



Regular Council Meeting

Via Teleconferencing

January 11, 2021

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: 20210111 Site Specific Exception**
3. **Agenda – Amendments and Adoption**
3.1 January 11, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 December 21, 2020 Regular Council Meeting Pg. 1
4.2 December 23, 2020 Special Council Meeting Pg. 5
5. **Delegation: None**
6. **Bylaws/Policies**
6.1 Bylaw 2020-08 Site Specific Exception, Central Commercial District Pg. 6
6.2 Bylaw 2020-11 Municipal Election Bylaw Pg. 12
6.3 Bylaw 2021-01 To Establish the Committees of Council Pg. 17
7. **Old Business: None**
8. **New Business**
8.1 Appointment of Council Members to Sundre Hospital Futures Advisory Committee Pg. 37
8.2 Appointment of Council Members to Sundre Community Wellness Advocacy Committee Pg.
8.3 Appointment of Public Member to Vision for Sundre Pg. 38
8.4 Grants to Organizations – Sundre & District Curling Club Pg. 42
9. **Administration: None**
10. **Municipal Area Partnership (MAP):**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence**
12.1 Mountain View Seniors' Housing Pg. 44
12.2 December, Minister of Senior's Housing Newsletter Pg. 45
13. **Closed Meeting**
13.1 Advice from Officials, FOIPP Act Section 24
14. **Adjournment**

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



Regular Council Meeting
Minutes
Via Teleconferencing
December 21, 2020

Closed Meeting of Council of the Municipality of Sundre was held via Teleconferencing on Monday, December 21, 2020 commencing at 5:30 p.m.

CLOSED MEETING

Mayor Leslie opened the Closed Meeting of Council at 5:30 p.m. The following were in attendance for the closed meeting session:

Mayor Terry Leslie
Councillor Todd Dalke
Councillor Cheri Funke
Councillor Paul Isaac
Councillor Charlene Preston
Councillor Richard Warnock
Councillor Rob Wolfe

STAFF

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert

PUBLIC:

None

Topic of Closed Meeting

Local Public Body Confidences, Section 23(1) of the *FOIPPA* Act

Res. 316-21-12-20 MOVED by Councillor Wolfe that Council go into closed meeting at 5:30 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 317-21-12-20 MOVED by Councillor Warnock that Council return to open meeting at 5:57 p.m.

CARRIED

Mayor Leslie called a recess at 5:57 p.m. to allow for communication to the Public, dial-in instructions to join the Open Meeting.

The regular meeting of Council of the Municipality of Sundre was held via Teleconferencing on Monday, December 21, 2020 commencing at 6:05 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Todd Dalke
Councillor Cheri Funke
Councillor Paul Isaac
Councillor Charlene Preston
Councillor Richard Warnock
Councillor Rob Wolfe

ABSENT:

None

STAFF Chief Administrative Officer, Linda Nelson
 Director of Corporate Services, Chris Albert
 Administrative Support, Betty Ann Fountain
 Communications, Chelsea Kruger

PUBLIC There were 2 members of the public including delegations and press in attendance.

CALL TO ORDER The meeting was called to order at 6:05 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING None

AGENDA – AMENDMENTS AND ADOPTION

Res. 318-21-12-20 MOVED by Councillor Warnock that the Agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 319-21-12-20 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on December 7, 2020 be approved as presented.

CARRIED

DELEGATION

Res.320-21-12-20 MOVED by Councillor Preston that the Town of Sundre Council thank Jane Atkins for attending the Council meeting and accept her message of appreciation as information.

CARRIED

BYLAWS & POLICIES None

OLD BUSINESS **Four-Year Operating Budget and Ten-Year Capital Plan (2021 Version)**

Res. 321-21-12-20 MOVED by Councillor Funke that the Town of Sundre Council re-affirms the adoption of the 2019-2022 Four-Year Operating Budget and 2021-2030 Ten-Year Capital Plan as amended, with total expenditures of \$8,894,348 and \$9,388,947; and total operational revenues of \$5,295,036 and \$5,356,262, in 2021 and 2022 respectively. With the remaining \$3,599,312 and \$4,032,685 in 2021 and 2022 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.

CARRIED

NEW BUSINESS

Municipal Measurement Index Tool

Res. 322-21-12-20 MOVED by Councillor Dalke that the Town of Sundre Council accept the Municipal Measurement Tool as information.

CARRIED

Renewal of Temporary Borrowing Line of Credit (LOC)

Res. 323-21-12-20 MOVED by Councillor Wolfe that the Town of Sundre Council approve the renewal of Temporary Borrowing Line of Credit with the Alberta Treasury Branch, and that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town.

CARRIED

ADMINISTRATION**Departmental Reports – November**

Res. 324-21-12-20 MOVED by Councillor Wolfe that the Town of Sundre Council accept the Departmental Reports for November 2020 as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP** None**COUNCIL REPORTS****Council Committee Reports, Mayor Leslie and Councillor Funke**

Res. 325-21-12-20 MOVED by Councillor Warnock that the Town of Sundre Council accept Mayor Terry Leslie's and Councillor Cheri Funke's reports for November and December 2020 as information.

CARRIED**COUNCIL INVITATIONS/CORRESPONDENCE****City of Cold Lake**

Res. 326-21-12-20 MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from the City of Cold Lake as information.

CARRIED**Gas Alberta "Give Back Program 2020"**

Res. 327-21-12-20 MOVED by Councillor Isaac that the Town of Sundre Council accept the letter to Gas Alberta "Give Back Program 2020" as information.

