



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
April 28, 2025  
**4:00 p.m.**

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 April 28, 2025
  - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
  - 4.1 April 7, 2025 Regular Meeting of Council Minutes Pg. 1
  - 4.2 April 12-13, 2025 Strategic Advisory Committee Meeting Minutes Pg. 5
5. **Delegation:**
  - 5.1 RFD Financial Audit, KPMG LLP Pg. 7
6. **Closed Meeting**
  - 6.1 Management Letter Discussion; *FOIPP Act Section 24(1)(b)* Pg. 8
7. **Return to Open Meeting**
  - 7.1 RFD 2024 Financial Statements, Approval of 2024 Audited Financial Statements, Auditor's Report, and Financial Information Return Pg. 9
8. **Bylaws/Policies:**
  - 8.1 RFD Bylaw 2025-08, Council Procedural Bylaw Pg. 12
  - 8.2 RFD Bylaw 2025-07, Mountain Springs Area Structure Plan Pg. 31
9. **Old Business:** None
10. **New Business:**
  - 10.1 RFD National Day of Mourning Pg. 71
  - 10.2 RFD Alberta Disability Workers Association Declaration Pg. 73
  - 10.3 RFD Lagoon Materials Pg. 76
  - 10.4 RFD Mountain View County RMA Resolution Pg. 77
11. **Administration:**
  - 11.1 RFD Departmental Reports, March 2025 Pg. 78
12. **Council Committee Reports:**
  - 12.1 RFD Mayor Warnock's Committee Report, March 2025 Pg. 103
  - 12.2 RFD Key Messages, March 2025 Pg. 106
13. **Council Invitations / Correspondence:**
  - 13.1 RFD Correspondence Pg. 108
  - 13.2 RFD Mayor's EOEP Certificate Pg. 122
14. **Closed Meeting:**
  - 14.1 Advice From Officials, *FOIPP Act, Section 24*
15. **Adjournment**



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
April 7, 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, April 7, 2025, commencing at 4:00 p.m.

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

**ABSENT:** None

**STAFF:** Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Legislative Executive Assistant, Betty Ann Formstone

**PUBLIC:** 1

**DELEGATION:** Natalie and Sadie Winters, Heather and Cassie Kidd – Cowboy Trail 4-H Club  
Forrest Battjes – Alberta Forest Products

**PRESS:** 1

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

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 120-07-04-25* MOVED by Councillor Marr that the agenda be approved as amended as follows:  
**ADD:** *Item 11.1 RFD Invitation to Mayor for Volunteer Appreciation Dinner*

**CARRIED**

**Councillor Absence:** None

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 121-07-04-25* MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on March 24, 2025 be approved as presented.

**CARRIED**

**DELEGATION:****Cowboy Trail 4-H Club***Res. 122-07-04-25*

MOVED by Councillor Vardas that the Town of Sundre Council thank the members of the Cowboy Trail 4-H Club for attending the Council meeting and accept their presentations as information and wish each member much success in their future endeavours.

**CARRIED****DELEGATION:****Alberta Forest Products Association***Res. 123-07-04-25*

MOVED by Councillor Marr that the Town of Sundre Council accept the presentation as information and further, support the proactive steps by the Alberta Forest Products Association to ensure the resilience and long-term sustainability of Sundre's forestry sector, and that the Mayor sign the letter addressed to the Premier on behalf of Council and the citizens of Sundre.

**TABLED***Res. 124-07-04-25*

MOVED by Councillor Petersen that the Town of Sundre Council table *Motion Number 123-07-04-25* until the Mayor and Chief Administrative Officer have had an opportunity to meet with a representative of Sundre's West Fraser facility, and further, to bring back the Alberta Forest Products Association letter to the Premier, at the April 28 Regular Council Meeting

**CARRIED****BYLAWS/POLICIES:****2025-04 Tax Rate Bylaw***Res. 125-07-04-25*

MOVED by Councillor Marr that the Town of Sundre Council give First Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw.

**CARRIED***Res. 126-07-04-25*

MOVED by Councillor Petersen that the Town of Sundre Council give Second Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw.

**CARRIED***Res. 127-07-04-25*

MOVED by Councillor Anderson that the Town of Sundre Council give Unanimous Consent for third and final reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw.

**CARRIED***Res. 128-07-04-25*

MOVED by Councillor Vardas that the Town of Sundre Council give Third and Final Reading to Bylaw 2025-04, being the 2025 Tax Rate Bylaw, as presented.

**CARRIED****OLD BUSINESS:**

None

**NEW BUSINESS:****Sundre Municipal Library Year-End Financial Report***Res 129-07-04-25*

MOVED by Councillor Dalke that the Town of Sundre Council accept the Sundre Municipal Library Year-End Financial Report as information.

**CARRIED**


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 Initials

**2025 Affordable Housing Property Tax Exemption***Res. 130-07-04-25*

MOVED by Councillor Petersen that the Town of Sundre Council direct administration to bring forward to the next Regular Council meeting a Bylaw establishing the 2025 Municipal Tax Levy and Mountain View Seniors Tax Levy for properties designated as Affordable Housing by the Minister of Seniors, Community and Social Services at 100% of the levies established under Bylaw 2025-04.

*Opposed: Unanimous*

**DEFEATED***Res. 131-07-04-25*

MOVED by Councillor Petersen that the Town of Sundre Council accept the report from the Director of Corporate Services as information.

*Opposed: Councillor Dalke*

**CARRIED****ADMINISTRATION:**

None

**COUNCIL COMMITTEE  
REPORTS:**

None

**COUNCIL KEY MESSAGE:**

None

**COUNCIL INVITATIONS /  
CORRESPONDENCE:****Invitation to Volunteer Appreciation Event***Res. 132-07-04-25*

MOVED by Councillor Marr that the Town of Sundre Council accept the invitation from Greenwood Neighbourhood Place for Mayor Warnock or designate, to participate and give opening remarks at the Friday, April 25, 2025 at 6:00 p.m. Volunteer Event at the Sundre Legion.

**CARRIED****CLOSED MEETING:***Res. 133-07-04-25*

MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:47 p.m.

**CARRIED**

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

*Mayor Warnock called a break at 5:47 p.m.*

*Mayor Warnock reconvened the Closed Meeting at 6:00 p.m.*

The following were in attendance for the Closed Meeting:  
Chief Administrative Officer, Linda Nelson

**Topic of Closed Meeting**

12.1 Advice from Officials, FOIPP Act, Section 24

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 Initials



Regular Council Minutes – April 7, 2025

*Res. 134-07-04-25*                      MOVED by Councillor Isaac that Council return to an open meeting at 6:05 p.m.  
**CARRIED**

**ADJOURNMENT**

*Res. 135-07-04-25*                      MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:06 p.m.  
**CARRIED**

These Minutes approved this 28<sup>th</sup> Day of April 2025.

Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson

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Initials

Strategic Advisory Committee Meeting Minutes  
April 12 – 13, 2025

The Strategic Advisory Committee Meeting of Council of the Municipality of Sundre was held on April 12 - 13, 2025 commencing at 9:00 a.m. at 3310 – 50 Avenue, Red Deer, Alberta.

**IN ATTENDANCE:**

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

**STAFF IN ATTENDANCE:**

Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Legislative Executive Assistant, Betty Ann Formstone

**ABSENT:**

None

**PUBLIC:**

None

**CALL TO ORDER:**

Mayor Warnock called the April 12<sup>th</sup> Strategic Advisory Committee Meeting to order at 9:02 a.m.

**AGENDA – AMENDMENTS AND ADOPTION:**

Res. 136-12-04-25      MOVED by Councillor Petersen that the agenda be approved as presented.

**CARRIED**

*Mayor Warnock called for a motion for Council to go into Closed Meeting on April 12<sup>th</sup>, 2025.*

**CLOSED MEETING**

Res. 137-12-04-25      MOVED by Councillor Anderson that Council go into Closed Meeting at 9:03 a.m. on April 12, 2025.

**CARRIED**

*Mayor Warnock called a break at 10:03 a.m.*

*Mayor Warnock reconvened the closed meeting at 10:16 a.m.*

*Mayor Warnock called a break at 11:10 a.m.*

*Mayor Warnock reconvened the closed meeting at 11:18 a.m.*

*Mayor Warnock called a break for lunch at 11:57 p.m.*

*Mayor Warnock reconvened the closed meeting at 12:41 p.m.*

*Mayor Warnock called a break at 2:10 p.m.*

*Mayor Warnock reconvened the closed meeting at 2:20 p.m.*

*Mayor Warnock called a break at 3:40 p.m.*

*Mayor Warnock reconvened the closed meeting at 3:50 p.m.*

*Mayor Warnock called for a motion to come out of closed meeting at 4:37 p.m.*

*Res. 138-12-04-25*      MOVED by Councillor Marr that Council come out of Closed Meeting at 4:37 p.m.

**CARRIED**

*Res. 139-12-04-25*      MOVED by Councillor Anderson that the meeting be adjourned at 4:38 p.m.

**CARRIED**

***APRIL 13, 2025***

**IN ATTENDANCE:**

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

**STAFF IN ATTENDANCE**

Chief Administrative Officer, Linda Nelson

**ABSENT:**

None

*Mayor Warnock called the April 13<sup>th</sup> Strategic Advisory Committee Meeting to order at 9:10 a.m.*  
*Mayor Warnock called for a motion for Council to go into closed meeting on April 13<sup>th</sup>, 2025.*

*Res. 140-13-04-25*      MOVED by Councillor Isaac that Council go into Closed Meeting at 9:10 a.m.

**CARRIED**

*Mayor Warnock called a break for lunch at 12:01 p.m.*  
*Mayor Warnock reconvened the closed meeting at 12:45 p.m.*

*Mayor Warnock called for a motion to come out of closed meeting.*

*Res. 141-13-04-25*      MOVED by Councillor Isaac that Council come out of Closed Meeting at 1:40 p.m.

**CARRIED**

**ADJOURNMENT**

*Res. 142-13-04-25*      MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 1:43 p.m.

**CARRIED**

These Minutes approved this 28<sup>th</sup> day of April 2025

Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>Delegation: KPMG LLP</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

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### **BACKGROUND/PROPOSAL:**

Representatives of KPMG LLP, will be providing the Auditor's Report to Council as well as information about the Audited Financial Statements and Financial Information Return.

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

The Auditors provide information on the audit of the annual financial statements at the Council meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

This aligns with Council's Strategic Plan under Pillar 5

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the report from KPMG LLP as information

### **MOTION:**

That the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return for 2024, as information.

Date Reviewed: April 22, 2025

CAO: Linda Nelson



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>Management Letter Discussion</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

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**BACKGROUND/PROPOSAL:**

*FOI/PP Act Section 24 (1) (b)*

**MOTION:**

That the Town of Sundre Council move to go into a closed meeting.

Date Reviewed: April 22 2025

CAO: Amila Nabu



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>2024 Audit Report, the 2024 Audited Financial Statements and the 2024 Financial Information Return (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

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### **BACKGROUND/PROPOSAL:**

The 2024 Audited Financial Reports and Financial Statements and the 2024 Financial Information Return (FIR) are being presented for Council's review and information.

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

See attached Report to Council for further details.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Council's Strategic Plan under Pillar 5.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2024 Auditor's Report, 2024 Audited Financial Statements and the 2024 Financial Information Return.

### **MOTION:**

That the Town of Sundre Council move to approve the 2024 Auditor's Report and the 2024 Audited Financial Statements and the 2024 Financial Information; and

Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

Date Reviewed: April 22, 2025

CAO: Linda Neuber



## REPORT TO COUNCIL

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>2024 Audit Report, the 2024 Audited Financial Statements and the 2024 Financial Information Report (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1a</b>

### **BACKGROUND/PROPOSAL:**

The following sections of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* set out the requirements of the Town of Sundre regarding financial statements and the financial information report.

Section 276(1) states "Each municipality must prepare annual financial statements of the municipality for the immediate preceding year..."

Section 276(3) states "Each municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared."

Section 277(1) states "Each municipality must prepare a financial information return respecting the financial affairs of the municipality for the immediate preceding calendar year."

Section 278 requires "Each municipality must submit its financial return and the auditor's report on the financial information return, and its financial statements and the auditor's report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return, and statements have been prepared."

Section 280(1) requires "Each council must appoint one or more auditors for the municipality."

Section 281(1) requires "The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality."

Council appointed KPMG LLP to be the Town of Sundre auditors for the 2024 financial statements and financial information return. In consultation with administration, KPMG LLP developed a schedule that included a week in December and two weeks in March for the required fieldwork.

Council will receive the auditor’s report for both the financial statements and financial information return, and KPMG LLP will present their findings during the closed session.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This supports Council’s strategic priorities of improved communication and transparency with our stakeholders, as well as financial stability.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2024 auditor’s report, 2024 audited financial statements and the 2024 financial information return.

**COSTS/SOURCE OF FUNDING:**

Not Applicable

Date Reviewed: April 23, 2025	CAO: 
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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	April 28, 2025
<b>SUBJECT</b>	RFD Council Procedural Bylaw 2025-08
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.1

### **BACKGROUND/PROPOSAL:**

The *Municipal Affairs Statute Amendment Act*, also known as Bill 20, amends provisions of the *Municipal Government Act* relating to electronic meetings.

Specifically, council must pass a bylaw providing for electronic means for public hearings under Part 17 of the MGA. This must be done no later than April 30, 2025.

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

See attached report

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council give all three readings to Bylaw 2025-08.

### **COSTS/FUNDING:**

n/a

### **MOTION:**

That the Council of the Town of Sundre give First Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Second Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Third and Final Reading to Bylaw # 2025-08, being the Council Procedural Bylaw

### **Attachments:** Report to Council

Bylaw 2025-08 Council Procedural Bylaw (reference pgs. 15 & 16)

Date Reviewed: April 22, 2025

CAO: 



## REPORT TO COUNCIL

**COUNCIL DATE**            **APRIL 28, 2025**

**SUBJECT:**                **BYLAW 2025-08 COUNCIL PROCEDURAL BYLAW**

**REPORT WRITER:**      **CHIEF ADMINISTRATIVE OFFICER**

### **BACKGROUND/PROPOSAL:**

The *Municipal Affairs Statute Amendment Act*, also known as Bill 20, amends provisions of the *Municipal Government Act* relating to electronic meetings.

Specifically, council must pass a bylaw providing for electronic means for public hearings under Part 17 of the MGA. This must be done no later than April 30, 2025.

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

Section 199(2.1) states that “every council must by bylaw provide for public hearings under Part 17 to be conducted by electronic means.” The bylaw must include the following information:

- The type of electronic means by which meetings are to be held.
- A requirement that the identity of each Councillor attending the meeting be confirmed by a method authorized by bylaw.
- Subject to the exceptions in section 197 regarding closed meetings, the method by which members of the public may access the meeting and make submissions.
- If information in respect of the meeting must be made publicly available, the method for making that information available to the public before and during the meeting, and the method by which public notice of the meeting is given.

**Bylaw 2025-08 repeals the current Procedural Bylaw, and adds the following Section 28 to the Bylaw:**

#### **28.0 Conducting Public Hearings By Electronic Means**

**28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town’s Legislative Services Department in advance to be provided with the access number.**

**28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town’s Legislative Services**

Department in advance to be added to the speakers list and provided with the access number.

- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.
- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.
- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.
- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

### **CONCLUSION**

The original Bylaw was adopted prior to the regulations coming into force and effect; the proposed amendments will bring the Bylaw into compliance with the Bill 20 amendments to Part 17 of the *Municipal Government Act*. Further amendments affecting Governance will be required with the *Municipal Affairs Statutes Amendment Act, 2025*, once the Act is proclaimed into force by a date specified.

### **RECOMMENDED ACTION**

That Council give all three readings to Bylaw 2025-08.

### **MOTION:**

That the Council of the Town of Sundre give First Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Second Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Unanimous Consent for Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw;

That the Council of the Town of Sundre give Third and Final Reading to Bylaw 2025-08, being the Council Procedural Bylaw

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

Date Reviewed: <u>April 22, 2025</u> CAO: <u>Linda Nelson</u>
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**Town of Sundre**  
**BYLAW 2025-08**

**BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

**WHEREAS**, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

**AND WHEREAS**, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

**NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERA, DULY ASSEMBLED ENACTS AS FOLLOWS:**

**1.0** This bylaw shall be known as and may be cited as the “Council Procedural Bylaw”.

**2.0** **DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 2.1 **‘ACT’** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, and can be referred to as the MGA.
- 2.2 **‘AGENDA’** means the list and order of business items for any meeting of Council or Committees.
- 2.3 **‘BYLAW’** means a bylaw of the Town.
- 2.4 **‘CAO’** means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 **‘CHAIRPERSON’** means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 **‘CLOSED MEETING OF COUNCIL’** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 **‘COUNCIL’** means the Mayor and Councillors of the Town of Sundre.
- 2.8 **‘COUNCIL COMMITTEE’** means a committee, board or other body established by Council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 **‘COUNCIL MEETING’** means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in

reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

- 2.10 **'DELEGATION'** means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 **'DEPUTY MAYOR'** means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'POINT OF PRIVILEGE'** means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regard to a negative personal remark.
- 2.20 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.21 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.22 **'QUORUM'** means a majority of Members of Council as prescribed by the Act.
- 2.23 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor a majority of Council pursuant to the Act.
- 2.24 **'TOWN'** means the Corporation or the Town of Sundre.

### **3.0 APPLICATION**

- 3.1 This bylaw applies to all meeting of Council.
- 3.2 The precedence of the rules of governing the procedure of Council is:
  - (a) the *Municipal Government Act*,
  - (b) other provincial legislation,
  - (c) this Bylaw,

(d) Bourinot's Rules of Order.

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

#### **4.0 DEPUTY MAYOR**

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

#### **5.0 ORGANIZATIONAL MEETING**

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
  - (a) Oath of Office,
  - (b) Assignment of Seating,
  - (c) Deputy Mayor Appointment,
  - (d) Signing Authority,
  - (e) Schedule of Meetings, and
  - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for term of one (1) year. Councillor may be appointed to the same committee at the annual organizational meeting.

#### **6.0 REGULAR MEETINGS OF COUNCIL**

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.

- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.
- 6.4 Regular Meetings of Council shall commence at 6:00 p.m.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the *Act*.

## **7.0 SPECIAL COUNCIL MEETINGS**

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.
- 7.2 The Chief Elected Official:
  - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
  - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receive the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

## **8.0 PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
  - 8.3.1 state the matter to be considered at the hearing;
  - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
  - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

- 8.3.4 request that administration staff present a report on the issue at hand;
- 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
- 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
  - 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
  - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
  - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
  - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
  - 8.5.1 be in legible writing;
  - 8.5.2 name the individual authorized to speak;
  - 8.5.3 indicate the proposed bylaw to be spoken to; and
  - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.



- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

**9.0 CLOSED MEETING OF COUNCIL (*In Camera*)**

- 9.1 The *Act* permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a “Closed Meeting” is held, no Motion or Bylaw may be passed except as Motion to revert to a meeting held in public.
- 9.3 For the purposes of the *Act*, a meeting or part of a meeting is considered to be closed to the public if:
- 9.3.1 any members of the public are not permitted to attend the entire meeting or part of the meeting,
- 9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- 9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
- 9.4.1 the part of the meeting that is to be closed, and
- 9.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Act* may deliberate and make its decision in a meeting closed to the public.
- 9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.
- 9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.
- Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In-Camera) under the following conditions:

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- a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
- b) All printed material to be provided for the Closed Meeting of Council will be “watermarked” with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
- c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
- d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

## **10.0 AGENDA**

- 10.1 The Agenda shall list the items and order of business for the meeting.
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
  - (a) members of Council,
  - (b) representatives of the local news media,
  - (c) all staff who are entitled to receive copies, and
  - (d) published on the Town website.
- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an “Inquiry for Answer” at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
  - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
  - (b) provided to the CAO prior to the commencement of the meeting; and
  - (c) approved by a majority vote of Council.

## **11.0 COMMUNICATIONS**

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
- (a) be printed, typewritten or legibly written,
  - (b) clearly set out the matter at issue and the request made of Council,
  - (c) be signed by the writer, and include the printed name and address of the writer,
  - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
  - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
  - (c) place a copy of the communication in each member's mailbox.

## **12.0 DELEGATIONS**

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.
- 12.2 Delegations are scheduled at the discretion of the CAO, subject to:
- (a) the volume of material on any given agenda;
  - (b) the number of requests for a specific meeting date and urgency of request; or
  - (c) subject matter.
- 12.3 The written submission will indicate the following information:
- (a) complete name of the presenter(s) and contact information (i.e. Mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
  - (b) nature and purpose of the delegation and the material to be covered / presented; and
  - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the

scheduled public meeting where their comments can be considered along with all other submissions.

### **13.0 ORDER OF BUSINESS AT MEETINGS**

13.1 The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order,
- (b) Public Hearing (If Required),
- (c) Agenda – Amendments and Adoption,
- (d) Adoption of Previous Minutes,
- (e) Delegations,
- (f) Bylaws,
- (g) Old Business,
- (h) New Business,
- (i) Administration,
- (k) MAP
- (l) Council Committee Reports (Second meeting of each month)
- (m) Correspondence
- (n) Closed Meeting (If Required),
- (o) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

### **14.0 QUORUM**

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

- (a) failure to constitute a quorum, or
- (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

## **15.0 ADJOURNMENT**

- 15.1 A Council meeting shall adjourn no later than 11:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 11:00 p.m. by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
  - (a) another Member has the floor,
  - (b) a call for a vote has been made,
  - (c) the Members are voting, or
  - (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

## **16.0 CANCELLATION OF MEETINGS**

- 16.1 Council meetings may be cancelled:
  - (a) by a majority of Council at a previous meeting, or
  - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
  - (c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
  - (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
  - (b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

## **17.0 MINUTES OF COUNCIL**

- 17.1 The chief administrative officer shall ensure that:
  - 17.1.1 minutes of each council meeting:
    - (a) are recorded in the English language without note or comment,
    - (b) include the names of the Councillors present at the council meeting,
    - (c) are given to council for adoption at the subsequent council meeting, and
    - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

**18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS**

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
  - (b) refer the main motion to some other group for consideration,
  - (c) postpone the main motion to a specified meeting date, or
  - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
  - (b) Request for Recess
  - (c) Point of Order
  - (d) The subject matter of a Referral Motion
  - (e) The subject matter of a Motion to Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
  - (b) shall maintain order and quiet, and
  - (c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:

- (a) remain quiet and seated,
  - (b) not interrupt the speaker except on a Point of Order, and
  - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
  - (b) not shout, raise his/her voice or use offensive language, and
  - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the *Act*, leave the Council Chambers after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, “That the decision of the Presiding Officer be overruled” shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

## **19.0 POINT OF INFORMATION, ORDER AND PROCEDURE**

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

## **20.0 DEBATE ON MOTIONS**

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favour of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

## **21.0 POSTPONING AND REFERRING MOTIONS**

- 21.1 A motion to postpone any matter shall include in the motion:
  - (a) a specific time to which the matter is postponed, or
  - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
  - (a) the terms on which the motion is being referred,
  - (b) the time when the matter is to be returned, and
  - (c) whatever explanation is necessary as to the purpose of the motion.

