



Regular Council Meeting
Town of Sundre Municipal Council Chambers
November 10, 2025
4:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing:**
- 3. Agenda – Amendments and Adoption**
 - 3.1 November 10, 2025
 - 3.2 Councillor Absence (if applicable)
- 4. Adoption of Previous Minutes**
 - 4.1 October 6, 2025 Regular Meeting of Council Minutes Pg. 1
 - 4.2 October 27, 2025 Organizational Meeting of Council Minutes Pg. 5
- 5. Delegation:**
 - 5.1 RFD Aquatic Society Year-end Report Pg. 8
- 6. Bylaws/Policies:**
 - 6.1 RFD Bylaw 2025-12, Council Committees Bylaw, Addition of Schedules “I”, “J” and “K” Pg. 9
- 7. Old Business:** None
- 8. New Business:**
 - 8.1 RFD Eagle Ridge Tax Recovery Pg. 34
 - 8.2 RFD Tax Recovery Update Pg. 35
 - 8.3 RFD Grants to Organizations Request to Extend Use of Funds Pg. 38
 - 8.4 RFD Action Items – Fall Strategic Planning Workshop Pg. 41
- 9. Administration:** None
- 10. Council Appointments to Committee, Boards and Commissions:**
 - 10.1 RFD Council Appointments to Committees, Boards and Commission Pg. 42
- 11. Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 47
 - 11.1 Red Deer River Watershed Alliance Pg. 48
 - 11.2 Mountain View County Committee Appointments Pg. 75
 - 11.3 Town of Carstairs Committee Appointments Pg. 76
 - 11.4 Minister William’s Letter of Congratulations Pg. 77
- 12. Closed Meeting:**
 - 12.1 Advice from Officials, *Access to Information Act, Section 29,*
 - 12.2 Confidential Evaluations, *Access to Information Act, Section 22*
- 13. Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
October 6, 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, October 6, 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:

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

PUBLIC: 8

DELEGATION: Mr. Paul Shippy, Sundre Bike 'n Ski Club

PRESS: 0

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. 304-06-10-25 MOVED by Councillor Isaac that the agenda be approved as presented.

CARRIED

Councillor Absence: *None*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 305-06-10-25 MOVED by Councillor Vardas that the Minutes of the Regular Meeting of Council held on September 22, 2025 be approved as presented.

CARRIED

DELEGATION:**Sundre Bike 'n Ski Club***Res. 306-06-10-25*

MOVED by Councillor Petersen that the Town of Sundre Council accept the presentation from the representative of the Sundre Bike 'n Ski Club as information; and further, The Parks, Trails and Open Spaces Plan be incorporated into the spring planning sessions in the future for Council's information and review.

CARRIED**BYLAWS/POLICIES:**

None

OLD BUSINESS:

None

NEW BUSINESS:**Fire Prevention Week Oct 5 – 11, 2025 Proclamation***Res 307-06-10-25*

MOVED by Councillor Marr that the Town of Sundre Council proclaim October 5 – 11, 2025 as Fire Prevention Week, and urge all the citizens of Sundre to ensure Lithium-Ion Batteries are being used safely in their homes and businesses and to support the many efforts of Sundre's Fire and Emergency Services; and further that the Mayor, on behalf of Council and Citizens of Sundre, sign the Fire Prevention Week Proclamation.

CARRIED**Grants to Organizations 2nd Intake 2025***Res. 308-06-10-25*

MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Play for Sundre Kidz in the amount of \$500.00 to be awarded at the discretion of Council.

CARRIED*Res. 309-06-10-25*

MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for West Country Seniors Centre in the amount of \$5,000.00 to be awarded at the discretion of Council.

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

Opposed: Councillor Dalke

CARRIED*Res. 310-06-10-25*

MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre & District Aquatic Society in the amount of \$5,000.00 to be awarded at the discretion of Council.

CARRIED*Res. 311-06-10-25*

MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for McDougall Flats Community Hall Association in the amount of \$0.00 to be awarded at the discretion of Council.

In Favour: Councillor Anderson, Councillor Petersen, Councillor Dalke, Councillor Isaac, Councillor Vardas, Mayor Warnock

Opposed: Councillor Marr

CARRIED

 Initials

Res. 312-06-10-25 MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Travel & Tourism Information Centre in the amount of \$0.00 to be awarded at the discretion of Council.

CARRIED

Res. 313-06-10-25 MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Volunteer Search & Rescue Society in the amount of \$1,080.00 to be awarded at the discretion of Council.

CARRIED

Res. 314-06-10-25 MOVED by Councillor Anderson that the Town of Sundre Council approve the Grants to Organizations funding for Hope 4 MVC Kids Society in the amount of \$3,000.00 to be awarded at the discretion of Council.

CARRIED

Council Discussion 2025 Hospital Futures Gala

Res. 315-06-10-25 MOVED by Councillor Vardas that the Town of Sundre Council approve the waiving of the Community Centre Rental Fee in an amount not to exceed \$262.50 (GST included) with funds to be withdrawn from the Community Services, Grants to Organizations 2025 budget.

CARRIED

Parkland Regional Library Board Proposed Increase to 2026 Requisition

Res. 316-06-10-25 MOVED by Councillor Dalke that the Town of Sundre Council approve the Parkland Regional Library Board's proposed 2026 budget with a per capita rate of \$9.99.

CARRIED

Amendment to Council 2025 Calendar

Res. 317-06-10-25 MOVED by Councillor Marr that the Town of Sundre Council accept the verbal report from the CAO, and further, directs administration to amend the 2025 Council Calendar to remove the Regular Council meeting date of October 27, 2025 from the 2025 Council Calendar.

CARRIED

ADMINISTRATION:

None

COUNCIL COMMITTEE

REPORTS:

COUNCIL KEY MESSAGE:

Council Committee Reports 2021 - 2025

Res. 318-06-10-25 MOVED by Councillor Isaac that the Town of Sundre Council accept each Councillor's verbal report on their four years of work on various committees and boards, as information.

CARRIED

COUNCIL INVITATIONS /

CORRESPONDENCE:

Parkland Regional Library System

Res. 319-06-10-25

MOVED by Councillor Dalke that the Town of Sundre Council accept the September 11, 2025 Parkland Regional Library Board Meeting Minutes and the PRLS Board Talk newsletter, as information.

CARRIED

CLOSED MEETING:

Res. 320-06-10-25

MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 5:38 p.m.

CARRIED

Mayor Warnock excused all members of the public and advised that they may leave or remain in the Council Chambers as Council retreats to the boardroom. There are no Motions of Council expected.

Mayor Warnock called a break at 5:38 p.m.

Mayor Warnock reconvened the Closed Meeting at 5:43 p.m.

The following were in attendance for the Closed Meeting:

Chief Administrative Officer, Linda Nelson

Director of Corporate Services, Chris Albert

Topic of Closed Meeting

12.1 Advice from Officials, *Access To Information Act, Section 29*

12.2 Advice from Officials, *Access To Information Act, Section 29*

Res. 321-06-10-25

MOVED by Councillor Vardas that Council return to an open meeting at 6:13 p.m.

CARRIED

ADJOURNMENT

Res. 322-06-10-25

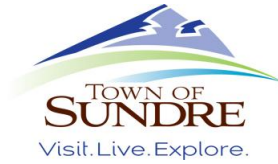
MOVED by Councillor Petersen being that the agenda matters have been concluded the meeting adjourned at 6:14 p.m.

CARRIED

These Minutes approved this 10th Day of November 2025.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



Organizational Council Meeting Minutes
Town of Sundre Municipal Council Chambers
October 27, 2025
4:00 p.m.

The Organizational Meeting of Council of the Municipality of Sundre was held on Monday, October 27, 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 Cheri Buchan

ABSENT:

None

STAFF

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC

8

PRESS

1

Chief Administrative Officer, Linda Nelson, will conduct the October 27, 2025 Council Organizational Meeting until all Elected Officials are sworn in and have signed the Oath of Office Certificate.

CALL TO ORDER

Chief Administrative Officer called the Organizational Meeting to order at 4:00 p.m.

Mayor Warnock, having taken the Oath of Office, will conduct the Organizational Meeting from this point forward.

AGENDA ITEM

ADOPTION OF AGENDA

Res. 323-27-10-25

MOVED by Councillor Anderson that the Town of Sundre Council adopt the Organizational Meeting of Council agenda as presented.

CARRIED

AGENDA ITEM

REVIEW OF COUNCIL PROCEDURAL BYLAW

Res. 324-27-10-25

MOVED by Councillor Marr that the Town of Sundre Council accept the review by the CAO of Council Procedural Bylaw 2025-08 as information.

CARRIED

Initials

Agenda Item 5.1, Assignment of Seating, deferred for decision until the Deputy Mayor appointment(s) confirmed

DEPUTY MAYOR APPOINTMENT

Res. 325-27-10-25 MOVED by Councillor Marr that the Town of Sundre Council appoint a Deputy Mayor for the full 4-year term.
Opposed: Unanimous

DEFEATED

Res. 326-27-10-25 MOVED by Mayor Warnock that the Town of Sundre Council adopt the Deputy Mayor appointments as follows and further, that the Deputy Mayor sit to the right of the Mayor.
In Favour: Mayor Warnock, Councillor Dalke, Councillor Marr, Councillor Isaac, Councillor Petersen, Councillor Buchan,
Opposed: Councillor Anderson

CARRIED

The Deputy Mayor Appointments for the 2025-2029 term of Council are as follows:

That Council appoint Councillor Anderson as the Deputy Mayor for the months of October 2025 to June 2026.
CARRIED

That Council appoint Councillor Dalke as the Deputy Mayor for the months of July 2026 to February 2027.
CARRIED

That Council appoint Councillor Isaac as the Deputy Mayor for the months of March 2027 to October 2027.
CARRIED

That Council appoint Councillor Marr as the Deputy Mayor for the months of November 2027 to June 2028.
CARRIED

That Council appoint Councillor Petersen as the Deputy Mayor for the months of July 2028 to February 2029.
CARRIED

That Council appoint Councillor Buchan as the Deputy Mayor for the months of March 2029 to October 2029.
CARRIED

ASSIGNMENT OF SEATING

Res. 327-27-10-25 MOVED by Councillor Warnock that the Town of Sundre Council adopt the seating arrangement for the period of October 2025 to October 2026 as seen from the public gallery as follows: Councillor Marr, Councillor Isaac, Councillor Anderson, Mayor Warnock, Councillor Dalke, Councillor Petersen, Councillor Buchan

CARRIED

 Initials

AGENDA ITEM**SIGNING AUTHORITY**

Res. 328-27-10-25

MOVED by Councillor Isaac that the Town of Sundre Council designate the following individuals to have signing authority for the Town of Sundre: Mayor Richard Warnock, Councillor Todd Dalke, Councillor, Owen Petersen, Councillor Connie Anderson, Councillor Jaime Marr, Councillor Paul Isaac, Councillor Cheri Buchan, Chief Administrative Officer Linda Nelson, Director of Corporate Services Chris Albert.