CARRIED**Alberta Community Partnership – IC Council Resolution**

Res. 328-21-12-20 MOVED by Councillor Funke that the Town of Sundre Council accept the Alberta Community Partnership – IC Council Resolution as information.

CARRIED**Parkland Regional Library Board Meeting Highlights**

Res. 329-21-12-20 MOVED by Councillor Dalke that the Town of Sundre Council accept the Parkland Regional Library Board meeting highlights as information.

CARRIED

Mayor Leslie excused all public members at 7:01 p.m. and advised that they are welcome to contact Administration the following day for Motions that may arise when Council returns to open meeting.

Mayor Leslie called a 10 minute recess at 7:02 p.m.

The following, including 7 Council members were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer
Chris Albert, Director Corporate Services
Alex Clews, Acting Fire Chief

Public: None

CLOSED MEETING

Topic of Closed Meeting

13.1 Advice from Officials Section 24 of the *FOIP Act*

Res. 330-21-12-20

MOVED by Councillor Dalke that Council go into closed meeting at 7:10 p.m.

CARRIED

Res.331-21-12-20

MOVED by Councillor Isaac that Council return to open meeting at 8:17 p.m.

CARRIED

ADJOURNMENT

Res. 332-21-12-20

MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:17 p.m.

CARRIED

These Minutes approved this 11 day of January 2021

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



TOWN OF
SUNDRE
Special Council Meeting Minutes
Town of Sundre Community Centre
December 23, 2020

The special meeting of Council of the Municipality of Sundre was held in the Town of Sundre Community Centre Wednesday, December 23, 2020 commencing at 1:00 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Paul Isaac
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Cheri Funke
Councillor Todd Dalke arrived at 1:10 p.m.

STAFF IN ATTENDANCE

Chief Administrative Officer, Linda Nelson
Director Corporate Services, Chris Albert
Acting Fire Chief
Administrative Support, Betty Ann Fountain
Three (3) Members of the Fire Department

PUBLIC

There were 0 members of the public in attendance.

CALL TO ORDER

The meeting was called to order at 1:05 p.m.

CLOSED MEETING

Res. 333-23-12-20 MOVED by Councillor Funke that Council go into closed meeting at 1:05 p.m.

CARRIED

Councillor Paul Isaac left the meeting at 1:51 p.m.

RETURN TO OPEN MEETING

Res. 334-23-12-20 MOVED by Councillor Funke that Council return to open meeting at 2:16 p.m.

CARRIED

ADJOURNMENT

Res. 335-23-12-20 MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 2:16 p.m.

CARRIED

These Minutes approved this 11th day of January 2021

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Bylaw 2020-08 Land Use Bylaw Amendment
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2020-08 is an amendment to provide a "site specific exception" to the Central Commercial District (C-1) to accommodate the construction of a 4-storey mixed use (residential / commercial) building on a parcel legally described as:

Plan 1911694, Block 1, Lot 1;

Civic Address: 116 – 3 ST SW

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Report to be provided in conjunction with Public Hearing No. 2021-01-11.

ALIGNMENT WITH STRATEGIC PLAN:

This matter (process delivery) improves communication and transparency with stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approve Bylaw 2020-08.

MOTION:

That the Town of Sundre Council give Second Reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw.

That the Town of Sundre Council give Third and Final Reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw.

Attachments: Bylaw 2020-08
Central Commercial District (C-1)
Proposed Elevation Drawings
Proposed Site Plan

Date Reviewed: January 7, 2021

CAO: Linda Nelson



TOWN OF SUNDRE

BYLAW 2020-08

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

WHEREAS, Section 639 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

AND WHEREAS, Section 191 (1) of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

1. THAT Bylaw 2018-10, the Land Use Bylaw of the Town of Sundre, is hereby amended by adding a site specific exception to the Central Commercial District (C-1) for the maximum height of a "Mixed Use Development" to be constructed on a parcel legally described as, Plan 1911694, Block 1, Lot 1; as indicated below:

Exception 1.:

Plan 1911694, Block 1, Lot 1 is permitted to be developed as a "Mixed Use Development" with a maximum height of 14.5 meters.

READ A FIRST TIME this 23rd day of November 2020 Motion No. 277-23-11-20

PUBLIC HEARING HELD this 11th day of January 2021

READ A SECOND TIME this ____ day of _____ 20__ Motion No. _____

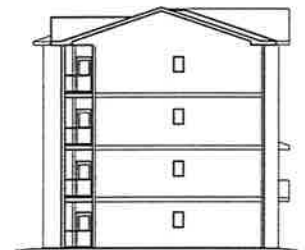
READ A THIRD AND FINAL TIME this ____ day of _____ 20__ Motion No. _____

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



EAST (FRONT) ELEVATION
SCALE: 1/8" = 1'-0"



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST (REAR) ELEVATION
SCALE: 1/8" = 1'-0"

Town of Sundre Key Plan



Legend

- Boundary
- 22 Hwy 22 Symbol
- Hwy 22
- 27 Hwy 27 Symbol
- Hwy 27
- 584 Hwy 584 Symbol
- Hwy 584
- 760 Hwy 760 Symbol
- Hwy 760
- █ Red Deer River
- Bearberry Creek
- Title Linework
- Parcels