## **22.0 VOTING ON MOTIONS**

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
  - (a) does not receive the required number of votes; or
  - (b) receives an equal division of votes.
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.
- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

## **23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION**

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward my notice of motion. The Notice of Motion shall:



- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
  - (b) specify the meeting proposed to bring the matter for reconsideration;
  - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
  - (a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or
  - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

## **24.0 BYLAWS**

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.
- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
  - (a) debate the substance of the Bylaw, and
  - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
  - (a) a motion for third reading of the Bylaw shall be made,
  - (b) Council shall vote on the motion without amendment or debate,
  - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:

- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
- (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

## **25.0 URGENT BUSINESS**

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
  - (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
  - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
  - (c) the matter shall not be one which should be dealt with by giving written notice.

## **26.0 RECESS**

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.

## **27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES**

- 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
  - (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
  - (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
  - (c) The facilities enable all meeting's participants to watch and/or hear each other.

## **28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS**

- 28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town's Legislative Service Department in advance to be provided with the access number.
- 28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town's Legislative Services Department in advance to be added to the speakers list and provided with the access number.
- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.
- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.

- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.**
- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.**

This Bylaw shall come into full force and effect upon third and final reading.

**29.0 REPEAL**

Town of Sundre Bylaw No 2022-06 and amendments thereto are hereby repealed.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ 2025, Motion No. \_\_\_\_\_;

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ 2025, Motion No. \_\_\_\_\_;

GIVEN UNANIMOUS CONSENT FOR THIRD AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_ 2025, Motion No. \_\_\_\_\_;

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ 2025, Motion No. \_\_\_\_\_.

\_\_\_\_\_  
Mayor Richard Warnock

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>Bylaw 2025-07 Mountain Springs Area Structure Plan</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Community Development – Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>8.2</b>

### **BACKGROUND/PROPOSAL:**

Town of Sundre Council approved the first reading of Bylaw 2023-01 on March 27, 2023. In accordance with the Town of Sundre's approval process for statutory plans, the draft Mountain Springs Area Structure Plan was circulated to relevant government agencies and internal departments for review and feedback. This led to comments that the applicant was required to address. Since then, the applicant has been working to resolve these comments before proceeding with the scheduling of a public hearing. However, in accordance with Section 188 of the *Municipal Government Act*, if a proposed bylaw does not receive third reading within two years of its first reading, any previous readings of the bylaw are rescinded. As such, Bylaw 2023-01 will need to be rescinded and Council to adopt Bylaw 2025-07.

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

Bylaw 2025-07 is the Mountain Springs Area Structure Plan (MSASP) for 155 acres of land, a quarter section of land located in the northwest area of the Town, with Highway 22 as its western boundary.

The proposed MSASP aligns with the Town's Municipal Development Plan (MDP) and Parks and Open Space Plan. The MDP identifies these lands for future residential, commercial, and Parks, Recreation and Open Space development.

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

The MSASP aligns with Council's Strategic Plan by promoting the diversification of residential housing options, improved communication, and transparency with stakeholders and recreational opportunities.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council rescind Bylaw 2023-01 and give First Reading to Bylaw 2025-07, and to set a Public Hearing Date of June 9, 2025.

### **COSTS/SOURCE OF FUNDING:**

N/A

### **MOTION:**

THAT the Town of Sundre Council rescind Bylaw 2023-01, and

THAT the Town of Sundre Council give First Reading to Bylaw 2025-07, being a Bylaw to adopt the Mountain Springs Area Structure Plan, and further

That the Town of Sundre Council set Monday, June 9, 2025, at 4:00 p.m. for a Public Hearing to Bylaw 2025-07.

### **ATTACHMENTS:**

Bylaw 2025-07  
Draft Mountain Springs Area Structure Plan

Date Reviewed: April 22, 2025 CAO: Aminda Nelson



**TOWN OF SUNDRE**

**BYLAW 2025-07**

BEING A BYLAW OF THE TOWN OF SUNDRE TO ADOPT THE MOUNTAIN SPRINGS STRUCTURE PLAN No. 2022-ASP001

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

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

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

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

**1. NAME OF BYLAW**

This Bylaw may be cited as "Mountain Springs Area Structure Plan."

**2. PURPOSE OF BYLAW**

This Bylaw shall manage the long-term strategic and sustainable growth of lands herein described and illustrated in Schedule "A" of this Bylaw.

**3. EFFECTIVE DATE**

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

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

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ Motion No. \_\_\_\_\_

PUBLIC HEARING HELD this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ Motion No. \_\_\_\_\_

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ Motion No. \_\_\_\_\_

\_\_\_\_\_  
Mayor Richard Warnock

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

# MOUNTAIN SPRINGS



sundre alberta

## AREA STRUCTURE PLAN

April 2025



The land for the proposed Plan Area was owned in 1906 by the founding Hagen family of Sundre. It changed hands several times over the years until it was sold to Otto Huhn, a physician. He was struck by the natural beauty of the land and the remarkable view from the heights overlooking Sundre. He said “This land will be a beautiful place for many people someday, with fresh air from the west, the sun highlighting the view across the river valley, and the central treed ravine with springs as a natural park for the community.”

His was a deep understanding of how special this land is, and how some day it would be a desirable community for generations to come.





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# 1.0 Introduction

The Town of Sundre is an inviting community nestled in the foothills of the Rocky Mountains, approximately 100 kilometers northwest of the City of Calgary. As the jumping-off point to the Rocky Mountains and a variety of recreational opportunities just 40 kilometers further west, Town residents and visitors alike enjoy the best of small town living and easy access to nearby world class mountain recreation. Summer attractions such as camping, hiking, golf, white water rafting, kayaking, horseback riding, performing arts and other cultural amenities are all nearby. During the winter, snowmobiling, cross country skiing, ice fishing and fat tire biking are local popular pastimes. With its natural open access to the West and location in the heart of rural Alberta, Sundre is a thriving community with immense potential.

Sundre's population of nearly 3,000 people is at the center of a rural trade area nearly three times that number. The Town also serves as an economic hub for forestry, oil and gas, health, retail, and agricultural industries. These activities all provide an expanding and varied economy, with a diverse Town workforce. With this access to quality infrastructure and resources, Sundre offers a high quality of living, a relatively reasonable cost of living, and a lifestyle second to none.

Mountain Springs will be developed on approximately 155 acres of land on the western boundary of Sundre. Highway 22 or as it is better known, The Cowboy Trail, runs parallel and along the western edge of the proposed Mountain Spring Area Structure Plan area. Other proposed residential developments adjoin to the North, East and South, and to the West lies the largely rural Mountain View County. As such, Mountain Springs is well positioned to become a desirable, attractive, outdoor oriented community. At full build-out, it will have a projected Population of 1,751 people, all enjoying life in a well-planned community, with abundant amenities and resources nearby.

The following Area Structure Plan (*The Plan*) is the first step in a development process that will bring this vision to life. Mountain Springs will be an inviting place to live, overlooking a unique Town nestled in the Foothills of the Rockies.



VIEW LOOKING SOUTHEAST

## 1.1 Mountain Springs History

The name Mountain Springs has roots in our rich Western Canadian history. David Thompson, the famous explorer, mapped what became Sundre in the late 1700's during his explorations of the Canadian West. He is said to have described this area as "Prairie on the Mountain". In the late 1800's, as ranching families drove their cattle North along the eastern slopes of the Rocky Mountains, they crossed the Red Deer River and continued northward up the hill that rises above Sundre on "The Cowboy Trail", the legendary 560 km long route to Mayerthorpe and Central Alberta grazing. As the cattle moved slowly up the trail, they grazed and drank from the natural springs and tributaries that flowed down into the Red Deer River.





VIEW LOOKING NORTHWEST

## 1.2 Purpose of the Plan

---

In 2013 the Town adopted a Municipal Development Plan which established the requirement for an Area Structure Plan for any development exceeding 30 hectares (74 acres).

The Mountain Springs Area Structure Plan (*The Plan*) is intended to fulfill the objectives and mandate of the Municipal Development Plan while ensuring that it is compatible with the Municipal Transportation Plan, the Infrastructure Study, Master Recreation Plan, Master Utility Plan, Corridor Enhancement Project, and other related plans established or adopted by the Town of Sundre.

## 1.3 Plan Timeframe

---

The Mountain Springs Area Structure Plan (*The Plan*) is consistent with the long-term view and approach to the anticipated population growth of the Town of Sundre. It will reflect the needs of the Town and the Mountain Springs Community as they evolve over time. It represents the start of an evolutionary process where fiscal viability and specific land uses may change with market trends, environmental conditions and consumer preferences. Over time, an update or amendment to the Plan may be required.



VIEW LOOKING NORTHEAST

## 1.4 Interpretation of the Plan

---

The text and descriptions that accompany the policies within this Plan are provided for information purposes only. This *Plan* is intended to enhance the understanding of the stated policies. If an inconsistency arises between the two, the policy or policies will take precedence.

Policy statements utilizing 'shall' describe mandatory compliance. 'Should' are statements that describe policies where compliance is encouraged and recommended. However, in some circumstances 'should' statements may not be practical and so these policies can be flexible enough to respond to changing or unforeseen circumstances using specific means deemed to be acceptable by the approving authority.

## 2.0 Plan Area

### 2.1 Plan Location

The Mountain Springs Area Structure Plan (*The Plan*) applies to those lands in **Figure 1**, an area which consists of approximately 63 Hectares (155 acres) within the Town of Sundre.

More specifically:

*Meridian 5, Range 5, Township 33, Section 9*

*Quarter South West*

*Containing 64.7 Hectares (155 Acres) More or Less*

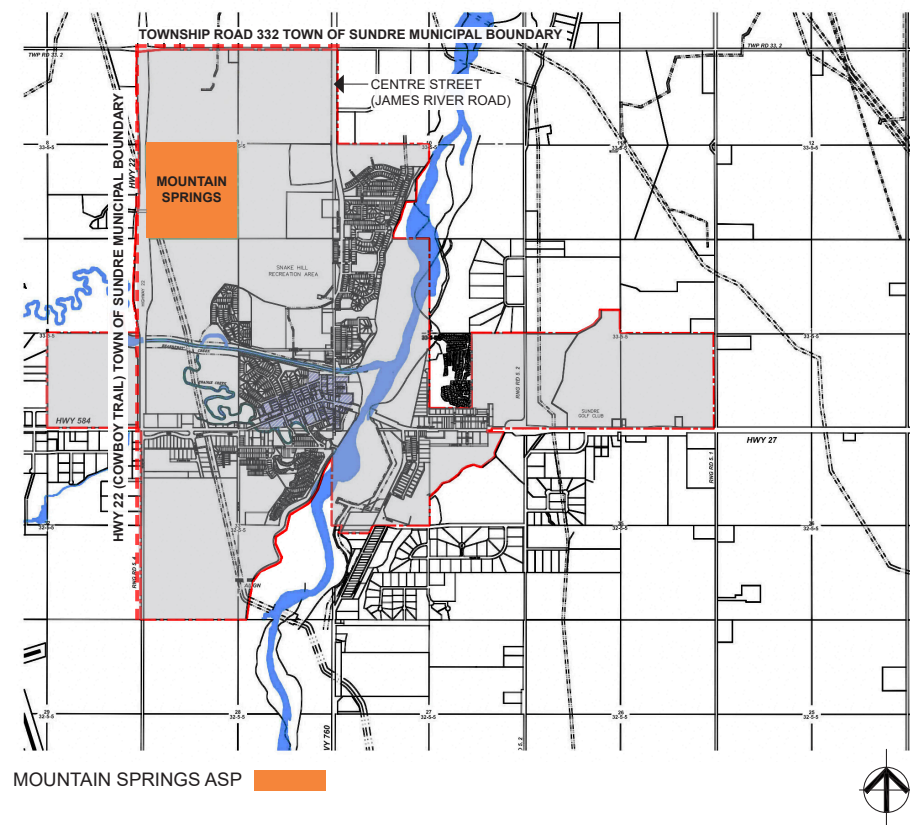
*Excepting Thereout*

*Road Plan No: 8610295, Hectares 2.024, Acres 5.0*

*Excepting Thereout All Mines and Minerals And The Right To Work The Same*

The Plan lands have historically been used for forage and livestock grazing.

Figure 1 - Location Plan



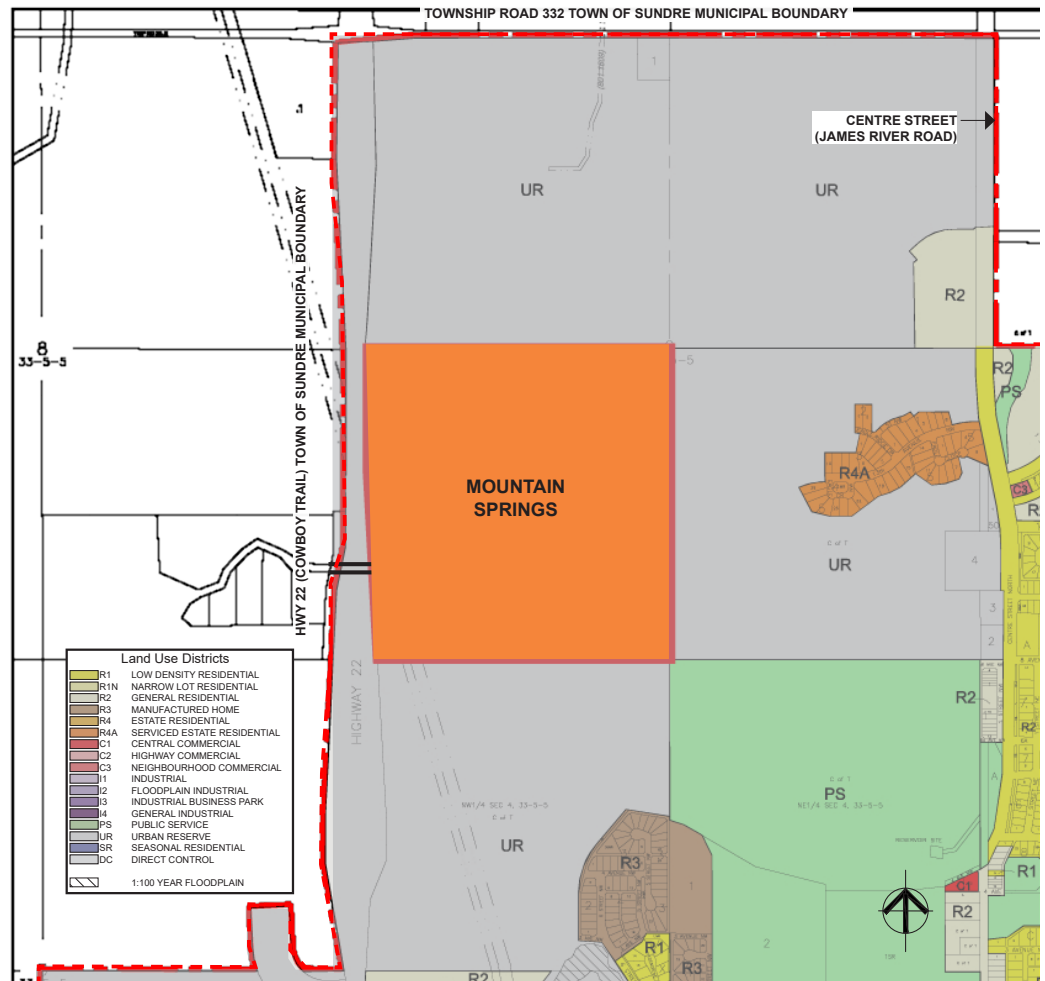
### 2.2 Adjacent Lands

The undeveloped parcel to the North is also currently pastureland whose owners are reportedly preparing an Area Structure Plan known as Sundre Hills. **Figure 2**. To the East is the subdivision known as Eagle Ridge with an approved Area Structure Plan. The lands to the South are currently utilized as residential, park and open space.





Figure 2 - Adjacent Land Uses



## 2.3 Map Interpretation

Although diligent efforts have been made to define boundaries, locations of improvements, symbols of amenities or areas shown on any map contained herein; these definitions are approximate and shall not be identified as absolute except where they coincide with recognizable physical features or boundaries, such as utility right of ways and roads.

As adjacent ASP areas are defined or amended, the Plan may be updated to reflect changing circumstances, joint interests, land uses and any other proposed infrastructure elements that affect Mountain Springs.



VIEW LOOKING EAST

## 3.0 Background Information

The preparation of *The Plan* has included a review of various Municipal, Intermunicipal and Provincial policy documents and studies that provide the planning context. In addition, the recommended background studies have been completed. These include a Geotechnical Investigation, Environmental Site Assessments, Historical Resources Impact Assessment, Biophysical Impact Assessment, and a Traffic Circulation Review. The following section outlines how the Mountain Springs Area Structure Plan responds to the information gathered as part of this planning process.

### 3.1 Policy Context

#### 3.1.1 Municipal Government Act

The Area Structure Plan is prepared in accordance with the Municipal Government Act and in particular Section 633 which states:

*For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

*Sec(2) An area structure plan*

*(a) must describe*

- (i) the sequence of development proposed for the area,*
- (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- (iv) The general location of major transportation routes and public utilities,*

*And*

- (b) (i) may contain any other matters, including matters relating to reserves, as the council considers necessary.*

#### 3.1.2 Intermunicipal Development Plan (IDP)

The Mountain Springs Area Structure Plan conforms to the general intent and directive as established in the Town of Sundre Bylaw 2021-02 and the Mountain View County Bylaw 18/21. The Plan Area was once located within this jurisdiction but is now within the Town of Sundre.



VIEW LOOKING EAST FROM COWBOY TRAIL





### 3.1.3 Town of Sundre Municipal Development Plan

The Town of Sundre Municipal Development Plan adopted October 2024, outlines the requirements for Area Structure Plans to be adopted in Sundre. Each Area Structure Plan shall address the requirements of the Municipal Government Act and be in accordance with the related plans prepared by the Town, relative to by way of example:

1. Suitability of the site for the intended use
2. Identification of proposed land uses
3. Density of development
4. Impact on adjacent land uses
5. Location of utilities
6. Water and wastewater servicing
7. Road Networks
8. Proposed phasing

### 3.1.4 Town of Sundre Land Use Bylaw

Pursuant to the Sundre Land Use Bylaw 2018-10 (consolidated January 2021), the Mountain Springs ASP area is defined as Urban Reserve with a view to it's development as an integrated residential community. **Figure 2.** The intent of the Plan is to reflect in general terms the Municipal Development vision and sustainability targets as outlined in the Sundre Municipal Development Plan. Site specific parameters will be detailed at the Subdivision Plan stage.

### 3.1.5 Future Plans

As directed by the Municipal Government Act, this Area Structure Plan is the first of the required plans to be submitted to the Town of Sundre.

- 3.1.5.1 *When market conditions dictate an outline plan will be prepared for Mountain Springs.*





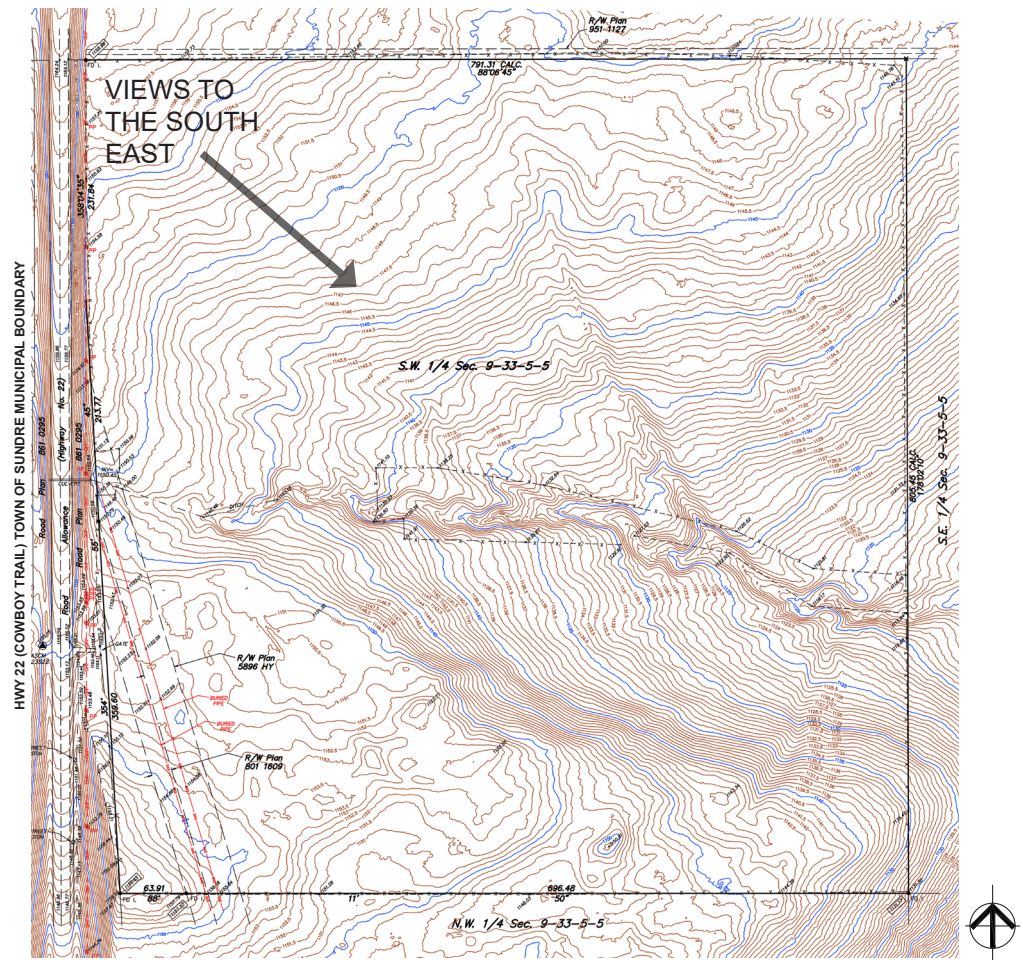
## 3.2 Physical Context

### 3.2.1 Topography

The ASP area shown in **Figure 2** lies at the top of a gentle rolling glacial ridge above the Town of Sundre. The elevation varies and the grade slopes as shown in **Figure 3**, downhill from west to east. There is a modest natural creek and ravine that runs generally through the centre of the Plan area that divides it into two distinct areas, north and south. The base of the ravine surrounding the creek and the natural springs that feed it, contain the only significant tree cover on the site. The only other tree cover is in the north quadrant, adjacent to Highway 22.