CARRIED**RELATED PARTY IDENTIFICATION AND DISCLOSURES**

Res. 329-27-10-25

MOVED by Councillor Marr that the Town of Sundre Council accepts Administration's verbal presentation for information.

CARRIED**SCHEDULE OF MEETINGS**

Res. 330-27-10-25

MOVED by Councillor Buchan that the Town of Sundre Council approve the 2026 Meeting Calendar as presented.

In Favour: Mayor Warnock, Councillor Isaac, Councillor Anderson, Councillor Dalke, Councillor Petersen, Councillor Buchan.

Opposed: Councillor Marr

CARRIED**REVIEW OF COMMITTEES**

Res. 331-27-10-25

MOVED by Mayor Warnock that the Town of Sundre Council defer the appointments to Council Committees to the Regular Meeting of Council to be held on November 10, 2025.

CARRIED**AGENDA ITEM****ADJOURNMENT OF ORGANIZATIONAL MEETING**

Res. 332-27-10-25

MOVED by Councillor Petersen to adjourn the October 27, 2025, Organizational Meeting of Council at 5:13 p.m.

CARRIED

These Minutes approved this 10th Day of November 2025

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	Delegation: Sundre & District Aquatic Society
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Representatives of the Sundre & District Aquatic Society have been requested to address Council under the terms of the Recurring Funding Agreement. The Society oversees the operation of the indoor pool and gym facility.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Under the terms of the Recurring Funding Agreement, the recipient of funding is required to annually attend a regular Council meeting to report on the activities of the Society and provide Council with Financial Statements as approved by the Society's governing body, for the previous year's operating year, including revenue from fundraising efforts.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillars 1 Community Development, and Pillar 5 Sustainable & Responsible Governance.

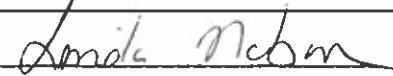
ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representatives of the Sundre & District Aquatic Society as information.

MOTION:

That the Town of Sundre Council accept the presentation from the representatives of the Sundre & District Aquatic Society as information and thank the Society and Aquatic Centre staff for the services and programs they provide to our community.

Date Reviewed: November 04, 2025

CAO: 



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	RFD Bylaw 2025-12 "Council Committees Bylaw", Addition of Schedules "I", "J" and "K"
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

CAO Verbal Report regarding the addition of three Schedules to the Council Committees Bylaw:

- Schedule "I" relates to the Terms of Reference for the Wastewater Facility Construction Oversight Committee (Ad Hoc);
- Schedule "J" relates to the Terms of Reference for the Wastewater Facility Technology Oversight Committee (Ad Hoc);
- Schedule "K" relates to the formation of the Visitor Information Centre Research Review Committee (Ad Hoc).

ALIGNMENT WITH STRATEGIC PLAN

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

COSTS/FUNDING:

In-house staff time.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends all three readings to Bylaw 2025-12 "Council Committees Bylaw" as presented, by adding Schedules "I", "J" and "K".

MOTION:

That Council rescind Bylaw 2025-11 and amendments thereto.

That the Town of Sundre Council gives **First Reading** to Bylaw 2025-12 "Council Committees Bylaw", by adding Schedule "I", the Terms of Reference for the Wastewater Facility Construction Oversight Committee (Ad Hoc); Schedule "J", the Terms of Reference for the Wastewater Facility Technology Oversight Committee (Ad Hoc); and Schedule "K" the Terms of Reference for Visitor Information Centre Research Review Committee (Ad Hoc).

That the Town of Sundre Council gives **Second Reading** to Bylaw 2025-12 "Council Committees Bylaw", by adding Schedule "I", the Terms of Reference for the Wastewater Facility Construction Oversight Committee (Ad Hoc); Schedule "J", the Terms of Reference for the Wastewater Facility Technology Oversight Committee (Ad Hoc); and Schedule "K" the Terms of Reference for Visitor Information Centre Research Review Committee (Ad Hoc).

That the Town of Sundre Council gives **Unanimous Consent for Third and Final Reading** to Bylaw 2025-12 "Council Committees Bylaw", by adding Schedule "I", the Terms of Reference for the Wastewater Facility Construction Oversight Committee (Ad Hoc); Schedule "J", the Terms of Reference for the Wastewater Facility Technology Oversight Committee (Ad Hoc); and Schedule "K" the Terms of Reference for Visitor Information Centre Research Review Committee (Ad Hoc).

That the Town of Sundre Council gives **Third and Final Reading** to Bylaw 2025-12 "Council Committees Bylaw", by adding Schedule "I", the Terms of Reference for the Wastewater Facility Construction Oversight Committee (Ad Hoc); Schedule "J", the Terms of Reference for the Wastewater Facility Technology Oversight Committee (Ad Hoc); and Schedule "K" the Terms of Reference for Visitor Information Centre Research Review Committee (Ad Hoc).

ATTACHMENTS: Bylaw 2025-12 "Council Committees Bylaw" with Schedules "I", "J" and "K"

Date Reviewed: November 5, 2025

CAO: 



TOWN OF SUNDRE

BYLAW NO. 2025-12

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

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

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

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

1. NAME OF BYLAW

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

2. PURPOSE OF BYLAW

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

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

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

3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;

3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;

3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.

4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.

5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.

5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.

5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:

5.5.1 receipt of requests or suggestions from Council,

5.5.2 requests or enquiries from the public through the CAO, and

5.5.3 initiated by the Committee.

5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.

6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

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

8. MEMBERSHIP

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

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

9. TERM

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

10. CHAIRMAN AND VICE-CHAIRMAN

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

11. ADMINISTRATIVE REPRESENTATIVE

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

12. MEETINGS

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

13. TERMS OF REFERENCE

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

14. GENERAL

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

15. EFFECTIVE DATE

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

16. REPEAL Reading.

16.2

Bylaw 2025-11 and amendments thereto are hereby repealed.

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

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

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

Motion No. ____;

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

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

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

II. COMPOSITION OF COMMITTEE

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

III. DUTIES AND POWERS

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

IV. ROLES AND RESPONSIBILITIES

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

V. TERM

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

VI. FREQUENCY OF MEETINGS

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

Schedule "B"
TERMS OF REFERENCE
COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

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

II. COMPOSITION OF COMMITTEE

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

III. DUTIES AND POWERS

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

IV. ROLES AND RESPONSIBILITIES

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

V. TERM

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

VI. FREQUENCY OF MEETINGS

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

VII. CONFLICT OF INTEREST

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

Schedule "C"

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

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

II. COMPOSITION OF COMMITTEE

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

III. QUORUM

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

IV. ROLES AND RESPONSIBILITIES

The CAO shall:

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

The Council shall:

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

V. MEETING PROCEDURES

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

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

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

Schedule E Terms of Reference Emergency Management Advisory Committee continued

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

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

The Council May

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

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

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

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

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

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

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

VIII. Termination of State of Local Emergency

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

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

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

IX. Councillor Training

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

X. FREQUENCY OF MEETINGS

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

Schedule "D"

TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE

I. STATEMENT OF PURPOSE

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

II. COMPOSITION OF COMMITTEE

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

III. ROLES AND RESPONSIBILITIES

The Committee shall:

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

I. TERM

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

II. FREQUENCY OF MEETINGS

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

III. CONFLICT OF INTEREST

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

Schedule "E"

TERMS OF REFERENCE

SUNDRE STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

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

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

II. COMPOSITION OF COMMITTEE

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

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

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

IV. TERM

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

V. FREQUENCY OF MEETINGS

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

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

VI. CONFLICT OF INTEREST

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

Schedule "F"

TERMS OF REFERENCE

SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

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

II. COMPOSITION OF COMMITTEE

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

III. COMMITTEE ROLES AND RESPONSIBILITIES

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

The committee shall be responsible to:

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

IV. TERM

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

V. FREQUENCY OF MEETINGS

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

VI. CONFLICT OF INTEREST

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

Schedule "G"

TERMS OF REFERENCE

AD-HOC DOWNTOWN ARP COMMITTEE

VII. STATEMENT OF PURPOSE

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

VIII. COMPOSITION OF COMMITTEE

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

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

IX. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

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

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

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

X. ROLES AND RESPONSIBILITIES

Staff Shall:

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

The Committee shall:

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

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

The CAO shall:

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

The Council shall:

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

XI. FREQUENCY OF MEETINGS

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

Schedule "H"
TERMS OF REFERENCE
NAMING COMMITTEE

XII. STATEMENT OF PURPOSE

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

XIII. COMPOSITION OF COMMITTEE

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

XIV. DUTIES AND POWERS

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

XV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review all applications for the naming of development areas or honorary names and make recommendation to Council for approval/refusal of the names, based on the requirements in the Council Naming Policy.
- To evaluate and make recommendations to Council based on criteria as follows:
 - i. Emergency response use (e.g., confusion with similar names, redundancies);
 - ii. Signage limitations (i.e., number of character or words);
 - iii. The possibility of misuse in derogatory or profane manner.
- To review documented proof that demonstrates that the proposed commemorative name or honorary name meets one or more of the following:
 - i. Is the name of a Resident (current or past) of the Town of Sundre;
 - ii. It is of historical significance and/or landmark;
 - iii. Traditional usage of lands by Indigenous Peoples;

- iv. Extra-ordinary achievement (individual or family);
 - v. Significant cultural contribution to the Town of Sundre;
 - vi. Recognizes the flora or fauna or a geographical feature of the Town of Sundre;
 - vii. A Town of Sundre Resident who volunteers and gives extraordinary service to the community or humanitarian causes.
- To ensure the guidelines and all requirements of the Council Naming Policy are complied with in the review of all applications.
 - The CAO shall research, and draft all reports to the Committee and Council, and shall present all recommendations of the Committee to Council for decision.

XVI. TERM

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

XVII. FREQUENCY OF MEETINGS

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

Schedule "I"
TERMS OF REFERENCE
WASTEWATER FACILITY CONSTRUCTION OVERSIGHT COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Alberta. Alberta Environment and Parks has approved the technology and the next stage is the construction of the facility. The purpose of the Wastewater Facility Construction Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning, development and construction phases of the facility.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Alberta Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd.
- Representative of Construction Team
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

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

- Monitor project status during construction, including schedule adherence.
- Ensure compliance with building codes, regulations, and safety standards.
- Report regularly to the Council on project milestones

IV. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

V. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Wastewater Facility Construction Oversight Committee.

VI. CONFLICT OF INTEREST

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

VII. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

VIII. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "J"
TERMS OF REFERENCE
WASTEWATER FACILITY TECHNOLOGY OVERSIGHT COMMITTEE (Ad Hoc)

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Alberta. Alberta Environment and Parks has approved the technology, and the next stage is the construction of the facility. The purpose of the Wastewater Facility Technical Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning and implementation phases of the facility.