1: 2,257



0.1 0 0.06 0.1 Kilometers

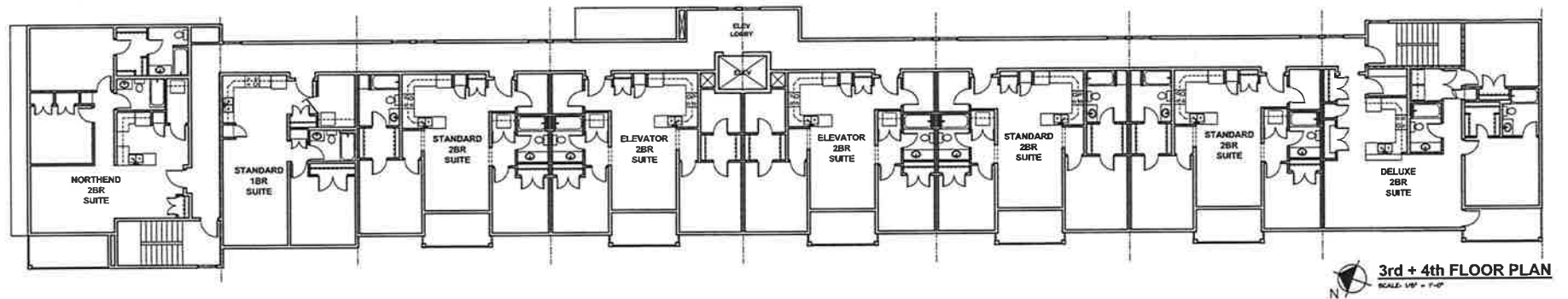
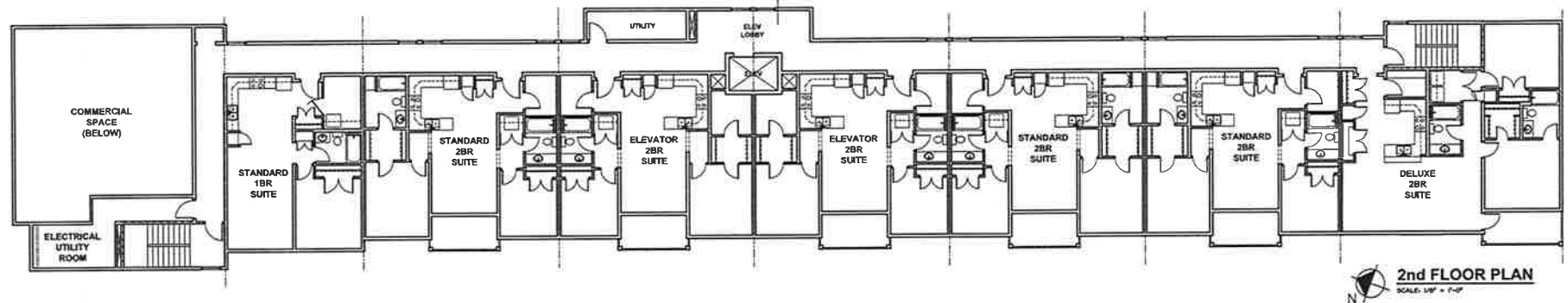
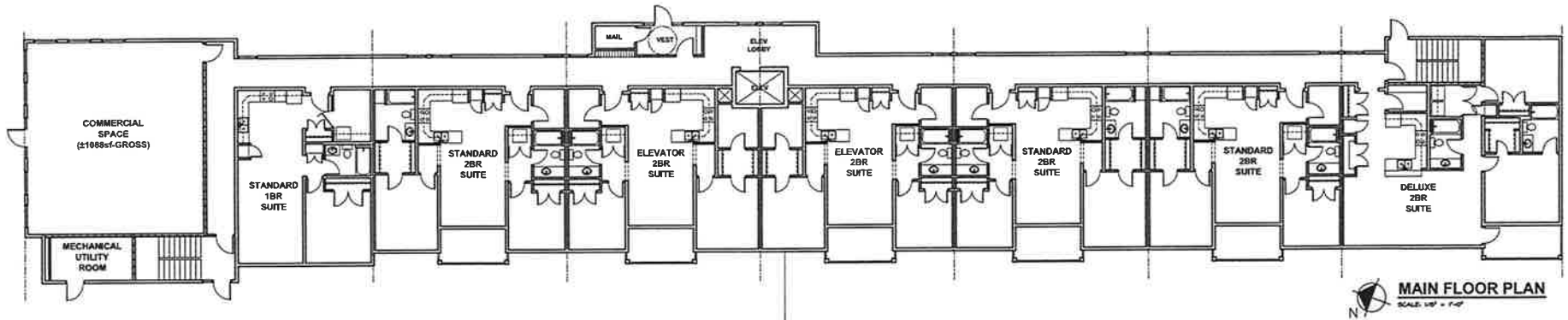
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© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Plan 1911694, Block 1, Lot 1





REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Bylaw 2020-11 Municipal Election Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

A review of the *Local Authorities Election Act (LAEA)*, current as of September 1, 2020, revealed several amendments enacted by the province to the Act. These amendments require that Council rescind Bylaw 2019-22 adopted in December 2019.

Bylaw 2020-11 captures the amendments to the LAEA. The LAEA amendments are noted by "strike-throughs and "red print" for Council's reference.

The amendments are as follows:

Amending / Adding definitions for clarity;

Amendment to the time period "6-weeks" to "4-weeks" for the acceptance of nominations, and nomination day;

Clarification of Clause 4.0 – Nomination Period, Campaign Period, and Qualification of Candidate;

Add Clause 4.2 and 4.3;

Add Clause 7.0 – Deposit; and

Add Clause 8.0 – Disposition of Deposit.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The province has made several amendments the *Local Authorities Election Act*, R.S.A 2000, Chapter L-21 (LAEA), current version dated September 1, 2020. Bylaw 2020-11 Municipal Election Bylaw will ensure compliance to the *Local Authorities Election Act*.