Elevations vary on the site. The west side of the site is 1,158 metres (3,800 feet) and the land gently slopes down to 1,118 metres (3,668 feet) to the east property line. The land area provides excellent eastern view into the Township valley and the Red Deer River Valley.

Figure 3 - Topographic Plan



VIEW LOOKING EAST





### 3.2.2 Environmental Site Assessment

A level one Environmental Site Assessment (2021) of the soil has been completed covering The Plan Area. The property was cleared of trees starting in the 1950's and has since been used for forage and hay crop cultivation. No current or historical surface infrastructure exists so the potential for shallow or surface contamination is low. The pipelines within the registered easement of the lands are rated as being low risk for potential contamination by TC Energy, the pipeline operator.

A provincial Environmental Site Assessment Repository search revealed that there are no records associated with the Plan area or within a 300m radius from it. As such, the need for a more extensive Level Two Environmental Site Assessment does not appear to be warranted or recommended. An accompanying detailed Phase 1 report has been provided to the Town for reference.

### 3.2.3 Biophysical Impact Assessment

A Desktop Environmental Assessment of the Mountain Springs ASP has been completed. The results did not reveal any environmental or biophysical issues that would conflict with the future development of this site. An accompanying detailed Biophysical Impact Assessment report has been provided to the Town.

**3.2.3.1** *Upon creation of the future Subdivision Plan, on-site assessments should be carried out to meet the requirements of the federal Species at Risk Act, Migratory Birds Convention Act, Fisheries Act, Public Lands Act, Wildlife Act, Weed Control Act and Water Act.*

### 3.2.4 Geotechnical Assessment

A preliminary Geotechnical Assessment has been completed and provided to the Town. It provides an initial review of the Mountain Springs ASP land subsurface conditions. It is supported by four(4) borehole field samples. The soils in the boreholes were generally consistent with published surficial geology of the area, which indicates that the entire quarter section consists of "till of uneven thickness, with minor amounts of water sourced material and local bedrock exposure up to 10m thick". There were no deleterious soils encountered in the samples, and there did not appear to be excessively thick topsoil. Relatively shallow bedrock is expected to be present in certain areas of the site, particularly in the high area on the southwest side of the quarter section. The ASP area is generally expected to be well suited to support standard concrete house footings and standard paved roads.

An accompanying detailed Geotechnical Assessment report has been provided to the Town. This report is to be reviewed by the Town's engineering consultant to confirm the adequacy of structural soil conditions, groundwater elevations, bedrock, slope stability etc.

### 3.2.5 Historical Resources Impact Assessment

A Historical Resources Impact Assessment Application has been submitted to Alberta Ministry of Culture and the Status of Women departments. Approval has been granted by the Regulatory Approvals Coordinator to proceed with the intended improvements for the Mountain Springs ASP area. A Desktop Assessment of the Plan area did not reveal any issues or areas of concern that may prevent or impede future development of the ASP area. An accompanying detailed report has been provided to the Town.



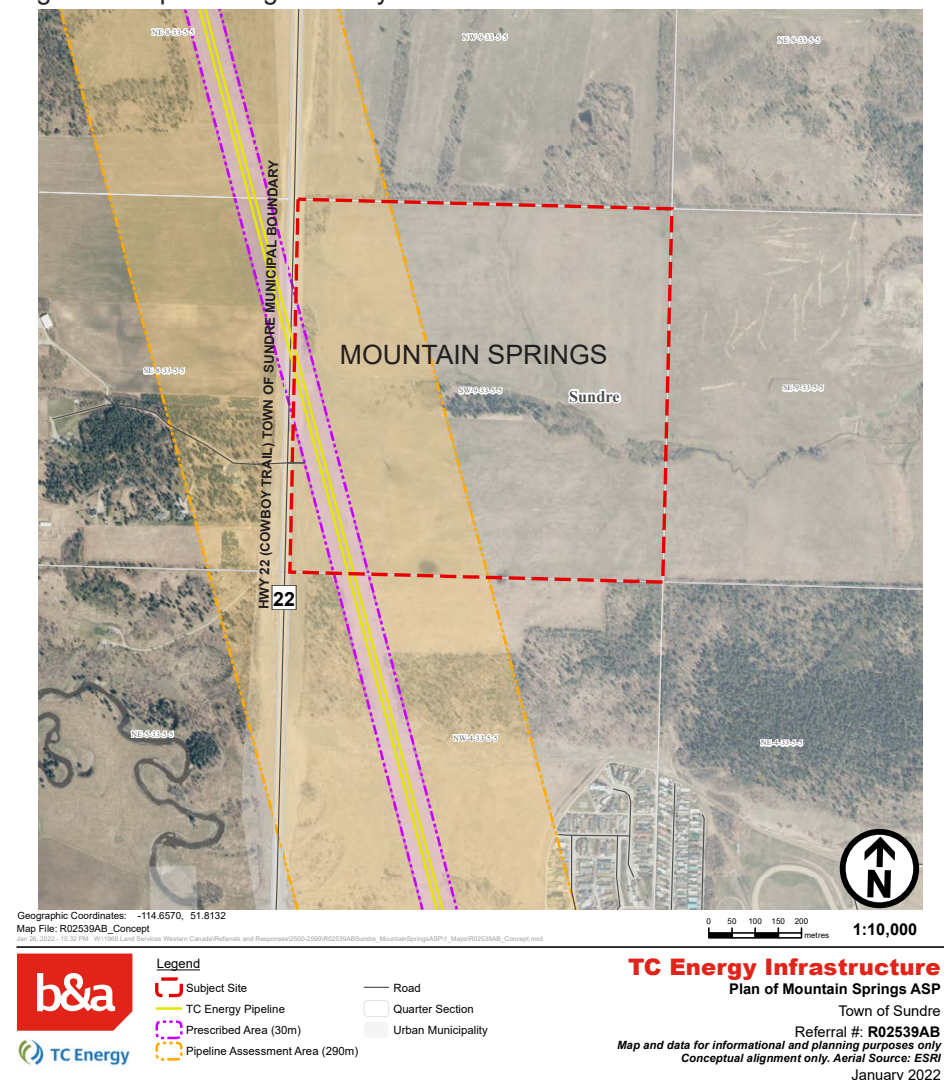


### 3.2.6 Utility Right of Ways

There are two Utility Rights of Way registered on the Titled Plan area. The registered easement holders are the Alberta Gas Trunk Line Co. Ltd and Foothills Natural Gas CO-OP, currently owned by TC Energy. They have two parallel pipelines that cut diagonally across the Southwest corner of the Plan Area. Together, these parallel Right of Ways are approximately 500 metres long and vary in width. **Figure 4.** The Mountain Springs ASP incorporates these easement areas and required setbacks as defined by the Canadian Energy Regulator.

Refer to the Landscape Guidelines section for detail on the proposed future soft landscape on the surface of these easements. Future planting will be in keeping with the regulator's right of way policies and guidelines.

Figure 4 - Pipeline Right of Way Plan





As per the requirements of the Canada Energy Regulator (CER), TC Energy is required to monitor all new development in the vicinity of their pipelines that results in an increase in population or employment. As a result, the following *Policy* is included in the ASP:

- 3.2.6.1 *All subdivision and development applications that are located within 290 m of a pipeline should be referred to the pipeline operator for review and input.*

As per the requirements of the Canada Energy Regulator (CER), any ground disturbance within 30m of the pipeline, known as the “prescribed area”, requires written consent from the pipeline operator (TC Energy) to ensure that developers and landowners are aware of this and other requirements.

- 3.2.6.2 *All development within 30m of or crossings a pipeline shall require written consent from the pipeline operator and is the responsibility of the applicant to obtain prior to development permit approval.”*
- 3.2.6.3 *The above policy would apply if this land isn’t already identified as MR or open space*
- 3.2.6.4 *A Locate Request shall be made prior to any ground disturbance taking place within 30m of a pipeline.”*
- 3.2.6.5 *Permanent structures shall not be installed anywhere on the pipeline ROW and should be placed at least seven (7) metres from the edge of the ROW and twelve (12) metres from the edge of the pipeline.”*
- 3.2.6.6 *Temporary structures shall not be installed anywhere on the pipeline ROW and should be placed at least three (3) metres from the edge of the ROW and eight (8) metres from the edge of the pipeline.”*

## 3.3 Servicing

---

### 3.3.1 Water

Current water licenses held by the Town will be reviewed and as necessary, altered to encompass the population increase anticipated in the Mountain Springs Plan area. The Mountain Springs ASP anticipates a low-density residential community of 5.2 units/acre and a medium density residential precinct of 11.1 units/acre. Refer to Section 4.3 for further detail.

- 3.3.1.1 *The Town of Sundre draws its water supply from two deep wells. Mountain Springs will tie into this supply.*
- 3.3.1.2 *Any water treatment facility upgrades required to service the Plan Area shall be facilitated by the Town of Sundre. Costs associated with these upgrades are to be shared by the Town and the Developer.*





### 3.3.2 Sanitary Services

The planned sewage shall ultimately flow to the Town's wastewater treatment plant and be managed accordingly. Refer to Section 6.3 for further detail.

- 3.3.2.1 *The Mountain Springs ASP area will be serviced by extensions to the Town's existing sanitary collection system.*
- 3.3.2.2 *Any wastewater treatment facility upgrades required to service the Plan Area shall be facilitated by the Town of Sundre. Costs associated with these upgrades are to be shared by the Town and the Developer.*

### 3.3.3 Stormwater Management

The number and capacity of the ponds will be more formally presented at the Outline Plan stage. Preliminary calculations suggest the two ponds shown in this ASP will suffice to support the ASP area. The storm water management facilities will be designed to accommodate up to a 1 in 100-year storm event. Controlled run-off will be gathered in the respective detention ponds, and then discharged into the existing ravine. Refer to Section 6.4 for further detail.

Specific *Policies* to be used in planning the development of these facilities include:

- 3.3.3.1 *Mountain Springs will be serviced by storm water drainage management facilities designed for the ASP area and installed on-site.*
- 3.3.3.2 *To provide the infrastructure necessary to permit the development as proposed.*
- 3.3.3.3 *To phase infrastructure requirements to be commensurate with the rate of development.*
- 3.3.3.4 *To incorporate Low Impact Development techniques and principles into the design of the area's facilities, where possible.*
- 3.3.3.5 *To develop servicing schemes that will provide for sustainable infrastructure design, that will minimize life cycle costs, any negative environmental impacts, and will meet the Town's servicing standards*
- 3.3.3.6 *Detailed Stormwater Management Plans should be prepared at the Outline Plan stage.*

Plans will be reviewed by Alberta Environment, as well as the Town of Sundre. Subsequent plans will assess catchment boundaries, stormwater quality and flows, proposed release rates and retention pond capacities. A preliminary analysis of the stormwater management requirements has been carried out as part of this ASP submission, however it is noteworthy that the specific requirements for these facilities may evolve as details of the Subdivision Plans emerge. All subsequent development planning will adhere to relevant policies and regulations.

### 3.3.4 Shallow Utilities

Shallow utilities are to be buried or otherwise hidden wherever possible.

- 3.3.4.1 *Shallow utility services including electric power, natural gas and communications, will be provided by local utility companies.*
- 3.3.4.2 *All services shall be provided underground with overhead power being limited to circumstances where underground service is not achievable.*



### 3.3.5 Existing Well Sites

There are no apparent existing water wells in the Mountain Springs ASP area, and therefore no decommissioning or containment is contemplated. There are no other well types on the site.

### 3.3.6 Other

Police and fire services are to be extended to the Plan Area.

- 3.3.6.1 *Policing services for the Plan Area shall be an extension of existing Sundre Municipal Enforcement, Bylaw and/or Community Peace Officers.*
- 3.3.6.2 *Fire Protection shall be provided via the Town of Sundre Fire Services and mutual aid partners.*
- 3.3.6.3 *New subdivisions shall meet the criteria and requirements for on-site fire fighting measures as determined by the Town of Sundre.*
- 3.3.6.4 *Urban services such as paved roads, curbs, sidewalks, inground pipes and utilities shall conform to the Town of Sundre Urban Development Standards. On-site costs shall be borne by the developer of Mountain Springs.*
- 3.3.6.5 *Urban development within the Plan Area shall be with Town water, sanitary sewer, and stormwater systems as well as local gas, communications, and electricity services. Appropriate rights of way shall be detailed at the Subdivision Application Stage.*
- 3.3.6.6 *Subdivision Plans shall provide servicing schemes that provide for cost effective lifecycle costs for servicing, and minimize negative impacts on the environment, while meeting the Town of Sundre Urban Development Standards.*
- 3.3.6.7 *Easements and rights of way shall be provided to accommodate Town utilities as necessary.*
- 3.3.6.8 *Easements, rights of way, public utility lots and road rights of way should be required. At the discretion of the development authority, they will be dedicated and registered on title across undeveloped land, to ensure orderly and sequential development.*
- 3.3.6.9 *The Water, Sanitary Sewer and Stormwater systems shall be designed to serve the ultimate development of the Plan Area. A Utility Services Study and Plan shall be prepared in conjunction with the Subdivision Plan to meet all Municipal and Provincial standards.*
- 3.3.6.10 *Stormwater facilities, such as ponds should be integrated into the park and open spaces provided.*
- 3.3.6.11 *Site Servicing should be consistent with the Servicing Strategy outlined in Section 6 of the Mountain Springs Area Structure Plan.*
- 3.3.6.12 *All sectors of the Plan Area shall meet the requirements for on-site firefighting measures determined by the Town of Sundre.*
- 3.3.6.13 *Low impact development (LID) measures should be incorporated at the Subdivision Stage to minimize impact on existing natural water courses.*





3.3.6.14 *Detailed designs for the Stormwater Management Facilities shall be undertaken after discussions with the Alberta Department of the Environment and the Federal Department of Oceans and Fisheries.*

3.3.6.15 *At the Subdivision Plan stage, a Development Agreement will be signed between the Mountain Springs developer and the Town. This agreement shall define the costs and responsibilities of the Town of Sundre and the developer.*

## 3.4 Transportation

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### 3.4.1 Existing Transportation Network

The Mountain Springs ASP area is bordered by Provincial Highway 22 to the West. The North, East and South borders of the Plan Area abut other ASP areas that are either established or in the development stage. There is a long standing field access off HWY 22 into the Plan Area; it is aligned with a vehicular access to the West into the Mountain View acreage development.

3.4.1.1 *A Traffic Impact Assessment (TIA) has been completed. It includes a preliminary design, operations and safety review. It also determines the size and classification of all roads within the ASP area.*

3.4.1.2 *The Town Consultant will review the TIA at the Subdivision Stage and determine if further analysis is required.*

3.4.1.3 *Further analysis is required to determine the final location and design of the HWY 22 intersection at subsequent approval stages. Trans Canada Pipelines supports the location of the roadway defined as "Future Access" on the plan.*

The internal road network proposed in this ASP has been reviewed by Transportation Engineers and is deemed to be suitable for the proposed land uses. In addition to vehicular mobility within the ASP area, pedestrian mobility will be encouraged with an internal, integrated open space network.

3.4.1.4 *The Mountain Springs internal road network will connect to the adjacent land parcels once a mutually defined alignment is established with adjacent land owners.*

3.4.1.5 *The pedestrian movement network will connect to a regional pathway system where it exists.*





### 3.4.2 Transportation

All internal roads shall be constructed to the applicable Town of Sundre construction standards.

3.4.2.1 *The layout of the Mountain Springs road network should provide direct connections, access points and route choices that provide internal connections within the community and allow for efficient access to and from Highway 22 and adjacent communities.*

3.4.2.2 *The size and classification of Plan Area internal roads are determined by the TIA.*

3.4.2.3 *Pedestrian mobility should also be encouraged throughout the Plan area with sidewalks on at least one side of all internal roads.*

Dedicated pedestrian and bicycle pathways will be part of an integrated park and natural greenspace system. Details of local pathways and the direct connections to green spaces, parks and applicable regional pathway systems shall be provided at the Subdivision Plan stage.

## 3.5 Municipal and School Facilities

This Plan area does not contain any provision for school sites. Consultation with school board representatives suggests that a more viable option to expand student capacity is to accommodate the expected Mountain Springs student population within renovated or expanded existing facilities within the Town boundaries. It is estimated that this approach will accommodate a Town population of up to 10,000 persons.



VIEW LOOKING NORTHEAST

## 4.0 Development Approach

### 4.1 Sustainability

A vision for a sustainable future is incorporated into all aspects of the Plan Area. As the Subdivision Plan is prepared, the design intentions of the developers will be defined and include clear policies and guidelines in keeping with the Municipal Sustainability Plan.



## 4.2 Design Features

### 4.2.1 Open Spaces

Consistent with the Town of Sundre Parks, Open Space and Trails Policy, an extensive and cohesive network of pathways and open spaces should be included in the Mountain Springs development. The eventual open space network should be designed to allow convenient and safe non-vehicular movement between single family residential lots, multi-residential sites, open spaces and commercial activity within the community. Residents should be able to travel within much of Mountain Springs without a significant reliance on the road network. Much of the open space network will be integrated with the lot and building layouts, and with the existing natural areas that are to remain in their unaltered state. Existing natural features and the new green space areas will form a cohesive network of play spaces, paths and retained natural site amenities. These areas may be incorporated into the Municipal Reserve (MR) dedication to the Town of Sundre.

*4.2.1.1 Pedestrian walkways, regional trails and internal pathways in the ASP area should be designed and located so that as much as possible, they do not disturb existing retained, environmentally significant areas.*



Where possible, natural features should be preserved to create a unique development where the natural terrain is respected and celebrated as an amenity and legacy for all present and future residents. These retained open spaces should be protected as a way to minimize the disruption to the existing environmentally significant zones, and to respect the existing rolling countryside. Areas in and surrounding the existing natural springs within the ravine and the dependent tree cover should be given attention and protection to ensure that they remain viable and thrive well into the future.

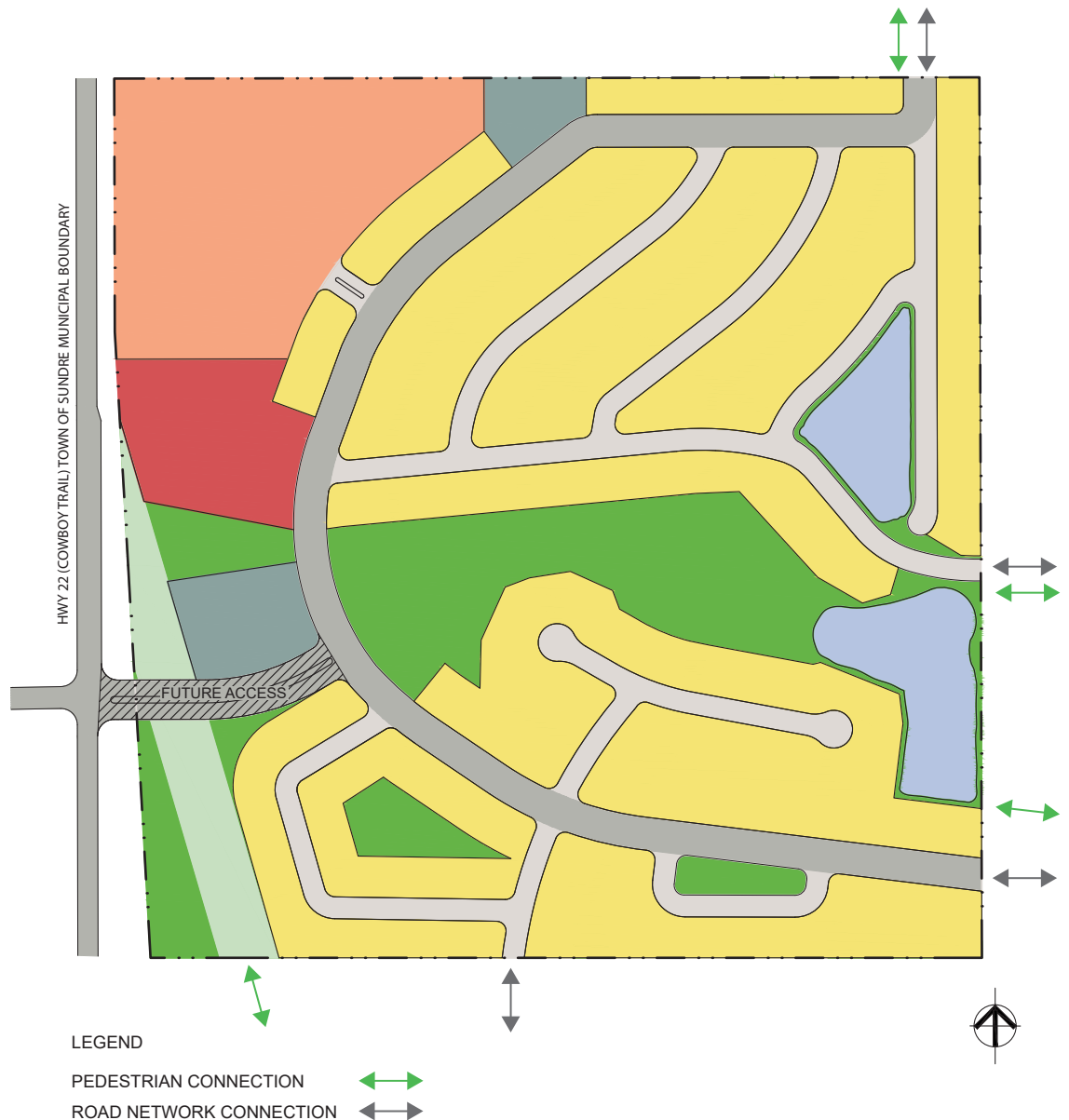
*4.2.1.2 This ASP encourages strong road and non-vehicular connections with adjacent communities.*

The road and pedestrian walkway networks should allow for convenient and safe movement of vehicular and pedestrian movement throughout and to adjacent communities. Over time Mountain Springs should become an integral part of the open space and transportation networks that link it with other communities and regional transportation networks. **Figure 5.**





Figure 5 - Connections to Surrounding Areas



#### 4.2.2 Housing and Services

Mountain Springs will offer a full range of housing options within a medium density housing precinct. It will appeal to those with a variety of income levels. Multi-storey walk up buildings with a mix of one, two and three bedroom units, row houses and/or attached dwellings should all be encouraged within this precinct.