IX. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Alberta Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd. (Vice President of Technology)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

X. COMMITTEE ROLES AND RESPONSIBILITIES

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

- Monitor project status during implementation, including schedule adherence.
- Ensure compliance with regulations, and safety standards.
- Report regularly to the Council on project milestones

XI. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

XII. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Wastewater Facility Technical Oversight Committee;

XIII. CONFLICT OF INTEREST

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

XIV. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

XV. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "K"
TERMS OF REFERENCE
VISITOR INFORMATION CENTRE RESEARCH REVIEW COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Council of the Town of Sundre has directed the Chief Administrative Officer to research questions resulting from a Chamber of Commerce Board meeting. The Visitor Information Centre Research Review Committee (the "committee") is an Ad Hoc committee and has been formed to review and provide feedback on the results of the research. The intent is to discuss and negotiate the working arrangement between the Town of Sundre and the Sundre and District Chamber of Commerce as it pertains to the operation of the Visitor Information Centre.

II. COMPOSITION OF COMMITTEE

The committee shall be made up of a core group of five (5) individuals:

- Town of Sundre Mayor;
- Two (2) Town of Sundre Councillors;
- President of the Sundre and District Chamber of Commerce;
- Two (2) Chamber of Commerce Board Members;
- Chief Administrative Officer(non-voting).
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

- The Committee has no delegation decision making power from Council.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint the Mayor as Chair;
- Review and provide feedback on the research conducted by the CAO;
- Discuss the operation on the Visitor Information Centre going forward;
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Research and prepare a report containing facts on the following three (3) questions, and present the findings to the committee:
 - Is the Visitor Information Centre located on Crown lands, or is the building on a separate title;
 - What can the building legally be used for;
 - Who has legal ownership of the building.

The Recording Secretary Shall:

- Prepare an agenda and topics for discussion at each committee meeting;
- Record the minutes from each committee meeting.

The Council shall:

- Approve the Terms of Reference for the Visitor Information Centre Research Review Committee;
- Appoint members to the Visitor Information Centre Research Review Committee.

V. FREQUENCY OF MEETINGS

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

VI. CONFLICT OF INTEREST

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

VII. TERM

The Committee is Ad Hoc in nature and shall disband once discussions have concluded.



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	Eagle Ridge Subdivision – deferral of tax recovery
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

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

Section 411 allows a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

The Eagle Ridge Subdivision is comprised of 49 lots that were sold privately but are not compliant with applicable legislation and therefore cannot be developed, which has been an area of concern for years. The assessment values for the properties have been established by the assessor reflecting their undevelopable nature. Of the 49 lots, 11 accounts, totaling \$23,709.50, are in arrears more than the current year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To ensure proper process and tracking, it has been recommended to Administration to have a motion of Council establishing that in recognition of unusual circumstances the Town will not be pursuing tax arrears recovery. Property taxes and requisitions are still assessed annually on the properties and unpaid amounts are still subject to penalties.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

Council direct Administration to defer recovery of tax arrears on the 49 lots designated as Eagle Ridge until such time as the properties are developable or the end of this Council Term, whichever occurs first.

MOTION:

The Town of Sundre Council direct Administration to defer recovery of tax arrears on the 49 lots designated as Eagle Ridge until such time as the properties are developable or the end of this Council Term, whichever occurs first.

Date Reviewed: November 05, 2025

CAO: Aminda Nelson



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	Report on Tax Recovery Sale of Property
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

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

Section 418(1) states “Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid”.

On June 9, 2025 the Town of Sundre Council passed a motion to set the reserve bid, tax sale date and terms of the tax sale for Lot 74, Block 3, Plan 8010730, Sundre, AB.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The tax sale auction for Lot 74, Block 3, Plan 8010730 was held on October 15, 2025 with 1 member of the public attending, and no successful bids were received. Attached are the minutes of the sale. Per the MGA, as there were no successful bids, the Town may decide to take Title and a Request For Decision will be presented to Council at a future meeting outlining the options available. The remaining 3 properties motioned for tax sale by Council on June 9, 2025 satisfied the requirements to be removed from the recovery process.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

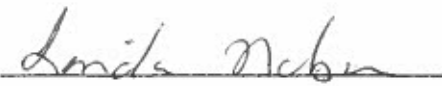
Council accept the report for information.

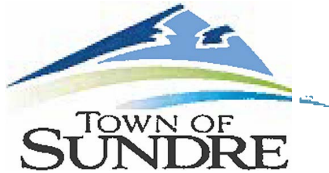
MOTION:

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

Attachment: Minutes of Public Auction, October 15th, 2025.

Date Reviewed: November 04, 2025

CAO: 



Minutes of Public Auction, October 15, 2025

Town of Sundre Municipal Council Chambers

Auctioneer: Chris Albert, Director of Corporate Services

In Attendance: Members of Administration – 2

Members of the General Public – 1

Public Auction declared open at 9:00 a.m.

- 1) Chris Albert, Director of Corporate Services advised those attending that this auction is held in accordance with the *Municipal Government Act* and the *Tax Recovery Regulations* of Alberta and will be conducted as follows:

1.1 Terms and Conditions as outlined in the public advertisements.

1.2 Each Parcel of land will be described and offered for sale subject to a reserve bid; and the reserve bid will be announced at the time the property is offered for sale.

1.2.1 The sale is on a “as is, where is” basis;

1.2.2 The Town makes no representation and gives no warranty whatsoever as the adequacy of services, soil condition, land use districting, building and development conditions, absence or presence of environmental contamination, or developability of the land for any intended use by the Purchaser;

1.2.3 No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of the parcel;

1.2.4 No terms and conditions will be considered other than those specified by the Town of Sundre, and

1.2.5 By bidding you are acknowledging the terms and are aware of the inherent risks associated.

- 2) **TERMS:**

A 10% deposit is required upon the acceptance of a bid at this auction, made payable to the Town of Sundre by Cash, Certified Cheque, or other legal tender accepted by the municipality. The balance of the accepted bid is due within thirty days of today OR the deposit will be forfeited. The purchaser is responsible for the prorated portion of the 2024 taxes from October 24th – December 31st also due within 30 days of the auction date.

The property will be offered for sale once only, using the legal land description as stated in the advertisements AND,

The Town will collect the name and contact information of the top three bidders, however, we have only one member of the public present today therefore, we will collect name and contact information when we receive a bid.

Payment of the deposit or successful bid amount will be received immediately after the auction has concluded.

Public Advertisements listed two properties to be auctioned, however, only one will be offered for sale at this auction.

Description of the Parcel:

*The parcel is legally described as **Lot 74, Block 3, Plan 8010730, Sundre, Alberta is open to receive a bid of not less than \$153,000 being the reserve bid as set by Town Council.***

"Do we have a bid?"

NO bids were received.

The public auction was declared closed at 9:05 a.m., October 15th, 2025.



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	RFD Grants to Organization Request to Extend Use of Funds
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL

Council approved an application for Grants to Organizations funding for Rockit Vocal Studios at the February 24, 2025, Regular Council Meeting in the amount of \$420.00 (In-Kind for Rental of Community Centre) and \$1,000 to assist with other costs to host a music event. Due to circumstances brought forward by the applicant, the event will not occur until spring of 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

See attached letter from Rockit Vocal Studios dated October 44, 2025.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS

That Council grant the extension for the use of the Grants to Organizations funding to spring of 2026.

MOTION:

That Council grant the extension for the use of the 2025 Grants to Organization funding in the amounts of \$420.00 and \$1,000.00 to the spring of 2026.

Date Reviewed: November 04, 2025

CAO

Linda Nelson

October 4th 2025

Town of Sundre Council,

I am writing to request to have Council extend the time period for the use of the Grants to Organization funding from March 2025 to March 2026.

Firstly, I want to thank you again for the generous support from the Town of Sundre earlier this year to host a community-focused music event. I am truly grateful for the town's commitment to creating opportunities for the arts and community connection.

When I first received the grant, I understood that the funds could only be used toward tangible elements such as equipment or marketing. I've since learned that they may also be used for honorariums, which has completely opened up the potential of this project. With this new flexibility, I now have the opportunity to collaborate with Country Music Alberta who will support this initiative and add support for me to bring in established musicians who will not only perform but also lead songwriting, performance, and singing workshops for our community. This will create a unique, interactive experience for residents to learn, participate, and enjoy the arts at little to no cost.

The only challenge I've encountered is that the community centre is fully booked on weekends through the end of the year, which makes it difficult to complete the project within the original timeline. With your permission, I would love the opportunity to move the event into the spring, aiming for completion by March 2025. This extension would also allow me time to confirm artists and secure sponsorships to further enhance the event.

I believe this shift in timing will allow me to deliver something truly special for Sundre and maximize the impact of the town's generous support. If it would be possible to extend the timeline, I would be very grateful.

Thank you so much for considering this request, and for your continued support of community arts initiatives. I look forward to your guidance on how best to proceed. I totally understand if this is not a possibility but hope we can make it work!

Many thanks for your time and consideration,

Sincerely,

Emma Rushton

Founder & Vocal Coach

Rockit Vocal Studios



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



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	Action Items – Fall Strategic Planning Workshop
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	

BACKGROUND/PROPOSAL:

Each year the Strategic Advisory Committee meets in the Spring and Fall to review draft documents for further administrative research, and subsequent review at the fall strategic advisory meeting. The fall strategic advisory meeting is a review of draft documents for the debate and subsequent approval of Council at the regular council meetings in December. The committee also reviews the draft business plans for Town departments.

DISCUSSION:

The Fall workshop after an election is different than other fall workshops as it is more of a training session, even more so this year with the new mandatory orientation requirements under the Municipal Government Act. Administration will be requesting a motion of Council to provide direction on the list of action items from the Fall Strategic Advisory Committee workshop.

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 action items from the 2025 Fall Strategic Advisory Committee workshop.

MOTION:

That Council provide direction on proceeding with the action items from the 2025 Fall Strategic Advisory Committee workshop.

Date Reviewed: November 05, 2025

CAO:

Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	Council Appointments to Committees, Boards & Commissions
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Council members will be appointed to Committees, Boards and Commissions annually.

Committees, Boards and Commissions have been separated into 3 categories as noted in the attached information.

Category One is the Committees of Council.

Category Two is Boards, Commissions or Partnerships with other Agencies.

Category Three is Organizations requesting Council Participation. Participation on these is at the discretion of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

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

MOTIONS:

That Council appoint members of Council to the Committees identified in Schedule "A", the Recording of Motions document and the Committees Chart.

ATTACHMENTS:

10.1a Schedule "A", Recording of Motions

10.1b Committees Chart

Date Reviewed: November 05, 2025

CAO: Amide Naba

Schedule “A”

All Council Members Appointment to:

Bylaw & Policy Review Committee: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Anderson, Councillor Dalke, Councillor Petersen, and Councillor Buchan, for a one-year term, 2025-2026.

Sundre Emergency Advisory Committee: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Anderson, Councillor Dalke, Councillor Petersen, and Councillor Buchan, for a one-year term, 2025-2026.