ALIGNMENT WITH STRATEGIC PLAN

Town of Sundre Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2020-11 being the Municipal Election Bylaw establishing certain election procedures.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures.

That the Town of Sundre Council give second reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures.

That the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures.

That the Town of Sundre Council give third and final reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures.

Date Reviewed: January 1, 2021

CAO: Linda Nelson



BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR MUNICIPAL ELECTIONS

WHEREAS it is the desire of Council to establish certain election procedures;

AND WHEREAS to the *Local Authorities Election Act, being Chapter L-21, of the Revised Statutes of Alberta 2000*, and amendments thereto and the *Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000* and amendments thereto provides authority for the Town of Sundre to regulate such matters;

NOW THEREFORE, the Municipal Council of Sundre, in the Province of Alberta, duly assemble, **HEREBY ENACTS AS FOLLOWS:**

1.0 TITLE:

1.1 THIS BYLAW MAY BE CITED AS THE "MUNICIPAL ELECTION BYLAW".

2.0 DEFINITIONS:

In this Bylaw:

- 2.1 **Act** means the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 as amended from time to time;
- 2.2 **Advance Vote** means a vote taken in advance of Election Day;
- 2.3 **Campaign period** is one year (January 1 through December 31) of a general election year;
- 2.4 **Council** means the municipal council of the Town of Sundre in the Province of Alberta;
- 2.5 **Candidate** means any person who is nominated for election as a councillor/mayor of the municipality;
- 2.6 **Chief Administrative Officer or CAO** means the Chief Administrative Officer (CAO) of the Town of Sundre, who as per the *Municipal Government Act*, is the only employee of Council;
- 2.7 **Deposit** means that every affirmed nomination be accompanied with a cash deposit in the amount fixed by this bylaw, and under the authority of the *Local Authorities Election Act*, Section 29(1);
- 2.8 **Elector** means a person eligible to vote at an election;
- 2.9 **Election** means a general election, by-election, or a vote on a bylaw of question;
- 2.10 **Election Day** means the date fixed for voting at an election;
- 2.11 **Incapacitated Elector at Home** means a voter who unable to leave their place of residence to attend to a voting station or an advance voting station to vote who may

require assistance during the voting process by either a friend/relative or an election worker;

- 2.12 **Institutional Vote** means a voter who is unable to leave their institutional residence setting to attend to a voting station or an advance voting station in the usual manner;
- 2.13 **Local Jurisdiction** means a municipality of district or a division as defined in the *School Act*, as the case may be;
- 2.14 **Nomination Day** means the day set ~~4 weeks~~ ~~6-weeks~~ before Election Day to receive nominations of candidates;
- 2.15 **Nomination Form** means the form as prescribed under the *Local Authorities Election Forms Regulation 378/2003*;
- 2.16 **Nomination Period** means the beginning of the campaign period (January 1 in the year of an election) to ~~4 weeks~~ ~~6-weeks~~ prior to election day;
- 2.17 **Returning Officer** means a person appointed under the *Local Authorities Election Act*, 2000, Chapter L-21 as amended from time to time; and includes a person acting in the Returning Officer's place;
- 2.18 **Secretary** means a chief administrative officer or designated officer of a municipality if the council has assigned the functions of the secretary under this Act to the designated officer or the secretary of a school board;
- 2.19 **Substitute Returning Officer** means a person ~~who must be appointed by Resolution of Council~~, at the time a returning officer is appointed;
- 2.20 **Voter** has the same meaning as "Elector" under the *Local Authorities Election Act*;
- 2.21 **Voting Station** means the place where an Elector votes.

3.0 **Returning Officer:**

- 3.1 The Chief Administrative Officer ~~may serve~~ as the Returning Officer, or ~~may~~ will recommend to Council the appointment of the Returning Officer for the Town of Sundre (hereinafter referred to as the "Returning Officer") for the purpose of conducting elections under the *Act*;
- 3.2 The Chief Administrative Officer will recommend to Council the appointment of a "Substitute" Returning Officer.

4.0 **Nominations Period, and Campaign Period:**

- 4.1 Nomination papers will be accepted by the Town of Sundre at the beginning of the campaign period (January 1 in the year of an election) to ~~4 weeks~~ ~~6-weeks~~ prior to election day (s. 24(2)(a) *LAEA*);
- 4.2 ~~The campaign period in the case of a general election, is the period of time from January 1 to December 1 in a year in which a general election is held, and in the case of a by-election, the period of time set by bylaw or resolution to 60 days immediately following the by-election;~~

5.0 **Nominations Day/Hours:**

- 5.1 Nomination day (which is the final day to accept nominations) is ~~4 weeks~~ ~~6-weeks~~ before election day (s.25(1) *LAEA*).