- 4.2.2.1 *A variety of housing types and lot sizes will be a strong contributor to the character of Mountain Springs.*
- 4.2.2.2 *At all development phases, lots and/or units should be included that are intended to meet Sundre's affordable housing needs.*
- 4.2.2.3 *Semi-detached or multi-family residential units should make up at least 25% of the total housing stock.*



- 4.2.2.4 *Development Permit plans should be encouraged to consider and incorporate principles of Crime Prevention Through Environmental Design (CPTED) as referenced in the CPTED section of the Parks, Open Space and Trails Plan contained within the Municipal Development Plan.*

The number of higher density lots and/or units will depend on market demand and housing needs at the time of development.

- 4.2.2.5 *Multi-family or medium density housing should be developed in close proximity to major collector roads, open spaces and commercial services.*

- 4.2.2.6 *To provide neighborhood shops and services that are accessible to all residents, there shall be a neighborhood commercial zone close to the primary entrance to Mountain Springs off Highway 22.*

The commercial zone should include services, retail, and commercial office space focused on the needs of the Mountain Springs Community residents.

## 4.3 Development Statistics

The table below (**Table 1: Land Use Statistics**) summarizes the general land use breakdown of the The Plan Area.

The Plan Area is approximately 62.8 ha. (155.1 acres). It consist of approximately 123.8 acres (79.5%) of developed area and 31.8 acres (20.5%) of greenspace and pipeline right of way. Refer to **Table 2**.

The total forecasted population within the ASP at full build-out is approximately 1,751 people. This is based on a projected single family or semi-detached population of 1,197 people with an average of 2.4 persons per unit with an expected density is 5.6 units per acre. The medium density population is estimated to be 464 people, based on an average of 2.2 persons per unit and an expected medium residential density of 11.1 units per acre.

Table 1 Land Use Statistics							
LAND USE TYPE	AREA	AREA	UNITS PER HECTARE	UNITS PER ACRE	TOTAL UNITS	PERSONS PER UNIT	POPULATION
	(Hectares)	(Acres)					
LOW DENSITY RESIDENTIAL	38.8	95.9	12.85	5.2	499	2.4	1197
MEDIUM DENSITY RES. & FUTURE USE	7.7	19.0	27.40	11.1	211	2.2	464
COMMERCIAL & FUTURE USE	3.3	8.2					90
GREEN SPACE/MR	11.1	27.4					
PIPELINE EASEMENT	1.9	4.7					
TOTALS	62.8	155.2					1751

To estimate the overall population, the Gross Developable Area (**Table 2**) is derived by subtracting the non-developable areas from the overall developable area.

The total estimated population will be refined at the Subdivision Plan stage. The population density (**Table 1**) is consistent with the projections contained in the Sundre Municipal Development Plan and the Sundre Utilities Master Plan.





Table 2 Developable Area					
		Analysis	Area (Hectares)	Area (Acres)	%
A	TOTAL ASP AREA		62.8	155.2	100.0
B	GREEN SPACE/MR		11.1	27.4	17.7
C	EASEMENTS (R.O.W.'s)		1.9	4.7	3.0
D	NON DEVELOPABLE AREA	B+C	13	32.1	20.7
E	GROSS DEVELOPABLE AREA	A-D	49.8	123.1	79.3

## 5.0 Concept Plan

### 5.1 The ASP Concept

Mountain Springs will be a predominantly residential community with a variety of housing types ranging from small starter homes and semi-detached dwellings to larger single family estate homes backing onto the central green space. There are plans for a medium density residential community in the northwest quadrant of the ASP area. Two Future Development sites are included in the ASP area; they will be further defined at the Land Use Redesignation Stage.

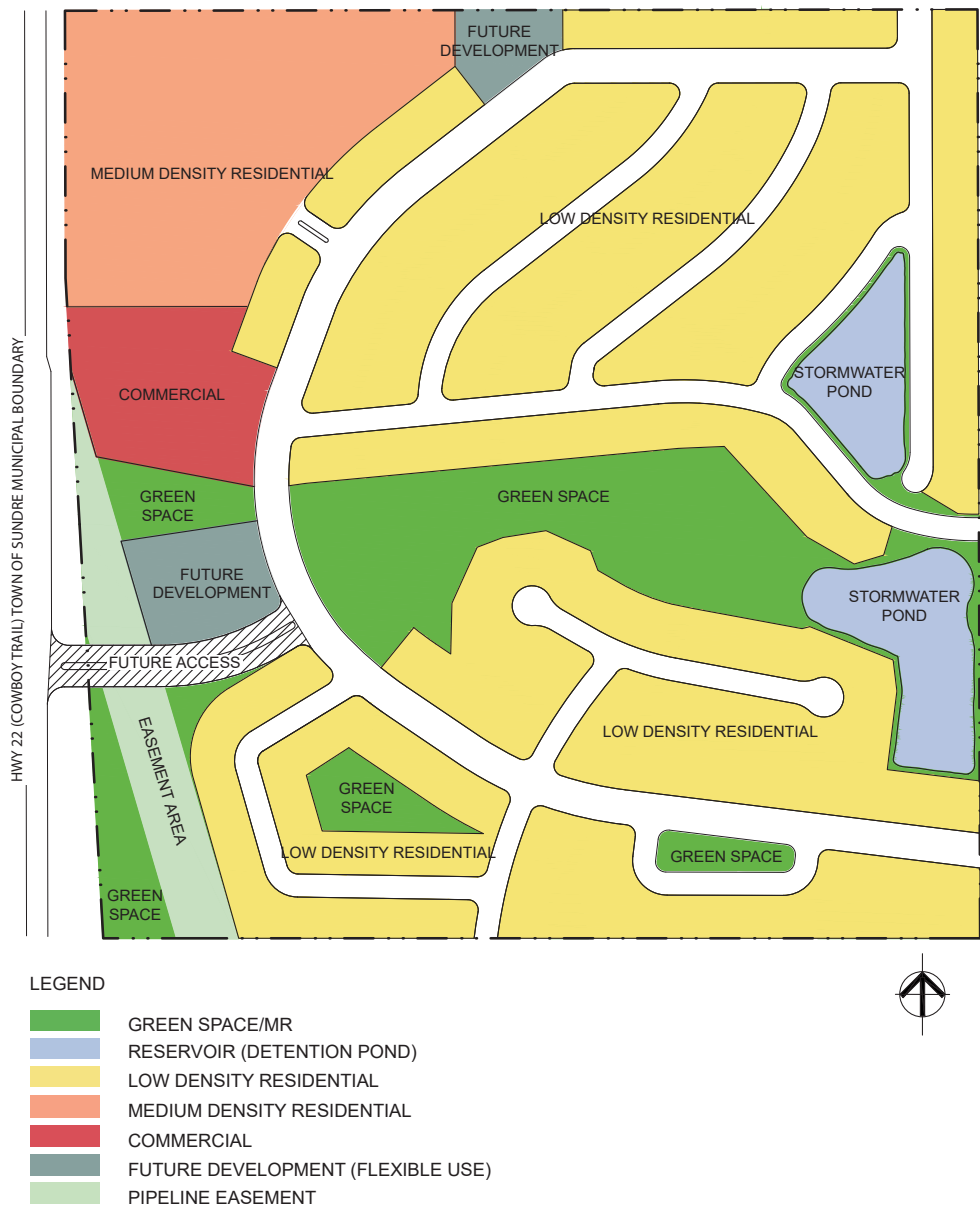
The Mountain Springs Development will be carried out in a responsible and sustainable manner that is consistent with the goals stated in Section 6.2 of the Town of Sundre Municipal Development Plan. The following development policies should be put in place:

- 5.1.0.1 *Consistent and creative Architectural, Landscape and Site Design standards should be established for all development within Mountain Springs. These standards should incorporate conditions and requirements that mandate that all residential and commercial building design is an attractive complement to the small town heritage architecture of Sundre.*
- 5.1.0.2 *Environmental standards that should require the use of high efficiency building envelopes, appliances and site development practices. They should also require that best practices for recycling and re-use of building materials be carried out.*
- 5.1.0.3 *Environmental standards should be established that encourage water smart initiatives.*

Neighbourhood amenities will include extensive green space areas, a community focused pedestrian pathway network, a children's play area and recreation features that incorporate the two storm water retention ponds into the green space network. See **Figure 6** (Concept Plan). In addition, there will be a neighborhood focused, commercial development near the primary entrance to the site off Highway 22.



Figure 6 - Concept Plan



## 5.2 Land Use Policies

The ASP area will support the natural demographics and population growth of the Town of Sundre. A range of housing options from smaller, attainable multi-family units to larger estate homes will be included. All of these housing types should be serviced by commercial retail, food and complementary office space.

The specific *Policy* directives for the ASP area are as follows:

- 5.2.0.1 *Provide Policy direction that will guide all future lot, open space and commercial development within the ASP area.*
- 5.2.0.2 *Establish a standard of development that incorporates best practices.*
- 5.2.0.3 *Develop Mountain Springs in an environmentally responsible and sustainable manner, consistent with section 6.2 of the Town of Sundre Municipal Development Plan.*





### 5.2.1 Green Space & Architectural Control Policies

The ASP area shall include a comprehensive network of linked green space. These areas are expected to allow for active and passive recreation activities as well as to facilitate pedestrian and bicycle movement throughout Mountain Springs. The green space will also form a vital component of the MR land that shall be defined at the Subdivision Plan stage of development. See **Figure 7**.

Specific Green Space *Policies* are as follows:

- 5.2.1.1 *Each single-family lot should have access to the green space network.*
- 5.2.1.2 *Multi-family sites should have access to the green space network.*
- 5.2.1.3 *Pedestrian and bicycle movement within Mountain Springs should be given priority. There will be an extensive, interconnected network of green space and pedestrian pathways.*
- 5.2.1.4 *Provide pedestrian/bicycle pathways that connect to the regional pathways.*
- 5.2.1.5 *Natural vegetation and significant environmentally sensitive areas within the Green Spaces should be retained.*
- 5.2.1.6 *Where changes to the existing land contours are required, they will be with a gentle transition to the retained Green Space.*
- 5.2.1.7 *Landscaping concepts for the open spaces and single family lots should incorporate nature-scaping concepts that provide for new planting adaptable to the native landscape without a heavy reliance on artificial watering. Architectural controls on the single family housing areas should define and regulate these requirements.*
- 5.2.1.8 *Where practical, stormwater should be retained within the immediate community.*
- 5.2.1.9 *In addition to the above policies, all conditions of Part 3, Section 9.1, a) through l) of the Town of Sundre, Land Use Bylaw (L.U.B.) are to be incorporated into the Outline Plan for Mountain Springs.*
- 5.2.1.10 *All requirements detailed in the Landscaping Section, Part 3, Sections 9.4 through 9.6 of the Town of Sundre L.U.B. shall to be incorporated into the Outline Plan for Mountain Springs.*



VIEW IN THE RAVINE





Figure 7 Land Use and Transportation



VIEW LOOKING NORTH ALONG THE EAST PROPERTY LINE



### 5.2.2 Residential Policies

Mountain Springs will evolve as a predominantly residential community with a commercial area and green space that is intended to support a sustainable, attractive community. Defined Residential *Policies* are as follows:

- 5.2.2.1 *Provide a range of housing types and sizes that should cater to a wide variety of income levels.*
- 5.2.2.2 *Provide housing types that are particularly attractive to families with children.*
- 5.2.2.3 *A minimum of 10% of the developable land area to be allocated to multi-family housing types.*
- 5.2.2.4 *Provide a population density that is consistent with the Town of Sundre Municipal Development Plan.*
- 5.2.2.5 *Attainable housing should be provided within the dedicated Medium Density, multi-family area.*
- 5.2.2.6 *Housing forms including semi-detached, live/work units and secondary suites are to be encouraged in the low density residential areas.*
- 5.2.2.7 *All residential development shall be planned in conjunction with the detailed geotechnical evaluations prepared at the Subdivision Plan stage of development.*
- 5.2.2.8 *Architectural Controls will be carefully established to include a minimum number of required trees and shrubs in the landscaped front yards to create an appealing community.*

### 5.2.3 Future Development Policies

The ASP area shall include two Future Development sites in highly central locations. Defined *Polices* for these sites are as follows:

- 5.2.3.1 *Provide two (2) future development sites in central or accessible locations. These sites should become Medium Density Residential land-uses.*
- 5.2.3.2 *These two parcels are highly visible and are prime development sites. Future market conditions will dictate the use of these sites. Leaving the uses undefined, allows for the highest and best use of the land.*
- 5.2.3.3 *Provide connection between these sites and the green space network.*





#### 5.2.4 Commercial Policies

Mountain Springs includes a dedicated neighbourhood commercial area which will provide basic goods and services to its residents of the Plan Area in a location that is easily accessible to all residents. The specific mix of commercial uses shall be defined at the Subdivision Plan stage of development.

Specific Commercial *Policies* are as follows:

- 5.2.4.1 *Provide for the immediate and local needs of Mountain Springs residents.*
- 5.2.4.2 *Create a commercial precinct that gives the residents an opportunity to work within the community.*
- 5.2.4.3 *Provide a commercial area that contributes to the Town's non-residential tax base.*
- 5.2.4.4 *Develop a commercial district that contributes to the visual appeal and small town character of the community.*
- 5.2.4.5 *Provide a commercial area that is integrated and compatible with the adjacent medium density residential area.*
- 5.2.4.6 *Where commercial buildings back onto Highway 22 they should have a west facing facade treatment that is visually consistent with the community facing elevations.*
- 5.2.4.7 *Retail tenancies should be limited to a maximum size to encourage businesses that are focused on the local catchment area.*
- 5.2.4.8 *Office and service oriented businesses that serve the local community will be incorporated into the commercial space.*
- 5.2.4.9 *The commercial district should be designed as a dual vehicle and pedestrian oriented precinct. Wide sidewalks and sitting areas should be included in the design brief.*
- 5.2.4.10 *Landscape plantings and rolling berms should be used to buffer commercial zones from Highway 22 where applicable.*





### 5.2.5 Community Gateway Policies

Mountain Springs shall include a well-defined appealing West entrance that serves as the only access to the community off Hwy 22. Specific design elements that illustrate the distinct character at the entrance boulevard shall be detailed at the Subdivision Plan stage of development.

Gateway *Policies* are as follows:

**5.2.5.1** *Provide a well treed divided entry boulevard at the gateway to Mountain Springs from Highway 22.*

This will promote a unified image of the community with respect for the natural landscape.

**5.2.5.2** *Create a boundary treatment along the entire western community edge along Highway 22 that uses building design and landscape features to present a positive image of Mountain Springs.*

Buildings that back onto Highway 22 are to be designed reflecting well defined architectural policy guidelines in keeping with the community design intent.

**5.2.5.3** *The landscape in and around the front entry of the development is to reflect the natural theme of Mountain Springs.*

### 5.2.6 Environmentally Significant Area Policy

Mountain Springs does not contain any environmentally sensitive areas as defined by Alberta Tourism, Parks and Recreation. However, it does include two or three natural springs that are the primary source of the watercourse at the base of the ravine that bisects The Plan Area. These natural springs and the stream they feed will be preserved to become an integral part of the protected green space network. The springs, stream and the stormwater retention ponds will all be incorporated into future development plans and will become landmark elements contributing to the enjoyment and environmental stewardship of the community and open space network.



VIEW LOOKING SOUTH INTO THE RAVINE





### 5.2.7 Landscape Policies

Mountain Springs is an excellent example of the typical prairie landscape found in the foothills of the Southern Rockies. The Plan Area consists of gently rolling hills with prairie grasslands and varied coniferous and deciduous trees in two discrete clusters. The most striking landscape feature is the densely treed ravine. This ravine bisecting the site is a mixed woodland valley with a small water channel that flows to the East and is the largest remaining natural landscape in the ASP site.

The vision for the overall landscape development is to retain all healthy existing trees and natural vegetation within in the ravine zone and replant the balance of the green space areas in a theme that respects the prairie and foothills botanical history of the site. New and existing landscape features are to be consistent with sustainability landscape objectives outlined in the Town of Sundre Municipal Development Plan.

The specific landscape *Policies* are:

- 5.2.7.1 *The existing rolling topography of the Plan Area should be reflected in the final grading profile of the non-green space areas.*
- 5.2.7.2 *The existing state of the ravine and other environmentally sensitive areas within the Plan Area should be protected and preserved.*
- 5.2.7.3 *The materials and design of green space pathways should contribute to the natural theme of the development and should facilitate pedestrian and bicycle movement.*
- 5.2.7.4 *If any new plant species are introduced into the green spaces, they should not compete with existing ecosystems in these areas, and they should complement the existing species.*
- 5.2.7.5 *The pipeline right of way should be utilized as a buffer between the residential areas and Highway 22.*

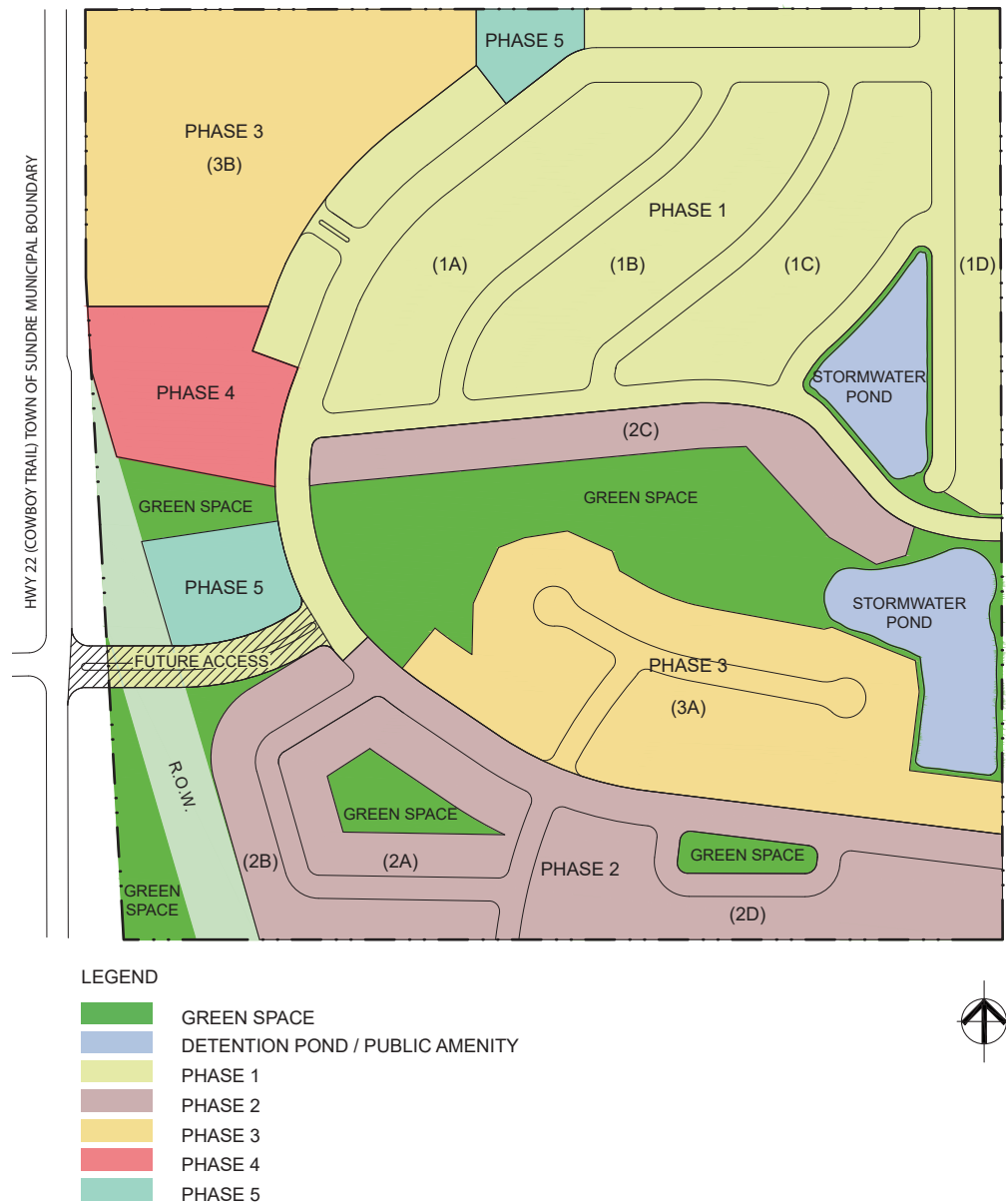


VIEW LOOKING NORTHWEST TO THE RAVINE

## 5.3 Phasing

The Mountain Springs Community will be developed in phases as market demands are identified. A more detailed phasing analysis will be carried out at the Subdivision Plan stage. See **Figure 8**.

Figure 8 - Phasing Plan





## 6.0 Servicing Infrastructure

### 6.1 Water Supply and Distribution

Water systems are not currently available in the Mountain Springs Plan Area. The available flow rates and servicing pipe sizes are therefore unknown. The Utilities Master Plan prepared by the Town's Consulting Engineers shows that the water system will be provided to Mountain Springs by the Town of Sundre sourced from the East and South boundaries.

According to the current Utilities Master Plan (UMP) prepared by the Town's previous consultant (but not approved), the westerly portion of the Plan Area is located within the Upper NW Pressure Zone (pg. 154). In order to service the Mountain Springs development, an additional reservoir to be located at the NE portion of the ASP area should be required along with servicing from this reservoir throughout the development.

The standard demand is as listed below (from Town of Sundre Development Servicing Standards):

- Average Day Minimum Demand ----- 400 l/person/day)
- Maximum Day Demand ----- 800 l/person/day
- Peak Hour Demand ----- 1600 l/person/day

Fire Flow Requirement is as listed below:

- 100 l/s fire flow for residential
- 166 l/s fire flow for multi-family
- 250 l/s for all other high density, industrial, commercial or institutional

The Mountain Springs development will require estimated average daily water flows as shown in **Table 3**:

<b>Table 3</b>					
<b>Water Supply</b>					
	Area (Hectares)	Population	Average Daily Minimum Demand (L/S)	Maximum Daily Demand Plus Fire Flow (L/S)	Peak Hourly Demand (L/S)
Low Density Residential (North)	22.6	617	2.86	105.72	11.44
Low Density Residential (South)	29.2	580	2.69	105.38	10.76
Medium Density (Northwest)	7.7	464	2.15	170.3	8.60
Commercial (Northwest)	3.3	90	0.42	250.84	1.68
<b>Total</b>	<b>62.8</b>	<b>1751</b>		<b>632.24</b>	

Fire flow demand rates and a determination of existing capacities will be required as part of the detailed design of any facilities and off-site service upgrades. This analysis will be completed at the Subdivision Plan stage .