Sundre Strategic Advisory Committee: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Anderson, Councillor Dalke, Councillor Petersen, and Councillor Buchan, for a one-year term, 2025-2026.

Naming Committee: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Anderson, Councillor Dalke, Councillor Petersen, and Councillor Buchan, for a one-year term, 2025-2026.

Appointment of Mayor and/or Councillors to Committees, Boards and Commissions:

Grant Review Committee: Mayor Warnock, Councillor _____, Councillor _____, and Councillor _____ for a one-year term, 2025-2026.

Sundre Wellness Advocacy Committee: Mayor Warnock and Councillor _____ for a one-year term, 2025-2026.

Sundre Hospital Steering Committee (ad hoc): Mayor Warnock and Councillor _____ for a one-year term, 2025-2026

FCSS (Greenwood Neighbourhood Place) Board: Mayor Warnock and Councillor _____ as Alternative, for a one-year term, 2025-2026.

Sundre Municipal Library Board: Councillor _____ for a one-year term, 2025-2026 (*no alternate per Library Act*)

Intermunicipal Collaboration Committee (ICC): Mayor Warnock, Councillor _____, and Councillor _____ for a one-year term, 2025-2026.

Mountain View Regional Waste Management Committee: Mayor Warnock, and Councillor _____ as Alternative, for a one-year term, 2025-2026.

Intermunicipal Planning Commission: Mayor Warnock, and Councillor _____ for a one-year term, 2025-2026.

Mountain View Seniors’ Housing: Mayor Warnock for a one-year term, 2025-2026.

RAC 10 (AB Health Rural Advisory Council): Mayor Warnock

MTMC (Mid-sized Mayor’s Caucus): Mayor Warnock

Central Alberta Mayor's and Reeves Meeting: Mayor Warnock

Sundre & District Aquatic Society: Councillor _____, and Councillor _____ as Alternative, for a one-year term, 2025-2026.

Central Alberta Economic Partnership: Councillor _____ as the Liaison between Council for a one-year term, 2025-2026.

Citizens on Patrol (SCOPA): Councillor _____ for a one-year term, 2025-2026.

Sundre Hospital Futures Advisory Committee: (Attraction/Retention) Councillor _____ for a one-year term, 2025-2026.

Red Deer River Municipal Users Group: Mayor Warnock, and Councillor _____ as Alternative for a one-year term, 2025-2026.

Red Deer River Watershed Alliance: Mayor Warnock for a one-year term, 2025-2026.

Sundre & District Chamber of Commerce: Mayor Warnock, Councillor _____, as Alternative, for a one-year term, 2025-2026.

Sundre & District Historical Society: Councillor _____, and Councillor _____ as Alternative, for a one-year term, 2025-2026.

Sundre Forest Products / West Fraser: Councillor _____ for a one-year term, 2025-2026.

Parkland Regional Library Board: Councillor _____ for a one-year term, 2025-2026

2025-2026 Council Appointments

Committees of Council

	<u>Oct. 2024 to Oct. 2025</u>	<u>Nov. 2025 to Oct. 2026</u>	
Committees of Council	CURRENT APPOINTMENTS	Member(s)	<u>Meetings / Time Commitment</u>
Bylaw & Policy Review Committee	<i>All Members of Council</i>	All Members of Council	As required, Weekdays, Daytime, 1 – 2 hours, Council Chambers
Grant Review Committee	<i>Mayor Warnock, Councillors: Anderson, Isaac & Vardas</i>	Mayor and 3 Councillors _____, _____, _____	As required, Weekdays, Daytime, 1-2 hours (within 10 days of intake due dates of January 31 & September 30 th), Council Chambers
Sundre Emergency Advisory Committee	<i>All Members of Council</i>	All Members of Council	As required, Weekdays, Daytime 1 – 2 hours, Council Chambers
Sundre Wellness Advocacy Committee	<i>Mayor Warnock (Chair) Councillor Marr</i>	Mayor Warnock 1 Town of Sundre Councillor _____ MVC Reeve, 1 MVC Councillor 2 members of the Sundre Hospital Futures Committee (non-voting)	Weekdays, Daytime, 1 – 2 hours, Sundre Council Chambers on such dates as determined at the discretion of the committee
Sundre Strategic Advisory Committee	<i>All Members of Council</i>	All Members of Council	Spring Workshop (April) and Fall Workshop (October) Weekend dates, out of town
Sundre Hospital Steering Committee (ad hoc)	<i>Mayor Warnock (Chair) Councillor Vardas</i>	Mayor Warnock 1. Town of Sundre Councillor _____ Town of Sundre CAO MVC Reeve & CAO 1 Member, Hospital Futures 2 local Physicians P3 Capital Partners Inc.	As required. Weekdays, Daytime, 1 – 2 hours. Council Chambers
Naming Committee	<i>All Members of Council</i>	All Members of Council	As required. Weekday, Daytime, 1 – 2 hours, Council Chambers

Boards, Commissions, or Partnerships with other Agencies/Municipalities or GOA

	<u>Oct. 2024 to Oct. 2025</u>	<u>Nov. 2025 to Oct. 2026</u>	
Boards/Commissions /Partnerships	CURRENT APPOINTMENTS	Member & Alternate	<u>Meetings / Time Commitment</u>
FCSS (Greenwood Neighbourhood Place)	<i>Councillor Marr</i> <i>Alternate: Councillor Dalke</i>	Mayor Warnock <i>Alternate Councillor</i> _____	3 rd Wednesday every month at 6:00 p.m. approx. 2 hours, GNP Board Room. Voting Member Annual AGM by July 31 (yearly)
Sundre Municipal Library Board	<i>Councillor Petersen</i>	Councillor _____ No alternate per <i>Library Act</i>	1 meeting per month, 3 rd Thursday, Daytime, 10:00 a.m., approx. 1 – 3 hours.
Intermunicipal Collaboration Committee	<i>Mayor Warnock Councillor Dalke; Councillor Petersen</i>	Mayor Warnock, 2 Councillors _____ & _____	As required. Weekday, Daytime, 1 – 2 hours, Council Chambers
Mountain View Regional Waste Management Committee	<i>Mayor Warnock</i> <i>Alternate: Councillor Vardas</i>	Mayor Warnock <i>Alternate Councillor</i> _____	5 – 6 meetings per year, approx. 3-4 hrs. daytime (usually mornings); possible subcommittee meeting as required, approx. 1- 2 hours daytime.
Intermunicipal Planning Commission	<i>Mayor Warnock and Councillor Dalke</i>	Mayor Warnock, and 1 Councillor _____	As required, Weekdays, Daytime, Agenda notification from MVC.

Boards/Commissions /Partnerships	<u>Oct. 2024 to Oct. 2025</u> CURRENT APPOINTMENTS	<u>Nov. 2025 to Oct. 2026</u> CURRENT APPOINTMENTS	<u>Meetings / Time Commitment</u>
Mountain View Senior's Housing	Mayor Warnock	Mayor Warnock	1 monthly meeting (except July & Dec.), Evening 6:30 pm, approx. 1 – 3 hours, ASHA Conference – 3 days in November; possible daytime subcommittee meetings as required.
RAC 10 (AB Health Rural Advisory Council	Mayor Warnock	Mayor Warnock	Appointment is by Minister. Daytime meetings, 10:00 am. 2 in person meetings per year
MTMC (Mid Sized Mayors' Caucus) Mayor only	Mayor Warnock	Mayor Warnock	Meetings Online at 3PM on second Tuesday of each month (Executive Committee meets monthly at Noon to 1pm) - with In Person annual meeting during the ABMunis Conference
Central Alberta Mayor's and Reeves meeting	Mayor Warnock	Mayor Warnock	Out of Town (Usually Innisfail or Red Deer) - 5pm Door opening - 6 PM Meeting. - Quarterly

Organizations Requesting Council Participation

Organizations	<u>Oct. 2024 to Oct. 2025</u> CURRENT APPOINTMENTS	<u>Nov. 2025 to Oct. 2026</u> CURRENT APPOINTMENTS	<u>Meetings / Time Commitment</u>
Sundre & District Aquatic Society	<i>Councillor Isaac</i> <i>Alternate: Councillor Marr</i>	Councillor _____ Alternate Councillor _____	1 per month, 4 th Wednesday, 6:00 p.m. 1-2 hours, Voting Member, AGM Mid-March
Central Alberta Economic Partnership (Liaison between Council & CAEP)	<i>Councillor Anderson</i>	Councillor _____	June AGM & Fall General Meeting (various locations)
Citizens on Patrol	<i>Councillor Dalke</i>	Councillor _____	3 rd Thursday per month at 7 p.m. for approx. 1 – 1 ½ hrs., yearly AGM in October. Voting Member
Sundre Hospital Futures Advisory Committee	<i>Councillor Vardas</i>	Councillor _____	3 rd Tuesday every month at E-SIM Lab Classroom (Firehall Building) 7 p.m. and, Yearly fund raiser - Gala
Red Deer River Municipal Users Group	<i>Councillor Dalke</i> <i>Alternate: Mayor Warnock</i>	Mayor Warnock Alternate: Councillor _____	1 per month (usually Thursday of the 3 rd week), 5 – 6 hours afternoon
Red Deer River Watershed Alliance	<i>Mayor Warnock</i>	Mayor Warnock No Alternate	Every 2 nd month, 9 am – Noon; Via Zoom. (Next meeting Nov 18)
Sundre & District Chamber of Commerce	<i>Mayor Warnock and Councillor Isaac</i>	Mayor Warnock Alternate: Councillor _____	2 nd Thursday per month, 7:00 p.m. at VIC. Non-voting member 1 – 2 hours, AGM last week in January
Sundre & District Historical Society	<i>Councillor Petersen</i> <i>Alternate: Councillor Marr</i>	Councillor _____ Alternate Councillor _____	3 rd Thursday per month at 7:00 p.m. at Museum, 1 – 1.5 hours. Non-voting member AGM – 3 rd Tuesday in October
Sundre Forest Products/West Fraser	<i>Councillor Isaac</i>	Councillor _____	Bi-monthly, 2 -3 hrs. evenings, alternating between Rocky Mountain House and Sundre
Parkland Regional Library Board	<i>Councillor Dalke</i>	Councillor _____	Four (4) Board meetings annually, with Virtual option to attend

Intermunicipal Subdivision & Development Appeal Board (regional): Mr. Mike Beukeboom and Ms. Shelley Kohut (2-year term ending in October 2026)



REQUEST FOR DECISION

COUNCIL DATE	November 10, 2025
SUBJECT	RFD Correspondence / Invitations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

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

ADMINISTRATION RECOMMENDATIONS:

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

Motion:

That the Town of Sundre Council accept the letter and Annual Report from the Red Deer Watershed Alliance as information.

That the Town of Sundre Council accept the letter from Mountain View County as information.

That the Town of Sundre Council accept the letter from the Town of Carstairs as information.

That the Town of Sundre Council accept the letter of congratulations from the Honourable Dan Williams, Minister of Municipal Affairs as information.