- 5.2 The Returning Officer will receive nominations of Candidates for the Town of Sundre Council elections at the Town of Sundre Office between the hours of 10:00 a.m. and 12:00 noon on Nomination Day and on any subsequent day to which the time for receipt of nominations is adjourned.
- 5.3 In the case of a by-election, the nomination period will commence the day following the resolution of council setting the date of the by-election. Nominations will be accepted up until ~~4 weeks~~ ~~6 weeks~~ prior to the date of the by-election (s.25(2)(b) LAEA).
- 6.0 Rejection of Nomination Paper**
- 6.1 The Returning Officer is required to refuse a nomination paper if it has not been signed by five eligible electors and is not sworn/affirmed by the candidate.
- 7.0 Deposit**
- 7.1 Affirmed nomination papers submitted to the Returning Officer by a candidate shall be accompanied by a deposit of \$100.00;
- 8.0 Disposition of Deposit**
- 8.1 The Returning Officer shall require the deposit to be provided in cash, debit card, certified cheque, or money order. Credit card payments shall not be accepted;
- 8.2 The candidate's deposit shall be returned to the candidate in accordance with Section 30 of the *Local Authorities Election Act*.
- 9.0 Modified Voting Procedure:**
- 9.1 In accordance with Ministerial Order Number 532/86 the Town of Sundre hereby adopts the modified system of conducting an Election as prescribed by Alberta Regulation 170/2000 to designate the locations of more than one voting station within the Town of Sundre.
- 9.2 The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provision of the *Local Authorities Election Act*.
- 10.0 Advance Voting:**
- 10.1 The holding of an Advance Vote on any Vote held in an Election for the Local Jurisdiction is hereby authorized.
- 10.2 In accordance with the *Local Authorities Election Act*, the Returning Officer will determine the location, days and hours when an Advance Vote will be held.
- 11.0 Incapacitated Elector at Home:**
- 11.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the residence of an Elector, in order to take the vote of an Elector who is unable to attend a Voting Station or an Advance Voting Station to vote and may require assistance during the voting process by either a friend/relative or an election worker.
- 12. Institutional Vote:**
- 12.1 During the hours an Advance Voting Station is open or other times as arranged, two (2) Deputies will attend at the institutional residence of an Elector, in order to take the

votes of an Elector who are unable to attend a Voting Station or an Advance Voting Station to vote in the usual manner.

13. Voting Hours on Election Day:

- 13.1 The Voting Station in the Town of Sundre shall be open from 8:30 a.m. until 8:00 p.m. on Election Day.

14. Authorized Elector Identification

- 14.1 As per Section 53 of the *Local Authorities Election Act*, Voter identification will be required for local authority elections where a list of Electors is not prepared. The identification will consist of government issued identification containing the Elector's photograph, current address and name. This includes an Operator's (Driver's) License or an Alberta Identification Card.
- 14.2 If the Elector is unable to produce government issued identification, they must produce two (2) pieces of identification. Both pieces of identification must establish the Elector's name. One piece must establish the Elector's current address.

15. EFFECTIVE DATE

- 13.1 The Bylaw comes into full force and effect upon third and final reading;

16. REPEAL

- 16.1 Bylaw 2019-22 and any amendments thereto are hereby rescinded on the date that this Bylaw comes into full force and effect.

READ A FIRST TIME this ____ day of _____ 202__;

READ A SECOND TIME this ____ day of _____ 202__;

GIVEN Unanimous Consent to Proceed to a THIRD READING this ____ day of _____ 202__;

READ A THIRD AND FINAL TIME this ____ day of _____ 202__.

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Bylaw 2021-01 Establishment of Committees of Council
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

Bylaw 2021-01 is a Bylaw to Establish the Boards and Committees of Council.

The Bylaw states: *"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."*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council establishes Committees as set out in Terms of Reference which are attached to and forming part of this Bylaw. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

The Sundre Community Wellness Advocacy Committee will form Schedule "H" as part of Bylaw 2021-01.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council provide all three readings of Bylaw 2021-01.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2021-01 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give second reading to Bylaw 2021-01 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-01 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council give third and final reading to Bylaw 2021-01 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.

That the Town of Sundre Council rescind Bylaw 2020-03 Establishment of Committees of Council.

Date Reviewed January 1, 2021

CAO: Andre Nelson



TOWN OF SUNDRE

BYLAW NO. 2021-01

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BOARDS AND 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 "Boards and 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 shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.4 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.
- 5.5 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 his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her 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 his/her designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

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

13. TERMS OF REFERENCE

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

14. GENERAL

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

15. EFFECTIVE DATE

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

16. REPEAL

- 16.2 Bylaw 2020-03 and amendments thereto are hereby repealed.

Read for a first time on this _____ day of January 2021

Read for the second time on this _____ day of January 2021

Given Unanimous Consent to Proceed to a third reading this _____ day of January 2021

Read for the third time on this _____ day of January 2021

Mayor Terry Leslie

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
- Recording Secretary (Non-Member)

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.

VII. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer and/or designate
- Recording Secretary (Non-Member)

VIII. 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.

IX. 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.

X. 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.

XI. FREQUENCY OF MEETINGS

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

XII. 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 FOR REFERENCE

COUNCIL VISION FOR SUNDRE COMMITTEE

I. STATEMENT OF PURPOSE

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

II. COMPOSITION OF COMMITTEE

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- The Committee will ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - a. Receipt of requests or suggestions from Council
 - b. Requests or enquiries from the public through the CAO, and
 - c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

Schedule C Terms of Reference Vision for Sundre Committee continued

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. TERM

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.

Schedule "D"

TERMS OF REFERENCE

SUNDRE TOURISM ASSOCIATION COMMITTEE (AD-HOC)

I. STATEMENT OF PURPOSE

The Sundre Tourism Association Committee is an Ad-Hock Committee of Council that that will focus on the creation of a Tourism Association.

II. COMPOSITION OF COMMITTEE

- 1 Council member (cannot be chair or vice-chair);
- 4 representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in tourism industry and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre staff acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

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

The establishment of a Tourism Committee provides a forum for the development and creation of a Town of Sundre Tourism Association.

The committee will disband upon creation and implementation of the Sundre Tourism Association.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Participate in all steps required to form an association including:
 - Draft the Association Bylaws;
 - Submit Forms; and associated documents to support applications to form a Tourism Association.
 - Take on the role of the Executive until the first AGM.