**6.1.0.1** *Water shall be provided to this ASP area in accordance with the Town of Sundre Municipal Standards and Specifications.*

### 6.2 Shallow Utilities

Shallow utility services including electric power, natural gas, and telephone, will be provided by local utility companies. All services shall be installed underground, with overhead power limited to locations where an underground service is not achievable.

**6.2.0.1** *Shallow utilities shall be provided at the expense of the developer within the appropriate rights of way to be defined at the Subdivision Plan stage.*

## 6.3 Wastewater Collection

Sanitary sewer drainage systems are not currently available in the immediate area. The Sundre Master Utilities Plan prepared by the Town's Consulting Engineers shows that the sanitary system for Mountain Springs will be provided by the Town of Sundre originating from the East of the ASP area. The future wastewater system is to be developed and connected to the East adjacent land (Eagle Ridge ASP).

The estimated development sanitary flows were calculated from the current projected population densities, and standard demand relating to use. The standard demand per capita of 350 lpcd is based on the Town of Sundre Development Servicing Standard. Peak factors and infiltration rates are also based on the Town of Sundre Development Servicing Standards.

Factors used in demand calculations:

- Demand per capita: 350 lpcd (litres per capita/day)
- Low Density Residential N: Population 617
- Low Density Residential S: Population 580
- Medium Density: Population 464
- Commercial Development Flow(Persons/ha.): Population 90
- Infiltration: 0.28 l/s/ha (litres /second/hectare)
- Peaking Factor Function:  $1+(14/(4+P/1000)0.5)$

The proposed development will generate sanitary waste per the following **Table 4:**

<b>Table 4</b>			
<b>Sanitary Flow Rate Calculation</b>			
Residential		Site Area (ha.)	62.8
Low Density Residential (North)	617	Infiltration (0.28 l/s/ha.)	
Low Density Residential (South)	580	MH in Street Seg (0.4 l/s/MH)	
Medium Density	464	QPWW (l/s)	48.58
Total Residential	1661	Formulas	
Commercial	90	QPDW = GxP x Pf/86.4 (for residential)	
Residential		Q PDW = Pf x Qavg (for commercial)	
G (l/d)	350		
Pf (min 4.0)	3.9		
Q PDW (l/s)	26.91		
Commercial			
G (L/D)	350		
Pf (min 2.5)	4.46		
Q AVG (l/s)	0.02		
Q PDW (l/s)	0.08		
Total QPDW (l/s)	26.99		





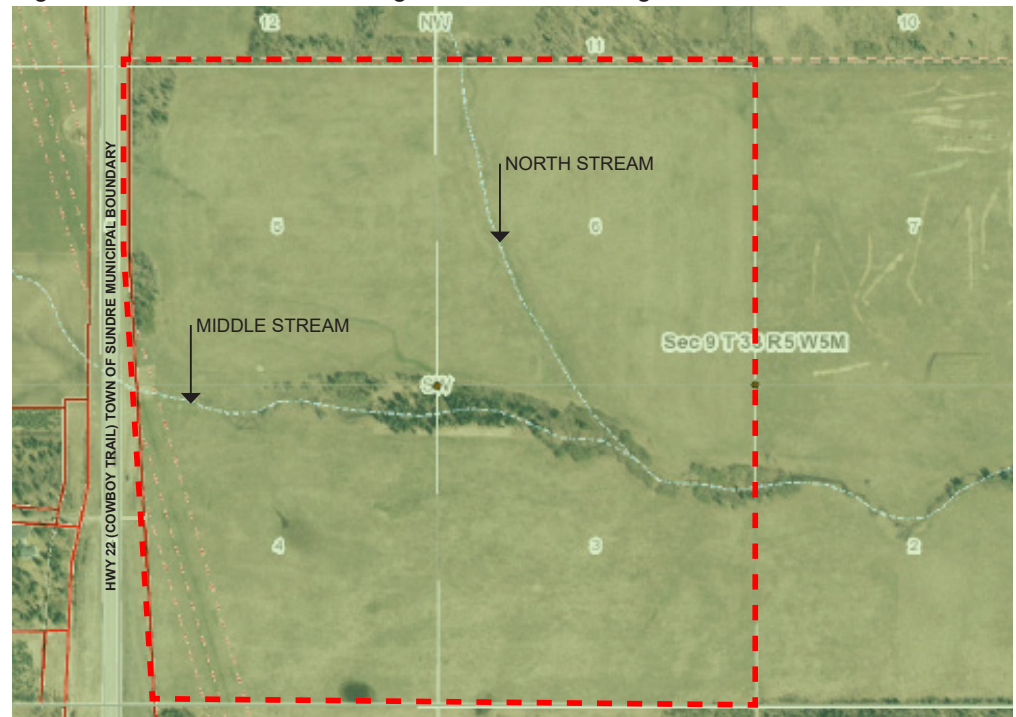
The peaked sanitary demand for the new development will be 48.58 l/s. To facilitate the planned sanitary connection to the East, infrastructure installed at, or above minimum slope will be required to service the entire site and maintain cover for frost protection. See **Figure 9** for the proposed pipe layout.

6.3.0.1 *A detailed sanitary system design shall be prepared at the Subdivision Plan stage.*

## 6.4 Stormwater Management

Stormwater drainage systems are not currently available in the Plan Area. Stormwater management is currently via overland drainage to the natural catchment areas for the Red Deer River system down hill to the East. Currently the Mountain Springs area has two natural drainage streams that connect to this system; specifically the Middle Stream and the North Stream. The North stream which gathers drainage from the land to the North drains into the Middle Stream. The Middle Stream also picks up drainage from the land West of Hwy 22. Refer to **Figure 9**.

Figure 9 - Aerial Photo of Existing Stormwater Drainage



6.4.0.1 *To service The Plan Area to current stormwater management standards, collection, retention, and release quality will be addressed at the Subdivision Plan stage.*

Sizing of the proposed lines and ponds per standard practice will require stormwater retention ponds for the 62.8ha site. Based on a preliminary discussion with the Towns Consulting Engineers, a discharge rate of 6.85 l/s/ha is tentatively assigned. Prior to the Subdivision Plan application, the allowable discharge rate will be confirmed by the Town of Sundre.

Based on this preliminary analysis, the ASP area will require approximately 52,000 cu.m. (4m deep x 19000 sq.m. in area) of stormwater retention pond volume.

6.4.0.2 *The stormwater pond requirement will be accommodated by two retention ponds to reduce the sediment load and improve water quality before discharge.*





The proposed Stormwater Retention ponds are to intercept the North and Middle Stream flows and ultimately become part of the stream. See **Figure 10**.

*6.4.0.3 The North stream will ultimately be removed as the Mountain Springs residential development evolves.*

*6.4.0.4 If an underground stormwater transfer system is required to convey rainwater from the land North or West of Mountain Springs to the Middle Stream, this stormwater system should be separated from the Mountain Springs on-site under ground stormwater management system so that it will not increase the on-site pipe size and retention pond volume requirement.*

The discharge rate from this off-site land is to be confirmed by the Town of Sundre at the Subdivision Plan stage.

*6.4.0.5 Flood mitigation strategies shall be incorporated into all stormwater management systems to ensure that residents of Mountain Springs and downstream communities are protected from the effects of uncontrolled surface water flow.*

Currently the land across Highway 22 to the West and Northwest of Mountain Springs generates run-off of overland water flow that drains into an existing stream through The Plan Area, ultimately reaching the land to the East of the Mountain Springs area. This existing stream flow should remain as is so that the water flow from the West and North continue to drain towards the East. In order to accommodate this flow, a series of underground pipes will be required. The property owners to the West and Northwest will cost share the new underground system or they can construct evaporation ponds to retain this rainwater on the neighbouring lands. Compensation for this movement of off-site stormwater through Mountain Springs is to be negotiated with the surrounding landowners at the Subdivision Plan Stage.

*6.4.0.6 The technical requirements to accommodate effective stormwater management shall be planned in conjunction with the town and expense shared with adjacent land owners.*

As off-site infrastructure improvements are required to service this development, technical issues will require coordination with the Town. Negotiations with the Town of Sundre to determine cost sharing arrangements and potential compensation will be necessary.

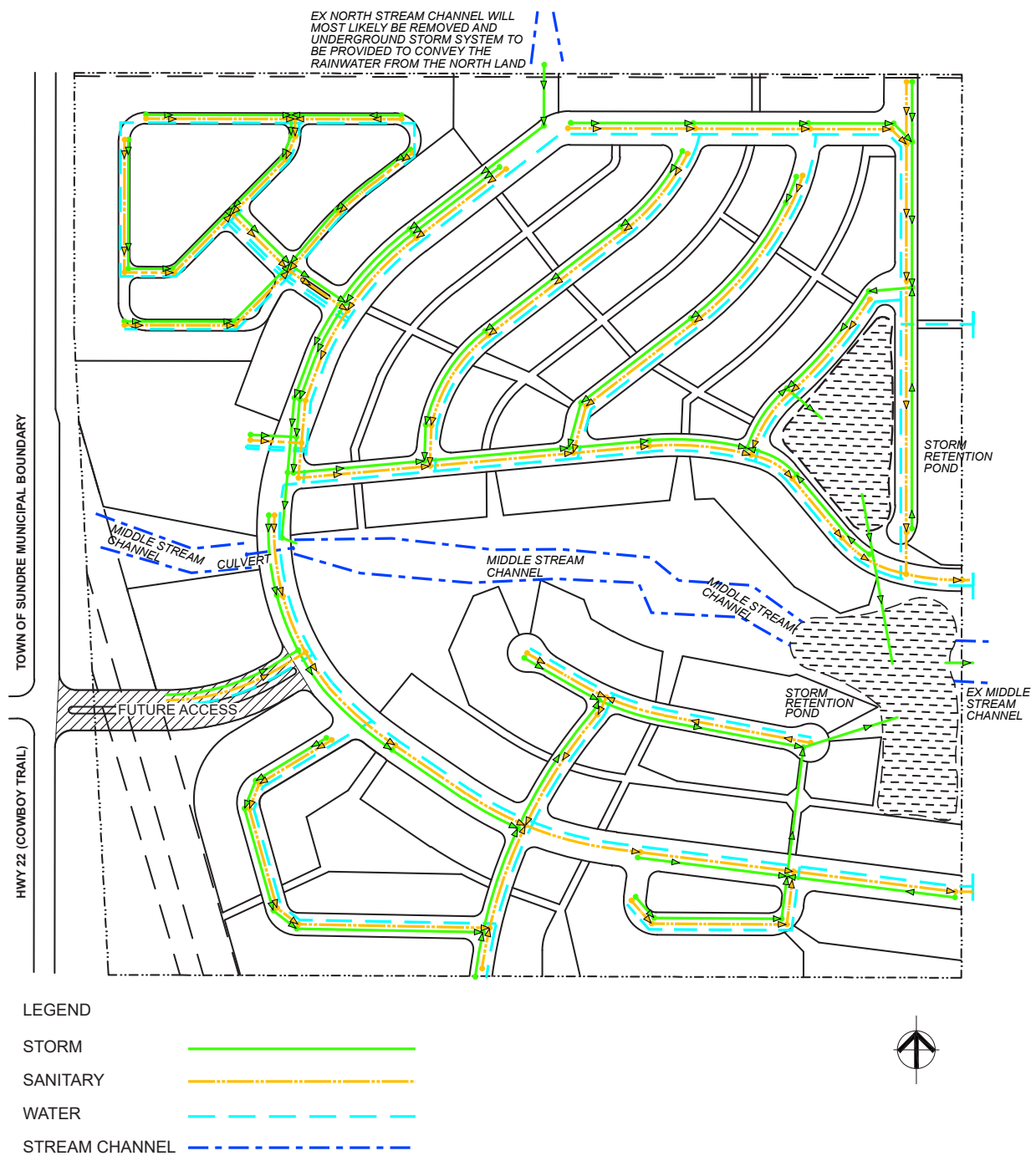


VIEW FROM THE RAVINE





Figure 10 - Site Services Concept Plan







## 7.0 Public Engagement

Public engagement is a very important exercise in the preparation of an Area Structure Plan. A Public Information Open House was conducted on June 28, 2023, providing interested persons insight into the Plan Area intent while securing any feedback from attendees. Many interested residents attended and no objections to The Plan were received.

## 8.0 Interpretations and Definitions

**Amendment:** means a change that alters the purpose, intent, policies, or Figures of the plan.

**Authority Having Jurisdiction:** means any and all government bodies that participate in the approval process for this ASP.

**Council:** means the duly elected Council of the Town of Sundre.

**Crime Prevention Through Environmental Design (CPTED):** means a multi-disciplinary approach to deter criminal behavior through environmental design.

**Development Authority:** means the definition for this term provided by the Town of Sundre Land Use By-law, as may be amended from time to time.

**Gross Developable Area:** means the area of a site being subdivided, excluding Environmental Reserve, easements, right of ways and arterial roadways.

**Gross Residential Area:** means an area of the site designated by a plan or by-law to accommodate residential uses, excluding arterial roadways or environmental reserves.

**Hydrological Study:** means a study that addresses the distribution and circulation of water on the surface of the land and how any alterations of the land will affect the natural surface water flow and the potential impact on wetlands.

**Municipal Government Act:** means Chapter M-26 of the Revised Statutes of Alberta 2000, as amended from time to time.

**Naturescaping:** means the modification and enhancement of a lot or development area through the use of natural indigenous vegetation, such as trees, shrubs, hedges, grasses and other ground cover, in conjunction with permeable or pervious surfacing material, such as brick, stones, wood and similar indigenous landscaping materials.

**Outline Plan:** means a plan adopted by resolution pursuant to the provisions of the Municipal Development Plan for the Town of Sundre and this Area Structure Plan.

**Subdivision Plan:** means a plan adopted by resolution pursuant to the provisions of the Municipal Development Plan for the Town of Sundre and this area structure plan.

**The Plan:** means the Mountain Springs Area Structure Plan.

**Plan Area or ASP Area:** means the geographic area contained within the Mountain Springs Area Structure Plan.

**The Province:** means the Province of Alberta

**The Town or Town of Sundre:** means the Town of Sundre, a municipal corporation in the Province of Alberta, and where the content so requires, the area contained within the corporate boundaries of said municipality.

Note: All text in this document in *italics* is a reference to a defined policy.

Note: The use of **shall** in this document indicates a direction or policy that must be undertaken as part of all future stages of The Plan Area development.

Note: The use of **should** in this document indicates a direction or policy that will be undertaken if possible, as part of all future stages of The Plan Area development.





VIEW LOOKING EAST  
INTO RAVINE

# MOUNTAIN SPRINGS

prepared by:

**collabor8 architecture + design (Alberta) inc.**  
Suite 203, 1010 1st Avenue NE  
Calgary, Alberta  
403 233 8448

sundre alberta

## AREA STRUCTURE PLAN

April 2025



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	April 28, 2025
<b>SUBJECT</b>	RFD National Day of Mourning
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	10.1

### **BACKGROUND/PROPOSAL:**

The National Day of Mourning is a day to remember and honour those whose lives were lost or injured to a workplace tragedy. It's also a day to collectively renew our commitment to improving health and safety in the workplace and to preventing further injuries, illnesses and deaths.

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

Today, the flags at the Town of Sundre Municipal Building fly at half-mast in honour of National Day of Mourning, as do the flags on Parliament Hill in Ottawa, and the Legislature in Edmonton.

The National Day of Mourning poster has been posted to the Town's website and social media pages.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council supports and is committed to safe workplaces by observing the National Day of Mourning, and by promoting safe work environments for all members of our community.

### **COSTS/FUNDING:**

n/a

### **MOTION:**

That the Town of Sundre Council supports and is committed to safe workplaces by observing the National Day of Mourning, and by promoting safe work environments for all members of our community.

### **ATTACHMENTS:**

April 28 Day of Mourning Poster

Date Reviewed: April 22, 2025

CAO:

*Amie Nebe*





April 28

## Day of Mourning

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We remember workers who have died, were injured, or became ill from their job.

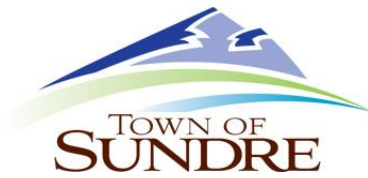
We commit to protecting workers and preventing further workplace tragedies.

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f o r g e t - t h e m - n o t

Canada

 **CCOHS.ca**  
Canadian Centre for Occupational Health and Safety



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>RFD Alberta Disability Worker Association Proclamation</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.2</b>

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### **BACKGROUND/PROPOSAL:**

The Honourable Jason Nixon, Minister of Seniors, Community and Social Services in 2023, declared the third week in May, starting on Monday, as the Alberta Community Disability Services Professional Appreciations week. This is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

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

See Proclamation attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Pillar 2 of the Strategic Plan, Community Wellness

### **ADMINISTRATION RECOMMENDATIONS:**

That Council proclaim May 19 – 23, 2025 as “Alberta Disability Services Professional Appreciation Week” in Sundre.

### **MOTION:**

That the Town of Sundre Council proclaim the week of May 19 – 23, 2025 as “Alberta Disability Services Professional Appreciation Week” in the Town of Sundre and that the Mayor be authorized to sign the proclamation on behalf of Council and the citizens of Sundre.

### **ATTACHMENTS:**

10.2a\_ ADWA Letter  
10.2b\_ Proclamation

Date Reviewed: April 22, 2025

CAO: *Linda Nelson*

March 21, 2025

To whom it may concern,

Re: Alberta Disability Services Professional Appreciation Week:

I am writing this letter in my capacity as Board President of the Alberta Disability Worker Association (ADWA) to bring awareness to a matter of significance.

The [Alberta Disability Workers Association \(ADWA\)](https://www.adwa.ca) is the established professional voice and advocate for the 15,000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertans' awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families, and the overall community. ADWA is a professional association, not a union; our members are Community Disability Service professionals who voluntarily register for membership.

In 2023 the Minister of Seniors, Community and Social Services, declared the third week in May, starting on Monday, as the Alberta Community Disability Services Professional Appreciation week. This declaration, which as of 2024 has been enacted in perpetuity (3<sup>rd</sup> Monday in May), is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

I respectfully request that where possible Alberta's municipalities join ADWA in acknowledging this significant occasion. By doing so, we can collectively raise awareness about the essential role that Community Disability Services Professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities, across Alberta. One example of acknowledgement is that we are hoping municipalities will "*light up with the colour orange*", or for municipalities to join the provincial government in declaring the week, or a portion of the week, in recognition of Alberta Community Disability Services Professionals across the province.

Your support in this initiative would not only serve to honor the dedicated professionals working in disability services but also encourage a more inclusive and understanding societal ethos.

Thank you in advance for your consideration.

All the best,



Alexander Stoye  
Board President  
Alberta Disability Workers Association (ADWA)



## PROCLAMATION

### **“Alberta Disability Services Professional Appreciation Week” May 19 – 23, 2025**

The Alberta Disability Workers Association (ADWA) is the established professional voice and advocate for the 15, 000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertan’s awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families and the overall community.

The Honourable Jason Nixon, Minister of Seniors, Community and Social Services in 2023, declared the third week in May, starting on Monday, as the Alberta Community Disability Services Professional Appreciations week.

**WHEREAS:** In perpetuity (3<sup>rd</sup> Monday in May) this declaration is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

**WHEREAS:** The ADWA is requesting that Alberta’s communities join in acknowledging this significant occasion, and by doing so, collectively raise awareness about the essential role that CDS professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities across Alberta.

**DECLARATION:** I, Richard Warnock, on behalf of the Council and Citizens of the Town of Sundre in the Province of Alberta, do hereby declare the week of May 19 - 23, 2025, Alberta Disability Services Professional Appreciation Week. Our community respects and honours the dedicated professionals working in disability services.

Dated this 28<sup>th</sup> of April, 2025

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Richard Warnock, Mayor





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>RFD Lagoon Materials</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>10.3</b>

### **BACKGROUND/PROPOSAL:**

The concrete and asphalt crushing project was originally contemplated in 2023 but was moved to 2025 with a budget of \$100,000.00. This item came in slightly over budget at \$9,707.20.

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

This project is now complete, and the materials are now ready to use for several maintenance projects in the community. This includes maintenance on number of laneways, from Freson's to the public parking at Centre Street South, the laneway from Centre Street to the Pickleball Courts, and the laneway on the southeast and southwest of 10<sup>th</sup> Street.

The costs for the trucking and spreading of the material is \$90,000.00.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council's Strategic Plan Pillar 4, Supportive Infrastructure and Pillar 5, Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve funding not to exceed \$100,000.00, which includes the budget overrun for the crushing, and the rehabilitation of a number of laneways, with funds to be withdrawn from the General Corporate Services Stabilization Restricted Surplus Account.

### **COSTS/FUNDING:**

\$100,000.00

### **MOTION:**

That Council approve funding not to exceed \$100,000.00, which includes the budget overrun for the crushing, and the rehabilitation of a number of laneways, with funds to be withdrawn from the General Corporate Services Stabilization Restricted Surplus Account.

Date Reviewed: April 23, 2025

CAO: 



## REQUEST FOR DECISION

**COUNCIL DATE** April 28, 2025  
**SUBJECT** RFD – Mountain View County Resolution to RMA  
**ORIGINATING DEPARTMENT** Legislative Service  
**AGENDA ITEM** 10.4

### **BACKGROUND/PROPOSAL:**

The Wellness Committee discussed the province's 2023 announcement titled "Refocusing Alberta's Health Care System Initiative" to improve health outcomes and empower health care workers to deliver quality care across the province.

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

Mountain View County submitted a Resolution to Rural Municipalities of Alberta (RMA) Spring Convention held in Edmonton on March 17 to 19, 2025, titled Resolution S-25S, "Rural Participation on the Integration Council for Refocusing Alberta's Health Care System" which was accepted by RMA

The Wellness Committee discussed that it would be beneficial if this initiative could also be submitted to the Alberta Municipalities, through the resolution process to request that ABmunis advocates for the Government of Alberta to appoint a separate and dedicated rural representative as a voting member to the Health System Integration Council and within the new Health Board leadership structure to ensure that rural Albertans have an appropriate and continuous voice for their health care.