Motion:

ATTACHMENTS:

- 11.1 Red Deer Watershed Alliance
- 11.2 Mountain View County
- 11.3 Town of Carstairs
- 11.4 Letter from Minister Williams

Date Reviewed: November 5, 2025

CAO Linda Nelson

October 17, 2025

Town of Sundre
Box 420
Sundre, AB T0M 1X0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Town of Sundre,

Thank-you for your ongoing support of the Red Deer Watershed Alliance (RDRWA), the designated Watershed Planning and Advisory Council for the Red Deer River Basin (RDRB). Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes the Town of Sundre is an important land and water use decision-maker and community leader. Below is a brief update on the RDRWA's activities and information on ways you can help us achieve our shared watershed planning goals and participate in our 2026-2027 funding process.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. We are a science-based, multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead an ongoing collaborative process to:

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP),
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

An Ongoing relationship

The Town of Sundre plays a key role in the RDRWA both as a watershed partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute over 20% of the RDRWA's annual funding. Our records show that the Town of Sundre has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue in 2026-2027. Consistent core funding from our partners is integral to our operations and helps to directly support our ability to lead projects with adequate staff and resources.

Over the past 20 years, our organization has developed many resources to maintain and protect watershed health. The RDRWA's work benefits the Town of Sundre by providing watershed assessment, programming and regional planning materials to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health

Update on Activities

Highlights from our [2024-2025 Annual Report](#) include:

- **Watershed Assessment and Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management decisions. Some initiatives are listed below.
 - **Flood and drought resilience:** The RDRWA has mapped over 10,000 km of riparian intactness (shoreline health). [Technical reports](#), data and municipal summaries of this natural asset mapping support decision making and targeted restoration and conservation programming that provide ecosystem services.
 - **State of the Watershed:** The RDRWA is working on an interactive online State of the Watershed Report. Content for several priority chapters including water quantity, riparian areas has been completed, and work is progressing on surface and groundwater quality. Information will inform priorities for the Integrated Watershed Management Plan ([IWMP](#)).
- **Education and Outreach:** Our work reaches thousands of central Albertans every year. This year the RDRWA connected with over 1,500 individuals through forums, workshops and public events. We delivered programs to school groups and the general public to promote watershed health topics. The RDRWA also connected with over 3,000 individuals on social media (Facebook and X), through our monthly newsletter (400) and with our website materials (6,600 active users). We developed a blog on the Dickson Dam and added drought materials to the website to increase water literacy.
- **Convenor and Collaborator:** Additionally, we provide forums for stakeholders and rights holders to meet, share information, discuss water and watershed issues and priorities in the basin. This year our AGM, Fall Forum (Delburne) and Spring Forum (Bentley) featured speakers on themes of Water and watershed management in a changing climate and local watershed initiatives, respectively. Events were all well attended and received.



Stronger Together

Thank-you again for being a key partner in watershed management. Your support matters, and we hope the Town of Sundre will continue to fund the RDRWA's watershed management initiatives and work towards addressing our current and future shared water challenges.

We truly appreciated your past support and respectfully request confirmation of your municipality's 2026-2027 contribution (\$0.50 per capita rate). For continued support, please request an invoice, from info@rdrwa.ca and include a primary contact to ensure your municipality receives regular updates.

Sincerely,

A handwritten signature in black ink that reads "Francine Forrest".

Francine Forrest, MSc.
Executive Director, RDRWA
403 340-7379

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Check out water-related events on our [community calendar](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees



ANNUAL REPORT

2024-2025 | YEAR IN REVIEW

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LAND ACKNOWLEDGEMENT

The Red Deer River Watershed Alliance acknowledges all the Indigenous Peoples whose footprints have marked these lands since time immemorial.

The Red Deer River Watershed in which we live and work spans what is now known as Treaty 6 of the Dene Suliné, Cree, Nakota Sioux and Saulteaux peoples, and Treaty 7 of the Blackfoot [Siksika, Piikani, Kainai], the Tsuu T'ina, and the Iyarhe Nakoda [Bears paw, Chiniki and Wesley] peoples and is home to the Métis Nation.



Together we can learn and honour the Traditional Knowledge and ways of knowing of Indigenous Peoples and work to further their recognition as the original stewards of the land and water.



EXECUTIVE SUMMARY

In 2024–2025, the RDRWA advanced its vision of a healthy, sustainable watershed through innovation, collaboration, and science. Building on partnerships, technical credibility, and growing community engagement, the RDRWA's ongoing efforts in state of watershed reporting, watershed plan implementation, and multi-level outreach ensures that watershed health remains a regional priority. Below are some key highlights:

Partnerships

RDRWA partnered with over 25 different agencies on outreach events, environmental monitoring, restoration activities, and technical input for our State of the Watershed project.

Watershed Assessment and Planning



State of the Watershed Reporting (SoW): work is well underway, online report framework has been developed, priority chapters in progress or completed



Watershed Plan Recommendations: Our third riparian mapping and engagement project was completed this year and we hosted three events, planting > 3,000 shrubs and trees. In total, > 10,000 km of shoreline has been mapped in the basin to focus restoration efforts.

Water Literacy and Education

Significantly expanded outreach by increasing our presence on digital platforms and in-person engagements. Engaged with over:



990 followers on Facebook and 2,987 followers on X



6,600 active users of our website



1,500 participants in outreach activities ; and



hosted seven events and participated in > 20 others

Convener and Collaborator

Our informative Fall and Spring Forums continue to be well received. These key gatherings provided valuable opportunities for dialogue, collaboration, and knowledge sharing across sectors.

Thank you to all our supporters and staff for their dedication, particularly during a drought year with many pressures and important discussions on water. Together we will continue to strive to promote, maintain, and improve watershed health and literacy in the basin.



NOTE FROM THE CHAIR

The Executive Committee can report we had a very busy year. Our emphasis was to get our organization working to achieve the best success. Preparing *The State Of The Watershed* report was our major emphasis along with successfully completing a number of outreach projects and major events.

I want to personally thank Francine and Darian along with help from Canada Student Grant for our summer student, Samantha.

With our shortage of adequate precipitation this year we can only realize the important challenges we will face. Water will be our most important resource in the future and it is our job to protect our watershed's health.

Bob Mills , Chair of the RDRWA Board of Directors

NOTE FROM THE EXECUTIVE DIRECTOR

This was another dry year and the RDRWA heard from many partners regarding social, environmental and economic stresses across the basin. Thank you to my board for their support and direction while RDRWA pivoted to participate in unplanned Water Sharing Agreements and support with drought communications.

I am also grateful to my team who achieved so much this year including: assessment of conditions using biomonitoring in the tributaries of the headwaters to the grasslands, increased engagement with youth (>1,025), and coordinated input from technical teams into a newly developed online GIS framework for our State of the Watershed report .

Thank you to our partners, volunteers and members who continue to inspire me. The Red Deer River Basin is truly amazing, ongoing learning, local action and communication will ensure this basin remains a treasure for future generations to enjoy.

Francine Forrest

ABOUT THE RDRWA

The Red Deer River Watershed Alliance (RDRWA) was created in 2005 as a non-profit society. We are one of 11 designated Watershed Planning and Advisory Councils in Alberta identified under the Government of Alberta's Water for Life Strategy. We are a science-based organization and share information on watershed health and management in the Red Deer River basin.

OUR VISION

The Red Deer River watershed will be healthy, dynamic, and sustainable through the efforts of the entire community.

OUR MISSION

The Red Deer River Watershed Alliance (RDRWA) is an inclusive, collaborative partnership that promotes a healthy watershed to ensure a legacy of ecological integrity and economic sustainability.

STRATEGIC GOALS: 2023-2027

-  Assess State of the Watershed and Integrate with Planning
-  Expand Engagement and Develop Relationships
-  Secure Adequate and Stable Funding
-  Build and Strengthen the Organization – Board and Staff



WELCOME TO YOUR WATERSHED

The Red Deer River watershed is approximately 50,000 km² and 8% of Alberta's landmass. The headwaters of the Red Deer River are in the Rocky Mountains and the river flows eastward 724 km through Foothills, Boreal Forests, Parkland, and Grasslands to join the South Saskatchewan River. The South Saskatchewan River continues on to Lake Winnipeg, and eventually to Hudson's Bay.

Many factors including climate, topography, geology and land use significantly influence the Red Deer River watershed's overall health and water resources. The watershed is home to approximately 300,000 people, includes some of Canada's best farmland, and many important parks and cultural areas. The river provides many social, economic and environmental benefits.



The above map shows the different subwatersheds, grouped into five watershed management zones defined in our Integrated Watershed Management Plan (RDRWA 2016) that reflect geography, landuse patterns and natural ecosystems across the Red Deer River Basin.

OUR BOARD OF DIRECTORS 2024-2025

Environmental and Stewardship

Helge Nome – Alberta Freshwater Alliance
Jessica Hayes – Nature Conservancy of Canada

Agriculture and Business /Industry

Dara Kudras – Independent Producer
Mark Lansing – Parallax Energy Operating Inc.
Mike Gallant – Kerr Wood Leidal Associates Ltd.

Municipal Government

Peggy Johnson – Mountain View County
Kraymer Barnstable – City of Red Deer
Trent Caskey – Special Areas Board
Philip Massier – Red Deer County

Provincial, Federal and Academia

Amanda Halawell – Alberta Environment & Protected Areas
Dan Karran – Olds College
Robert (Bob) Mills – Individual

