Dear Jenn,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 077-24-02-25, in the amount of \$5,000.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$5,570 in 2019; \$5,000 in 2020; \$2,500 in 2021; \$5,000 in 2022; \$5,000 in 2023 and \$5,000 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council
Shane Crouch, President



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

February 25, 2025

Sundre Volunteer Search & Rescue Society
PO Box 635
Sundre, AB T0M 1X0
Attn: Helen Jackson

Email: h.g.jackson49@gmail.com

RE: Town of Sundre Grants to Organizations Program

Dear Helen,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding by Resolution No. 078-24-02-25 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$3,242 in 2021; \$2,000 in 2023 and \$2,897 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council

February 25, 2025

Foothills Bluegrass Music (1986) Society
PO Box 84146, Market Mall PO
Calgary, AB T3A 5C4
Attn: Eric Holt

Email: info@foothillsbluegrass.com

Re: Town of Sundre Grants to Organizations Program

Dear Eric,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 079-24-02-25, in the amount of \$1,500.00 at the Regular Meeting of Council held on February 24, 2025.


Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$1,500 in 2022; \$2,000 in 2023 and \$2,000 in 2024.

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

Sincerely,


Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council

February 25, 2025

The Slingshot Garage
Comp 8, Site 19, RR 1
Sundre, AB T0M 1X0
Attn: Mark Brackley

Email: thebrackleys@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Mark & Shawna,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding by Resolution No. 080-24-02-25 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$1,500 in 2019; \$1,500 in 2022; \$1,100 in 2023 and \$1,000 in 2024.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

February 25, 2025

Seniors Protected and Respected Under Community Engagement

(S.P.R.U.C.E.)

PO Box 1129

Sundre AB T0M 1X0

Attention: Jane Atkins

Email: sundrespruce20@gmail.com

Re: Town of Sundre Grants Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 081-24-02-25, in the amount of \$500.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization has received the following funding since the 2019 inception of the Grants to Organization program: \$2,500 in 2020; and \$350 in 2021.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR

Chief Administrative Officer

/file

: Council



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

February 25, 2025

Sundre Citizens on Patrol (SCOPA)
PO Box 1047
Sundre, AB T0M 1X0
Attn: Gerald Ingeveld

Email: gsingeveld@gmail.com

RE: Town of Sundre Grants to Organizations Program

Dear Gerald,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, by Resolution No. 082-24-02-25, in the amount of \$500.00 at the Regular Meeting of Council held on February 24, 2025.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2025 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of eighteen (18) applications for the 1st Intake of 2025 with a total of \$51,019.00 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices or bookings*). This funding is allocated specific to the project described in the application, therefore, if the project does not take place funds will not be transferred.

For your information, your organization for a variety of programming has received the following funding since the 2019 inception of the Grants to Organization program: \$1,000 in 2022 and \$440 in 2024.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



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

From the Office of the Chief Administrative Officer

February 26, 2025

Sundre High School Grad Committee
c/o PO Box 1111
Sundre, AB T0M 1X0
Attn: Ms. Cheri Buchan

Email: cheribuchan@hotmail.com

Re: Funding Request for 2025 Grad Class

Dear Cheri,

Thank you for your letter dated February 11, 2025 requesting financial assistance for the 2025 Sundre High School Grad Class Celebration. Council approved funding by Resolution No. 083-24-02-25, in the amount of \$1,706.25 at the Regular Meeting of Council held on February 24, 2025. This amount represents the cost of renting the Sundre Arena, June 23 to June 28, 2025.

I will be in contact with you regarding the offer of graduating students assisting with Town projects during "May Queen", May 7 – 10 to offset the funding being provided.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council
Community Services

SCHEDULE A - 2025 Expenditures to Date**TOTAL COUNCIL BUDGET 2025: \$79,000****TOTAL EXPENDITURES TO DATE (February 28, 2025) \$7,01.05****BALANCE: \$71,948.95****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
8-Jan-25	Edmonton	Meeting with Minister Schulz	Mileage	\$ 385.56
8-Jan-25	Edmonton	Meeting with Minister Schulz	Accommodations	\$ 239.17
8-Jan-25	Edmonton	Meeting with Minister Schulz	Per Diem	\$ 120.00
8-Jan-25	Edmonton	Meeting with Minister Schulz	Travel Per Diem	\$ 120.00
9-Jan-25	Sundre	Mayors Caucus - Teams Meeting	Per Diem	\$ 120.00
14-Jan-25	MVC	MVC Sundre Airport	Per Diem	\$ 100.00
14-Jan-25	MVC	MVC Sundre Airport	Travel Per Diem	\$ 30.00
17-Jan-25	Sundre	RDRWA - Zoom Meeting	Per Diem	\$ 120.00
23-Jan-25	Sundre	MTMC - Minister McIver - Teams Meeting	Per Diem	\$ 80.00
23-Jan-25	Sundre	Sundre Chamber of Commerce Meeting	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Mileage	\$ 158.76
28-Jan-25	Red Deer	Red Deer Polytechnic	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Travel Per Diem	\$ 50.00
29-Jan-25	MVC	MVC - Hospital	Mileage	\$ 75.60
29-Jan-25	MVC	MVC - Hospital	Per Diem	\$ 80.00
29-Jan-25	MVC	MVC - Hospital	Travel Per Diem	\$ 30.00
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 60.00
19-Feb-25	Sundre	SPRUCE Meeting at Legion	Per Diem	\$ 60.00
20-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
26-Feb-25	MVC Office	MVC All Council Meeting	Mileage	\$ 75.60
26-Feb-25	MVC Office	MVC All Council Meeting	Per Diem	\$ 80.00
26-Feb-25	MVC Office	MVC All Council Meeting	Travel Per Diem	\$ 30.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Red Deer	CAEP Meeting	Milage	\$ 158.76
16-Jan-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
16-Jan-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00