Mountain View County, has provided the Town with a copy of the resolution that was accepted by RMA in March 2025.

Resolutions to AMA are due by June 30, 2025.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council support the submission of a resolution "Rural Participation on the Integration Council for Refocusing Alberta's Health Care System" to the 2025 Alberta Municipalities Conference by June 30, 2025.

### **COSTS/FUNDING:**

n/a

### **MOTION:**

That the Town of Sundre Council support the submission of a resolution for "Rural Participation on the Integration Council for Refocusing Alberta's Health Care System" to the 2025 Alberta Municipalities Conference by June 30, 2025.

Date Reviewed: April 23 2025

CAO:

*Arlene Nelson*



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	April 28, 2025
<b>SUBJECT</b>	RFD March 2025 Departmental Reports
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	11.1

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### **BACKGROUND/PROPOSAL:**

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

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

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

Verbal Report by CAO.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the March 2025 Departmental Reports as information.

### **MOTION:**

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

### **ATTACHMENTS:**

March 2025 Departmental Reports

Date Reviewed: April 23, 2025

CAO: Linda Nelson



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

014	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Sundre Fire Department, and congratulate and thank each member of the department for putting your lives on hold to respond at a moment's notice to an emergency, for putting yourself in danger on a continuous basis, for participating in community events and educating the public on fire safety, and for your committment and dedication to our community			
015	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Community Peace Officer / Bylaw Officer, and congratulate and thank each member of the team for their commitment and dedication to our community, and for ensuring our community is a safe and secure place where we can live, work, play and raise our families			
016	20-01-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the December 2024 Departmental Reports as information			
017	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council give first reading to Bylaw 2025-02 being a bylaw to amend the Land Use Bylaw and further;			
018	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council set Monday, February 24, 2025 at 4:00 p.m. for a Public Hearing to Bylaw 2025-02 Land Use Bylaw Amendment			
019	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council support the application to Alberta Seniors, Community and Social Services for the Town to co-host the Seniors' Week launch on June 2, 2025			
020	20-01-25	MOVED by Councillor Vardas that the Town of Sundre Council accept the report from the Director of Corporate Services as information			
021	20-01-25	MOVED by Mayor Warnock that the Town of Sundre Council directs administration to bring the existing Social Media Policy to the Bylaw Policy Review Committee for review for the purpose of clarification to information that has come forward	Legislative Services	Pending: Committee Meeting Date to be set	
022	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock's report for December 2024 as information			
023	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's reports for October, November and December 2024 as information			
024	20-01-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Anderson's report for November and December 2024 as information			
025	20-01-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the Year 2024 as information			
026	20-01-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:05 p.m.			
Mayor Warnock excused all public members and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected					
Mayor Warnock called a break at 5:05 p.m.					
Mayor Warnock reconvened the closed meeting at 5:12 p.m.					
CAO left the Closed Meeting at 5:45 p.m.					
027	20-01-25	MOVED by Councillor Anderson that Council return to an open meeting at 6:28 p.m.			
028	20-01-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:29 p.m.			
	#/D/M/Y	February 10, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	3
029	10-02-25	MOVED by Councillor Petersen that the agenda be approved as presented			
Councillor Absence: Councillor Vardas and Councillor Anderson notified the CAO in compliance of s.14.6 of Council's Procedural Bylaw					

030	10-02-25	MOVED by Councillor Isaac that the Minutes of the Regular Council Meeting of Council held on January 20, 2025 be approved as presented			
031	10-02-25	MOVED by Councillor Dalke that the Town of Sundre Council thank the representatives of West Fraser for the very informative presentation and to continue to work together to maintain our good neighbour relationship			
032	10-02-25	MOVED by Couuncillor Marr that the Town of Sundre Council proclaim February 13, 2025 as Wear Red Canada Day in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #2	
033	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council approve the accounting firm of Sunstone Chartered Professional Accountants as the Sundre Municipal Library's financial reviewers			
034	10-02-25	MOVED by Couuncillor Petersen that the Town of Sundre Council proclaim March 26, 2025 as "Purple Day" in the Town of Sundre, and further that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre	Legislative Services	Appendix #3	
035	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council approve the request for a relaxation to the Community Standards Bylaw 2023-09, Part 2 Noise, on certain days to be determined, to enable the Highway 27 construction contractor to work before 7:00 a.m. and after 10:00 p.m. during concrete pours and asphalt work			
036	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council support the grant application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program, for the purpose of developing a wildfire management plan / preparedness guide			
037	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council to fund the rental fee of \$367.50 for the use of the Sundre Community Centre for a Celebration of Life for Mr. Marty Butts on March 15, 2025, withh funds to be drawn from Council's Discretionary Contributions to Local Organizations			
038	10-02-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the thank-you card from the Sundre & District Historical Society as information and appreciation			
039	10-02-25	MOVED by Councillor Marr that the Town of Sundre Council accepts the invitation for Mayor Warnock and members of Council to attend the Annual Women in Business Awards Luncheon on March 7, 2025 and requests that administration purchase the required number of tickets for the Councillors who wish to attend. Individual Councillor to advise administration of their availability to attend. <i>Opposed: Councillor Isaac</i>	Legislative Services	Pending	
040	10-02-25	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 5:16 p.m.			
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are not Motions of Council expected					
Mayor Warnock called a break at 5:16 p.m.					
Mayor Warnock reconvened the closed meeting at 5:22 p.m.					
The following were in attendace for the closed meeting session: Acting Chief Administrative Officer Chris Albert and Director of Community Development, Benazir Thaha Valencia					
Director of Community Development left the closed meeting at 5:41 p.m.					
Acting Chief Administrative Officer left the Closed Meeting at 6:05 p.m.					
041	10-02-25	MOVED by Councillor Petersen that Council return to an open meeting at 6:37 p.m.			
042	10-02-25	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.			
	#/D/M/Y	February 24, 2025 Regular Council Meeting			# of Public Attending Council
Res. #	Date	Council Motion	Action	Status	9
043	24-02-25	MOVED by Councillor Anderson that the Council of the Town of Sundre has received sufficient information to close Public Hearing No. 20250224 pertaining to Bylaw 2025-02 being a bylaw to amend Land Use Bylaw 2018-10			
044	24-02-25	MOVED by Councillor Petersen that the agenda be approved amended as follow: ADD 3.3 CAO introduction of new staff member: Finance & Grants Coordinator, Pam Bewick			



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

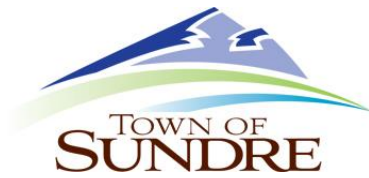
060	24-02-25	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2025-05, being the Civic Addressing Bylaw, a bylaw to establish a consistent civic addressing and street naming system, and to regulate the display of civic addresses in order to identify properties and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

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



	<b>#/D/M/Y</b>	<b>March 10, 2025 Regular Council Meeting</b>			<b># of Public Attending Council</b>	
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>	<b>1</b>	
094	10-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: ADD Item 8.2, Verbal Report, Survey by Minister of Jobs for the Childcare Needs Assessment				
095	10-03-25	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on February 24, 2025 be approved as presented				
096	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the Q4 2024 Sundre Provincial Community Report as information				
097	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Acting CAO's verbal report as information				
Mayor Warnock called a break at 5:22 p.m.						
Mayor Warnock reconvened the meeting at 5:27 p.m.						
098	10-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the Q4 (2024) Quarterly Financial Report as information				
099	10-03-25	MOVED by Councillor Marr that the Town of Sundre Council support Councillor Marr's active role in completing the Childcare Assessment Survey				
100	10-03-25	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of concern as information				
101	10-03-25	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 5:56 p.m.				
Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected						
Mayor Warnock called a break at 5:56 p.m.						
Mayor Warnock reconvened the Closed Meeting at 6:03 p.m.						
102	10-03-25	MOVED by Councillor Isaac that Council return to an open meeting at 6:29 p.m.				
103	10-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.				
	<b>#/D/M/Y</b>	<b>March 24, 2025 Regular Council Meeting</b>			<b># of Public Attending Council</b>	
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>	<b>9</b>	
104	24-03-25	MOVED by Councillor Isaac that the agenda be approved as amended as follows: <i>REPLACE: Under Item 9.2, Pages 81-99, Emergency Preparedness and Response Program; Safety and Loss Management System (SLMS); and 2022 Integrity Management Program (IMP) with the 2025 Integrity Management Program.</i>				
105	24-03-25	MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on March 10, 2025 be approved as presented				
106	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the year-end report from the CAO on the successes achieved by the Legislative Department, Economic Development and Corporate Services, and congratulate and thank each member of the deparments for their professionalism, committment and dediction to our community				
107	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council accept the presentation from the representative of Wild Rose Assessment Services as information				
Mayor Warnock called a break at 5:22 p.m.						
Mayor Warnock reconvened the meeting at 5:29 p.m.						
108	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council direct administration to make provisions for the portable toilet to remain in place at the ball diamonds to the end of September 2025, with the funding for the additional costs to be drawn from the Community Services Stabiizatin Restrictive Surplus Account, in an amount up to \$1,530.37 (GST included) and the \$85.00 fee for delivery and pick up. <i>Opposed: Councillor Dalke</i>				

109	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation from Greenwood Neighbourhood Place as information with appreciation for the contributions of GNP to our community		
110	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council provide direction on proceeding with the annexation process in partnership with Mountain View County for parcels within NW 10-33-5-W5M, the parcel within NE 10-33-5-W5M and adjacent roads.		
111	24-03-25	MOVED by Councillor Vardas that the Town of Sundre Council approve the Mayor abd CAO to sign the Quality Management Plan (QMP) and the 2025 Integrity Management Plan (IMP), noting that Council, the CAO and the Operations Manager have reviewed the QMP and the IMP in their entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with these plans		
<i>Mayor Warnock called a break at 6:38 p.m.</i>				
<i>Mayor Warnock reconvened the meeting at 6:43 p.m.</i>				
112	24-03-25	MOVED by Councillor Dalke that the Town of Sundre Council approve the selection of Superior Safety Codes Inc. as the Town of Sundre's Accrediated Safety Codes Agency, for a term of three years, ending on march 31, 2028, and that the CAO be authorized to the sign the contract on behalf of the Town of Sundre	Legislative Services, P&D	Appendix 23-25
113	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept the February 2025 Departmental Reports as information		
114	24-03-25	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's report for February 2025 as information		
115	24-03-25	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for February 2025 as information		
116	24-03-25	MOVED by Councillor Petersen that the Town of Sundre Council accept the Key Messages of Council for the month of February 2025 as information		
117	24-03-25	MOVED by Councillor Marr that the Town of Sundre Council go inot a closed meeting at 6:52 p.m.		
<i>Mayor Warnock excused all members of the public and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting. There are no Motions of Council expected</i>				
<i>Mayor Warnock called a break at 6:53 p.m.</i>				
<i>Mayor Warnock reconvened the Closed Meeting at 6:59 p.m.</i>				
118	24-03-25	MOVED by Councillor Dalke that Council return to an open meeting at 7:15 p.m.		
119	24-03-25	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:16 p.m.		



**CAO's NEW BUSINESS REPORT TO COUNCIL**

**COUNCIL DATE:** April 28, 2025

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

**New Business or Re-location of Business: January 1 - March 31, 2025**

Adam's Army Charitable Foundation – Thrift Store; 101 – 3 ST SW

SunMart Convenience Store; 586 Main Ave W, #2 (formerly Sunshine Vapes; moved one bay east).

Shining Stars Kids Centre; 205 Main Ave W (childcare centre still under renovations/construction).

Fusion Controls; 138 6 St SE (moved into Town from County).

HomeTown Storage; 114 6 St SE (permit issued in March; opening soon).

**Under New Management:** None

**Home Office to Date (Permitted Use in Residential Districts):**

Electrical Contractor (Salvador Electric)

**Home Occupation to Date (Discretionary Use in Residential Districts):** None



**SCHEDULE A - 2025 Expenditures to Date****TOTAL COUNCIL BUDGET 2025: \$79,000****TOTAL EXPENDITURES TO DATE (March 31, 2025) \$17,101.56****BALANCE: \$61,898,44****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
8-Jan-25	Edmonton	Meeting with Minister Schulz	Mileage	\$ 385.56
8-Jan-25	Edmonton	Meeting with Minister Schulz	Accommodations	\$ 239.17
8-Jan-25	Edmonton	Meeting with Minister Schulz	Per Diem	\$ 120.00
8-Jan-25	Edmonton	Meeting with Minister Schulz	Travel Per Diem	\$ 120.00
9-Jan-25	Sundre	Mayors Caucus - Teams Meeting	Per Diem	\$ 120.00
14-Jan-25	MVC	MVC Sundre Airport	Per Diem	\$ 100.00
14-Jan-25	MVC	MVC Sundre Airport	Travel Per Diem	\$ 30.00
17-Jan-25	Sundre	RDRWA - Zoom Meeting	Per Diem	\$ 120.00
23-Jan-25	Sundre	MTMC - Minister McIver - Teams Meeting	Per Diem	\$ 80.00
23-Jan-25	Sundre	Sundre Chamber of Commerce Meeting	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Mileage	\$ 158.76
28-Jan-25	Red Deer	Red Deer Polytechnic	Per Diem	\$ 80.00
28-Jan-25	Red Deer	Red Deer Polytechnic	Travel Per Diem	\$ 50.00
29-Jan-25	MVC	MVC - Hospital	Mileage	\$ 75.60
29-Jan-25	MVC	MVC - Hospital	Per Diem	\$ 80.00
29-Jan-25	MVC	MVC - Hospital	Travel Per Diem	\$ 30.00
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 5-6	Calgary	Brownlee	Per Diem	\$ 280.00
Feb 5-6	Calgary	Brownlee	Travel Per Diem	\$ 60.00
19-Feb-25	Sundre	SPRUCE Meeting at Legion	Per Diem	\$ 60.00
20-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
26-Feb-25	MVC Office	MVC All Council Meeting	Mileage	\$ 75.60
26-Feb-25	MVC Office	MVC All Council Meeting	Per Diem	\$ 80.00
26-Feb-25	MVC Office	MVC All Council Meeting	Travel Per Diem	\$ 30.00
27-Feb-25	Sundre	ABMunis EOEP Zoom	Per Diem	\$ 100.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Mileage	\$ 385.56
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Per Diem	\$ 720.00

<b>Mayor Richard Warnock Con't</b>				
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Travel Per Diem	\$ 120.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Registration	\$ 375.00
March 4-6	Edmonton	ABMunis Presidents Summit/Spring Caucus	Accommodations	\$ 1,422.78
8-Mar-25	Sundre	MTMC Board Meeting - Zoom	Per Diem	\$ 80.00
12-Mar	Banff	AWWOA Conference	Registration	\$ 525.00
12-Mar-25	Banff	AWWOA Conference	Mileage	\$ 266.11
12-Mar-25	Banff	AWWOA Conference	Accommodations	\$ 449.53
12-Mar-25	Banff	AWWOA Conference	Per Diem	\$ 520.00
12-Mar-25	Banff	AWWOA Conference	Travel Per Diem	\$ 80.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Mileage	\$ 385.56
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Per Diem	\$ 280.00
17-Mar-25	Edmonton	AB Muni's EOEP - Strat Plan	Travel Per Diem	\$ 120.00
20-Mar-25	Innisfail	Mayors/Reeves	Mileage	\$ 114.91
20-Mar-25	Innisfail	Mayors/Reeves	Per Diem	\$ 80.00
20-Mar-25	Innisfail	Mayors/Reeves	Travel Per Diem	\$ 40.00
21-Mar-25	Sundre	RDRWA Board meeting - Zoom	Per Diem	\$ 80.00
27-Mar-25	Sundre	ABMunis EOEP - Public Engagement	Per Diem	\$ 100.00

### **Councillor Connie Anderson**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
16-Jan-25	Red Deer	CAEP Meeting	Milage	\$ 158.76
16-Jan-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
16-Jan-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Milage	\$ 43.85
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Per Diem	\$ 120.00
17-Jan-25	Sundre - Painted Wa	Sundre Tourism Assn.	Travel Per Diem	\$ 20.00
20-Mar-25	Red Deer	CAEP Meeting	Milage	\$ 154.35
20-Mar-25	Red Deer	CAEP Meeting	Per Diem	\$ 120.00
20-Mar-25	Red Deer	CAEP Meeting	Travel Per Diem	\$ 40.00

### **Councillor Owen Petersen**

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

<b>Councillor Owen Petersen Con't</b>				
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Per Diem	\$ 100.00
26-Feb-25	Didsbury	MVC / TOS All Council Meeting	Travel Per Diem	\$ 30.00

### **Councillor Todd Dalke**

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

### **Councillor Jaime Marr**

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

### **Councillor Paul Isaac**

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

### **Councillor Chris Vardas**

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Per Diem	\$ 120.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Travel Per Diem	\$ 20.00
17-Jan-25	Sundre	Painted Warriors - Sundre Touri	Mileage	\$ 43.85
Jan. 22-24	Calgary	ITA Gathering 2025	Registration	\$150.00
Jan. 22-24	Calgary	ITA Gathering 2025	Accommodations	\$329.56
Jan. 22-24	Calgary	ITA Gathering 2025	Per Diem	\$ 360.00
Jan. 22-24	Calgary	ITA Gathering 2025	Travel Per Diem	\$ 40.00
22-Jan-25	Calgary	ITA Gathering 2025	Mileage	\$ 181.44
Feb 5-6	Calgary	Brownlee	Registration	\$ 219.45
Feb 5-6	Calgary	Brownlee	Accommodations	\$ 186.37
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Registration	\$ 891.45
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Accommodations	\$ 1,151.90
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Mileage	\$ 382.54
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Per Diem	\$ 560.00
Feb 9-12	Edmonton	Tourism Industry Assoc. of Alberta	Travel Per Diem	\$ 100.00



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Fire Department</b>
<b>SUBMITTED BY</b>	<b>Ross Clews Fire Chief</b>
<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>FOR MONTH(S) OF</b>	<b>March 2025</b>
<b><u>911 DISPATCHES:</u></b>	
	<b>Emergency Response Numbers, 102 – 2025 Year to Date March 2025 -035</b>
<b><u>Response Types:</u></b>	<ul style="list-style-type: none"> <li>➤ Alarm – No Fire – Steam or Smoke Mistaken – 2</li> <li>➤ Alarm – No Fire – Detector Activated – 1</li> <li>➤ False Alarm – Telephone – 4</li> <li>➤ False Alarm – Report to Station – 1</li> <li>➤ Controlled Burn – Arrived on Scene – 1</li> <li>➤ Fire – Motor Vehicle – 1</li> <li>➤ Fire – Structure – 1</li> <li>➤ Medical First Response – 14</li> <li>➤ Medical First Response Stood Down – 8</li> <li>➤ Motor Vehicle Collision – 1</li> <li>➤ Outside Fire Investigation (Flare Stack) – 1</li> </ul>
<b><u>Results:</u></b>	➤ All incidents Responded, Managed and Resolved by SFD Members
<b><u>TRAINING &amp; ACTIVITIES</u></b>	
<b><u>In-Hall/Weekly:</u></b>	<p><b><u>March 2025 consisted of the following:</u></b></p> <ul style="list-style-type: none"> <li>➤ Officer Meeting</li> <li>➤ General Meeting <ul style="list-style-type: none"> <li>○ Truck Checks</li> <li>○ Hall Duties</li> </ul> </li> <li>➤ Recruit/Cadet Training <ul style="list-style-type: none"> <li>○ Nozzles</li> <li>○ Hoses</li> <li>○ Traffic Control</li> <li>○ Radio Basics</li> <li>○ Hydrants and Water Supply</li> <li>○ Exams</li> </ul> </li> <li>➤ Wildland Fire Preparation</li> <li>➤ Confined Space Training (Trailer)</li> <li>➤ House Burn</li> <li>➤ Forcible Entry Skills</li> <li>➤ Roof Ventilation</li> <li>➤ Saw Starting and Maintenance</li> </ul> <p><b><u>Community/Public Relations Events</u></b></p> <ul style="list-style-type: none"> <li>➤ Honor Guard for Mr. Butts funeral</li> <li>➤ Career Day School – April 9, 2025</li> </ul>
<b><u>Formal Courses in-Progress/Upcoming:</u></b>	<ul style="list-style-type: none"> <li>➤ NFPA 1072 (470) – Hazmat Awareness and Operations – <b>Completed</b> March 9, 2025</li> <li>➤ High Performance CPR Recertification – <b>Completed</b> March 2, 2025</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Standard First Aid, O2 Airway, CPR BLS – <b>Completed</b> March 22-23, 2025</li> <li>➤ NFPA 1001 completion Q2</li> <li>➤ NFPA 1021 – April 2025</li> <li>➤ Nozzle Forward May 2025</li> <li>➤ Big Rig Rescue (requesting 6 spots) – June 2025</li> <li>➤ Farm Rescue – (requesting 6 spots) June 2025</li> </ul>
<b><u>Fire Hall:</u></b>	
<b><u>Building/Maintenance:</u></b>	<ul style="list-style-type: none"> <li>➤ Eaves troughing has temporary repairs, Obtaining quote for permanent repair by Q2</li> <li>➤ Parking Blocks to be Installed</li> <li>➤ Paving completed in front of hall</li> </ul>
<b><u>SFD Units - Equipment</u></b>	
<b><u>Units:</u></b>	<ul style="list-style-type: none"> <li>➤ Unit #560, preconstruction ongoing with Mountainview County.</li> <li>➤ New Unit #540 Ordered – expected date of Delivery 3<sup>rd</sup> Qtr -2025</li> <li>➤ Unit #541 in primary service.</li> <li>➤ Unit 510 Completed. Final Checks ongoing and waiting on payment for release – expected delivery Q2, 2025.</li> </ul>
<b><u>Safety Codes:</u></b>	
<b><u>Inspections -Occupancies</u></b>	<ul style="list-style-type: none"> <li>➤ Mount Imagination Childcare Center – Basement Windows Assessment, TBD</li> <li>➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently</li> </ul>
<b><u>Status:</u></b>	<ul style="list-style-type: none"> <li>➤ 5 Additional SFD Members to take training in 2024-2025</li> <li>➤ 2 Members to be accredited Designation of Powers for the Town of Sundre</li> </ul>

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

## Sundre Fire Departmental Report Attachments



## Sundre Fire Department Incident Location Breakdown



March 2025

INCIDENTS	Town of Sundre Incidents	Mountain View County	Clearwater County	Bighorn MD	Month Total	Year to Date Total
Outside Fires - Investigation (Flare Stack)		1			1	1
Controlled Burn - Arrived on scene		1			1	3
Controlled Burn - No Response					0	1
Fire - Electrical					0	1
Fire - Machinery/Equipment					0	
Fire - Motor Vehicle		1			1	2
Fire - Structure	1				1	2
Fire - Investigation (Explosion)					0	
Investigation of Smoke					0	1
Alarm -No Fire - Unknown Odours					0	
Alarm -No Fire - Steam or Smoke mistaken	2				2	6
Alarm -No Fire - detector activated	1				1	4
Alarm No Fire - accidental miscellaneous					0	1
False Alarm – Confirmed telephone	4				4	4
False Alarms-internal or local alarm system					0	
False Alarms-verbal report to fire station	1				1	1
Gas Leak Odor - Natural Gas -Investigated					0	1
Medical First Response	13		1		14	48
Medical - Stood Down	5	1	2		8	13
Medical Assist (lift)					0	
Medical Assists					0	
Motor Vehicle Collision		1			1	5
Mutual Aid Request					0	
Public Hazard - Electrical					0	
Public Hazard - Gasoline or Fuel					0	
Public Service - Citizens trapped in Elevator					0	
Public Service - Miscellaneous					0	
Rescue - Miscellaneous					0	1
Rubbish or grass Fire (no dollar loss)					0	7
Rupture – Water Pipes					0	
<b>Total</b>	<b>27</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>35</b>	<b>102</b>



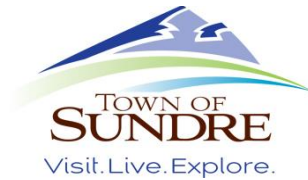
# Sundre Fire Department

## Town of Sundre, Mountain View County and Clearwater County Incident Hours



March 2025		2025 Town Of Sundre Year to Date					2025 Mountain View County Year to Date					2025 Clearwater County Year to Date				
INCIDENTS	Incident Time in Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours			
Alarm -No Fire - detector activated	1.0	1	1	3	3.0		0		0.0		0		0.0			
Alarm -No Fire - detector activated	1.5	1	1.5	2	3.0	1	1.5	3	4.5		0		0.0			
Alarm -No Fire - Steam or Smoke mistaken	1.0	7	7	14	14.0	1	1	3	3.0		0		0.0			
Controlled Burn - No Response - Stood Down	1.0				0.0	1	1	4	4.0		0		0.0			
Controlled Burn - Arrived on Scene	1.0				0.0	2	2	13	13.0		0		0.0			
Controlled Burn - Arrived on Scene	1.5				0.0	1	1.5	6	9.0		0		0.0			
False Alarm – Confirmed telephone	1.0	4	4	7	7.0		0		0.0		0		0.0			
False Alarm – Verbal Report to Fire Station	1.0	1	1	3	3.0		0		0.0		0		0.0			
Fire - Machinery/Equipment	1.0	1	1	6	6.0		0		0.0		0		0.0			
Fire - Motor Vehicle	1.5	1	1.5	5	7.5	1	1.5	4	6.0		0		0.0			
Fire - Structure	4.0	1	4	11	44.0				0.0		0		0.0			
Fire - Structure	5.0	1	5	9	45.0				0.0				0.0			
Gas Leak/Natural Gas - Investigation	1.0	1	1	5	5.0				0.0		0		0.0			
Investigation of Smoke	1.0	1	1	7	7.0				0.0		0		0.0			
Medical First Response	1.0	30	30	82	82.0	8	8	17	17.0	1	1	2	2.0			
Medical First Response	1.5	6	9	21	31.5		0		0.0	1	1.5	5	7.5			
Medical First Response	2.0					1	2	2	4.0		0		0.0			
Medical Stood Down	1.0	5	5	10	10.0	1	1	2	2.0	2	2	6	6.0			
Medical First Response - Stood Down	1.0	3	3	10	10.0	1	1	3	3.0		0		0.0			
Motor Vehicle Collisions	1.5	1	1.5	7	10.5	2	3	10	15.0		0		0.0			
Motor Vehicle Collisions	2.0		0		0.0	1	2	3	6.0	2	4	5	10.0			
Outside Fires - Investigation	1.0		0		0.0	1	1	4	4.0		0		0.0			
Rescue - Miscellaneous	2.0				0.0	1	2	7	14.0		0		0.0			
Rubbish or grass Fire (no dollar loss)	1.0		0		0.0	4	4	15	15.0		0		0.0			
Rubbish or grass Fire (no dollar loss)	1.5		0			2	3	14	21.0	1	1.5	2	3.0			
Total	-N/A-	65	76.5	202	288.5	29	35.5	110	140.5	7	10.0	20	28.5			





## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Community Development - Planning &amp; Development</b>
<b>SUBMITTED BY:</b>	Benazir Thaha Valencia, Director of Community Development
<b>COUNCIL DATE:</b>	April 28, 2025
<b>FOR MONTH OF:</b>	<b>March 2025</b>
<b>TOPIC / PROJECT #1</b>	<b>Development Permits</b>
Total <u>4</u> Development Permits	Development Permits were issued for: <ul style="list-style-type: none"> <li>• Detached Garage</li> <li>• Change of Use- Mini Storage Facility</li> <li>• Shed</li> <li>• Single Detached Dwelling with Attached Garage</li> </ul>
<b>TOPIC / PROJECT #2</b>	<b>Building Permits</b>
Total <u>9</u> Building Permits	Building Permits were issued for: <ul style="list-style-type: none"> <li>• Detached Garage</li> <li>• Rooftop Solar Panels</li> <li>• Commercial interior renovations</li> <li>• Shed</li> <li>• Single Detached Dwelling</li> <li>• Attached Garage</li> <li>• Semi Detached Dwellings</li> <li>• Removal of a mobile home</li> </ul>
<b>TOPIC / PROJECT #3</b>	<b>Safety Code Permits</b>
Safety Code Permits	Safety Code Permits were issued for residential upgrades/renovations and new residential developments  Electrical Permits: 6 Gas Permits: 1 Plumbing: 1
<b>TOPIC / PROJECT #4</b>	<b>Compliance Stamps/Letters (from Real Property Reports)</b>
Total 1 Compliances completed.	Real Property Reports are submitted to the Town with a request for a Stamp/Letter of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.
<b>TOPIC / PROJECT #5</b>	<b>Downtown Area Redevelopment Plan</b>
	<ul style="list-style-type: none"> <li>• Terms of Reference for an Ad-Hoc Committee approved by the Council Bylaw Committee.</li> <li>• Ad for expressions of interest for committee members posted on Town's website and social media.</li> <li>• Next Steps: Committee selection</li> </ul>
<b>TOPIC / PROJECT #6</b>	<b>Flood Risk Area Development</b>
	<ul style="list-style-type: none"> <li>• Commenced with the background research to update the Land Use Bylaw on the Flood Risk Area Development section.</li> <li>• Update the Land Use Bylaw map to reflect changes to the flood overlay.</li> </ul>

<b>TOPIC / PROJECT #7</b>	<b>Mountain Springs ASP</b>
	<ul style="list-style-type: none"> <li>• Received revised draft ASP</li> <li>• Draft ASP has been circulated to internal and external stakeholders for review and comments.</li> </ul>
<b>TOPIC / PROJECT #8</b>	<b>Lagoon Lands</b>
	<ul style="list-style-type: none"> <li>• Council provided direction to proceed with the annexation process in partnership with Mountain View County.</li> <li>• Next Steps: Communication with affected landowners.</li> </ul>

**ATTACHMENT:** March 2025 Building Permit Statistics  
 CAO Commercial, Industrial, Institutional Report



## MEMO

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

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<b>Development / Building Permit No.</b>	<b>District</b>		<b>Project</b>	<b>Value</b>
2025-D08	I-2	114 6 ST SE	Discretionary Change of Use -Mini or Self Storage + Custodial Dwelling	n/a
B 0012 25	C-1	116S Centre ST N	Interior renovations for Daycare	\$20,000

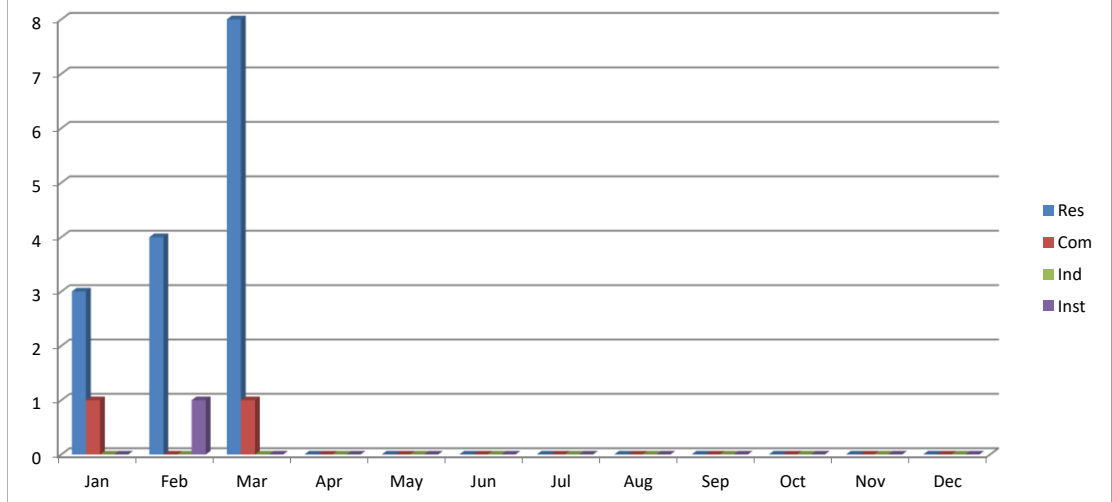
Legend:

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

Value: n/a = no building permit required

**MONTHLY BUILDING REPORT  
FOR THE MONTH OF MARCH 2025**

	Mar. 2025			2025 Year To Date			MAR. 2024 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>									
Two-Storey Bungalows Bi-Level				0	0	\$ -	0	0	0
	0	1	\$ 400,000	0	1	\$ 400,000	0	0	\$ -
				0	0	\$ -	0	0	0
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.		2	\$ 540,000	3	5	\$ 1,240,000	0	0	0
Multi-Family				0	0	\$ -	24	1	\$ 1,000,000
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		2	\$ 16,500	0	3	\$ 66,500		0	0
Renovation/Addition		3	\$ 150,800	0	6	\$ 212,500	0	0	\$ -
				0	0	\$ -			
<b>Sub-Total</b>	0	8	\$ 1,107,300	3	15	\$ 1,919,000	24	1	\$ 1,000,000
<b>COMMERCIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		1	\$ 20,000		0	\$ -		0	\$ -
					2	\$ 20,500		1	\$ 800,000
		1	\$ 20,000		2	\$ 20,500		1	\$ 800,000
<b>INDUSTRIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>INSTITUTIONAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 30,000		0	\$ -
		0	\$ -		1	\$ 30,000		0	\$ -
<b>TOTAL</b>				<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>	<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>
				<b>Units</b>	<b>Permits</b>	<b>Value</b>	<b>Units</b>	<b>Permits</b>	<b>Value</b>
	0	9	\$ 1,127,300	3	18	\$ 1,969,500	24	2	\$ 1,800,000





## COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES



<b>DEPARTMENT</b>	<b>Community Development- Community Service</b>
<b>SUBMITTED BY</b>	<b>Callie Klettli, Administrative Assistant</b>
<b>DATE</b>	<b>April 28, 2025</b>
<b>FOR MONTH OF</b>	<b>March 2025</b>

<b>TOPIC #1</b>	<b>Community Centre</b>
	<p>Regular User Groups keeping gym busy –</p> <ul style="list-style-type: none"> <li>• Tae Kwon Do</li> <li>• Gymnastics</li> <li>• Walking Club</li> <li>• Pickleball</li> <li>• Small Hoops</li> <li>• New to the gym – Volleyball group on Mondays</li> <li>• Marty Butts Funeral was hosted in community center</li> <li>• Softball pitching clinics started</li> </ul> <p>Community center was fully booked the whole month from Birthdays, events, and outdoor user groups.</p>
<b>TOPIC #2</b>	<b>Arena</b>
	<ul style="list-style-type: none"> <li>• Arena closed March 23<sup>rd</sup>.</li> <li>• Arena season completed, and plant was shut down by Startec</li> <li>• Shaved ice down in preparation for removal</li> <li>• Post shutdown cleaning</li> <li>• Arena groups had it booked solid to the very end</li> <li>• Public skating/sticks-n-pucks had great attendance</li> <li>• Skating carnival was a success</li> <li>• Open ice slots were booked up very quickly by private ice bookings or Birthdays</li> </ul>
<b>TOPIC # 3:</b>	<b>Projects</b>
	<ul style="list-style-type: none"> <li>• Digital sign installation in progress, operational by end of April</li> <li>• Tree and flower plan finalized</li> <li>• Tree pruning and spring cleanup In the beds started</li> </ul>

## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Municipal Enforcement</b>
<b>SUBMITTED BY:</b>	<b>Peace Officer Sam Zhao</b>
<b>COUNCIL DATE:</b>	<b>April 28, 2025</b>
<b>FOR MONTH OF:</b>	<b>March 2025</b>

<b>TOPIC #1</b>	Calls for Service – March
<b>STATUS OF PROJECT Completed:</b>	<p>Assist Fire – 10</p> <p>Assist Other Agency 7</p> <p>Assist RCMP – 3</p> <p>Assist Resident – 14</p> <p>Assist Town Dept – 11</p> <p>Bylaw Violation: Cat Bylaw – 2</p> <p>Bylaw Violation: Dog Bylaw – 10</p> <p>Bylaw Violation: Feeding Wildlife Bylaw – 3</p> <p>Bylaw Violation: Land Use Bylaw – 4</p> <p>Bylaw Violation: Noise Bylaw – 4</p> <p>Bylaw Violation: Snow Removal Bylaw – 1</p> <p>Bylaw Violation: Traffic Bylaw – 10</p> <p>Bylaw Violation: Unsightly Bylaw – 1</p> <p>Bylaw Violation: Waste and Recycling Bylaw – 1</p> <p>Community Engagement – 6</p> <p>Directed Patrol – 8</p> <p>Foot Patrol – 5</p> <p>Found Animal – 3</p> <p>General Patrol – 13</p> <p>General Patrol Off Hours – 20</p> <p>Injured Animal – 3</p> <p>Neighbour Dispute – 1</p> <p>Provincial Violation: Traffic Safety Act – 24</p> <p>School Zone Patrol – 6</p> <p>Towed Vehicle – 2</p> <p>Traffic Complaint – 4</p> <p>Traffic Control – 18</p> <p>Traffic Enforcement – 13</p> <p>Traffic Enforcement Off Hours – 13</p> <p>Traffic Safety Initiative – 8</p> <p>Wanted Party – 2</p>
<b>Action Steps / Successes</b>	Municipal Enforcement responded to 231 calls for service in the month of March 2025

<p><b>Attachment #1</b></p>	<p>Municipal Enforcement and Sundre RCMP attended McDonald's Coffee with a Cop and spoke with residents regarding various topics</p>
	
<p><b>Attachment #2</b></p>	<p>Sundre Municipal Enforcement assisted Sundre Fire with Hospital Futures High School Skills Day</p>
	

## DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	April 28, 2025
FOR MONTH OF:	March 2025
TOPIC / PROJECT #1	Wastewater Dept. - Wastewater and Storm Mains Flushing
STATUS OF PROJECT Completed: Yes	The early spring weather has allowed staff to commence with flushing using the new flushing unit.
Success:	Regular flushing has improved flows through the piping system, reducing debris buildup. Staff will continue to monitor and maintain the Storm System.
TOPIC / PROJECT #2	Gas Tasks
STATUS OF PROJECT Completed: Yes	Staff continues to monitor the Hwy 27 detour adjacent to the old shop lands. Cathodic system wiring was lowered and re tested. Gas meters for restaurants were changed out per annual requirements. Monitoring projects such as SCADA communication, cathodic wireless and line heater electrical upgrades have been scheduled for June
Success	The detour for Hwy27 was completed with appropriate compaction and protection measures by PME who are compliant with the Town's requirements. Upcoming wireless monitoring systems will improve gas system safety accuracy
TOPIC / PROJECT #3	Gas Dept. IMP (Integrity Management Plan)
STATUS OF PROJECT In progress: Yes	The gas department is in the process of completing the necessary requirements based on CSA standards that require additional tracking of our main supply large diameter pipelines
Action Steps	The IMP is a living document that will be updated annually. The recording of the assets, historical installation, pipe condition, supply loss impacts and future recommendations are underway. 3+kms of major supply mains have been recorded thus far.
TOPIC / PROJECT #4	Roads Dept. Lagoon Site Project
STATUS OF PROJECT Completed: Yes	The crushing of the 40+years of stored concrete and asphalt has been crushed into recycled construction material.
Success	The asphalt referred to as millings will be used for major gravel roads to reduce dust and the forming of potholes. The concrete material is suitable for construction projects such as gas main back fill
TOPIC / PROJECT #5	Operational Asset Management
STATUS OF PROJECT Completed: Yes	Several assets pertaining to gas, fleet, water and wastewater have been identified and recorded. Data from pipe inspections, flushing of storms mains and wastewater mains, fire hydrants are being recorded into our GIS system.
Action Steps	Work order tasks such as flushing dates and details will improve system operations and maintenance records.
TOPIC / PROJECT #6	Roads Tasks
STATUS OF PROJECT Completed: Yes	The roads department has been busy completing early hub-road street sweeping, lagoon clean up, overland storm improvements, potholes, preparing for crack sealing and spray patching schedules to commence in May and be completed in September
Action Steps	Many projects and annual tasks have been completed due to the early spring weather. Road maintenance will continue throughout the summer months. Staff are to be commended for the detailed scheduling enabling the completion of these tasks.





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>RFD Council Committee Reports March 2025</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>12.1</b>

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### **BACKGROUND/PROPOSAL:**

Mayor Warnock has provided a report for Council's review and information for the month of March 2025.

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

Please see attached report.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept Mayor Warnock's report for March 2025 as presented.

### **MOTIONS:**

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

### **ATTACHMENTS:**

12.1a Mayor Warnock's report

Date Reviewed: April <u>23</u> , 2025    CAO: <u>Amida Nebm</u>
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*COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF MAYOR RICHARD WARNOCK*

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

**For the Month of March 2025**

**Bylaw Policy Review Committee**

**Date of Meeting:**

No Meeting

**Emergency Management Advisory Committee**

**Date of Meeting:**

No Meeting

**Intermunicipal Collaboration Committee**

**Date of Meeting:**

No Meeting

**Mountain View Senior's Housing**

**Date of Meeting:** March 27

Regular Board Meeting Held in Olds with agenda items: Auditors report with 2024 audited financial statements, 2025 housing rent discussion and updates on Board remuneration policy.

**Mountain View Regional Waste Management Committee**

**Date of Meeting:**

No Meeting

**Intermunicipal Planning Commission**

**Date of Meeting:**

No Meeting

**Alberta Mid-Sized Towns Mayor's Caucus**

**Date of Meeting:** March 03

Meeting was held via Zoom with Agenda Items: March 5 Membership Information session held at the AB Munis conference, MTMC new Logo, Roundtable on community highlights

**Red Deer River Watershed Alliance**

**Date of Meeting:** March 13

RDRWA Outreach Committee met to discuss the upcoming calendar of meetings and events as the spring and summer quarters are close to major Watershed activities.

In addition – attending the Regular Board of Directors Meeting held via zoom, that covered Director updates, Workplan 2025-2026, Governance committee, Outreach Committee and Board Recruitment reports and the financial report from the Treasurer

**Sundre Wellness Advocacy Committee**

**Date of Meeting:** March 11

Committee meeting held in Council Chambers with agenda items: Rural Health Action Plan review, RMA resolution being put forward by MVC, Federal policy changes affection international students, Advocacy on Mental Health Support, AGKnow update and ending with round table discussions.

**Other:**

**Date of Meeting:** March 2025

March 05, AB Munis President's Summit that was a full day on various topics, I attended the session on the Common Ground Toolkit, promoting a Civil Social Media Landscape, and Harassment in the Council Chamber and Workplace to learn roles of Councillors versus municipal employees.

March 06 and 7 – AB Munis Municipal Leadership Caucus meetings that hosted remarks from Minister of Municipal Affairs McIver, Breakout Sessions, Premiers presentation and the Minister's Forum Question and Answer sessions.

March 10 – Regular Council Meeting – Agenda and Minutes @ [www.sundre.com](http://www.sundre.com)

March 11 – Attended the RCMP Hosted Town Hall at the Sundre Legion where the RCMP advised the public on local enforcement and events.

March 12 – Attended the Alberta Water and Waste Water Operations conference. Sundre hosted a session with our engineers highlighting the great success story of the water loss savings that were amazing with the Main Avenue underground repairs and replacement.

March 17 – At the RMA conference I attended the EOEP training session on Council's Role in Strategic Planning, this was a very informative education session, that every member of Council should take during their term.

March 19 – Attended the Sundre Cooking for Kindness lunch to support the great effort of helping others that is so prevalent here in Sundre.

March 20 – Attended the Central Alberta Mayor's and Reeves group quarterly meeting that included a presentation from Kelly Kierluk, General Manager of Community Futures Central AB.

March 24 – Regular Council Meeting – Agenda and Minutes @ [www.sundre.com](http://www.sundre.com)

March 26 – Held a Coffee with the Mayor at the Sundre Seniors Supportive Living facility and as always, these sessions are so well attended as we discuss what Sundre is doing to support our seniors.

March 27 – AB Munis Council's role in Public Engagement training session to review with discussions on open houses, public hearings and other Council engagements.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>RFD Council Key Messages March 2025</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>12.2</b>

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### **BACKGROUND/PROPOSAL:**

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

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

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

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **MOTION:**

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

### **ATTACHMENTS:**

12.2b Key Messages from the Office of Council for March 2025.

Date Reviewed: April 22, 2025

CAO: Linda Nelson



**FROM THE OFFICE OF THE COUNCIL**

**KEY MESSAGES FOR THE MONTH of MARCH, 2025**

March 10, 2025

Council received a great update from the RCMP, with the key message being “Don’t Drink and Drive.”

Council heard updates on Capital Projects from staff and were pleased to hear that the Spray Patch Equipment has been delivered and will be going into service this spring. This equipment will help with the potholes in Town roads that are mostly caused by the winter freeze/thaw conditions that are prevalent in Sundre.

The Town’s Water/Wastewater supervisor was asked to present the successes of the 2024 Highway 27 underground utility replacement at the Annual Water/Wastewater Operators Association convention. There were about 250 delegates in attendance at the presentation.

March 24, 2025

Council heard a presentation from the Town’s Assessor. The information focused on how assessment is determined, which included the process, regulations and appeal mechanisms.

The Operations Manager presented the annual report on the GAS QMP. The Town has about 47 Km of gas pipe, and as a result of the due diligence and maintenance program for the gas system, there are no leaks in the system.

The CAO present the year end report, which included an Economic Development updated survey on the Town’s trail system. There are now over 50 km of trails in the Town.

Dear Residents

As the days grow longer and the first signs of spring emerge, our town is coming alive with fresh energy and new opportunities. April is a time of renewal, and with that, I’d like to take a moment to share updates on some past and present key projects and initiatives shaping our community.

**Capital Projects Completed in 2024:** Gas Line Heater, originally approved in 2020, Superior Pumper Unit 521, Boardwalk, Highway 27 Underground replacement, Unit 145 CPO Interceptor, Barrier Free Bridge at Prairie Creek, 2nd Ave Underground and Roadway, Harley Rake for Back alleys and other gravel surfaces, Confined Space entry equipment, 1st Ave NW swales, Sewer Flushing Equipment, Centre Street N waterline replacement, Spray Patch equipment, In Line Pump and Motor In 2024.

**Council approved the following projects for 2025.** Community Services digital display sign, Community Services floor scrubber, Arena compressor overhaul/valve replacement, Replace Lawn Mower Unit No. 1162, Unit No. 149, Lift Station No. 5 Upgrades to pumps & piping, MV Seniors trail connection to 6th Ave, Eyebrow Park trail connection, Asphalt & concrete material crushing, Centre Street Underground and Roadway was moved to 2026 due to construction on Hwy 27.

**Major Overlay Project Update:** The provincial overlay project continues to make great progress, and I want to thank each of you for your patience and cooperation. As the weather improves, crews will be working hard to complete key phases of the project. Please stay informed through our town’s website and social media for updates and project milestones. Your support is essential in ensuring a smooth transition as we enhance our infrastructure for the future.

**Supporting Local Businesses:** - Spring also marks the start of a new season for many of our local businesses. From garden centers to farmers’ markets, I encourage everyone to support our hardworking entrepreneurs and shop local whenever possible. A thriving local economy benefits us all!

**Looking Ahead:** - As we step into spring, I look forward to seeing our town blossom—both figuratively and literally.

**Community events,** outdoor activities, and new initiatives are on the horizon, and I encourage everyone to get involved and stay connected.

**Thank you** for being an essential part of what makes our town such a wonderful place to call home. Here’s to a season of growth, renewal, and community spirit!

Respectfully  
Mayor Warnock



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 28, 2025</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>13.1</b>

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached correspondence for information.

### **MOTION:**

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

That the Town of Sundre Council accept the Alberta Declaration for Nursing Week, May 12 – 18, 2025, from the Honourable Adriana Lagrange, as information, with a special thank you to all nurses serving in our community.

### **ATTACHMENTS:**

PRLS Board Meeting Minutes of February 27, 2025, and PRLS Board Talk Newsletter  
Nursing Week Declaration

Date Reviewed: April 22, 2025

CAO Amide Nelson



# PRLS Board Meeting Minutes

February 27, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday February 27, 2025 in the Small Board Room, Lacombe.

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

**Present via Zoom:** Jackie Almberg, Delijiah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

**Guests:** Malcolm Boyd

**With Regrets:** Joy-Anne Murphy, Jackie Northey, Shawn Peach

**Absent:** Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

**Staff:** Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

## Call to Order

Meeting called to order at 10:02 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Gord Lawlor to excuse Joy-Anne Murphy, Jackie Northey, and Shawn Peach from attendance at the board meeting on February 27, 2025 and remain a member of the Parkland Board in good standing.

CARRIED  
PRLS 1/2025

Twyla Hale entered the meeting at 10:05 a.m.



## Agenda

### 1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 2/2025

### 1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 14, 2024 minutes. Paul Ashford stated that he was present at the November meeting.

Motion by Ray Reckseidler to approve the minutes of the November 14, 2024 meeting as amended.

CARRIED

PRLS 3/2025

### 1.3. Business arising from the minutes of the November 14, 2024 meeting

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

## 2. Business Arising from the Consent Agenda

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

Motion by Deb Coombes to approve the consent agenda as presented.

CARRIED

PRLS 4/2025

### 3.1 Vacant Seats on the Executive Committee

Sheppard reviewed. At the November organizational board meeting, two seats on Parkland's Executive Committee were not filled. Those seats were for Areas 7 and 8. After sending out invitations to PRL board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Since there were three volunteers for area 8, the collective membership from area 8 held a discussion in a Zoom breakout room. They chose Les Stulberg to be their representative on the Executive Committee. Dana Kreil was appointed for area 7.

Motion by Carlene Wetthuhn to appoint Dana Kreil and Les Stulberg to Parkland's Executive Committee.

CARRIED

PRLS 5/2025

Dwayne Fulton entered the meeting at 10:20 a.m.





### **3.2 2024 in Review – Approval of the 2024 Annual Report**

Sheppard reviewed some of the highlights from the 2024 annual report.

#### **IT Accomplishments:**

- Migrated 527 computers from Windows 10 to Windows 11.
- Replaced 144 desktop and 20 laptop computers throughout the region.
- Replaced 16 monitors along with several other peripheral items throughout the region.
- Replaced one physical service at the Parkland Regional Library System (PRLS) office.
- Migrated several servers to the latest version of the Windows Server operating system.
- Migrated the PRLS Support site and equipment booking software to a new Linux operating system.
- Continued development of the website to further enhance it for library patrons throughout the region.
- Assisted the Edberg Municipal Library with their move. Facilitated their SuperNet move and re-configured the network and equipment at their new facility.
- Continued to maintain existing infrastructure for technologies such as; wireless, firewalls, network switches, servers, storage, desktops, laptops, etc.

#### **Finance & Operations Accomplishments:**

- Finance staff ordered and processed 26,155 new library materials at a cost of \$525,526
- In 2024 the van drivers made 3,120 library deliveries driving 182,250 kilometers
- The number of bins moved around the system on vans was 32,028
- The operations staff sent and received approximately 1,098 ILL items weekly through the government courier system.

#### **Marketing**

Parkland conducted several large-scale marketing campaigns in 2024. We had an extensive internal awareness campaign to increase our members' awareness of PRLS services. Additionally, we collected stories from patrons for our "Because of the Library" campaign. These stories were turned into graphics that were then shared widely through our own channels but also through a paid advertising partnership with Black Press Media. As part of this partnership, Parkland ran a two-month long digital ad campaign that included targeted ads, promotional news stories and print ads for eight member libraries in their local newspapers. The marketing department also facilitated our yearly contests (Library Card Sign Up Season and the Golden Ticket Contest) which were a huge success this year. The Amisk library won a state-of-the-art virtual reality headset and received training on how to use it for their community. Finally, the marketing team continued to support member libraries with a variety of marketing campaigns, content creation and training.



## **Advocacy**

In 2024 Parkland helped galvanize the willingness of the regional systems into focusing on three advocacy goals. Those goals are:

1. Future of Public Library Board Operating Grant Funding Structure for Intermunicipal Library Boards – A proposal for adjustments to the funding model to support intermunicipal
2. cooperation, allowing consolidated boards to remain financially viable while streamlining governance structures.
3. Future of Alberta Library SuperNet – A call to reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.
4. Strengthening Library Services through Sustainable Funding – A suggestion for establishing a predictable funding model that reflects population growth and inflation, enabling libraries to continue meeting the expanding needs of their communities.

Other activities included developing training documents. Some very good documents were also created for use during MLA visits which could be used by all seven of the systems. Parkland's visits have met with some success; however, it has proven to be a challenge to obtain visits with our MLAs.

Parkland participated with the other six library systems in a province-wide omnibus survey which sought to measure public support for library service. Results from the survey indicated that 81% of Albertans agree that there is value in public libraries as free spaces to read, learn, have fun, and access the internet, and that 70% of Albertans agree that convenient access to their public library in person or online is important to them.

## **Library Services Achievements**

In 2024, the Library Services Department conducted 1,445 virtual and phone consulting sessions, including 69 onsite library visits. We offered 27 various training events and 16 virtual/in-person meetings. We had a total of over 660 participants. Our biggest event was the relaunching of the Parkland Conference in September 2024. It was very well attended and participants enjoyed getting together, in-person, with Parkland staff, member library staff and board members. Planning is already underway for the 2025 Parkland Conference.

At the library service point in Maskwacis, numerous changes occurred since the beginning of their fiscal year on April 1, 2024. An additional staff member was hired, providing the opportunity for the library to diversify and begin offering in-house and outreach programming to the community. Staff have been visiting schools and all four Nations and promoting the services available through the library. We were also able to replace all the flooring within the library. This made a tremendous impact to the overall beautification of the space. We are, however, still advocating for a new library space that would better serve the needs of the community.



Motion by Teresa Cunningham to approve the Parkland Regional Library System's 2025 Public Library Survey and 2024 Annual Report as presented.

CARRIED

PRLS 6/2025

### **3.3 Approval of the 2024 Outlet Annual Reports**

Sheppard reviewed the 2024 outlet annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library. These are the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points.

In addition to reviewing their annual reports, Sheppard commented on the future of outlet libraries. On January 16<sup>th</sup> and again on February 13<sup>th</sup>, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20<sup>th</sup> last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be allowed to be the governing board for library service points, it could be years before any change occurs.

Motion by Janice Wing to approve the annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED

PRLS 7/2025

### **3.4 Advocacy Committee Terms of Reference**

Sheppard reviewed. At the November board meeting, the group discussed how to increase the effectiveness of the Advocacy Committee. Based on feedback received at the December Executive Committee meeting, the Terms of Reference for the Advocacy Committee were modified.

The most significant changes were that board members who volunteer for the committee are expected to commit to actively engage in advocacy work. This may include, but not be limited to;

- Meeting MLAs
- Visiting municipal councils
- Providing training/mentorship to member library boards



At the last Executive Committee meeting, Yellowhead Regional Library's (YRL) continued attendance in Parkland Advocacy Committee meetings was also discussed. It was decided that they would attend on an "as needed" basis when collective advocacy action was required.

Motion by Ray Reckseidler to approve the Advocacy Committee Terms of Reference as amended.

CARRIED  
PRLS 8/2025

### **3.5 Election of the Advocacy Committee**

Sheppard reviewed. Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRLS policy, trustees will receive \$100 per half-day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.550 per km. for those who choose to attend meetings in person.

Meeting dates will be set at the discretion of the Advocacy Committee, but are generally on the afternoons of the Executive Committee meetings from 1:00 p.m. to 4:00 p.m. The next meeting of the Advocacy Committee will be on March 27<sup>th</sup> at 1:00 p.m. The tentative, regular meeting dates for 2025 will be set at the March meeting.

After approving the new Advocacy Committee terms of reference, past Advocacy Committee Chair Gord Lawlor asked for up to six volunteers to sit on the Advocacy Committee. Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat volunteered.

Motion by Kathy Hall to appoint Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat to the Advocacy Committee.

CARRIED  
PRLS 9/2025

### **3.6 Budget Summary Report**

Bill Windsor entered the meeting at 11:04 a.m.

Sheppard reviewed. This is the third year Parkland has produced such a report. Originally, the report was designed to identify the cost for public library service throughout the Parkland region. The current version has been much simplified. Given the many variances in the way libraries calculate their income and expenditures, it is hoped the new format for the report will be easier to understand.

Based on the information provided by member libraries, 35% deficit budgeted in 2024.

The Executive Committee reviewed this document at their January meeting and did not recommend any changes, and the board offered no suggested changes.





Motion by Gord Lawlor to receive for information.

CARRIED

PRLS 10/2025

### **3.7 Parkland's Auditor 2025-2027**

Sheppard reviewed. The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services. They have been Parkland's auditor since 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services. Parkland's two staff, who are primarily responsible for financial management, are retiring in 2025. Switching auditors would create significant unnecessary upheaval. Moreover, staff at MNP will likely be providing training and support for Parkland's new finance staff.

MNP's cost increase is marginal. At their December 12<sup>th</sup> meeting, the Executive Committee endorsed continuing to use MNP as Parkland's auditors and accept the fees for 2025-2027.

For the 2024 audit year, the Executive Committee reviewed MNP's audit plan and approved it at their December meeting. The auditors were at Parkland on February 3<sup>rd</sup> and 4<sup>th</sup> when they completed their on-site work. The audit will be presented to the board in May for review.

Motion by Carlene Wetthuhn to receive for information.

CARRIED

PRLS 11/2025

### **3.8 Woodworker's Guild Joint Project**

Sheppard reviewed. Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand-eye coordination skills. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21<sup>st</sup> at the Servus Credit Union Public Library in Blackfalds.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 12/2025



### **3.9 Staff Engagement Survey**

Sheppard reviewed. The Executive Committee mandated that a staff engagement survey be developed. The draft survey was reviewed by the Executive Committee at their October 17<sup>th</sup> meeting and was disseminated to staff in November.

Overall, the response rate was good and the survey results are positive. However, Parkland management are discussing how to best address the few areas where improvement could be made.

In December, Board Chair Barb Gilliat emailed to acknowledge that the Executive Committee received and reviewed the survey.

Motion by Harvey Walsh to receive for information.

CARRIED  
PRLS 13/2025

### **3.10 Staff Recognition**

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. For 2025, long service award recipients were:

Janelle Johnson – 5 years  
Russell Adams – 10 years  
Steven Dobrowolski – 10 years  
Ron Sheppard – 20 years  
Sandie Bilk – 20 years  
Alida Burnard – 20 years

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED  
PRLS 14/2025

### **3.11. Updates**

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

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

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

#### **3.11.4. Finance & Operations Report**

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



Motion by Paul Patterson to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

CARRIED  
PRLS 15/2025

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

**Hardisty Public Library** has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

**Innisfail Public Library** 20% of schoolchildren in the town are being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

Delijiah Antaloczy, Deb Coombes, Edna Coulter, Jacquie Palm-Fraser, and Paul Patterson left the meeting at 11:42 a.m.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

**Delburne Municipal Library** has a new library manager, which allows them to be open for more hours. They have also set up six book bins around the community.

Motion by Dana Kreil to accept the Parkland Community Update for information.

CARRIED  
PRLS 16/2025

### 4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:47 a.m.

CARRIED  
PRLS 17/2025

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Chair



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 27, 2025

#### Vacant Seats on the Executive Committee

At the November organizational board meeting, seats 7 and 8 on Parkland's Executive Committee were not filled. After sending out invitations to PRLS board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Les Stulberg was appointed for seat 8, and Danna Kreil was appointed for seat 7.

#### Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2024 will be prepared and distributed to member municipalities in the coming weeks.

#### Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

**Brownfield Community Library** – County of Paintearth

**Nordegg Public Library** – Clearwater County

**Spruce View Community Library** – Red Deer County

**Water Valley Public Library** – Mountain View County

Highlights from their annual reports are included below:

#### Nordegg Public Library Accomplishments

Maintained a great set of dedicated volunteers through our new year in our new space, provided by our Clearwater County in the beautiful updated Discovery Center. We added a new shelf unit to accommodate the collections comfortably, not stuffed. Had a good weeding session and an in-depth inventory was completed. Parkland came out to offer our volunteer staff some technology training, which was very well received! We also ran a few small community programs; held an initial author reading and community groups utilized our library space. We are absolutely loving our one-year-old library premises. Proud to be part of the library systems in Alberta. Literacy for all!

#### Spruce View Community Library Accomplishments

This past year we partnered with Red Deer County to bring programs to the community library. They have been very well attended and hope to bring many more. Our early literacy program is very well attended and we partnered up with the Family Resource Network to bring these programs to the library.

#### Water Valley Public Library Accomplishments

I am really happy that the library got a much-needed mini renovation this year. The new bookshelves are much more appropriate for the space and they have slightly increased the space we have for books. Our young adult programming is mostly used by our local homeschool community and we are really happy to provide space for this growing group of people in our community.

On January 16<sup>th</sup> and again on February 13<sup>th</sup>, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20<sup>th</sup> last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be the allowed to be the governing board for library service points, it could be years before any change occurs.

#### Advocacy Committee Report

Parkland's Advocacy Committee has a revised Terms of Reference and a new focus for 2025. In an effort to increase the effectiveness of the Advocacy Committee, the number of committee members was changed from



10 members to six, and members will be expected to perform advocacy activity including meeting with MLA's, visiting municipal councils and providing training/mentorship to member library boards. Volunteers appointed include Board Chair Barb Gilliat, Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, and Stephen Levy.

## Parkland's Auditor 2025-2027

The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services since they started working with us in 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services as Parkland's two finance staff, are retiring in 2025.

The 2024 Parkland audit will be presented to the board in May.

## Woodworker's Guild Joint Project

Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand-eye coordination skills. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21<sup>st</sup> at the Servus Credit Union Public Library in Blackfalds. All are welcome!

## Committee News from Trustees

**Hardisty Public Library** has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

**Innisfail Public Library** is promoting their library service to the Bowden Penitentiary. They also have 20% of

schoolchildren in the town being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

**Delburne Municipal Library** has a new librarian, which allows them to be open for more hours. They have also set up six book bins around the community.

## Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie AlMBERG, Delijah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

## Regrets

Joy-Anne Murphy, Jackie Northey, Shawn Peach

## Absent

Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

## Guests

Malcolm Boyd

## Next Meeting: May 15, 2025 (Zoom)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

### 13.1c

From: **Terri Shaul**

Date: Tue, Apr 1, 2025 at 9:27 AM

Subject: Let's Celebrate Nurses!

Good day – I hope this email finds you well. As we approach National Nurses Week, which will be celebrated from May 12 to May 18, 2025, I am writing to encourage Alberta communities to recognize and honor the invaluable contributions of nurses in our province.

Nurses are the backbone of our healthcare system, providing compassionate care, support, and expertise to patients and their families. Their dedication and hard work often go unrecognized, yet they continue to serve with unwavering commitment, especially during challenging times.

National Nurses Week is an opportunity for us to express our gratitude and appreciation for the nurses who work tirelessly to ensure our well-being. I urge you to join me in celebrating their efforts by:

1. Organizing a community event such as an appreciation lunch, award ceremonies, or public acknowledgments to honor the nurses in your area.
2. Sharing stories and messages by encouraging community members to share their positive experiences with nurses on social media or through local media outlets.
3. Provide support by offering resources and support to local nursing staff, things like wellness programs, professional development opportunities, or simply a heartfelt thank-you.

By coming together to recognize the vital role of nurses, we show our appreciation for their dedication and inspire others to pursue this noble profession. Let us make National Nurses Week a memorable and meaningful celebration for all the nurses in our communities.

Thank you for your time and ongoing support.

Sincerely,

**Terri Shaul**

Operations Director

403-998-7229

Web: [albertanursing.ca](http://albertanursing.ca)



# DECLARATION

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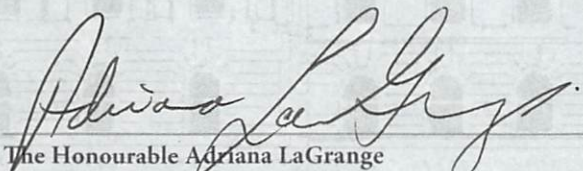
**WHEREAS:** Nurses play an integral role in the delivery of high quality care to Albertans;

**AND WHEREAS:** The annual Nursing Week provides an opportunity to celebrate the numerous contributions that nurses make, and will continue to make, to the health care system;

**AND WHEREAS:** The Government of Alberta recognizes the Alberta Association of Nurses' important mission to enhance, promote and advocate on behalf of nurses and the nursing profession;

**AND WHEREAS:** Alberta's government commends the important work of nurses in the province.

**THEREFORE: THE HONOURABLE ADRIANA LAGRANGE IS PROUD TO DECLARE MAY 12 TO 18, 2025 AS NURSING WEEK IN ALBERTA.**



The Honourable Adriana LaGrange  
Minister of Health



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	April 28, 2025
<b>SUBJECT</b>	Correspondence: Completion EOEP Education Program
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	13.2

### **BACKGROUND/PROPOSAL:**

A large part of why elected officials are successful come from the knowledge of their communities, the people, the landscape, the opportunities, and the challenges. However, for those serving, having knowledge about relevant legislation, planning and development processes, service delivery, as well as the skills to serve ethically, collaborate with your colleagues and municipal neighbours, and plan strategically is vital to leading your community.

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

The Elected Officials Education Program (EOEP) in partnership with University of Alberta's Augustana Extended Education have launched a Municipal Elected Leaders Certificate (MELC). The certificate recognizes an elected leader's commitment to ongoing education in pursuit of high-quality service to their community.

Mayor Richard Warnock in April 2025, has completed all the required courses under the EOEP program, achieving the Municipal Elected Leaders Certificate.

See Chief Administrative Officer's information attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council congratulate Mayor Warnock for achieving the Municipal Elected Leaders Certificate.

### **COSTS/FUNDING:**

n/a

### **MOTION:**

That the Town of Sundre congratulate Mayor Warnock on achieving the Municipal Elected Leaders Certificate.

**ATTACHMENTS:** Copy of Certificate, copy of email from EOEP

Date Reviewed: April 23, 2025

CAO: 



**April 14, 2025 Correspondence**

To: Linda.n@sundre.com

**From:** Jenn Anheliger

**To:** Richard Warnock

**Subject:** Congratulations Mayor Warnock

Hello,

Earlier this month, Mayor Warnock successfully completed EOEP Course - Councils Role in Public Engagement. As such, he has officially completed all 7 core courses required to achieve the Municipal Elected Leadership Certificate.

This spring 18 graduates obtained their MELC through University of Alberta's Augustana Extended Education.

Please join me in congratulating your colleague on their accomplishment and dedication to professional development in the pursuit of service to their community. It is the commitment to ongoing learning that leads to impactful municipal leadership.

Thank you for your service to your communities.

Jenn Anheliger

Registrar



Augustana Extended Education  
The University of Alberta - Augustana Campus

*hereby certifies*

**Richard Warnock**

*has completed the requirements for the Alberta*

**Municipal Elected Leaders Certificate**

*on*

**April 10, 2025**



**John Parkins**  
Dean, Augustana Faculty & Executive Officer



**Duane Gladden**  
Chair, Elected Officials Education Program



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OF ALBERTA**