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

Schedule D Terms of Reference Sundre Tourism Association Committee (Ad-Hoc) continued

V. TERM

The Committee shall disband on the date the Association is officially formed.

VI. FREQUENCY OF MEETINGS

The committee shall meet at least once monthly or as required by the committee.

Schedule "E"

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 members of Sundre Council
- Town of Sundre Chief Administrative Officer (Non-Voting)

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.

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 "F"

TERMS OF REFERENCE

EVENTS & FESTIVALS COMMITTEE

I. STATEMENT OF PURPOSE

The Events and Festival Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, attract members of the community and visitors by implementing and promoting events and festivals in the Town of Sundre to increase engagement and participation in public and community events.

The committee shall participate in the development of a long-range plan to identify future special events and festivals and the locations thereof.

II. COMPOSITION OF COMMITTEE

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

- 1 Council member;
- Representatives from service providers/agencies or organization who have expertise and experience in the provision of event and festival services;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Events and Festival Committee has no delegation decision making power from Council.

The establishment of an Events and Festivals Committee provides an important forum for identifying opportunities and advising Council to ensure the events and festivals delivered are inclusive and accessible.

As with all Town of Sundre Advisory Committees, the Events and Festival Committee has a Town and surrounding area focus on issues and opportunities that are relevant across the entire municipality.

The Committee where necessary may form sub or working groups and may bring advisors to facilitate/support the work of the Committee with approval from the Chief Administrative Officer.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Events/Festivals communication strategies;
- Act as ambassadors at Events and Festivals;
- Act as a resource as needed and requested by the Town
- Promote events and festivals as needed and requested by the Town;
- Assist with the development of a recruit program for event volunteers.
- Identify gaps in events and festivals and create solutions for those gaps.

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. FREQUENCY OF MEETINGS

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Events and Festival Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.

Schedule "G"
TERMS OF REFERENCE
FUNDRAISING COMMITTEE

I. STATEMENT OF PURPOSE

The Fundraising Committee of Council builds on a Vision for Sundre to raise funds in order to implement actions and activities that will support the Town through economic growth and attract visitors. The committee's focus is to raise funds to support special project for the Town of Sundre.

II. COMPOSITION OF COMMITTEE

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

- 1 Council member;
- Representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in the provision of downtown businesses and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Committee has no delegation decision making power from Council.

The mandate of the Fundraising Committee is to participate the planning, coordination and implementation of all fundraising activities in support of the projects and activities for the benefit of the community as a whole.

IV. OBJECTIVES:

In particular, the Committee will, on request or with the permission of the Town, perform the following tasks:

1. Advise the Town Administration on any fundraising matter;
2. Develop a fundraising strategy;
3. Implement, monitor and evaluate the fundraising strategy once it is adopted;
4. Identify and maintain a list of existing and potential sponsors and funders;
5. Assume the lead for certain fundraising activities, such as membership recruitment;
6. Assist committee members in managing interactions with sponsors/funders: obtaining funds or in-kind services, thanking sponsors/funders in writing.

V. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Assign members to Sub-Committees as required;
- Provide feedback on Fundraising Committee communication strategies;
- Act as a resource as needed and requested by the Town;

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

VI. FREQUENCY OF MEETINGS

The Committee will meet as needed, but a minimum of four times a year, at the request of the Committee Chair or Town.

The Fundraising Committee may hold joint meetings to deal with issues that cover the reach of more than one Committee.

Schedule "H"

TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS ADVOCACY COMMITTEE

II. 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.

XIII. COMPOSITION OF COMMITTEE

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

XIV. ROLES AND RESPONSIBILITIES

The Committee shall:

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

XV. 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.

XVI. 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.

XVII. CONFLICT OF INTEREST

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



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Council Appointment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

The Sundre Hospital Futures Advisory Committee is an organization requesting Council participation. Council members are appointed to Committees, Boards and Commissions at the Organizational meeting in October. The appointment of a Town of Sundre Council Member to the Sundre Hospital Futures Advisory Committee was tabled until 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal report to be provided

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

MOTION:

That the Town of Sundre Council appoint Mayor Leslie, and Councillor _____, to the Sundre Futures Hospital Advisory Committee for a one year term, ending October 2021.

Date Reviewed: January 1, 2020

CAO: Amida Nebr



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Council Appointment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Sundre Community Wellness Advocacy Committee was on the agenda earlier this evening for approval as a Committee of Council.

Council members are appointed to Committees, Boards and Commissions at the Organizational meeting in October.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal report to be provided

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

MOTION:

That the Town of Sundre Council appoint Mayor Leslie, and Councillor _____, to the Sundre Community Wellness Advocacy Committee for a one year term, ending October 2021.

Date Reviewed: January ____, 2020

CAO:

Amida Nelson



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Appointment of Public Members to Vision for Sundre
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The Vision for Sundre Committee started meeting in the summer of 2019 as a stakeholder group in accordance with the Terms of Reference set out in Schedule "C" of Bylaw 2021-01.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Mrs. Carolyn Sykes has expressed an interest in serving as a Public Member to the Vision for Sundre Committee.

Council is being asked to appoint Mrs. Sykes to the Vision for Sundre committee.

ALIGNMENT WITH STRATEGIC PLAN:

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the appointment as provided.

MOTION:

That the Town of Sundre Council appoint Mrs. Carolyn Sykes to the Vision for Sundre Committee for a term of two years.