Indigenous and First Nations

Amy Mendenhall – A Place for Youth to Live and Gather

Individual

Adam Minke – Independent
Karen Fahrlander – Independent

Ex Officio

Richard Warnock – Town of Sundre

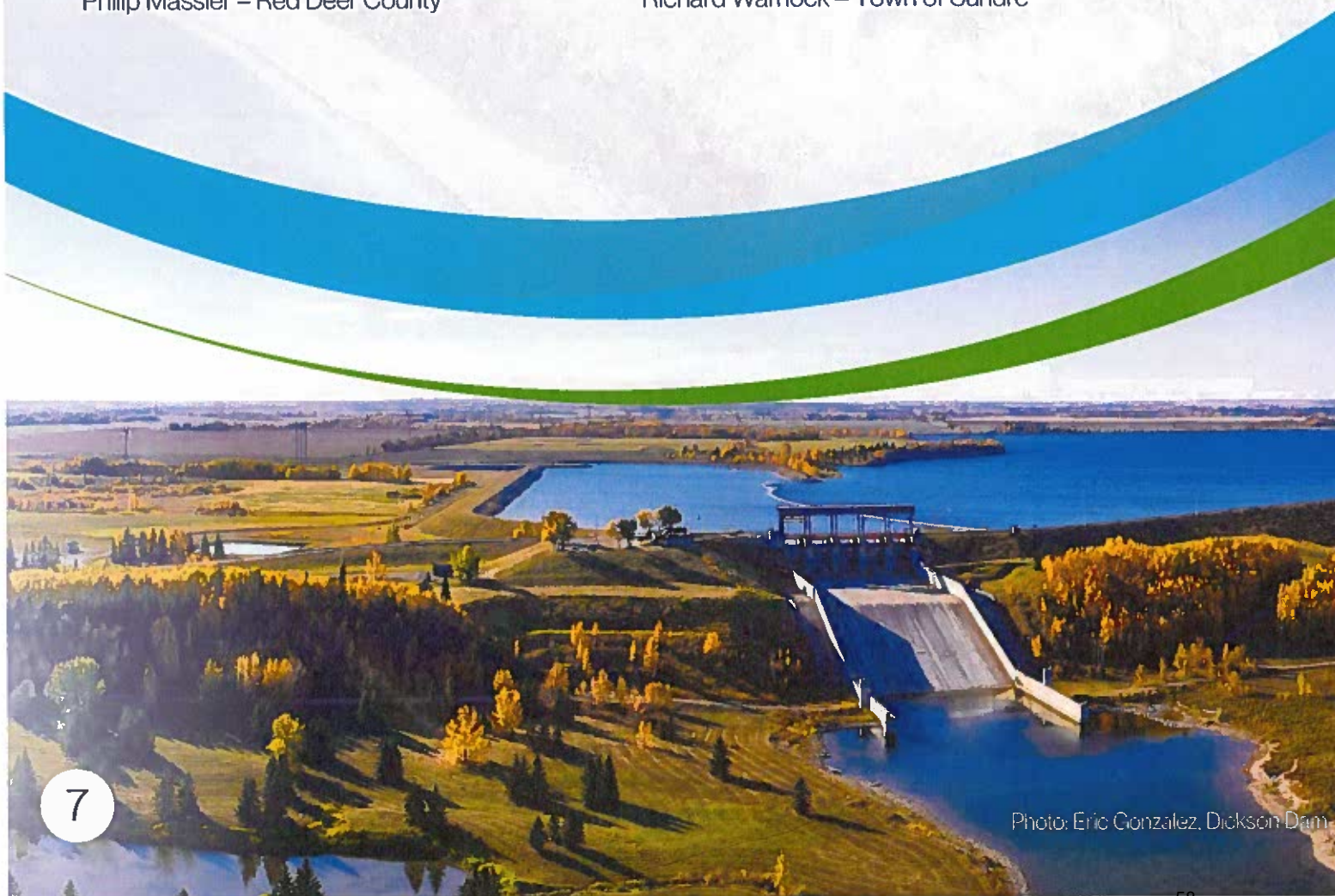


Photo: Eric Gonzalez, Dickson Dam



RDRWA FULL TIME STAFF 2024-2025



FRANCINE FORREST

Executive Director



DARIAN COULTER

Watershed Outreach and
Program Coordinator



SAMANTHA BENNETT

Summer Watershed
Outreach Program

The following contractors and casual staff also provided significant support:
Jennifer Caudron, Emily Genereux, Chris Clark, Heather Marshall, Jeff Meier, Lauren Comba, Barb Duncan, Angela Menzel.

RDRWA COMMITTEES

The RDRWA has five committees: Executive, Governance, Board Recruitment, Outreach and Watershed Health, Issues and Projects (WHIP) committees.

The Executive, Governance, and Board Recruitment Committees met throughout the year to manage board and organizational affairs. The Governance Committee updated the staff handbook and reviewed policy. The Watershed Health Issues and Projects (WHIP) and Outreach Committee worked closely with RDRWA staff to achieve operational goals.

This past year the WHIP Committee provided input and direction on the State of the Watershed project. Updates on regional watershed activities were also shared and further communicated to our members .

The Outreach Committee strives to achieve outreach, education, engagement, and stewardship goals. The committee met to collaborate on public engagement events, education and stewardship initiatives.

These efforts contributed directly to strategic planning, grant implementation, and a productive organizational culture. Furthermore, they increase community understanding and support for the RDRWA's vision and strategic priorities.

MEASURING PROGRESS

Convenor and Collaborator		Watershed Assessment & Planning	
Hosted Core Events (AGM, Fall Forum, Spring Forum)	✓	State of the Watershed Report	 working
RDRWA Communications (e.g., website, e-newsletter, social media)	✓	Surface Water Quantity and Riparian Chapters <i>Complete</i>	✓
Engaging with key partners & stakeholders (e.g., municipalities, stewardship groups, First Nations, etc.)	 working	Watershed activities: Raven, Rosebud, and Michichi sub-watersheds riparian mapping and restoration project <i>WRRP grant complete</i>	✓
Literacy and Education		Literacy and Education	
Provided communications (e.g., website, e-newsletter, social media)	✓	Engagement on natural asset importance	 ongoing
Governance		Literacy and Education	
Funder engagement and reporting (e.g., AEP, municipalities, grant providers, etc.)	✓	Delivered outreach and education programs with partners and a focus on experiential activities	✓
RDRWA Committees	✓		

WATER LITERACY & EDUCATION

As a Watershed Planning and Advisory Council (WPAC), we are dedicated to raising awareness about water, watershed health, and the vital roles that various sectors play in watershed management. In 2024-2025, our outreach efforts expanded significantly, allowing us to connect with a broader range of audiences including technical professionals, students, municipalities, and the general public.

Communications

Our digital and print media presence continues to support our outreach by delivering timely, engaging, and informative content.

- Newsletter: Produced 11 e-newsletters, reaching 398 monthly subscribers with updates, resources, and event highlights.
- Social media: Connected with 990 followers on Facebook and 2,987 followers on X, respectively.
- Website: Promoted local activities and important watershed resources. We also added a new blog featuring updates on the Dickson Dam. >6,600 active users.
- Print media: A marketing poster was developed for broader visibility.

Outreach

We had an amazing year for outreach with staff attending 23 events and hosting 10 events including workshops, booth events, and educational seminars. Over 1,500 participants were engaged on water conservation and other watershed management topics in our community. Outreach for this year helped reinforce RDRWA's identity and connect with future stewards.

- School-Based Events: We conducted in school visits delivering engaging and interactive presentations on water and watershed health, including pond dipping. Pond dipping allowed students to do science-based exploration of their local wetlands. We also participated in Farm Safety School Tours educating students on watersheds and their importance in rural communities and taught an environmental monitoring lesson to TenPeaks students, a youth-focused event which encourages leadership in environmental sustainability.
- Public Events: Public events allowed us to broaden our reach, providing opportunities to engage with diverse audiences and raise awareness of watershed issues in accessible, meaningful ways. (e.g. Aggie Days, Sundre Watershed Exoo,)
- Watershed Activities: Hands-on, interactive learning opportunities allow participants to connect directly with watershed environments. These events including environmental monitoring with the Medicine River Watershed Society and hosting several riparian planting events.

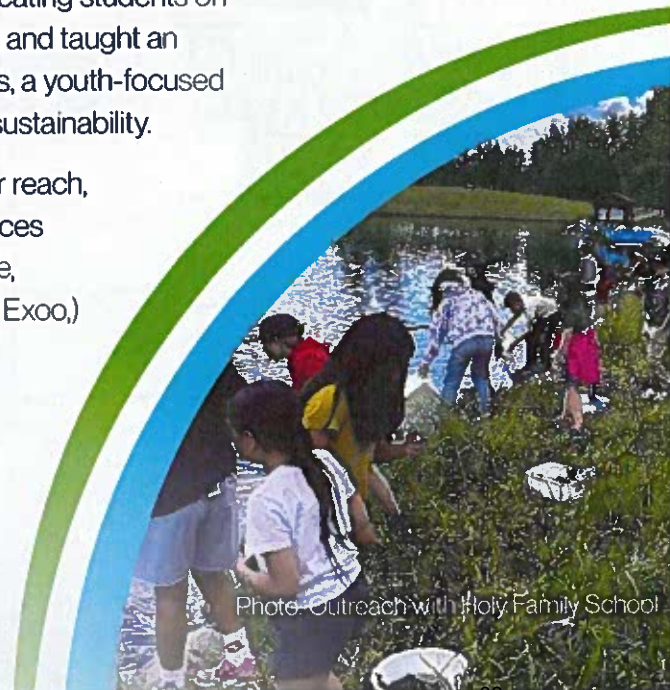


Photo: Outreach with Holy Family School

PLANTING EVENTS IN THE ROSEBUD AND MICHICHI SUBWATERSHEDS

With funds from the Watershed Restoration and Resiliency Program, RDRWA hosted three riparian restoration events with partners at Wheatland County, the Nature Conservancy and Cows and Fish. Two events were hosted in the Rosebud watershed, at Serviceberry Creek and along the Rosebud River. One event occurred in the Michichi watershed. With support from 54 staff and volunteers, over 3,400 native shrubs and trees were planted at these sites. Restoration of these areas provided an opportunity to learn new skills and take local action to improve riparian health which increases local flood and drought resiliency, erosion management, biodiversity and provides other river and habitat enhancements.



Planting event at Service Berry



Planting event at Michichi



Planting event at Rosebud

RDRWA AS A CONVENER AND COLLABORATOR

Throughout 2024 – 2025, the RDRWA demonstrated strong leadership as a convener, bringing together stakeholders across sectors to share knowledge and discuss pressing watershed issues.

- RDRWA AGM: (June 27, 2024) River Bend Golf Course in Red Deer. Guest speaker Paul Bauman, a global leading geophysicist, gave a presentation titled “Tales & Tools of Underground Water Exploration”. Board member elections and appointments occurred as well as discussion of RDRWA’s financials and projects.
- RDRWA Fall Forum: (October 4, 2024) The Fall 2024 Forum in Delburne (30 attendees) addressed “Water and Watershed Management in a Changing Climate,” and included a robust speaker lineup from Trout Unlimited, Fiera, GOA, and more. Topics included updates on: Ardley Dam, riparian mapping in the Basin, Red Deer River fish species, water licensing policy and ALUS programs that support producers with drought resiliency.
- Spring Forum: (March 5, 2025) The Spring 2025 Forum in Bentley featured over 65 attendees and talks were focused on local watershed stewardship initiatives (Medicine, Blindman, Gull Lake), groundwater research updates and a demonstration on RDRWA’s online State of Watershed (SoW) report.