Councillor Connie Anderson (con't)

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Milage	\$ 43.85
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Per Diem	\$ 120.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Travel Per Diem	\$ 20.00

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
16-Jan-25	Sundre	Library Board Meeting	Per Diem	\$ 80.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee Emerging Trends	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 60.00
Feb 5-6	Calgary	Brownlee Emerging Trends	Mileage	\$ 181.44
20-Feb-25	Sundre	Sundre & District Historical	Per Diem	\$ 80.00
26-Feb-25	Sundre	Sundre Municipal Library	Per Diem	\$ 80.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Per Diem	\$ 100.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Travel Per Diem	\$ 30.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
26-Feb-25	MVC	MVC All Council Meeting	Per Diem	\$ 80.00

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 40.00
Feb 5-6	Calgary	Brownlee	Mileage	\$ 240.00

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Per Diem	\$ 120.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Travel Per Diem	\$ 20.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Mileage	\$ 43.85
Jan. 22-24	Calgary	ITA Gathering 2025	Registration	\$150.00
Jan. 22-24	Calgary	ITA Gathering 2025	Accommodations	\$329.56
Jan. 22-24	Calgary	ITA Gathering 2025	Per Diem	\$ 360.00
Jan. 22-24	Calgary	ITA Gathering 2025	Travel Per Diem	\$ 40.00
22-Jan-25	Calgary	ITA Gathering 2025	Mileage	\$ 181.44

DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCIL DATE	March 24, 2025
FOR MONTH(S) OF	February 2025
911 DISPATCHES:	
	Emergency Response Numbers, 067 – 2025 Year to Date February 2025 - 040
Response Types:	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken – 3 ➤ Alarm – No Fire – Detector Activated – 1 ➤ Alarm No Fire – Accidental Miscellaneous – 1 ➤ Controlled Burn – No Response – 1 ➤ Fire – Motor Vehicle - 1 ➤ Fire – Structure – 1 ➤ Medical First Response – 21 ➤ Medical First Response Stood Down - 4 ➤ Rescue – Miscellaneous – 1 ➤ Rubbish or grass fire (no dollar loss) - 6
Results:	➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p>February 2025 consisted of the following:</p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting <ul style="list-style-type: none"> ○ Truck Checks ○ Hall Duties ➤ Recruit/Cadet Training <ul style="list-style-type: none"> ○ PPE Donning ○ PPF Doffing ○ SCBA ○ Responding ○ Ladders ○ Tools ○ Truck Familiarization ➤ Elevator Rescue Training ➤ Lucas Refresher Training ➤ AED Pad Placement ➤ Pelvic Binding ➤ Tourniquets ➤ Administration – Review of Call Sheet Completion, recording of Unit#555 ➤ Hazmat Review ➤ Hall Maintenance <p>Community/Public Relations Events</p> <ul style="list-style-type: none"> ➤ None to Report
Formal Courses in-Progress/Upcoming:	<ul style="list-style-type: none"> ➤ NFPA 1072 – Hazmat – End Feb 2025 ➤ NFPA 1001 completion Q2

	<ul style="list-style-type: none"> ➤ High Performance CPR Recertification – March 2, 2025 ➤ Standard First Aid, O2 Airway, CPR BLS – March 22-23, 2025 ➤ NFPA 1021 – April 2025 ➤ Nozzle Forward May 2025 ➤ Big Rig Rescue (requesting 6 spots) – June 2025 ➤ Farm Rescue – (requesting 6 spots) June 2025 ➤ Advanced First Aid – Q3
Fire Hall:	
Building/Maintenance:	<ul style="list-style-type: none"> ➤ Eaves troughing has temporary repairs, Obtaining quote for permanent repair by Q2 ➤ Parking Blocks to be Installed ➤ Additional Electrical Plugs in Washing Machine and Dryer Area - Complete
SFD Units - Equipment	
Units:	<ul style="list-style-type: none"> ➤ Unit #560, preconstruction ongoing with Mountainview County. ➤ New Unit #540 Ordered – expected date of Delivery 3rd Qtr -2025 ➤ Unit #541 in primary service. ➤ Unit 510 Replacement ordered – expected delivery Q1, 2025 delayed due to backorder of components
Safety Codes:	
Inspections -Occupancies	<ul style="list-style-type: none"> ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
Status:	<ul style="list-style-type: none"> ➤ 5 Additional SFD Members to take training in 2024-2025 ➤ 2 Members to be accredited Designation of Powers for the Town of Sundre