ATTACHMENTS:

Schedule "C" Terms of Reference for Vision for Sundre Committee

Date Reviewed: January ____, 2021

CAO: Linda Nelson

Schedule "C"

TERMS FOR REFERENCE

COUNCIL VISION FOR SUNDRE COMMITTEE

I. STATEMENT OF PURPOSE

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

II. COMPOSITION OF COMMITTEE

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- The Committee will ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - a. Receipt of requests or suggestions from Council
 - b. Requests or enquiries from the public through the CAO, and
 - c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

IV. ROLES AND RESPONSIBILITIESThe Committee shall:

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

Schedule C Terms of Reference Vision for Sundre Committee continued

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. TERM

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.



REQUEST FOR DECISION

COUNCIL DATE January 11, 2021
SUBJECT Grants to Organizations
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.4

BACKGROUND/PROPOSAL:

The Grants to Organizations Committee met on January 6, 2021 via teleconferencing to discuss the previous grant request from the Sundre Curling Club with regard to the repairs to the roof.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre & District Curling Club made two (2) applications to the Committee in 2020 for General Operations and Repairs to the curling club roof replacement. As follows is an accounting of funds granted:

Organization	Date of Application	Amount Requested	Amount Awarded
Sundre & District Curling Club, 2 nd Intake of Applications	June 2020	\$20,000	\$10,000
Sundre & District Curling Club, 3 rd Intake of Applications	July 2020	\$10,000	4,012
Total amount granted to August 31, 2020		\$20,000	\$14,012

The Grant Review Committee has been presented with a request for a further \$6,000.00 based on actual numbers being finalized and is supportive of approval.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

RECOMMENDATIONS:

That Council award the remaining \$6,000.00 for repairs to the roof to the Sundre and District Curling Club building.

MOTION:

That the Town of Sundre Council approve the request for funding in the amount of \$6,000 to the Sundre & District Curling Club, as recommended by the Grant Review Committee; with funds drawn from the 2020 Operating Budget - Transfers to Local Organizations.

Date Reviewed: January ____, 2020

CAO: Amida Nelson



REQUEST FOR DECISION

COUNCIL DATE	January 11, 2021
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of December 22, 2020 to January 7, 2021.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence as information.

MOTION:

- 12.1** That the Town of Sundre Council accept the letter sent to Mountain View Senior's Housing as information.
- 12.2** That the Town of Sundre accept the December newsletter from the Honourable Josephine Pon, Minister of Seniors and Housing as information

ATTACHMENTS:

Copies of 12.1; 12.2

Date Reviewed January ____, 2021

CAO: 



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

December 22, 2020

Bruce Beattie
Bruce.beattie@mvsh.ca
Board Chair
Mountain View Seniors' Housing

Dear Mr. Beattie:

RE: Taxation Exemption Request – Roll No. 2399000 for MVSH Sundre Life Lease

Thank you for your letter dated August 10, 2020 regarding a request for taxation exemption of the 18 life lease suites in the Sundre Seniors' Supportive Living Facility. As well, our apologies for the delay in presenting your request before the Town of Sundre Council for deliberation.

The matter was brought before Council at the December 7, 2020 Regular Council Meeting and the following motion was carried

Councillor Warnock abstained from voting citing perception of bias

*Res. 305-07-12-20 MOVED by Councillor Wolfe that the Town of Sundre Council decline the request for exemption and direct Administration to communicate the decision to Mountain View Seniors Housing. **CARRIED***

While the Town of Sundre deeply values the services provided by Mountain View Seniors Housing to its residents and the community as a whole, we agree with opinion provided by Alberta Municipal Affairs and the Life Lease units will continue to be assessable at market value and fully taxable.

Sincerely,

Chris Albert, CPA, CGA
Director of Corporate Services

Cc: Linda Nelson, CAO, Town of Sundre
Sam Smalldon, CAO, MVSH

Age-Friendly Alberta Newsletter




Message from Honourable Josephine Pon Minister of Seniors and Housing December 2020

This holiday season, staying connected with family and friends will be harder. The COVID-19 pandemic has created more distance between us, and made it more difficult to be with those we cherish.

I also think of seniors who are alone or isolated, possibly without family or social connections, and how we might support them. I ask you to connect with seniors you know are isolated, or unable to visit friends and family. It could be an older neighbour down the street, or a family friend you know is living alone.

My ministry has a holiday greeting that you can [download from this website](#). Use it to share a warm holiday greeting with seniors via email, or even drop it off in a mailbox – the old-fashioned way of sending holiday greetings. I encourage you to promote it on Facebook, Instagram, Twitter, and other social media platforms.

Many seniors-serving organizations in our province offer programs that help address social isolation, and improve connections with older adults. These great initiatives include the [LINKages Pen Pal Program](#), [Black Canadian Women in Action's No Limits Community Connections](#), and [Strathcona Place Society's Phone Pal Program](#), among others.

My ministry has a [Celebrate and Support Alberta Seniors tip sheet](#) that provides innovative and safe suggestions to keep connected to seniors over the winter months, including this holiday season.

Seniors who are looking for support should reach out to [211 Alberta](#) which is a helpline and online database of Alberta's community and social services. They can be reached anytime by dialling 2-1-1, texting INFO to 211 or visiting [their website](#) to live chat. 211 Alberta is answered and updated by highly trained specialists; all of their services are free, confidential and available 24/7.

If you or a senior requires additional support, consider calling one or more of the following:

- 911 or local police – if you suspect immediate danger
- Family Violence Info Line at [310-1818](#)
- Mental Health Help Line at [1-877-303-2642](#)
- Addiction Help Line at [1-866-332-2322](#)

In the spirit of giving and generosity, and as a long, challenging year draws to a close, let's reach out to seniors who may be alone, and would welcome a thoughtful card or a helping hand to shovel a driveway.