PARTNERSHIPS

- Intrabasin Water Coordinating Committee (IWCC) and Drought Emergency Management Support: Water Sharing Agreement Meetings: 2024 was another dry year. RDRWA participated in the province led water-sharing discussions and brought questions and local concerns forward.
- Research partners: Shallow Groundwater study in the Highway 2 corridor: RDRWA is collaborating with researchers at the University of Calgary, Alberta Biomonitoring Institute, Alberta Geological Survey branch of the Alberta Energy Regulator, Alberta Environment and Protected Areas, and the Ludwig Maximilian University to assess the historic patterns and future trends of anthropogenic impacts on shallow groundwater quality in southern Alberta. This was the third year of a three-year study which is partially funded by a grant from Alberta Innovates.
- Monitoring partners: Health Canada Pesticide Monitoring: RDRWA collaborated with Health Canada for a second year to evaluate the prevalence of pesticides in a key tributary and source watershed of the Red Deer River Basin.
- Monitoring partners: Medicine River Monitoring Program: RDRWA collaborated again with the Medicine River Watershed Society on their citizen science sampling program. Additions included in-kind chemical analysis of grab samples by the Mountain View Regional Water Services Commission and in-situ temperature measurements to evaluate aquatic ecosystem conditions.
- Water for Life Partners: Alberta Water Council and other WPACs continue to work together to enhance communications, initiatives and leverage funds for watershed improvements.
- Eastern Slopes Bioindicator Model: RDRWA is collaborating with WPACs and other partners to create a reference model. Once created this tool will quantitatively evaluate the state of watershed conditions and potential impacts in tributaries located in the eastern slopes. Seven reference sites were sampled in the Red Deer River headwaters in 2024.
- Municipal and Regional Engagement: RDRWA met with the City of Red Deer and Red Deer River Operators Group, to discuss source water protection and drought communications throughout the year. This collaboration supported planning and aligned communications.



STATE OF THE WATERSHED PLANNING & REPORTING

As a science-based organization, we understand that research, planning, and engagement are a foundational part of effective watershed management. The State of the Watershed report was a major strategic focus this year. The report is a snap shot in time summary of basin conditions . Information is being summarized into five watershed management zones. Key developments include:

- Online GIS framework created: RDRWA is using experience builder to create and online interactive state of the watershed report.
- Riparian areas and Wetlands: Information from satellite mapping (Fiera; Riparian Intactness) and local assessments (Cows and Fish), were integrated and summarized. A technical advisory group helped inform chapter development.
- Surface Water Quantity: RDRWA worked with KWL and a technical review team to develop text and interactive online tools for the surface water quantity chapter. Information was uploaded to the online State of the Watershed Report.
- Surface Water Quality: A technical advisory team has been created and a contractor selected to summarize mainstem and tributary conditions.
- Aquatic Health /Biodiversity: RDRWA is utilizing the Canadian Aquatic Biomonitoring Network (CABIN) approach to evaluate the health of aquatic ecosystems in both the Red Deer River mainstem and its tributaries.
 - CABIN sampling has been completed for tributary confluence sites for this and future State of the Watershed Reporting.
- Groundwater: Under the Alberta Innovates Grant, RDRWA is working with research partners on a water quality study which will be used to inform the ground water chapter.

INTEGRATED WATERSHED MANAGEMENT PLAN

RDRWA continues to work with partners on the promotion of natural assets for ecosystem services such as flood and drought resiliency. Supported by funds from the Watershed Resiliency and Restoration Program (WRRP), mapping riparian areas in the: Raven, Rosebud, and Michichi sub-watersheds was completed and results were communicated with stakeholders. RDRWA also hosted three riparian planting events in late fall of 2024 at Serviceberry Creek, Rosebud River, and Michichi Creek. Technical reports are now available on the website along with mapping data for regional municipal source water protection or conservation planning projects.



Photo: Michichi Planting Event

2024/2025 FINANCIALS

Statement of Operations and Changes in Net Assets

Year Ended March 31, 2025*

Revenue		RDRWA 2023 - 2024 (Funding by %)	
Government of Alberta	328,651	Other (Federal, Charitable Donations) 11.6% Municipal 21.2% Government of Alberta 67.2%	
Municipal	103,751		
Other contributions and income	56,785		
Total (\$)	489,187		
Other Income			
Interest income	18,772		
Total (\$)	18,772		
Excess of revenue over expenses (\$)	45,317		
Expenses		Summary of Financial Position	

Board and governance	1,117
Human resources and administration	226,252
Office space and operations	91,340
Watershed assessment and planning	130,513
Outreach, convenor and collaborator	13,420
Total (\$)	462,642

	March 31, 2025*	March 31, 2024*
Assets	913,579	832,595
Liabilities	149,223	113,556
Net assets	764,356	719,039
Total (\$)	913,579	832,595

THANK YOU TO OUR FUNDERS AND DONORS 2024-2025

Over \$100,000



Over \$20,000



Kim Sturgess

\$500 - \$15,000

Alberta Irrigation Districts Association
Alberta Innovates
Clearwater County
County of Newell
Government of Canada
Lacombe County
Lake Winnipeg Grant
NOVA Chemicals
MD of Bighorn
Medicine River Watershed Society
Mountain View County
Red Deer County
Rocky View County
Special Areas Board
Starland County
Summer Village of Birchcliff
Summer Village of Burnstick Lake
Summer Village of Gull Lake
Summer Village of Half Moon Bay
Summer Village of Jarvis Bay
Summer Village of Norglenwold
Summer Village of Parkland Beach
Summer Village of Sunbreaker Cove
Town of Bentley
Town of Blackfalds
Town of Rimbey
Town of Sundre
Village of Delburne
Village of Halkirk
Wheatland County

Up to \$500

Border Paving – Vic Walls
Karen Fahrlander

Also thank you to everyone for your in-kind support on committees and at events. Together we are working towards a healthy and resilient watershed for generations to come.

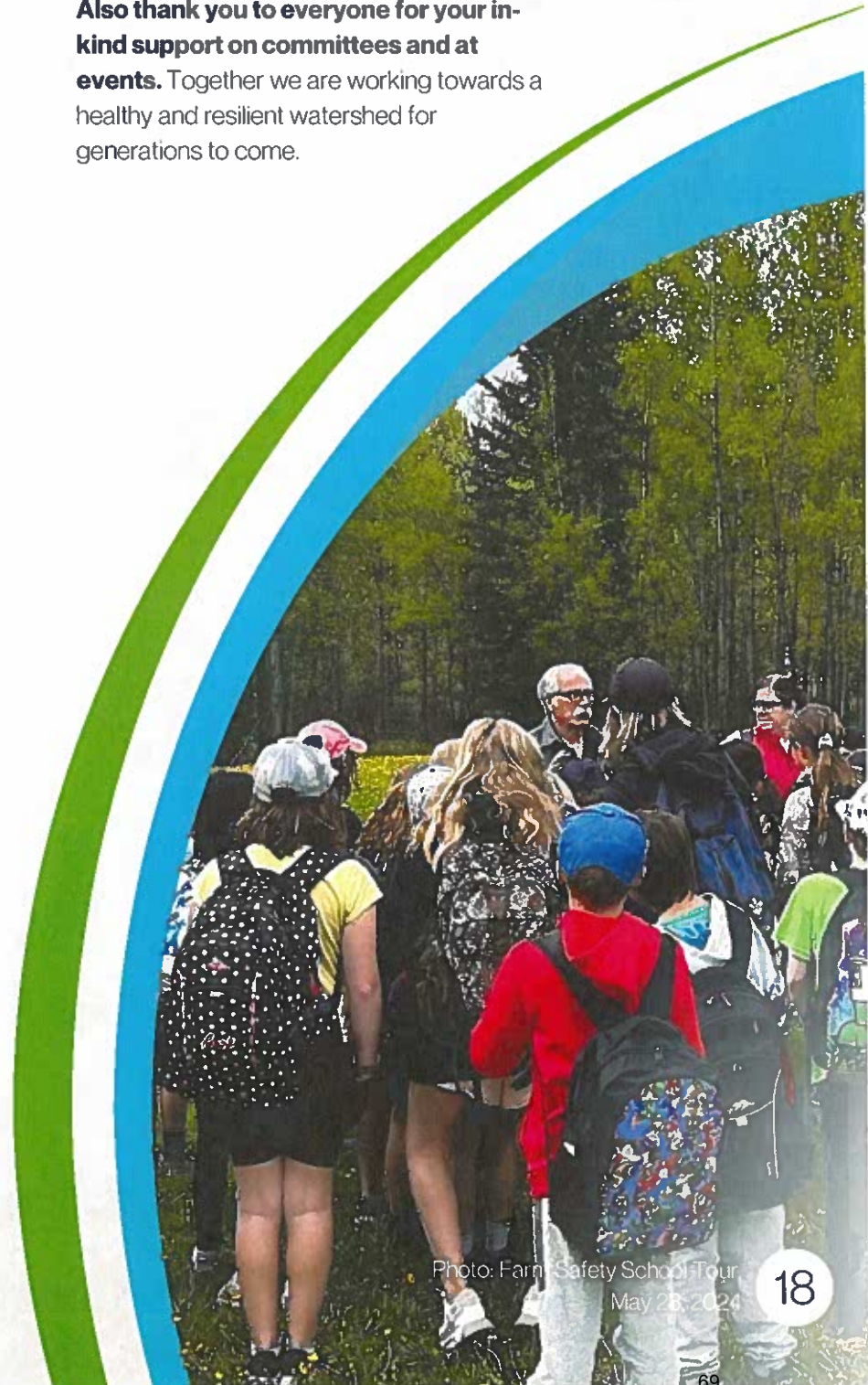


Photo: Farm Safety School Tour
May 28, 2024

UP NEXT IN 2025-2026

The RDRWA's work in 2025-2026 will continue to be guided by our four-year strategic plan and our mandate and roles. Core priorities in the workplan are summarized below.

Ongoing	Major Programs/ Projects
Convenor and Collaborator: • Host core events (AGM, Fall Forum, Spring Forum) • Engage with Indigenous Communities and key stakeholders (e.g., municipalities, stewardship groups, etc.) • Engage with core Water for Life partnerships (e.g., WPACs, AEPA, Alberta Water Council) Literacy and Education: • Enhance communications (e.g., website, e-newsletter, social media) Governance: • Increase funder engagement and reporting (e.g., AEPA, municipalities, grant providers, etc.) • Continue to improve governance practices.	Watershed Assessment and Planning: • Source funds and focus on on the State of the Watershed Report • Continue chapter development of the online framework to facilitate future updates. • Continue to promote riparian restoration and conservation initiatives for ecosystem benefits with various stakeholders. • Continue to support biomonitoring in tributary SoW sites and for reference model. Literacy and Education: • Deliver outreach and education programs with partners and a focus on experiential activities. • Support drought literacy, engagement and outreach capacity.

A photograph showing two individuals engaged in a serviceberry planting event. One person, wearing a green shirt and khaki pants, is bent over near a riverbank. The other person, wearing a dark blue jacket and a beanie, is also working. A bright green curved line and a blue curved line are overlaid on the image, separating the photo from the text below.

GET INVOLVED

Learn more about the watersheds:

Visit our new Resources page www.rdrwa.ca to discover RDRWA or our partner resources.

Use your voice:

Advance conversations about water and land use in central Alberta. Participate in RDRWA events and stay up to date on engagement opportunities.

Build community:

By checking out our online community calendar for upcoming workshops, education, and environmental stewardship programs on offer from RDRWA and our partners.

<https://rdrwa.ca/events>

Follow us on social media:

Follow us on X at @RDRWA and we are also on Facebook under Red Deer River Watershed Alliance.