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

Sundre Fire Departmental Report Attachments



Sundre Fire Department Incident Location Breakdown



February 2025

INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month Total	Last Month's Total	Year to Date Total
Outside Fires - Investigation					0	0	0
Controlled Burn - Arrived on scene					0	2	2
Controlled Burn - No Response		1			1	2	3
Fire - Machinery/Equipment					0	1	1
Fire - Motor Vehicle	1				1	0	1
Fire - Structure	1				1	0	1
Fire - Investigation (Explosion)					0	0	0
Investigation of Smoke					0	1	1
Alarm -No Fire - Unknown Odours					0	0	0
Alarm -No Fire - Steam or Smoke mistaken	2	1			3	1	4
Alarm -No Fire - detector activated	1				1	2	3
Alarm No Fire - accidental miscellaneous	1				1	0	1
False Alarm – Confirmed telephone					0	0	0
False Alarms-internal or local alarm system					0	0	0
Gas Leak Odor - Natural Gas -Investigated					0	1	1
Medical First Response	12	6	3		21	14	35
Medical - Stood Down	3	1			4	0	4
Medical Assist (lift)					0	0	0
Medical Assists					0	0	0
Miscellaneous Rescues					0	0	0
Motor Vehicle Collision					0	4	4
Mutual Aid Request					0	0	0
Public Hazard - Electrical					0	0	0
Public Hazard - Gasoline or Fuel					0	0	0
Public Service - Citizens trapped in Elevator					0	0	0
Public Service - Miscellaneous					0	0	0
Rescue - Miscellaneous		1			1	0	1
Rubbish or grass Fire (no dollar loss)		5	1		6	1	7
Rupture – Water Pipes					0	0	0
Total	21	15	4	0	40	29	69

INCIDENTS	Incident Time in Hours	2025 Town Of Sundre Year to Date				2025 Mountain View County Year to Date				2025 Clearwater County Year to Date			
		Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours	Incidents	Total Incident Hours	Responders	Total Incident Hours
Alarm No Fire - accidental miscellaneous	1.0		0		0.0		0		0.0		0		0.0
Alarm -No Fire - detector activated	1.0	1	1	3	3.0		0		0.0		0		0.0
Alarm -No Fire - detector activated	1.5		0		0.0	1	1.5	3	4.5		0		0.0
Alarm -No Fire - detector activated	2.0				0.0		0		0.0		0		0.0
Alarm -No Fire - detector activated	3.5				0.0		0		0.0		0		0.0
Alarm -No Fire -Odours investigated	2.0				0.0		0		0.0		0		0.0
Alarm -No Fire - Steam or Smoke mistaken	1.0	5	5	8	8.0	1	1	3	3.0		0		0.0
Alarm -No Fire - Steam or Smoke mistaken	1.5		0		0.0				0.0		0		0.0
Contolled Burn - No Response - Stood Down	1.0				0.0	1	1	4	4.0		0		0.0
Contolled Burn - Arrived on Scene	1.0				0.0	1	1	5	5.0		0		0.0
Contolled Burn - Arrived on Scene	1.5				0.0	1	1.5	6	9.0		0		0.0
False Alarm – Confirmed telephone	1.0		0		0.0		0		0.0		0		0.0
Fire - Investigation	1.5				0.0		0		0.0		0		0.0
Fire - Machinery/Equipment	1.0	1	1	6	6.0		0		0.0		0		0.0
Fire - Machinery/Equipment	2.0				0.0		0		0.0		0		0.0
Fire - Motor Vehicle	1.0		0		0.0				0.0		0		0.0
Fire - Motor Vehicle	1.5	1	1.5	5	7.5		0		0.0		0		0.0
Fire - Motor Vehicle	2.0				0.0		0		0.0		0		0.0
Fire - Motor Vehicle	2.5				0.0		0		0.0		0		0.0
Fire - Structure	1.0		0		0.0				0.0		0		0.0
Fire - Structure	1.5				0.0		0		0.0		0		0.0
Fire - Structure	2.0				0.0				0.0		0		0.0
Fire - Structure	2.5				0.0		0		0.0		0		0.0
Fire - Structure	4.0	1	4	11	44.0				0.0		0		0.0
Fire - Structure	4.5		0		0.0				0.0		0		0.0
Fire - Structure	5.5				0.0		0		0.0		0		0.0
Fire - Structure	9.0				0.0		0		0.0		0		0.0
Gas Leak/Natural Gas - Investigation	1.0	1	1	5	5.0				0.0		0		0.0
Investigation of Smoke	1.0	1	1	7	7.0				0.0		0		0.0
Medical Assist (lift)	1.0		0		0.0		0		0.0		0		0.0
Medical First Response	1.0	21	21	61	61.0	8	8	17	17.0		0		0.0
Medical First Response	1.5	2	3	5	7.5		0		0.0	1	1.5	5	7.5
Medical First Response	2.0					1	2	2	4.0		0		0.0
Medical First Response	2.0		0		0.0		0		0.0		0		0.0
Medical First Response	2.5		0		0.0		0		0.0		0		0.0
Medical Stood Down	1.0		0		0.0		0		0.0		0		0.0
Motor Vehicle Collisions	1.0		0		0.0		0		0.0		0		0.0
Medical First Response - Stood Down	1.0	3	3	10	10.0	1	1	3	3.0		0		0.0
Motor Vehicle Collisions	1.5	1	1.5	7	10.5	1	1.5	5	7.5		0		0.0
Motor Vehicle Collisions	2.0		0		0.0	1	2	3	6.0	2	4	5	10.0
Motor Vehicle Collisions	2.5		0		0.0		0		0.0		0		0.0
Motor Vehicle Collisions	3.5		0		0.0		0		0.0		0		0.0
Mutual Aid Request	3.0		0		0.0		0		0.0		0		0.0
Outside Fires - Investigation	1.0		0		0.0		0		0.0		0		0.0
Outside Fires - Investigation	1.5		0		0.0		0		0.0		0		0.0
Outside Fires - Investigation	2.0		0		0.0		0		0.0		0		0.0
Outside Fires - Investigation	3.0		0		0.0		0		0.0		0		0.0
Public Hazard - gasoline of fuel wash down	1.0		0		0.0				0.0		0		0.0
Public Hazard - Electrical	1.0				0.0		0		0.0		0		0.0
Public Hazard - Electrical	1.5				0.0		0		0.0		0		0.0
Public Service - Citizens trapped in elevator	1.0		0		0.0				0.0		0		0.0
Public Service - Miscellaneous	1.0		0		0.0				0.0		0		0.0
Rescue- miscellaneous	2.0				0.0		0		0.0		0		0.0
Rescue - Miscellaneous	2.5				0.0		0		0.0		0		0.0
Rescue - Miscellaneous	2.0				0.0	1	2	7	14.0		0		0.0
Rubbish or grass Fire (no dollar loss)	1.0		0		0.0	4	4	15	15.0		0		0.0
Rubbish or grass Fire (no dollar loss)	1.5		0		0.0		0		0.0		0		0.0
Rubbish or grass Fire (no dollar loss)	2.0						0		0.0		0		0.0
Rubbish or grass Fire (no dollar loss)	2.5		0				0		0.0		0		0.0
Rubbish or grass Fire (no dollar loss)	3.0		0				0		0.0		0		0.0
Rubbish or grass Fire (no dollar loss)	3.5		0				0		0.0		0		0.0
Rupture – Water Pipes	1.0		0		0.0						0		0.0
Rubbish or grass Fire (no dollar loss)	1.5		0			2	3	14	21.0	1	1.5	2	3.0
Total	--N/A--	38	43	128	169.5	24	29.5	87	113	4	7	12	20.5



DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	March 24, 2025
FOR MONTH OF:	February 2025
TOPIC / PROJECT #1	Development Permits
Total 2 Development Permit	Development Permits were issued for: - Change of Use for 'Equipment & Storage Yard' - Addition to Detached Garage
TOPIC / PROJECT #2	Building Permits
Total 5 Building Permits	Building Permits were issued for: - Addition to Detached Garage - 3 Unit Row Housing - Institutional Fire Alarm Upgrade
TOPIC / PROJECT #3	Safety Code Permits
Total 3 Safety Code Permits	Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 1 Gas Permits: 2 Plumbing: _
TOPIC / PROJECT #4	Compliance Stamps/Letters (from Real Property Reports)
Total 2 Compliances completed.	Real Property Reports are submitted to the Town with a request for a Stamp/Letter of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.
TOPIC / PROJECT #5	Land Use Bylaw Amendments
	The Textual amendments to the Land Use Bylaw were approved by Council at the Council Meeting held on February 24 th . The amendments enhance housing options, improve regulatory clarity, and address enforcement challenges.
TOPIC / PROJECT #6	Downtown Area Redevelopment Plan
	Terms of Reference for an Ad-Hoc Committee approved by the Council Bylaw Committee.

ATTACHMENT: February 2025 Building Permit Statistics



MEMO

TO: Linda Nelson, CAO
 FROM: Chelsea Kruger, Development Assistant
 RE: February 2025 Commercial, Industrial, Institutional Projects

INDUSTRIAL

<u>Development / Building Permit No.</u>	<u>District</u>		<u>Project</u>	<u>Value</u>
2025-D05	I-2	13 – 140 6 ST SE	Discretionary Change of Use -Equipment, Storage Yd & Signage	n/a

Legend:

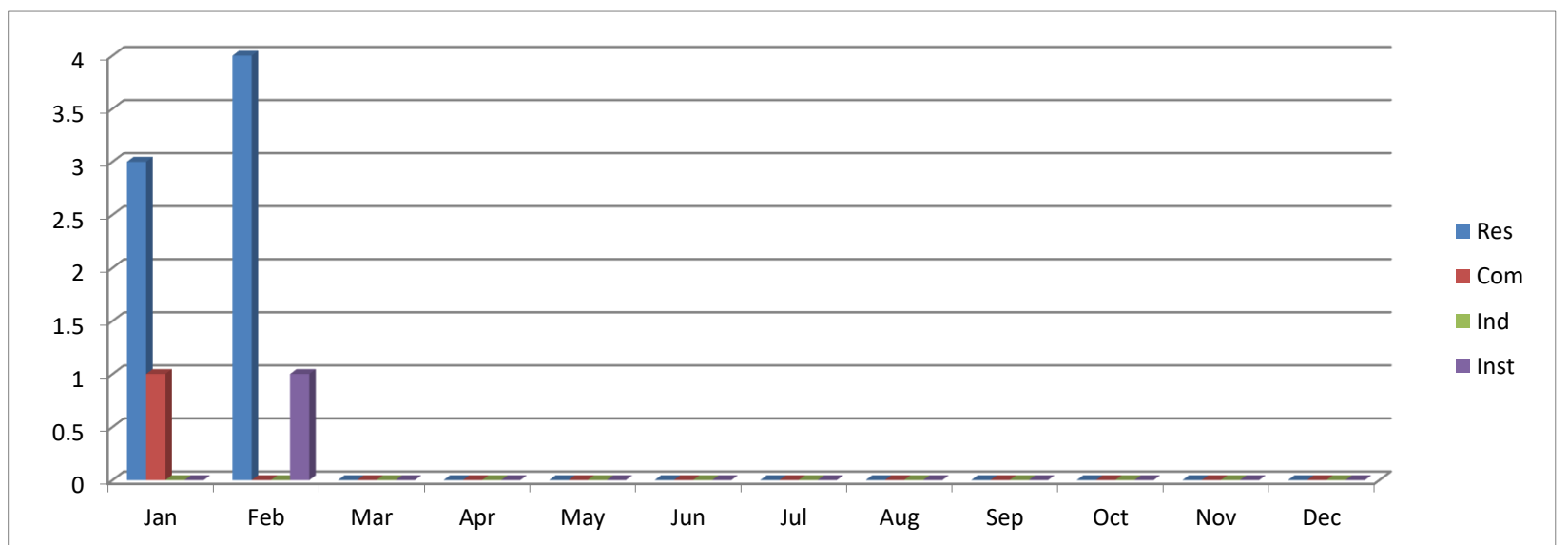
- C-1 Central Commercial
- C-2 Highway Commercial
- C-3 Neighbourhood Commercial
- I-1 Light Industrial
- I-2 Flood Plain Industrial
- PS Public Service

Value: n/a = no building permit required

MONTHLY BUILDING REPORT FOR THE MONTH OF FEBRUARY 2025

10.1c(ii)

	Feb. 2025			2025 Year To Date			FEB. 2024 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building		No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -			
Bungalows	0	0	\$ -	0	0	\$ -			
Bi-Level				0	0	\$ -			
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	3	3	\$ 700,000	3	3	\$ 700,000			
Multi-Family				0	0	\$ -	24	1	\$ 1,000,000
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	1	\$ 50,000			
Renovation/Addition		1	\$ 30,000	0	3	\$ 61,700		0	\$ -
				0	0	\$ -			
Sub-Total	3	4	\$ 730,000	3	7	\$ 811,700	24	1	\$ 1,000,000
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 500		1	\$ 800,000
		0	\$ -		1	\$ 500		1	\$ 800,000
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
					0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	0		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
					0	\$ -		0	\$ -
		1	\$ 30,000		1	\$ 30,000		0	\$ -
		1	30000		1	\$ 30,000		0	\$ -
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	3	5	\$ 760,000	3	9	\$ 842,200	24	2	\$ 1,800,000

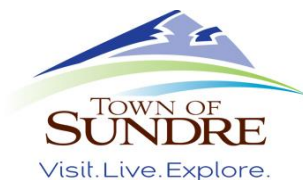




DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Community Services
SUBMITTED BY:	Jeff Elder
COUNCIL DATE:	March 24, 2025
FOR MONTH OF:	February 2025

TOPIC #1	Community Centre / Gym
	<p>Regular User Groups keeping gym busy</p> <ul style="list-style-type: none"> • Tae Kwon Do • Gymnastics • Walking Club • Pickleball • Small Hoops • New to the gym – Volleyball group on Mondays
TOPIC #2	Arena
	<ul style="list-style-type: none"> • Arena continues to be busy with regular user groups. • Rec Hockey held a Tournament Feb 1,2 • Minor Hockey playoffs started • Getting good attendance for Public Skating & Sticks & Pucks options. • Free public skating held on family day • Birthday party and private ice rentals
TOPIC #3	Projects
	Capital Project: Digital Sign (Centre and 2 Ave NW) progressing
TOPIC #4	Other Events / Meetings
	<ul style="list-style-type: none"> • Provided support to Winterfest Event • Discussions ongoing for 2025-26 Ammonia Plant Maintenance Contract



DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	March 24, 2025
FOR MONTH OF:	February 2025

TOPIC #1	Calls for Service – February
STATUS OF PROJECT Completed:	<p>Abandoned Vehicle – 3 Assist Fire – 8 Assist Other Agency 10 Assist RCMP – 7 Assist Resident – 19 Assist Town Sept – 7 Bylaw Violation: Cannabis Bylaw – 2 Bylaw Violation: Cat Bylaw – 3 Bylaw Violation: Dog Bylaw – 7 Bylaw Violation: Feeding Wildlife Bylaw – 2 Bylaw Violation: Land Use Bylaw – 1 Bylaw Violation: Traffic Bylaw – 11 Bylaw Violation: Unsightly Bylaw – 4 Community Cleanup – 4 Community Engagement – 2 Directed Patrol – 10 Foot Patrol – 1 Found Animal – 2 Found Encampment – 3 General Patrol – 14 General Patrol Off Hours – 21 Injured Animal – 9 Neighbour Dispute – 3 Provincial Violation: Animal Protection Act – 1 Provincial Violation: Traffic Safety Act – 27 Provincial Violation: Trespass to Premises Act – 1 School Zone Patrol – 5 Towed Vehicle – 1 Traffic Complaint – 3 Traffic Control – 4 Traffic Enforcement – 13 Traffic Enforcement Off Hours – 8 Traffic Safety Initiative – 6</p>
Action Steps / Successes	Municipal Enforcement responded to 222 calls for service in the month of February 2025

**Attachment
#1**

Municipal Enforcement and Sundre RCMP attended McDonald's Coffee with a Cop and spoke with residents regarding various topics





DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	March 24, 2025
FOR MONTH OF:	February 2025

TOPIC / PROJECT #1	Wastewater Dept. Wastewater Monthly Average
STATUS OF PROJECT In progress: Completed: Yes	The average daily volume for water output was 1400 cu/m/day with the waste water treatment receiving an average of 1200 cu/m/day. The last week of February the average output for water crept to 1600 cu/m/day
Action Steps / Successes	Immediate action was taken to alleviate a burst pipe situation. This action reduced volumes to typical average of 1400 cu/m/day
TOPIC / PROJECT #2	Hwy 27 project gas locations
STATUS OF PROJECT In progress: Completed: Yes	The gas dept. completed a service abandonment for the Hwy 27 contractor at the 27 and 22 north intersection. Full site locations and mapping were completed for the old town shop portion of the new detour road.
Action Steps / Successes	The pre design by AECOM required major details and design assistance from staff and our gas engineer for gas pipeline crossings. 4 major distribution pipelines are in conflict
TOPIC / PROJECT #3	Gas Dept. SLMS (Safety Loss Management System)
STATUS OF PROJECT In progress: Yes Completed:	The gas department is in the process of completing the necessary requirements based on CSA standards that require additional tracking of various tasks and systems for our gas distribution system
Action Steps / Successes	This system will be a living document and requires an increase in staff time to ensure compliance. This will be discussed in the upcoming presentation to council of annual signing of Integrity and Quality Management documents
TOPIC / PROJECT #4	Roads Dept. Lagoon Site Project
STATUS OF PROJECT In progress: Completed: Yes	The lagoon site received a large volume of trees and branches/debris from various community services projects and tasks. This accumulation requires removal or burning. Since 2024 into 2025 some gravel pile volumes have been dispersed for road network building on site
Action Steps / Successes	All wooded debris has been burned. Going forward, material will be dropped off at the town shop and picked up by the recycle company. Schedules and planning for gravels/soils are in progress for the 2025 spring season.
TOPIC / PROJECT #5	Sand Truck Snow Blade
STATUS OF PROJECT In progress: Completed: Yes	The fleet mechanic has repaired the hydraulic system to add the snow blade function back onto the sand truck unit. (133)
Action Steps / Scheduled Events / Successes	This update is complete and will be ready for the fall 2025 winter snow season. It will add major efficiency and a backup unit for any grader or loader break downs going forward. The unit is utilized often in conjunction with snow ops for sanding and now will be used to move snow in other areas simultaneously.

TOPIC / PROJECT #6	Spill Kit Project
STATUS OF PROJECT In progress: Completed: Yes	Operations receives on average 1-4 spills per year. These are typical fuel leaks from vehicles which can affect our drainage into the environment. AE&P officers have on occasion been notified by the public for leaks and contact on call ops for our response
Action Steps / Scheduled Events / Successes	Following the practice of the gas dept. RMO kit, the roads dept. has assembled 3 large container kits at the water treatment plant and 2 waste water lift stations. All operations fleet vehicles have small kits to address reported leaks quickly. This has assisted with EA&P calls for response



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	March 24, 2025
FOR MONTH OF:	February 2025
TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Under the Alberta Advantage Immigration Program, one international investor received federal approval to open a business in Sundre. We are working with their immigration consultant to support the process, including securing suitable commercial space. 2) The Downtown Area C-1 vacancy rate has remained at the historic low of 2.0%.
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Strategic Organizational Development Plan completed. 2. Met with post-production studio in Calgary to promote region. 3. Corresponded with Calgary Economic Development and Calgary Film Commission to plan for future meetings
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Continued online promotion of Sundre through social media 2. Completed work editing and developing 2025 Visitor Guide. 3. Attended Tourism Industry Association of Alberta conference in Edmonton. 4. Swag items have been ordered for trade shows
TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Collaborating with Planning and Development in regard to the Downtown Area Redevelopment Plan (ARP).
TOPIC #5	Events and Festivals
STATUS OF PROJECT	Winterfest held during Family Day weekend.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Winterfest and the Mountain Survivalist Competition was held. <ol style="list-style-type: none"> a. Event was successful. The focus was twofold: 1) providing free activities for residents and visiting friends and family; and 2) attracting visitors from outside of the Sundre trade area to experience the events and tour the ice sculptures. b. New exhibits included the Kids carnival, and a new photo exhibit. c. Events coordinator organized a well-attended kids carnival at Elks Hall. Community Services provided free skating at the arena.



REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT RFD Council Committee Reports February 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 11.1

BACKGROUND/PROPOSAL:

Mayor Warnock and Councillor Marr have provided reports for Council's review and information for the month of February 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock's and Councillor Marr's reports for February 2025 as presented.

MOTIONS:

That the Town of Sundre Council accept Mayor Warnock's report for February 2025 as information.

That the Town of Sundre Council accept Councillor Marr's report for February 2025 as information.

ATTACHMENTS:

11.1a Mayor Warnock's report

11.1b Councillor Marr's report

Date Reviewed: March 20, 2025

CAO:

Linda Nelson



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
 For the Month of February 2025

Bylaw Policy Review Committee

Date of Meeting: Feb 19

The committee met to review 3 policies and 4 bylaws to be presented to Council Feb 24 for debate, amendments and approval.

Emergency Management Advisory Committee

Date of Meeting:

No February Meeting

Intermunicipal Collaboration Committee

Date of Meeting:

No February Meeting

Mountain View Senior's Housing

Date of Meeting: Feb 04 & Feb 20

MVSH Foundation Board meeting was held in Olds on Feb 04 with the financials presented from 2024 and the first steps outlined for the Golf Tournament being held in Carstairs in September. MVSH Regular Board Meeting held on Feb 20 in Olds with agenda items: Updating maintenance presentation by Director of Facilities Al Smart, report on operations by Susan Read, Q4 Risk Management information, Affordable Housing Auditor General Report, and update on the Community Housing assets.

Mountain View Regional Waste Management Committee

Date of Meeting:

No February Meeting

Intermunicipal Planning Commission

Date of Meeting:

No February Meeting

Red Deer River Municipal Users Group

Date of Meeting:

Councillor Todd Dalke Attended

Grant Review Committee

Date of Meeting: Feb 03

Grant Review Committee met to review the first intake of 2025 Grants to Organizations applications. There were 18 applications to review and make recommendations to Council at the Feb 24 Regular Council Meeting.

Sundre Petroleum Operators Group

Date of Meeting:

No February Meeting

Sundre Wellness Advocacy Committee

Date of Meeting:

No February Meeting

Other:

February 2025 Meetings

Feb 01 – Bergen 4 H Club – Public Speaking – Volunteered as a judge for this competition and it was very well presented and great speeches by the junior members

Feb 05 – Attended the Brownlee LLP Emerging trends full day session that covered what is happening in Municipalities on the legal front and what to expect coming into 2025.

Feb 08 – Attended the Sundre Fire Department Years of Service awards dinner, Fire Hall. It is such a great support to Sundre and Surrounding Communities to have such dedicated professional fire fighters in our department.

Feb 10 – Sundre Regular Council meeting held in Council Chambers – Agenda and minutes are found at www.sundre.com

Feb 19 – Attended the SPRUCE (Seniors Protected and Respected Under Community Engagement) presentation on Social Prescribing at the Sundre Legion. This was a joint presentation by SPRUCE, Alberta Health and Healthy Aging Alberta.

Feb 20 and 27th – EOEP Training by ABMunis on Municipal Service Delivery, that covered how and when Municipalities deliver service to their residents and the budget implications to consider on each and every service delivered.

Feb 24 – Sundre Regular Council meeting held in Council Chambers – Agenda and minutes are found at www.sundre.com

Feb 26 – Attended a Coffee with the Mayor at the Sundre Seniors Supported Living facility, this one was a very good presentation and question period as 18 residents met with me.

Feb 26 – Mountain View County held an all MVC County Council member meeting that had presentations by the RCMP and Mountain View Seniors Housing.

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



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For the Month of FEBRUARY

Bylaw Policy Review Committee

Date of Meeting: February 19, 2025

Review and advise on: Council Committee Bylaw, Wildlife Feeding Bylaw, Civic Address Bylaw and Naming Policy, Flag Policy, Social Media Policy

Emergency Management Advisory Committee

Date of Meeting: TBD

No meeting scheduled

GNP / FCSS

Date of Meeting: February 19, 2025

Review GNP budget and FCSS budget. Discuss 25th anniversary ideas (trees? Benches?). Upcoming casino and live auction – GNP fundraiser.

SDHS & Museum (Alternative)

Date of Meeting: No meeting

No meeting scheduled

Sundre Aquatic Society (Alternative)

Date of Meeting: February 12, 2025

H-Vac system – looking at engaging in a maintenance contract, New squat rack and preacher curl purchased. Organization chart and job description revision still underway. AGM March 19th 7pm. Possible gym expansion – would like to extend the board to add a new committee to investigate feasibility. Carpet runners for gym added to budget and will review after 1 month. Looking at a feasibility study and creation of a strategic plan.

WELLNESS

Date of Meeting: No meeting.

No meeting scheduled

Other:

Date of Meeting:

February 8, 2025 – Judge for Cowboy Trail 4-H Public Speaking Event
February 10, 2025 – Regular Council Meeting
February 13, 2025 – Wear Red for Women’s heart disease
February 16, 2025 – GNP Volunteer for Winterfest Puzzle Palooza
February 19, 2025 – Policy Meeting 1:30pm
February 24, 2025 – Regular Council Meeting
February 26, 2025 – MVC meeting 5:00pm



REQUEST FOR DECISION

COUNCIL DATE March 24, 2025
SUBJECT RFD Council Key Messages February 2025
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 11.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

ALIGNMENT WITH STRATEGIC PLAN

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

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the month of February, 2025 as information.

ATTACHMENTS:

___ Key Messages from the Office of Council for February 2025.

Date Reviewed: March 17, 2025

CAO: Amida Nelson

FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH of FEBRUARY, 2025

February 10, 2025

Municipal Councils have oversight over municipal libraries per the *Library Act*. As such, the Town of Sundre Council should approve changes to the firm providing financial reviews for the Sundre Municipal Library. Council approved accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library's financial reviewers.

Council approved administration's request to submit an application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program Grant for funds to develop a wildfire management plan for the Town of Sundre. Implementation of this program will mitigate the risk of a wildfire and substantially increase the preparedness and awareness levels of community members in Sundre.

February 24, 2025

After substantial discussion and debate, Council approved 3 Policies and 4 Bylaws. The approved Bylaws and Policies will be posted on the Town's website.

The Town received 18 applications for the first grant intake period. The total request from organizations amounted to \$56,019.00, which is more than is in budget for the entire year, (\$50,000.00). The discussion and debate on grant allocations is always substantial, as Council finds value in all of the applications, however, decisions must be made based on the amount available in the budget. Council awarded \$27,920.00 at the meeting, leaving \$22,080.00 available for the second intake in September.

Dear Residents

It does look like we will be having an early spring, and with that, the massive Highway 27 overlay project by TEC (Transportation & Economic Corridors) is beginning. We know road work can be frustrating, but these improvements will make our community safer and stronger, and a value-added economic benefit to Sundre with the addition of up to 70 plus construction workers staying and shopping in town for the entire season.

March will bring:

Preparations for new signals at Hwy 27 and Bergen Road.

Preparations for road improvements and upgraded signals at Hwy 27 and Centre Street.

Preparations for Intersection and detour at Hwy 27 and 1st Street.

Preparations for Intersection curb, sidewalk and roundabouts at Hwy 27 and 2nd, 3rd, 4th Streets.

Plan ahead, follow detours, and stay safe, we all appreciate your support, and I personally ask you to step up and support our businesses along main avenue as they will need our commitment, while we build for our future successes for many years to come.

Communications will be vital for success and therefore the Town of Sundre has reached out to Mountain View County and Sundre and District Chamber of Commerce to share the Town's link to information from TEC's contractors. The Alberta Transportation contractor (PME) will provide the Town with the most current updates that will be posted on the Town website and social media sites. TEC will be doing their best to place updates on the 511 app. TEC has commissioned a communication consultant who will provide updates to the Town, which will be provided to the County and the Chamber. Information for the Communication Consultant is hwyt27@sundre.com, and for updates Sundre website: www.sundre.com. The Town has prepared a dedicated page to the Highway Construction and information will be updated as we receive it from TEC and the Communication Consultant. Also, please watch for monthly updates in this utility message.

Thank you for your patience as crews work hard to get the job done in one season.

Respectfully

Mayor Warnock