These are small gestures but, in a time like this, the more we reach out to those who are isolated, the more we come together.

Josephine Pon
Minister of Seniors and Housing

December 18, 2020

In this Issue

- Minister's Holiday Greeting
- Minister's Seniors Service Awards
- Call for Proposals: New Civil Society Fund
- Call for Proposals: Preventing and Addressing Family Violence - the Health Perspective
- Staying Connected - Seniors' Centres Without Walls
- Depression in Older Abuse Resources
- Upcoming Community Development Sessions and Workshops

Minister's Holiday Greeting

Season's greeting, everyone. 2020 has certainly been a year full of challenges. Thank you for all you do and I hope you take some time to relax and enjoy the holidays. Please stay safe and healthy. I wish everyone the very best for a safe and happy holiday, and for better days ahead in 2021.

[Watch Minister Pon's Greetings video.](#)

Minister's Seniors Service Awards

Since 1998, the Minister's Seniors Service Awards have celebrated individuals and organizations that serve seniors. This December, the Government of Alberta recognized nine Albertans with a 2020 Minister's Seniors Service Award.

The 2020 Minister's Seniors Service Award recipients made it their mission to keep seniors connected, supported, and safe despite a global health crisis. They found creative ways to deliver services, food, prescriptions, and cheques. They took extra time to check in, and were advocates for seniors throughout the pandemic.

Congratulations to our incredible award recipients – thank you for investing your time, energy, and resources to support seniors during the ongoing COVID-19 pandemic.

For more information about the Minister's Seniors Service Awards please visit alberta.ca/MSSA.

Call for Proposals: New Civil Society Fund

Application deadline: January 20, 2021

The Civil Society Fund is part of the government's election commitment to harness the power of civil society and support an effective, lasting recovery of the civil society sector. The Premier's Council on Charities and Civil Society recently [released a report](#) outlining ways to advance a sustainable recovery for civil society following the COVID-19 pandemic. The use of the fund will address these recovery opportunities.

Civil society organizations, such as charities, nonprofits and volunteer groups, as well as First Nations and Metis Settlements, can submit funding proposals for projects that have a positive impact on the civil society sector. The intent of the fund is to help transform how civil society organizations function and build their capacity to work together to address social challenges.

The fund will provide \$20 million over three years, with \$7 million budgeted for 2020-21 to support civil society's recovery from the COVID-19 pandemic.

Click [here](#) for more information on eligible projects and how to submit a funding application.

On Wednesday, January 6 from 9:30 to 10:30 a.m., the Alberta Nonprofit Network is hosting an online

information session to share more about the fund, eligibility requirements and how your organization can apply. You can register for this free event [here](#).

Call for Proposals: Preventing and Addressing Family Violence - the Health Perspective

Letters of Intent due January 27, 2021

The Public Health Agency of Canada (PHAC) is pleased to invite eligible organizations to submit a Letter of Intent (LOI) for projects that prevent and address family violence and its health impacts, by delivering, testing and supporting diverse health promotion programs and interventions that are tailored to the needs of those who have experienced, are experiencing, or are at-risk of experiencing family violence.

Applications must be submitted using PHAC's Preventing and Addressing Family Violence LOI Template. To obtain a copy of the LOI Template, please contact: phac.chpv-pscv.aspc@canada.ca with the subject line "LOI Preventing and Addressing Family Violence."

Further information about this Call for Proposals is available [here](#).

Staying Connected - Seniors' Centres Without Walls

This program is open to older adults aged 55+ living anywhere in Alberta. With many seniors' programs and centres closed in Alberta, there are other ways older adults can connect. Seniors' Centre Without Walls (SCWW) is a free telephone-based program offering a variety of interactive health and well-being information sessions, recreational activities, and friendly conversation. The only device needed is a telephone. The SCWW telephone line to participate in programs is toll free; please call the Edmonton Southside Primary Care Network at 780-395-2626 (extension 6890) to register. Once registered, you can access all SCWW programs on an ongoing basis through the toll-free number.

Further information about SCWW and the December 2020 program schedule, which includes holiday events, is available [here](#).

Depression in Older Adults Resources

The Canadian Coalition for Seniors' Mental Health promotes the mental health of seniors by connecting people, ideas, and resources. Members are organizations and individuals who represent seniors, family members and informal caregivers, health care professionals, researchers, and policymakers. The Coalition's website provides resources under several areas of focus, including depression in older adults. There are resources to support older adults who feel depressed and to help family members and others who care about them, including:

- Depression in Older Adults: You Are Not Alone! brochure available in five different languages
- Depression in Older Adults: a guide for seniors and their families booklet

Click [here](#) for more information and to access resources.

Upcoming Community Development Sessions and Workshops

The Government of Alberta Community Development Unit offers facilitation, public engagement,

community collaboration, and learning and development services to nonprofit organizations, staff and volunteers, and the sector as a whole. Topics covered in these services include:

- strategic planning;
- board governance, roles and responsibilities;
- building leadership capabilities and capacities throughout your organization;
- fund development and grant writing;
- evaluation;
- public and stakeholder engagement;
- identifying, developing and enhancing partnerships, collaborative relationships; and assets within your organization and community.

Click [here](#) for a list of upcoming webinars.

Click [here](#) for more information or to contact the Community Development Unit.



[Website](#)



[Email](#)

For a print-friendly version click on "Read it online" at the top of the page.