Subscribe to our e-newsletter:

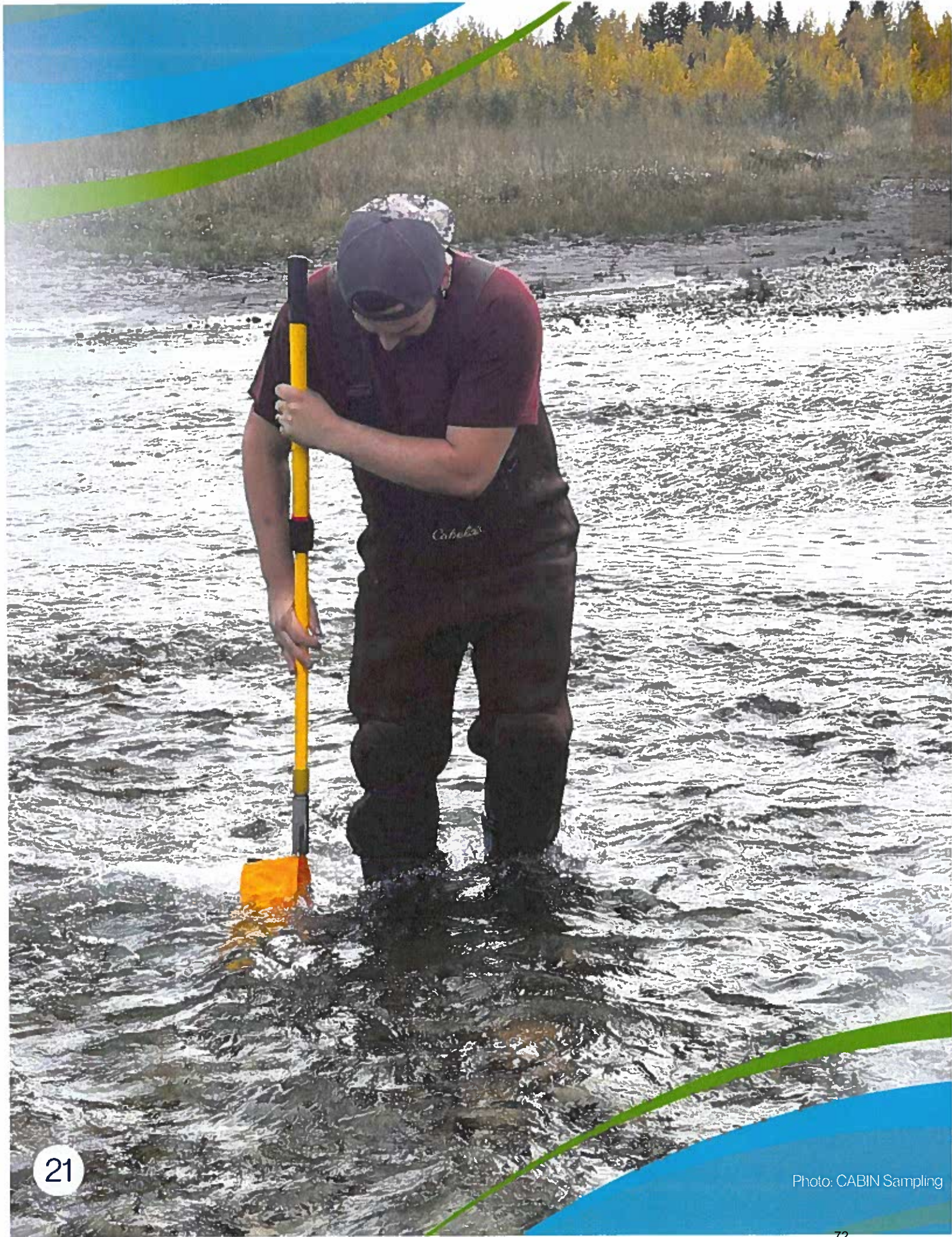
We publish a monthly e-newsletter, The Source, each month, and each edition is filled with the latest local and national water news, academic articles, employment opportunities, events, and more. It's free to subscribe! Sign up today to stay up to date on all the latest news!

<https://rdrwa.ca/news>

Donate to the RDRWA:

Every contribution makes a difference! We are a registered charity and provide receipts for all donations greater than \$20.

<https://rdrwa.ca/donate/>



BECOME A MEMBER

Become a member of the RDRWA. Membership is free!

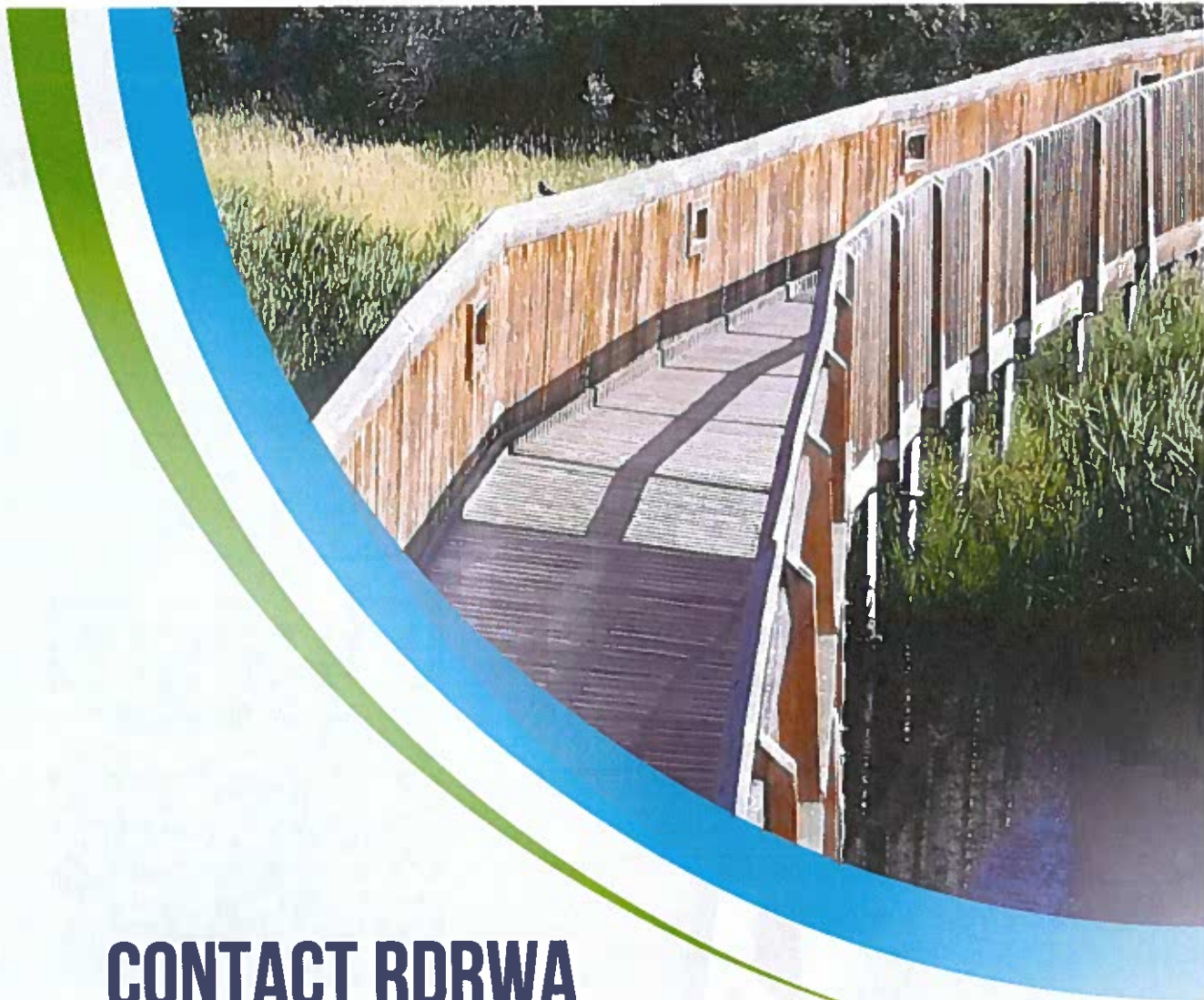
We offer both individual and organizational memberships.

Become a member to:

- Join an active community of people supporting the watershed
- Vote at the Annual General Meeting
- Run for our Board of Directors.
- Access information and learn about the Red Deer River Watershed
- Assist with fundraising and volunteering events



**Scan the QR code, or visit
<https://rdrwa.ca/> to join**



CONTACT RDRWA



www.rdrwa.ca



info@rdrwa.ca



403.340.7379



@RDRWA



Red Deer River Watershed Alliance





October 31, 2025

Via Email: linda.n@sundre.com

Linda Nelson
Chief Administrative Officer
Town of Sundre
Box 420
Sundre, AB T0M 1X0

RE: 2025-2026 Mountain View County Appointments

Mountain View County Council, at its Organizational Council Meeting held on October 29, 2025, appointed the following representatives to the Inter-Municipal Collaboration Committee and the Sundre Library until the October 2026 Organizational meeting:

Inter-Municipal Collaboration Committee

Reeve	Angela Aalbers	403-507-1057	aaalbers@mvcounty.com
Councillor	Peggy Johnson	403-586-6273	pjohnson@mvcounty.com
Councillor	Tiffany Nixon	403-507-9153	tnixon@mvcounty.com

Sundre Library

Councillor	Tiffany Nixon	403-507-9153	tnixon@mvcounty.com
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Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions concerning the above, I would be happy to discuss them with you.

Sincerely,

Christofer Atchison, Director
Legislative, Community and Agricultural Services
/cd

October 28, 2025

Via Email: townmail@sundre.com

RE: 2025-2026 Town of Carstairs Appointments

The Town of Carstairs Council, at their Organizational Meeting held on October 27, 2025, appointed the following representatives to the following committees until October 2026 Organizational Meeting.

Inter-Municipal Subdivision & Development Appeal Board

Councilor Sheldon Ball	403-807-2478 sheldonb@carstairs.ca
Bev Stevenson	403-803-0404 stevenson.b@outlook.com
Kylie Ranson (clerk)	403-337-3341 kylier@carstairs.ca

**Carstairs Public Library
Parkland Regional Library**

Councilor Shannon Wilcox	587-966-3831 shannonw@carstairs.ca
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Mountain View Regional Waste Commission

Councilor Shannon Wilcox	587-966-3831 shannonw@carstairs.ca
Councilor Sheldon Ball (alternate)	403-807-2478 sheldonb@carstairs.ca

Mountain View Regional Water Commission

Councilor Jerry Roberts	403-479-3169 jerryr@carstairs.ca
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Mountain View Seniors Housing Authority

Councilor Angie Fricke	403-507-9114 angief@carstairs.ca
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Please update your records and forward any information pertaining to this matter to the appointed representatives.

If you have any questions, please contact myself at 403-337-3341

Sincerely,



Rick Blair
CAO, Town of Carstairs



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Peace River*

AR120370

November 4, 2025

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

Dear Mayor Warnock and Council:

My sincere congratulations on your election to municipal office for the Town of Sundre. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Town of Sundre's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs