



Regular Council Meeting
Town of Sundre Municipal Council Chambers

Via Teleconferencing

March 22, 2021

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 March 22, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 March 8, 2021 Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies: None**
7. **Old Business: None**
8. **New Business**
 - 8.1 RFD Q4-2020 Financial Package Pg. 4
 - 8.2 RFD Awarding 3-year Safety Codes Services Contract Pg. 36
 - 8.3 RFD RCMP Priority Survey Pg. 38
 - 8.4 RFD Millionaire's Program Pg. 41
 - 8.5 RFD Fire Chief Position Pg. 42
9. **Administration**
 - 9.1 Departmental Reports, February Pg. 43
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports** Pg. 76
 - 11.1 Mayor Leslie Report Pg. 77
 - 11.2 Councillor Warnock Report Pg. 79
 - 11.3 Councillor Funke Report Pg. 82
12. **Council Invitations / Correspondence**
 - 12.1 PRLS Board Meeting (Draft) Minutes and Newsletter Pg. 87
13. **Closed Meeting - None**
14. **Adjournment**

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

The regular meeting of Council of the Municipality of Sundre was held via Teleconferencing on Monday, March 8, 2021 commencing at 6:00 p.m.

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

ABSENT: None

STAFF Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Executive Legislative Clerk, Anne-Marie Jonke
Administrative Support, Betty Ann Fountain
Communications, Chelsea Kruger

PUBLIC There were 4 members of the public in attendance.

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

AGENDA – AMENDMENTS AND ADOPTION

Res. 069-08-03-21 MOVED by Councillor Dalke that the Agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 070-08-03-21 MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on February 22, 2021 be approved as presented.

CARRIED

DELEGATION None

BYLAWS & POLICIES None

OLD BUSINESS None

NEW BUSINESS

International Women’s Day Proclamation

Res. 071-08-03-21 MOVED by Councillor Funke that the Town of Sundre Council proclaim March 8, 2021 as International Women’s Day in the Town of Sundre.

CARRIED

Returning Officer Appointment

Res. 072-08-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Betty Ann Fountain, as Returning Officer for the October 18, 2021 Election, as per Section 13(1) of the *Local Authorities Election Act*.

CARRIED**Substitute Returning Officer Appointment**

Res. 073-08-03-21 MOVED by Councillor Preston that the Town of Sundre Council appoint Mr. Chris Albert as the Substitute Returning Officer for the October 18, 2021 Municipal Election, as per Section 13 (2.1) of the *Local Authorities Election Act*.

CARRIED**Extension of Curbside Pickup Contract**

Res. 074-08-03-21 MOVED by Councillor Funke that the Town of Sundre Council support an extension to the current contract with E360 for a one-year period from May 31, 2021 to May 31, 2022.

CARRIED**ADMINISTRATION****Social Media**

No Motion The CAO discussed the current Social Media Policy and suggested that the Policy be amended to reflect current practices.

MUNICIPAL AREA PARTNERSHIP: None**COUNCIL REPORTS** None**COUNCIL INVITATIONS/CORRESPONDENCE:****Westlock County Correspondence**

Res. 075-08-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council accept the Westlock County letter regarding concerns about proposed changes to AER Directive 067 as information.

CARRIED**Council of the Municipality of Crowsnest Pass Correspondence**

Res. 076-08-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council draft a letter in solidarity with the Municipality of Crowsnest Pass in support of retaining the services of the RCMP in Sundre.

CARRIED**RECORDED VOTE:**

MEMBER	IN FAVOUR	OPPOSED
Mayor Terry Leslie	✓	
Councillor Richard Warnock	✓	
Councillor Rob Wolfe	✓	
Councillor Charlene Preston		✓
Councillor Cheri Funke		✓
Councillor Paul Isaac	✓	
Councillor Todd Dalke		✓
TOTAL VOTES	4	3

Gas Alberta Inc. Gas Rate Letter

Res. 077-08-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from Gas Alberta Inc. on the gas cost rate as information.

CARRIED

Mayor Leslie excused all public members at 6:38 p.m. and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Mayor Leslie called a 5 minute recess at 6:38 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer

Chris Albert, Director Corporate Services

Public: None

CLOSED MEETING

Topic of Closed Meeting

13.1 Advice from Officials, *FOIPP Act* Section 24;

Res. 078-08-03-21 MOVED by Councillor Funke that Council go into closed meeting at 6:43 p.m.

CARRIED

Res. 079-08-03-21 MOVED by Councillor Warnock that Council return to open meeting at 7:15 p.m.

CARRIED

ADJOURNMENT

Res. 080-08-03-21 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:15 p.m.

CARRIED

These Minutes approved this 22 day of March 2021

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	2020 Q4 Financial Reports
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at December 31, 2020. Audited Financial Statements in the format required under Public Sector Accounting Standards will be presented at a future Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2019, as well as corresponding budget information.

Cash Balances: As at December 31, 2020, there is approximately \$1.7M in the operating account, which is a \$1.2M decrease over the previous quarter ending balance. There is also approximately \$860k in investment accounts and \$6.3M in Restricted Surplus identified accounts, for total holdings of just under \$8.9M. In Q2, interest rates paid on bank accounts declined significantly to approximately a third of the previous rates and have remained low for Q3 and Q4.

Restricted Surplus Accounts: These accounts are a mechanism to track resources allocated by Council towards specific projects or for future life-cycling expenditures and emergent issues. The resources identified are not intended to reflect a specific bank account balance, as they may incorporate various accounts or investments.

Capital Expenditures: project specific comments are included in the schedule.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the 2020 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the 2020 Quarterly Financial Reports, as information.

Date Reviewed: <u>March 18, 2021</u> CAO: <u>Linda Nubm</u>

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
Taxes and Other Revenue								
Municipal Taxes	45,092	4,729,733	(8,226)	(2,146)	4,764,453	4,515,888	3,454,343	1,310,110
FortisAlberta Franchise Fee	52,204	35,061	51,975	70,337	209,577	181,854	195,000	14,577
MSI - Operating	-	-	-	44,008	44,008	34,957	30,000	14,008
Total Taxes and Other Revenue	97,296	4,764,794	43,749	112,199	5,018,038	4,732,699	3,679,343	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(330,452)	(222,090)	(200,658)	(465,372)	(1,218,572)	(1,126,089)	-	(1,218,572)
Interest on Long-Term Debt	(70,773)	(41,938)	(68,273)	(39,725)	(220,709)	(206,698)	(260,000)	39,291
2009 Annexation Costs - MVC	-	-	-	-	-	(34,925)	-	-
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(303,929)	4,500,766	(225,182)	(392,898)	3,578,757	3,364,987	3,419,343	
Net Operational Excess/(Shortfall)								
11 - Legislative	(62,990)	(53,415)	(86,177)	(103,277)	(305,859)	(319,130)	(420,426)	114,567
12 - Corporate Services	(26,467)	(116,798)	(130,091)	(163,018)	(436,374)	(307,532)	(428,239)	(8,135)
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(30,512)	(28,301)	(33,700)	(37,896)	(130,409)	(97,187)	(116,814)	(13,595)
23 - Fire	53,116	(51,320)	64,101	(108,590)	(42,693)	(54,816)	(59,507)	16,814
24 - Emergency Management	(5,758)	(11,238)	(9,183)	(6,262)	(32,441)	(34,023)	(45,003)	12,562
26 - Animal Control	1,071	(7,001)	(6,850)	(8,822)	(21,602)	(21,022)	(21,881)	279
32 - Roads	(71,433)	(35,132)	(139,078)	(147,093)	(392,736)	(353,504)	(430,954)	38,218
35 - Shop	(61,633)	(53,357)	(40,486)	101,252	(54,224)	(88,749)	(58,997)	4,773
41 - Water	136,359	106,775	154,350	39,983	437,467	370,578	324,006	113,461
42 - WasteWater	104,486	105,706	175,590	11,248	397,030	371,311	256,129	140,901
43 - Solid Waste	32,950	17,410	11,850	771	62,981	61,415	98,357	(35,376)
51 - FCSS	(17,871)	-	(14,899)	-	(32,770)	(32,770)	(32,770)	-
61 - Planning & Development	(58,601)	(43,566)	(59,004)	(88,304)	(249,475)	(401,645)	(343,281)	93,806
63 - Economic Development	(35,401)	(48,534)	(65,659)	(91,628)	(241,222)	(252,068)	(250,205)	8,983
75 - Library	(47,658)	(32,960)	274	(47,990)	(128,334)	(127,515)	(129,000)	666
77 - Sundre Community Centre	(10,738)	(28,346)	24,947	(14,195)	(28,332)	(30,360)	(37,954)	9,622
80 - Arena	(31,979)	(85,620)	43,930	(55,556)	(129,225)	(138,414)	(168,766)	39,541
82 - Greenwood Campground	(11,344)	(12,663)	18,065	(17,703)	(23,645)	(22,236)	(34,767)	11,122
84 - Parks	(34,511)	(42,853)	15,788	(57,057)	(118,633)	(137,697)	(157,412)	38,779
85 - Recreation & Culture	(66,116)	465,510	(380,512)	(72,359)	(53,477)	(52,930)	(68,881)	15,404
86 - Community Services	(53,842)	(28,782)	33,504	(30,266)	(79,386)	(113,660)	(122,471)	43,085
87 - Trails	(8,782)	(7,102)	13,625	(10,247)	(12,506)	(14,872)	(25,763)	13,257
89 - Outdoor Recreation	(11,577)	(10,928)	21,156	(10,011)	(11,360)	(36,512)	(59,859)	48,499
91 - Gas	189,045	18,989	72,673	(9,529)	271,178	308,893	233,516	37,662
Total Net Operational Excess/(Shortfall)	(130,186)	16,474	(315,786)	(926,549)	(1,356,047)	(1,524,445)	(2,100,942)	
Year End Surplus/(Deficit)	(434,115)	4,517,240	(540,968)	(1,319,447)	2,222,710	1,840,542	1,318,401	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / (Under) Budget</u>
Revenues								
Municipal Taxes	45,092	4,729,733	(8,226)	(2,146)	4,764,453	4,515,888	3,454,343	1,310,110
FortisAlberta Franchise Fee	52,204	35,061	51,975	70,337	209,577	181,854	195,000	14,577
MSI - Operating		-	-	44,008	44,008	34,957	30,000	14,008
Expenses								
Requisitions	(330,452)	(222,090)	(200,658)	(465,372)	(1,218,572)	(1,126,089)	-	(1,218,572)
Interest on Long-Term Debt	(70,773)	(41,938)	(68,273)	(39,725)	(220,709)	(206,698)	(260,000)	39,291
2009 Annexation Costs - MVC	-	-	-	-	-	(34,925)	-	-
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(303,929)	4,500,766	(225,182)	(392,898)	3,578,757	3,364,987	3,419,343	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	90	-	-	-	90	434	-	90
Expenses								
Salaries & Wages	(43,394)	(43,715)	(57,507)	(86,907)	(231,523)	(253,342)	(317,426)	85,903
Contracted Services	(99)	(8,499)	(25,342)	(7,531)	(41,471)	(7,334)	(24,500)	(16,971)
Materials & Supplies	(19,587)	(1,201)	(3,328)	(8,839)	(32,955)	(58,888)	(78,500)	45,545
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(62,990)	(53,415)	(86,177)	(103,277)	(305,859)	(319,130)	(420,426)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	61,720	9,854	11,896	74,944	158,414	181,525	139,000	19,414
Expenses								
Salaries & Wages	(22,888)	(27,334)	(71,890)	(53,375)	(175,487)	(104,813)	(175,490)	3
Contracted Services	(2,821)	(57,179)	(38,078)	(145,129)	(243,207)	(192,418)	(166,000)	(77,207)
Materials & Supplies	(57,579)	(37,468)	(29,227)	(32,253)	(156,527)	(172,366)	(203,800)	47,273
Utilities	(4,899)	(4,671)	(2,792)	(7,205)	(19,567)	(19,460)	(21,949)	2,382
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(26,467)	(116,798)	(130,091)	(163,018)	(436,374)	(307,532)	(428,239)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	1,078	1,365	450	1,563	4,456	23,831	20,000	(15,544)
Expenses								
Salaries & Wages	(22,259)	(27,530)	(32,429)	(38,420)	(120,638)	(105,718)	(113,685)	(6,953)
Contracted Services	(272)	(1,020)	-	-	(1,292)	(1,299)	(550)	(742)
Materials & Supplies	(9,059)	(1,116)	(1,721)	(1,039)	(12,935)	(14,001)	(22,579)	9,644
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(30,512)	(28,301)	(33,700)	(37,896)	(130,409)	(97,187)	(116,814)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / (Under) Budget</u>
Revenues	131,530	26,175	136,370	21,911	315,986	312,599	325,369	(9,383)
Expenses								
Salaries & Wages	(7,390)	(11,354)	(35,740)	(61,222)	(115,706)	(111,989)	(109,685)	(6,021)
Contracted Services	(19,512)	(28,508)	(20,981)	(35,274)	(104,275)	(69,424)	(80,743)	(23,532)
Materials & Supplies	(48,178)	(34,012)	(13,477)	(17,974)	(113,641)	(170,400)	(180,084)	66,443
Utilities	(3,334)	(3,621)	(2,071)	(5,075)	(14,101)	(15,602)	(14,364)	263
Transfers to Local Organizations	-	-	-	(10,956)	(10,956)	-	-	(10,956)
Surplus (Deficit)	53,116	(51,320)	64,101	(108,590)	(42,693)	(54,816)	(59,507)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	5,058	5,058	4,550	-	5,058
Expenses								
Salaries & Wages	(4,785)	(6,655)	(8,598)	(10,432)	(30,470)	(26,261)	(29,203)	(1,267)
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(973)	(4,583)	(585)	(888)	(7,029)	(12,312)	(15,800)	8,771
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(5,758)	(11,238)	(9,183)	(6,262)	(32,441)	(34,023)	(45,003)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / (Under) Budget</u>
Revenues	5,362	104	301	83	5,850	6,024	6,700	(850)
Expenses								
Salaries & Wages	-	-	-	(275)	(275)	(310)	-	(275)
Contracted Services	(4,200)	(6,615)	(7,035)	(8,505)	(26,355)	(25,950)	(27,351)	996
Materials & Supplies	(91)	(490)	(116)	(125)	(822)	(786)	(1,230)	408
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	1,071	(7,001)	(6,850)	(8,822)	(21,602)	(21,022)	(21,881)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	<u>Variance (Budget V. Actual) Over / (Under) Budget</u>
Revenues	21,006	108,848	21,015	49,454	200,323	199,927	168,500	31,823
Expenses								
Salaries & Wages	(69,478)	(78,341)	(80,062)	(103,005)	(330,886)	(313,487)	(313,088)	(17,798)
Contracted Services	(450)	(5,010)	(50,400)	(20,460)	(76,320)	(53,556)	(85,865)	9,545
Materials & Supplies	(7,713)	(7,729)	(3,184)	(5,341)	(23,967)	(24,401)	(45,501)	21,534
Utilities	(14,798)	(52,900)	(26,447)	(67,741)	(161,886)	(161,987)	(155,000)	(6,886)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(71,433)	(35,132)	(139,078)	(147,093)	(392,736)	(353,504)	(430,954)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	10,000	-	-	164,620	174,620	165,000	165,000	9,620
Expenses								
Salaries & Wages	(4,999)	(5,997)	(6,427)	(7,506)	(24,929)	(24,552)	(24,124)	(805)
Contracted Services	(4,539)	(8,983)	(6,821)	(10,969)	(31,312)	(33,055)	(33,640)	2,328
Materials & Supplies	(60,540)	(36,279)	(26,808)	(42,225)	(165,852)	(188,335)	(158,433)	(7,419)
Utilities	(1,555)	(2,098)	(430)	(2,668)	(6,751)	(7,807)	(7,800)	1,049
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(61,633)	(53,357)	(40,486)	101,252	(54,224)	(88,749)	(58,997)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	231,732	224,314	235,328	226,753	918,127	935,181	911,000	7,127
Expenses								
Salaries & Wages	(49,324)	(56,521)	(55,964)	(76,600)	(238,409)	(230,367)	(241,496)	3,087
Contracted Services	(323)	(25,120)	(10,966)	(62,492)	(98,901)	(148,720)	(172,460)	73,559
Materials & Supplies	(27,963)	(15,285)	(1,172)	(21,369)	(65,789)	(99,141)	(88,286)	22,497
Utilities	(17,763)	(20,613)	(12,876)	(26,309)	(77,561)	(86,375)	(84,752)	7,191
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	136,359	106,775	154,350	39,983	437,467	370,578	324,006	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	184,687	209,996	253,844	230,510	879,037	820,461	740,200	138,837
Expenses								
Salaries & Wages	(47,004)	(53,698)	(52,766)	(72,653)	(226,121)	(217,880)	(231,847)	5,726
Contracted Services	(11,654)	(25,097)	(10,729)	(102,019)	(149,499)	(143,613)	(141,625)	(7,874)
Materials & Supplies	(8,161)	(4,493)	(1,700)	(13,035)	(27,389)	(15,942)	(41,350)	13,961
Utilities	(13,382)	(21,002)	(13,059)	(31,555)	(78,998)	(71,715)	(69,249)	(9,749)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	104,486	105,706	175,590	11,248	397,030	371,311	256,129	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	80,822	80,942	80,799	80,885	323,448	323,100	323,200	248
Expenses								
Salaries & Wages	(10,125)	(11,350)	(15,098)	(16,221)	(52,794)	(46,762)	(51,993)	(801)
Contracted Services	(18,846)	(33,325)	(35,226)	(45,178)	(132,575)	(119,823)	(122,600)	(9,975)
Materials & Supplies	(398)	(355)	(122)	(213)	(1,088)	(513)	(250)	(838)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,503)	(18,502)	(18,503)	(18,502)	(74,010)	(94,587)	(50,000)	(24,010)
Surplus (Deficit)	32,950	17,410	11,850	771	62,981	61,415	98,357	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	2,530	76,876	35,741	17,868	133,015	132,921	2,750	130,265
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(2,530)	-	-	-	(2,530)	(2,436)	(2,750)	220
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(17,871)	(76,876)	(50,640)	(17,868)	(163,255)	(163,255)	(32,770)	(130,485)
Surplus (Deficit)	(17,871)	-	(14,899)	-	(32,770)	(32,770)	(32,770)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	4,844	16,799	10,295	10,752	42,690	61,290	85,800	(43,110)
Expenses								
Salaries & Wages	(53,195)	(57,527)	(66,966)	(77,159)	(254,847)	(300,068)	(338,361)	83,514
Contracted Services	(6,778)	(1,808)	(2,219)	(19,047)	(29,852)	(148,789)	(69,100)	39,248
Materials & Supplies	(3,472)	(1,030)	(114)	(2,850)	(7,466)	(14,078)	(21,620)	14,154
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(58,601)	(43,566)	(59,004)	(88,304)	(249,475)	(401,645)	(343,281)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	25,352	2,640	38,865	31,955	98,812	82,701	39,750	59,062
Expenses								
Salaries & Wages	(27,648)	(39,118)	(45,004)	(63,940)	(175,710)	(161,199)	(175,580)	(130)
Contracted Services	(119)	(31)	-	(6,677)	(6,827)	(7,475)	(13,000)	6,173
Materials & Supplies	(22,680)	(12,331)	(59,520)	(52,966)	(147,497)	(123,305)	(90,375)	(57,122)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(10,306)	306	-	-	(10,000)	(42,790)	(11,000)	1,000
Surplus (Deficit)	(35,401)	(48,534)	(65,659)	(91,628)	(241,222)	(252,068)	(250,205)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	19,979	85,279	42,148	46,094	193,500	186,340	-	193,500
Expenses								
Salaries & Wages	(29,720)	(29,578)	(41,874)	(35,751)	(136,923)	(131,047)	-	(136,923)
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(37,917)	(88,661)	-	(58,333)	(184,911)	(182,808)	(129,000)	(55,911)
Surplus (Deficit)	(47,658)	(32,960)	274	(47,990)	(128,334)	(127,515)	(129,000)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	27,278	2,138	47,882	28,522	105,820	112,375	117,845	(12,025)
Expenses								
Salaries & Wages	(8,345)	(9,795)	(11,238)	(15,758)	(45,136)	(53,356)	(59,487)	14,351
Contracted Services	(1,732)	(615)	(535)	(1,971)	(4,853)	(3,253)	(9,738)	4,885
Materials & Supplies	(18,501)	(9,154)	(5,202)	(7,710)	(40,567)	(41,574)	(42,122)	1,555
Utilities	(9,438)	(10,920)	(5,960)	(17,278)	(43,596)	(44,552)	(44,452)	856
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(10,738)	(28,346)	24,947	(14,195)	(28,332)	(30,360)	(37,954)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	<u>Variance (Budget V. Actual) Over / (Under) Budget</u>
Revenues	54,896	(5,685)	123,940	51,504	224,655	220,336	240,500	(15,845)
Expenses								
Salaries & Wages	(41,925)	(48,446)	(49,108)	(70,390)	(209,869)	(217,130)	(222,734)	12,865
Contracted Services	(4,998)	(4,557)	(12,261)	(14,561)	(36,377)	(18,881)	(43,289)	6,912
Materials & Supplies	(26,487)	(16,525)	(15,163)	(10,375)	(68,550)	(67,799)	(91,052)	22,502
Utilities	(13,465)	(10,407)	(3,478)	(11,734)	(39,084)	(54,940)	(52,191)	13,107
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(31,979)	(85,620)	43,930	(55,556)	(129,225)	(138,414)	(168,766)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020</u> <u>YTD</u>	<u>2019</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	3,352	39,742	(71)	43,023	48,925	56,068	(13,045)
Expenses								
Salaries & Wages	(5,092)	(5,866)	(6,696)	(8,533)	(26,187)	(27,085)	(28,732)	2,545
Contracted Services	(1,000)	(5,495)	(9,797)	(5,047)	(21,339)	(25,224)	(34,614)	13,275
Materials & Supplies	(4,393)	(2,808)	(3,424)	(843)	(11,468)	(10,016)	(20,025)	8,557
Utilities	(859)	(1,846)	(1,760)	(3,209)	(7,674)	(8,836)	(7,464)	(210)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,344)	(12,663)	18,065	(17,703)	(23,645)	(22,236)	(34,767)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	2,550	65,750	2,550	70,850	68,149	72,145	(1,295)
Expenses								
Salaries & Wages	(30,613)	(34,047)	(33,688)	(47,574)	(145,922)	(162,020)	(157,290)	11,368
Contracted Services	(83)	(126)	(2,468)	(6,317)	(8,994)	(5,217)	(11,070)	2,076
Materials & Supplies	(3,815)	(11,230)	(13,806)	(5,716)	(34,567)	(38,609)	(61,197)	26,630
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(34,511)	(42,853)	15,788	(57,057)	(118,633)	(137,697)	(157,412)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	<u>Variance (Budget V. Actual) Over / (Under) Budget</u>
Revenues	-	597,984	(359,000)	-	238,984	225,551	207,043	31,941
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(66,116)	(132,474)	(21,512)	(72,359)	(292,461)	(278,481)	(275,924)	(16,537)
Surplus (Deficit)	(66,116)	465,510	(380,512)	(72,359)	(53,477)	(52,930)	(68,881)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	1,560	1,500	75,000	5,036	83,096	83,624	81,700	1,396
Expenses								
Salaries & Wages	(17,383)	(19,626)	(23,646)	(25,809)	(86,464)	(81,476)	(87,508)	1,044
Contracted Services	(400)	(977)	(1,060)	(3,334)	(5,771)	(6,619)	(7,175)	1,404
Materials & Supplies	(9,586)	(4,404)	(3,344)	(9,537)	(26,871)	(41,670)	(57,488)	30,617
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(28,033)	(5,275)	(13,446)	3,378	(43,376)	(67,519)	(52,000)	8,624
Surplus (Deficit)	(53,842)	(28,782)	33,504	(30,266)	(79,386)	(113,660)	(122,471)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	25,000	-	25,000	26,350	25,000	-
Expenses								
Salaries & Wages	(5,698)	(6,873)	(10,906)	(9,553)	(33,030)	(34,973)	(34,795)	1,765
Contracted Services	-	-	-	-	-	(495)	(5,000)	5,000
Materials & Supplies	(3,084)	(229)	(469)	(694)	(4,476)	(5,754)	(10,968)	6,492
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(8,782)	(7,102)	13,625	(10,247)	(12,506)	(14,872)	(25,763)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	35,168	6,783	41,951	36,563	36,300	5,651
Expenses								
Salaries & Wages	(8,972)	(10,555)	(13,869)	(16,352)	(49,748)	(67,575)	(72,070)	22,322
Contracted Services	(75)	(284)	(142)	(356)	(857)	(2,563)	(2,563)	1,706
Materials & Supplies	(2,530)	(89)	(1)	(86)	(2,706)	(2,937)	(20,665)	17,959
Utilities	-	-	-	-	-	-	(861)	861
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,577)	(10,928)	21,156	(10,011)	(11,360)	(36,512)	(59,859)	

Town of Sundre
2020 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2020 YTD</u>	<u>2019 YTD</u>	<u>YTD Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	455,997	278,679	228,562	451,653	1,414,891	1,394,349	1,421,751	(6,860)
Expenses								
Salaries & Wages	(63,226)	(75,515)	(78,200)	(102,755)	(319,696)	(303,498)	(309,606)	(10,090)
Contracted Services	(17,893)	(10,682)	(17,775)	(72,023)	(118,373)	(121,474)	(128,377)	10,004
Materials & Supplies	(184,448)	(146,910)	(59,133)	(284,426)	(674,917)	(629,920)	(720,052)	45,135
Utilities	(1,385)	(26,583)	(781)	(1,978)	(30,727)	(30,564)	(30,200)	(527)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	189,045	18,989	72,673	(9,529)	271,178	308,893	233,516	

TOWN OF SUNDRE
CASH STATEMENT
Month Ending Dec 31, 2020

Net Balance at End of Previous Month	2,651,956.73
ADD: Receipts for the Month	616,787.49
Sub-Total	3,268,744.22
LESS: Disbursements for the Month	1,529,035.99
Net Balance at End of Month	1,739,708.23
Bank Balance at End of Month	1,818,681.04
ADD: Outstanding Deposits	20,104.35
Sub-Total	1,838,785.39
LESS: Outstanding Cheques	92,845.03
Refused deposit from Dec 18, 2020, Rec'd Jan 12, 2021	270.13
Deposit to Bk Dec 24, 2020; Received Jan 5, 2021	5,962.00
	99,077.16
Balance at End of Month	1,739,708.23

INVESTMENTS	
31 Day Municipal Notice Demand Account	104,363.69
90 Day Municipal Notice Demand Account	752,779.13
Commercial Bank Account CB-25 (T-Bill 0.5% - OPEN)	2,834.60
TOTAL INVESTMENTS	859,977.42

RESTRICTED SURPLUS ACCOUNTS	
Account Name	Amount
Commercial Bank Acct CB-02	722,531.47
Commercial Bank Acct CB-03	314,065.53
Commercial Bank Acct CB-04	412,543.71
Commercial Bank Acct CB-05	185,505.03
Commercial Bank Acct CB-06	56,415.93
Commercial Bank Acct CB-07	714,122.85
Commercial Bank Acct CB-08	15,856.17
Commercial Bank Acct CB-09	22,422.98
Commercial Bank Acct CB-10	30,541.23
Commercial Bank Acct CB-11	526,273.04
Commercial Bank Acct CB-12	23,672.35
Commercial Bank Acct CB-15	10,606.34
Commercial Bank Acct CB-16	73,394.31
Commercial Bank Acct CB-17	65,896.06
Commercial Bank Acct CB-18	74,349.89
Commercial Bank Acct CB-19	21,813.92
Commercial Bank Acct CB-21	100,651.81
Commercial Bank Acct CB-23	244,831.90
Commercial Bank Acct CB-27	7,643.32
Commercial Bank Acct CB-28	55,370.72
Commercial Bank Acct CB-29	356,073.11
Commercial Bank Acct CB-32	57,183.99
Commercial Bank Acct CB-33	537,077.08
Commercial Bank Acct CB-34	575.86
Commercial Bank Acct CB-35	258,109.61
Commercial Bank Acct #00041675400	351,046.90
Commercial Bank Acct #00127611500	63,960.08
TOTAL TOWN RESTRICTED SURPLUS	5,302,535.19
Commercial Bank Account #00006915900	26,716.32
Commercial Bank Acct CB-20	652,363.29
Commercial Bank Acct CB-22	278,584.55
Commercial Bank Acct CB-24	36.53
Commercial Bank Acct CB-31	35,884.55
TOTAL GRANT RESTRICTED SURPLUS	993,585.24
TOTAL RESTRICTED SURPLUS	6,296,120.43

TOTAL INVESTMENTS & RESTRICTED SURPLUS 7,156,097.85

TOWN OF SUNDRE
2020 Restricted Surplus Continuity Schedule
As at December 31, 2020

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	577,359.61	3,142.10	69,750.00	(40,000.00)	-	610,251.71
A.2	Corporate Services Stabilization	-	-	-	-	-	-
A.3	Protective Services Stabilization	-	-	-	-	-	-
A.4	Municipal Operations Stabilization	-	-	-	-	-	-
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	-	-	-	-	-	-
A.7	Community Services Stabilization	-	-	-	-	-	-
B.1	Municipal "New" Projects	29,185.00	-	100,000.00	(128,000.00)	-	1,185.00
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	2,120,872.71	16,259.36	78,000.00	(1,529,939.00)	-	685,193.07
C.2	Utility Infrastructure Lifecycling	2,411,824.33	12,806.89	455,000.00	(2,388,815.00)	-	490,816.22
D.1	Municipal Cash-in-Lieu	63,472.93	487.15	-	-	-	63,960.08
D.2	Shared Fire - Capital	629,636.84	4,094.97	115,000.00	(10,000.00)	-	738,731.81
D.3	Shared Fire - Operating	102,413.20	615.84	-	-	-	103,029.04
D.4	Sundre Golf Society	54,949.01	421.71	-	-	-	55,370.72
D.5	Transportation Off-Site Levy	-	-	-	-	-	-
D.6	Water Off-Site Levy	311,673.47	2,392.06	-	-	-	314,065.53
D.7	Wastewater Off-Site Levy	-	-	-	-	-	-
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
Totals		6,301,387.10	40,220.08	817,750.00	(4,096,754.00)	-	3,062,603.18

* May differ slightly from Notes to Financial Statements due to rounding

Town of Sundre Capital Project Listing As at December 31, 2020						8.1d	
Approval Date	Motion #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Comments (as at February 18, 2021)	GL Acct for project
2011		Red Deer River Bank Stabilization	Provincial Municipal Affairs Grant	2,400,000.00	2,287,053.15		
		Fish Habitat Compensation Requirement	Provincial Municipal Affairs Grant		141,943.39	Applied for an extension to Sep 2021 and extension was granted. Additional testing & landscaping required in upcoming years. Funding for over-budget from interest earned. Replanting of low% areas completed July 2020. Waiting on 3rd year testing post construction.	
				2,400,000.00	2,428,996.54		2-32-762-06
Nov 21/16	366/16	Way-Finding Signage	Municipal New Projects RSA	35,000.00	35,824.42	Completed Aug 2020	2-63-762-02
Nov 21/16	366/16	Upgrade Centre Street	Municipal Lifecycling RSA	95,000.00	95,000.00	Roadwork complete; turned over to CS for landscaping; anticipated to complete Spring 2021. Delayed due to Covid constraints. Anticipated to be on Budget.	
			Municipal Lifecycling RSA	150,000.00	150,000.00		
			Off-Site Levies RSA	240,000.00	89,521.80		
			MSI Capital	715,000.00	715,000.00		
			Debenture	1,000,000.00	1,000,000.00		
			Total	2,200,000.00	2,049,521.80		2-32-762-13
Feb 12/18	65/18	Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00	4,369.00	Signage for Snake Hill and Trail parking signage will be complete October 2020. Additional planning to occur in early 2021 is required to implement GIS identification and additional trail signage planning. Anticipated to be on budget.	2-87-762-04
Feb 12/18	65/18	Facility Roofing Upgrades	Municipal Lifecycling RSA	230,000.00	164,880.00	S.C.C roofs completed September 2020. Shop, Fire station & Town Office complete 2019 with minor deficiencies completed Sept 2020. Project Closed	2-35-762-06 / 2-23-762-14 / 2-12-762-10 / 2-77-762-03
16-Dec-2019	422-16-12-19	roof repairs - Shop & Comm. Centre	Municipal Lifecycling RSA	18,280.00	30,455.00		
				248,280.00	195,335.00		
Feb 12/18	65/18	Main Avenue West (Ph1)	Debentures	1,688,700.00	1,483,000.00	Roadwork complete in 2019. Landscaping completed August 2020 with the exception of eastside access path from walkway to patio. Estimated completion Spring 2021	
			Municipal Lifecycling RSA	420,014.00	504,800.78		
			MSI Capital	650,000.00	650,000.00		
			Total	2,758,714.00	2,637,800.78		2-32-762-15
19-Mar-2019	124-18-03-19	Fire Dept - replace unit 581 ATV Utility Cart	Fire Capital RSAs	20,000.00	0.00	Purchase on hold	
			Municipal Lifecycling RSA			Study conducted in 2020. Remediation has been deffered to 2021 pending new technolgy anticipate next year. Soil Sampling complete. Engineering to provide scope. Anticipated to be on budget.	
19-Mar-2019	124-18-03-19	Old Town Shop Remediation		105,000.00	25,653.44		2-32-762-19
				105,000.00	25,653.44		
19-Mar-2019	124-18-03-19	Sewer Lagoon - critical equipment upgrade	Utilities Lifecycling RSA	1,110,000.00	1,150,885.07	Budget Increased by \$190,000 per motions 279-24-06-19. Complete- Oct 6, 2020.	2-42-762-18
20-Mar-2020	84-20-03-20	lagoon grinder replacement	Utilities Lifecycling RSA	161,642.00	161,642.00	Complete Sept 2020. Commissioned Oct 6, 2020	
9-Jul-2020	422-16-12-19	Refurbish Lagoon Lift Station	Utilities Lifecycling RSA	42,000.00	42,000.00		
			MSI Capital	100,000.00	100,000.00	Pending Approval MSI>F	
			Federal Gas Tax Fund	125,000.00	125,000.00	Project Complete all costs are in. Over Budget \$40,885.07. Operations Manager is working with engineers to determine why over-budget.	2-42-762-17
				1,538,642.00	1,579,527.07		
19-Mar-2019	124-18-03-19	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	341,952.05	Infrastructure work complete July 2020. Turnover to CS for landscaping with estimated completion Spring 2021. On budget.	
			MSI Capital	280,000.00	280,000.00		34

			MSI Capital	151,456.00	151,456.00	added boardwalk and OGS per motion 175-15-04-19	
			Debentures	1,307,200.00	1,307,200.00		
				2,138,721.00	2,080,608.05		2-32-762-17
16-Dec-2019	422-16-12-19	Bearberry Creek Bridge Upgrades	Municipal Lifecycling RSA	50,225.00		On hold due to fiscal constraints; anticipated completion 2021	
16-Dec-2019	422-16-12-19	Gas Line Heater	Utilities Lifecycling RSA	80,000.00		Unknown completion date. Equipment at end of life, still functioning. Upgrading depends on development, will be required on short notice.	GL# no GL until needed
16-Dec-2019	422-16-12-19	Gas Piping Change Out	Utilities Lifecycling RSA	50,000.00	24,716.77		2-91-762-08
16-Dec-2019	422-16-12-19	Enhanced Trail Connections - Royal Purple Park	Federal Gas Tax Fund	56,000.00	52,601.00	Completed July 2020; Project Closed	2-84-762-12
16-Dec-2019	422-16-12-19	tractor for Community Services in fleet	Municipal New Projects RSA	68,000.00	66,385.56	Complete Jan 2020	2-35-762-11
16-Dec-2019	422-16-12-19	Replace Skid Steer Unit No. 1160 with attachments	Municipal Lifecycling RSA	55,000.00	63,016.00	Complete Jan 2020 Over Budget \$8016	2-35-762-10
16-Dec-2019	422-16-12-19	electrofusion welder replacement for Gas Dept	Utilities Lifecycling RSA	11,000.00	0.00	A better unit was found that meets our needs for a significantly lower cost. Final costs will be under Estimated Proj Cost, Q1 2021	2-91-00-762-10
16-Dec-2019	422-16-12-19	crack-sealing equipment	Municipal Lifecycling RSA	50,000.00	55,105.00	Complete Sept 2020. Project Closed	2-35-762-12
16-Dec-2019	422-16-12-19	2004 Honda Quad Unit 570	Fire RSA	10,000.00			
			MVC Fire	10,000.00		Purchase on hold	
				20,000.00	0.00		
16-Dec-2019	422-16-12-19	tree planting program	Municipal Lifecycling RSA	20,000.00	0.00	On hold due to fiscal constraints	
16-Dec-2019	422-16-12-19	install Port-a-Potties	Municipal Lifecycling RSA	9,792.00	0.00	On hold due to fiscal constraints	
16-Dec-2019	422-16-12-19	upgrade Greenwood Campground power services	Municipal Lifecycling RSA	100,000.00	0.00	On hold due to fiscal constraints	
16-Dec-2019	422-16-12-19	land purchase	Municipal New Projects RSA	60,000.00	61,108.47	Purchased in May 2020; Project Closed	
			other RSA	152,000.00	152,000.00		
				212,000.00	213,108.47		3-12-00-640-00
42353	422-16-12-19	replace Arena ice plant	Municipal Lifecycling RSA	1,000,000.00	728,848.61	Complete Nov 2020; waiting on final inspection costs for amonia & fire alarm systems	2-80-762-06
16-Dec-2019	422-16-12-19	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	0.00		
			MSI Capital	800,000.00	0.00	Discussion with Alberta Environment and Alberta Transport ongoing. Permit for testing approved. Construction of final design anticipated for late 2021 or 2022	
			Federal Gas Tax Fund	150,000.00	0.00		
			Debentures	4,000,000.00	0.00		
			other funding TBD	5,950,000.00	0.00		
				13,000,000.00	0.00		TBA
10-Feb-2020	48-10-02-20	sewer line camera	Utilities Lifecycling RSA	10,715.00	11,315.00	Complete Feb 2020. Project Closed	2-42-762-19
20-Mar-2020	85-20-03-20	Well 5 pump replacement	Municipal Lifecycling RSA	65,000.00	49,601.20	Complete July 2020. Project closed	2-41-762-20
9-Jul-2020	152-09-07-20	Lift Station generator	Utilities Lifecycling RSA	95,100.00	98,159.42	Complete Aug 2020. Project Closed Over Budget \$3059	2-42-762-17
13-Aug-2020	166-13-08-20	Centre St South repaving	Municipal Stimulus Program	220,000.00	0.00		TBA
13-Aug-2020	166-13-08-20	Phase 1 Campground / recreation project	Municipal Stimulus Program	104,000.00	0.00		TBA



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	RDF Safety Codes Services Contract
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council attached.

ALIGNMENT WITH STRATEGIC PLAN

1.1 Improve communication and transparency with our stakeholders – regulated processes to ensure the safety of the public.

ADMINISTRATION RECOMMENDATIONS:

Recommendation to be provided at Council meeting.

MOTION:

Forthcoming.

Date Reviewed: March 18, 2021

CAO: *Linda Nelson*



REPORT TO COUNCIL

COUNCIL DATE	March 22, 2021
SUBJECT	RFP Safety Codes Services Contract
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	8.2a

BACKGROUND:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Three (3) submissions were received from accredited agencies by the RFP closing deadline of February 26, 2021. Planning and Development staff, along with the Director of Corporate Services reviewed the proposals and scored each proposal as follows:

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

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

ALIGNMENT WITH STRATEGIC PLAN

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Recommendation to be provided at Council Meeting.



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	RCMP Priority Survey
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The RCMP have requested that the Town of Sundre post a *RCMP Priority Survey* on the Town of Sundre website for access by Town citizens.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The RCMP are asking for citizen feedback on their services in our area. The *RCMP Priority Survey* has been attached for your information.

ALIGNMENT WITH STRATEGIC PLAN

- 1. Sustainable Governance
 - 1.1 Improve communication and transparency with our stakeholders.
- 6. Regional Cooperation
 - 6.1 Build upon and improve our relationships with our regional partners.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached RCMP Priority Survey as information.

MOTION:

That the Town of Sundre Council accept the RCMP Priority Survey as information.

ATTACHMENTS:

RCMP Priority Survey

Date Reviewed: March 18, 2021

CAO: Linda Nebo

8.3a

2021 RCMP Priority Survey

1. Do you live in the municipal corporate limits of the Town of Sundre?

☐ Yes

☐ No

2. Are you a resident of an adjacent county to the municipal corporate limits of Sundre?

☐ Yes

☐ No

3. What local priorities would you like the Sundre RCMP detachment to focus on?

☐ Property Crime

☐ Domestic Violence

☐ Drug Initiatives

☐ Youth Initiatives

☐ Traffic Enforcement

- ☐ Police Visibility/Community Events
- ☐ Other (please specify)

4. What Community education would you find valuable or useful?

- ☐ Senior Abuse/Fraud
- ☐ Youth Initiatives
- ☐ Domestic Violence
- ☐ Property Assessment for Crime Prevention through Environmental Design
- ☐ Other (please specify)

5. Do you have any constructive comments or suggestions that are related to policing in Sundre and the surrounding counties that will help us understand the community's needs better?

Done

Powered by



REQUEST FOR DECISION

COUNCIL DATE: March 22, 2021
SUBJECT: RFD Millionaires Program
ORIGINATING DEPARTMENT: Economic Development
AGENDA ITEM: 8.4

BACKGROUND/PROPOSAL:

The "Millionaires Program" is a youth program intended to help residents 17 and under explore their entrepreneurial spirit, start businesses, and reduce their start-up costs by providing Home-based Development Permit fees and Business License fees at no cost.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Millionaire's Program encourages our community youth, aged 17 and under, to learn how to start a business at no cost (stemming from the municipality) to them. They are directed through the correct steps of permitting and licensing with support from the departments of planning & development and economic development. The program is intended only for youth-operated businesses.

COSTS/SOURCE OF FUNDING:

None

ALIGNMENT WITH STRATEGIC PLAN:

- 3. Community Well-being.
- 4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

Administration is recommending that the Town of Sundre Council support the inception of the Millionaire's Program for youth entrepreneurs in Sundre.

MOTION:

That the Town of Sundre Council approve the inception of the Millionaire's Program for the youth in Sundre.

Date Reviewed: March 18, 2021 CAO: Amie Nebe



REQUEST FOR DECISION

COUNCIL DATE: March 22, 2021
SUBJECT: RFD Fire Chief Position
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 8.5

BACKGROUND/PROPOSAL:

The Town of Sundre has been actively recruiting to fill the position of Fire Chief.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

To be discussed at Council Meeting.

COSTS/SOURCE OF FUNDING:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

1. Sustainable Governance
- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the CAO verbal report as information.

MOTION:

That the Town of Sundre Council accept the CAO verbal report as information.

Date Reviewed: <u>March 18, 2021</u> CAO: <u>Linda Nelson</u>



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	Departmental Reports – February
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for February 2021 as information.

ATTACHMENTS:

Department Reports

Date Reviewed: <u>March 18</u> , 2021 CAO: <u>Linda Nelson</u>
--



DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer / Legislative Services
SUBMITTED BY	Linda Nelson & Anne-Marie Jonke
DATE	March 22, 2021
FOR MONTH OF	February 2021

TOPIC #1	Council Expense Reports
ISSUES:	None
RESOLUTIONS/SUCCESES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "1" to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESES:	Provided are Council Motions from the following: Regular Council Meeting February 8, and February 22, 2021
TOPIC #3	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESES:	Copies of February 2021 Correspondence

Attachment #1	Council To-Date Expense Reports
Attachment #2	Resolution/Motion Log 2021
Attachment #3	February 2021 Correspondence Appendix # 1 to # 10

SCHEDULE A**Mayor Terry Leslie**

\$ 7,500.00

Date	Description	Expense	Cost	Balance
2021-01-27	Jan 15-19; RDRMUG meetings	Per Diem	\$ 265.00	\$ 7,235.00
			\$ 265.00	\$ 7,235.00
			Spent	Remaining

Councillor Todd Dalke

\$ 3,000.00

Date	Description	Expense	Cost	Balance
				\$ 3,000.00
			\$ -	\$ 3,000.00
			Spent	Remaining

Councillor Cheri Funke

\$ 3,000.00

Date	Description	Expense	Cost	Balance
1-Feb-21	January expenses: Water Future Mtgs	Per Diem	\$ 202.50	\$ 2,797.50
2-Feb-21	Water Futures Project Meeting #10	Per Diem	\$ 45.00	\$ 2,752.50
4-Feb-21	AUMA Policing Summit - Part 1	Per Diem	\$ 45.00	\$ 2,707.50
9-Feb-21	Water Futures Project Meeting #11	Per Diem	\$ 45.00	\$ 2,662.50
11-Feb-21	Brownlee Law Seminar - Emerging Trends	Per Diem	\$ 157.50	\$ 2,505.00
16-Feb-21	Water Futures Projecct Meeting #12	Per Diem	\$ 45.00	\$ 2,460.00
17-Feb-21	AUMA Policing Summit - Part 2	Per Diem	\$ 67.50	\$ 2,392.50
19-Feb-21	RDRWA Governance Meeting	Per Diem	\$ 45.00	\$ 2,347.50
23-Feb-21	Water Futures Project - Meeting #13	Per Diem	\$ 45.00	\$ 2,302.50
26-Feb-21	AUMA Budget Analysis	Per Diem	\$ 33.75	\$ 2,268.75
			\$ 731.25	\$ 2,268.75
			Spent	Remaining

Councillor Paul Isaac

\$ 3,000.00

Date	Description	Expense	Cost	Balance
				\$ 3,000.00
			\$ -	\$ 3,000.00
			Spent	Remaining

Councillor Charlene Preston

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-12	Recycling Council AB - Back to Basics	Registration	\$ 99.00	\$ 2,901.00
			\$ 99.00	\$ 2,901.00
			Spent	Remaining

Councillor Richard Warnock

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-27	EOEP Courses Feb 11, 18 & 25	Registration	\$ 200.00	\$ 2,800.00
2021-02-04	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 2,732.50
2021-02-17	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 2,665.00
2021-02-11	EOEP Course - Partnership Collaboration Session	Per Diem	\$ 67.50	\$ 2,597.50
2021-02-18	EOEP Course - Partnership Collaboration Session	Per Diem	\$ 67.50	\$ 2,530.00
2021-02-25	EOEP Course - Partnership Collaboration Session	Per Diem	\$ 67.50	\$ 2,462.50
			\$ 537.50	\$ 2,462.50
			Spent	Remaining

Councillor Robert Wolfe

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-02-04	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 2,932.50
2021-02-11	ARPA Alberta Health Town Hall	Per Diem	\$ 22.50	\$ 2,910.00
2021-02-17	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 2,842.50
2021-02-26	AUMA Alberta Budget 2021 (How Will It Impact Municipalities?)	Per Diem	\$ 45.00	\$ 2,797.50
2021-02-26	GOA Budget Review Town Hall	Per Diem	\$ 22.50	\$ 2,557.50
			\$ 225.00	\$ 2,775.00
			Spent	Remaining

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

047-08-02-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of High River as information.		
048-08-02-21	MOVED by Councillor Wolfe that Council go into closed meeting at 7:02 p.m.		
049-08-02-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:46 p.m.		
050-08-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:47 p.m.		
#/D/M/Y	February 10, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
051-10-02-21	MOVED by Councillor Warnock that Council go into closed meeting at 2:30 p.m.		
052-10-02-21	MOVED by Councillor Preston that Council return to open meeting at 4:03 p.m.		
053-10-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 4:03 p.m.		
#/D/M/Y	February 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
054-22-02-21	MOVED by Councillor Warnock that the Agenda be approved as presented.		
055-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 8, 2021 be approved as presented.		
056-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on February 10, 2021 be approved as presented.		
057-22-02-21	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		

058-22-02-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		
059-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness.		
060-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.	Leg. Services rescind Bylaw 2021-01 Amend as Directed	Completed
	<i>Councillor Wolfe declared "pecuniary interest" excused himself from voting.</i>		
061-22-02-21	MOVED by Councillor Preston that the Town of Sundre Council approve the waiver of 2021 Business License fees in the amount of \$3,000 for businesses affected by the December 20, 2020 Covid-19 related restrictions.	Economic Development	Completed
062-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the retention of IBI Group to prepare and assist Town Administration with the development of a Campground and Passive Use Outdoor Recreation Plan at a cost not to exceed \$35,000.00 including incidentals, with funding to be drawn from the Municipal Stimulus Program.	P & D Letters to proponants	Completed

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



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

February 19, 2021

1928790 AB Ltd.
Unit 1 & 2, 110 Main AV. W.
Sundre, AB
Attn: Ravi Vithanage

Via Email: vithanage@live.ca

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards development and property improvements in the amount of \$1,500.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Byma Land and Cattle Ltd.
34501 Range Road 21
Red Deer County, AB T0M 0K0
Attn: Penny Byma

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards property development & improvements in the amount of \$3,000.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Emeralds & Lace
PO Box 973
Sundre, AB T0M 1X0
Attn: Moe Fahey

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards property development and improvements in the amount of \$1,900.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Sundre Pickleball Club
PO Box 714
Sundre, AB T0M 1X0
Attn: Brenda Salsman

Via Email: brenda.01@telus.net

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards the planned improvements to the tennis courts in the amount of \$5,000.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Sundre Daycare
PO Box 1498
Sundre, AB T0M 1X0
Attn: Leah Penner

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards enhancement of programing in the amount of \$2,500.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Sundre Race and Rodeo Association
PO Box 1218
Sundre, AB T0M 1X0
Attn: Jennifer Anderson

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards event promotional advertising in the amount of \$2,500.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 19, 2021

Sundre Volunteer Search & Rescue Society
PO Box 175
Sundre, AB T0M 1X0
Attn: Helen Jackson

Re: Town of Sundre Grants to Organizations Program

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 8, 2021 Regular Council Meeting, Council approved your application for funding to be used towards the purchase of medical / rescue equipment in the amount of \$3,242.00.

Once you have determined if your project will proceed, please contact the Town with your proposed timeline and a cheque will be provided at that time.

The grant must be used for your project or event as specified in your application by the end of 2021. If your project or event has not been completed in this timeline, apply in writing for an extension, with details on why you need an extension. Extension requests may be emailed to: townmail@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
/file



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

February 24, 2021

Mountain View County
PO Bag 100
Didsbury, AB T0M 0W0

Attention: Jeff Holmes, CAO

Dear Mr. Holmes;

RE: Appointment to the Sundre Community Wellness Advocacy Committee

On February 22, 2021 at the Regular Meeting of Council the following Motion was approved:

Res. 063-22-02-21 MOVED by Councillor Warnock that the Town of Sundre Council appoint Mountain View County Councillors Angela Aalbers and Peggy Johnson to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2021.

CARRIED

A copy of the Terms of Reference for this Committee of Council is enclosed.

If you have any questions, please contact me at 403.638.3551 or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file.
Enclosure



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

February 24, 2021

Alberta Health Services
Sundre Wellness Advocacy Committee
Bag 3
701 – 1 Street NE
Sundre, AB T0M 1X0
Attn: Mr. Gerald Ingeveld

RE: Sundre Wellness Advocacy Committee

Dear Mr. Ingeveld,

The Town of Sundre Council, at the Regular Meeting of Council, held on February 22, 2021 under Motion No. 063-22-02-21 the following members of Mountain View County Council were appointed to the Sundre Wellness Advocacy Committee for a Term of one (1) year ending in October 2021:

Councillor Angela Aalbers, and
Councillor Peggy Johnson

Please feel free to forward any pertinent information to Councillor Aalbers and Councillor Johnson directly. Contact information is as follows:

Councillor Angela Aalbers, Phone: (403) 507-1057 or Email: aaalbers@mvcounty.com
Councillor Peggy Johnson, Phone: (403) 586-6273 or Email: pjohnson@mvcounty.com

If you require additional information, please contact our Legislative Services Department at (403) 638-3551.

Yours truly,

A handwritten signature in blue ink that reads "Linda Nelson".

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
Town of Sundre

/file
Enclosure



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

March 9, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Madu,

On behalf of the Council of the Town of Sundre, I am writing concerning the recent President's Summit on Policing. Our Council does not support The Province of Alberta's initiative to replace the RCMP with an Alberta Provincial Police force.

We have seen no evidence to support the idea that a Provincial Police Force would be more cost effective than our current RCMP service. With the Federal Government paying 30% of current RCMP costs, we are concerned that police costs will escalate in the future in our municipality.

We are very concerned about the recent Provincial Government decision to charge municipalities under 5000 population, like Sundre, for RCMP service. The impact to our Town from this decision represents almost a 2% increase to ratepayers if we cannot find efficiencies in our operations. Next year, the cost will exceed a 3% increase to our ratepayers. Again, we have seen no evidence to support the idea that a Provincial Police Force would be more cost effective to our ratepayers or result in "more boots on the ground" serving our community.

We receive excellent service from our local RCMP Detachment. We deeply appreciate the recent specialized units, targeting auto theft, drug enforcement, and rural crime, that can come to our community from Airdrie, Red Deer, and Calgary. Those units, along with our local members addressing the issue of repeat offenders, has seen success in reducing crime and recidivism in our community. Although we are concerned about the future funding download to our local ratepayers, for RCMP policing services, we have an excellent relationship with our local RCMP detachment.

We respectfully request that you reconsider replacing the RCMP with an Alberta Provincial Police Force and consider working with the RCMP to improve the service where required.

Sincerely,

Terry Leslie, Mayor

/file

cc: Council
Hon. Jason Nixon, MLA
Earl Dreeshen, MP



DEPARTMENTAL REPORT

DEPARTMENT	Corporate Services
SUBMITTED BY	Chris Albert
DATE	March 16, 2021
FOR MONTH OF	February 2021

TOPIC #1	2020 Year-End and Audit
ISSUES:	
RESOLUTIONS/SUCCESES:	2020 year-end and preliminary audit work has begun. Provided various procedural and control documentation, as well as discussions with auditors, so they can set up the audit plan, thresholds and sampling criteria. Continue to review and finalize financial information during February and anticipating auditors to resume work in mid-March.
TOPIC #2	Compensation review
ISSUES:	
RESOLUTIONS/SUCCESES:	Salary survey process was completed with consultants and discussed with Council.
TOPIC # 3:	Asset Management
ISSUES:	
RESOLUTIONS/SUCCESES:	The Asset Management Cohort project is proceeding in conjunction with our partners, the Town of Didsbury and the Town of Blackfalds. Three members of Corporate Services engaged in multiple Asset Management Virtual Workshops, gathering understanding of the cohort process, the goals of asset management and possible process suggestions. This is a multi-year project and throughout 2021 participation of all departments and Council will be solicited.
TOPIC #4	E-Waste Drive
ISSUES:	
RESOLUTIONS/SUCCESES:	Coordinated e-waste drive in cooperation with Electronic Recycling Association. Collection to be handled at the Town Office from March 8 th to 19 th .



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
COUNCIL DATE	March 22, 2021
FOR MONTH OF	February 2021

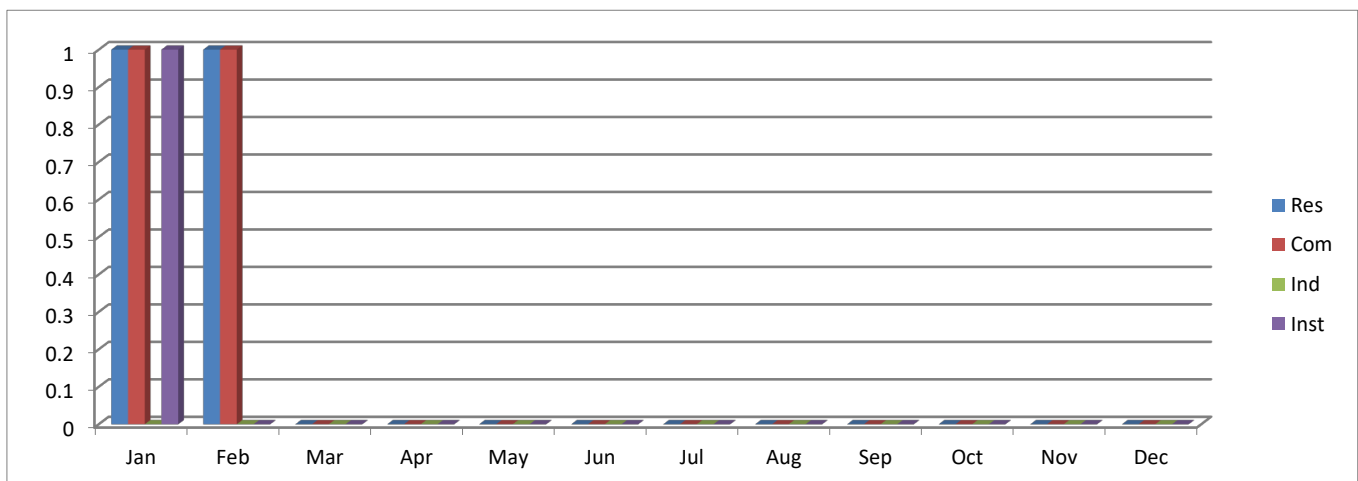
TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 3 • Building Permits – 2 • Electrical Permits – 2 • Gas Permits – 4 • Plumbing Permits – 1
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> • Permitted Development Permits included: <ul style="list-style-type: none"> • Home Occupation – Minor (e-commerce) • Change of Use – Health Services (physiotherapy) • Change of Use – Retail General (Pet Valu) • Building Permits issued for commercial interior renovation (Pet Valu) and Minor Residential project (roof over deck) • Electrical, Gas and Plumbing Permits issued for a variety of residential and commercial projects.
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs - 5
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Campground and Outdoor Passive Use Plan
ISSUES:	<ul style="list-style-type: none"> • Council approved the retention of IBI Group to deliver a concept plan for the campground and outdoor passive use for year round recreation area on eastside of Town
RESOLUTIONS/SUCCESSES	<ul style="list-style-type: none"> • IBI Group to consult with staff, key stakeholders, business owners, public at large to assist in the development of a concept plan.
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • 0 subdivision applications were received and processed:
RESOLUTIONS/SUCCESSES	<ul style="list-style-type: none"> • Although no subdivision applications were received in February 2021, Administration is tracking the Developer's progress to meet conditions of 2019 subdivision approvals.

TOPIC #5:	Intermunicipal
ISSUES:	Joint Administration Public Open House held February 25, 2021 via Zoom to present the IDP to County and Sundre residents. 60 people joined the meeting.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Administration presented overview of draft IDP via Zoom at the Open House. Deadline for any comments from public is March 25 and summary of Open House and any comments to go to ICC by March 30. IDP with any further revisions (if necessary) will go to Councils for first reading and setting of a joint public hearing in April /May 2021.
TOPIC # 6:	Area Structure Plans
ISSUES:	<ul style="list-style-type: none"> Applications anticipated
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Administration working with developer in regard to the submission of an Amendment to an Area Structure Plan. Met with owner and planning consultants in regard to Town's requirements for an ASP application for a NW quarter section.
TOPIC 7:	Safety Code Services Contract
ISSUES:	Current Safety Code Services contract expires March 31, 2021.
	Request for Proposal due date February 26, 2021
RESOLUTIONS/SUCCESSSES	<ul style="list-style-type: none"> Administration reviewing proposals submitted. Awarding of contract to Council in March 2021.
TOPIC # 8:	Administrative
ISSUES:	<ul style="list-style-type: none"> New civic and land use maps received and provided to local emergency agencies. Local realtors and businesses provided with an opportunity to purchase revised maps for their offices. Filing Project – ongoing; Succession Planning – staff recruitment continues; Development staff completing 3rd term of continuing education program offered by the University of Alberta (Applied Land Use Planning Certificate).
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> Improved departmental efficiencies, knowledge and team building; Improves overall departmental performance, transparency and stakeholder engagement; Succession planning underway to building capacity within the department;

Attachments	February 2021 Building Permit Statistics CAO's Project Report
--------------------	--

MONTHLY BUILDING REPORT FOR THE MONTH OF FEBRUARY 2021

	Feb. 2021			2021 Year To Date			2020 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows	0	0	\$ -	0	0	\$ -			
Bi-Level	0	0	\$ -	0	0	\$ -			
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	0	0	\$ -
Multi-Family				0	0	\$ -			
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -			
Renovation/Addition		1	\$ 1,000	0	2	\$ 4,500		1	\$ 3,000
Sub-Total	0	1	\$ 1,000	0	2	\$ 4,500	0	1	\$ 3,000
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		1	\$ 130,000		2	\$ 250,000		1	\$ 85,000
		1	\$ 130,000		2	\$ 250,000		1	\$ 85,000
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	0		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		1	\$ 18,575		1	\$ 345,000
		0	0		1	\$ 18,575		1	\$ 345,000
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	2	\$ 131,000	0	5	\$ 273,075	0	3	\$ 433,000





MEMO

TO: Linda Nelson, CAO
 FROM: Betty Ann Fountain, Development Officer
 RE: February 2021 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	Unit 1, 407Main AV. W.	Interior Reno (Pet Valu)	\$130,000

INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

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



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	March 22, 2021
FOR MONTH OF	February 2021

TOPIC #1	Lagoon regional waste receiving station
Progress	<ul style="list-style-type: none"> The regional transfer system was improperly operated by a contractor truck that bypassed the station this resulted in the dumping of waste and water surrounding the station. Due to extreme temperatures this material froze at a level of 6-10 inches and had to be steamed to remove the material.
Action	<ul style="list-style-type: none"> Investigations into this issue note that there was a misconception that liquid transferred via contractor from the mill was clean enough to dump straight without metering. Staff have corrected this and have installed inventoried trail cameras for 24-hour surveillance. Issues have decreased dramatically.
TOPIC #2	Main Lift station upgrades
Progress	<ul style="list-style-type: none"> The 2021 project to upgrade the pump control system with new VFD controls has found a failure in the electrical communication portion that allows the new VFD's to "speak and react" to pump levels. There is an increase to the approved project cost.
Next Steps	<ul style="list-style-type: none"> A report of the increase will be forthcoming. The project will go ahead as scheduled in accordance with AE&P guidelines and Level 2 operator guidance.
TOPIC # 3:	Snow and Ice removal
Progress	<ul style="list-style-type: none"> Reduction in snow events for February have allowed the Roads department to focus on maintenance of snow and ice windrows to expedite the upcoming thaw.
Next Steps	<ul style="list-style-type: none"> The street conditions are excellent for this time of year.
TOPIC # 4:	Environment Canada
Progress	<ul style="list-style-type: none"> The higher mortality in fish LC 50 test that was noted by Environment Canada testing is continually being monitored by our operators. It appears that the higher-than-normal pH values in our source water have decreased recently and have produced better effluent treatment values. This anomaly may have been a short-term issue.
Next Steps	<ul style="list-style-type: none"> Our operator is continuing the testing and monitoring of the results.

TOPIC # 5:	Sidewalk and trail ice
Progress	<ul style="list-style-type: none"> Due to pedestrian concerns, the Roads department has relocated a sand bin to the trail area at Mountain View Senior's Housing that experiences pooling of melt water during warm daytime hours and freezes overnight. This makes the sand available for users to hand sand the problem areas. We currently are unable to send staff to sand that area during the day as frequently as necessary.
Next Steps	<ul style="list-style-type: none"> The Roads staff will investigate repair measures available and work with Community Services for a more permanent solution in spring 2021.
TOPIC # 6:	2021 Capital Project Gas Pipe Building
Progress	<ul style="list-style-type: none"> All material for the gas pipe building 2021 capital plan have been delivered.
Next Steps	<ul style="list-style-type: none"> Operations staff will schedule and assist the Gas department with the assembly of the building once task schedules and weather permits.

DEPARTMENTAL REPORT

DEPARTMENT	Community Service
SUBMITTED BY	Sue Nelson
DATE	March 10th
FOR MONTH OF	February

TOPIC #1	Community Centre /Arena
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> As off February 15th we were given the ok to open the arena and Community Centre gym for the youth. <u>Arena</u> Feb 17th Minor hockey started back up. Feb 20th Re Hockey started back up. <u>Community Centre</u> Feb 22nd MVTKD started back up on Monday and Thursday nights. Feb 23rd Gymnastics started back up at their regular times Tuesdays and Wednesdays. For COVID safety, all the groups have their own protocols in place, and we have protocols in place, as well.
TOPIC #2	Community Service
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Staff has updated the SDS (Safety Data Sheets) books for the Community Centre building, Arena, and the Community Service shop. A new furnace was installed at the fire hall EMS bays. Our yearly inspection for the elevator was done and we had an elevator repairman come and fix a very minor issue. Collaborated with a couple staff on updating the Mountainview Region Parks, Recreation, and Culture Master Plan. Attended an all day Emergency Management Exercise with 4 other co-workers. Preparing for Volunteer's week. Continue to take bookings for Greenwood campground.
TOPIC # 3:	Parks/Trails
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Ordered Memorial bench to install this spring: We will be installing the bench up on Snake Hill in remembrance of the customer's Father who loved to watch the traffic drive west on Highway 22 from a certain spot on Snake Hill. Continuing playground inspections. Staff did snow removal when needed. Staff have been out pruning Snake hill trials



DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin Heerema
DATE	March 22, 2021
FOR MONTH OF	February 2021

TOPIC #1	COVID-19
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Some restrictions are being relaxed and there are possibly more to come, depending on hospitalization numbers.
TOPIC # 2:	AEMA EMX21
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> 5 Emergency Management staff attended this virtual session. Some topics covered were weather overview, wildfire briefing, river forecast, Provincial Security and Intelligence update, stockpile update, COVID-19 update, AER update, CR-AHIMT Initiatives, AEMA ESS update, RMWB lessons learned.
TOPIC # 3:	Planning Section Job Aid
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Work continues regarding role-specific job aids.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	March 17, 2021
FOR MONTH OF	February 2021

Shortened month of work due to vacation

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<p>VACANCY RATES</p> <ul style="list-style-type: none"> • Please note that reported estimated vacancy rates have been modified due to an audit of properties. • February vacancy rate was estimated at 7.3% as a proportion of square footage available in the C1 district downtown.
RESOLUTIONS/SUCCESES:	<p>January Report (this section was accidentally deleted from the previous month's report)</p> <ul style="list-style-type: none"> • Continued promoting the "Start Your Business in Sundre" investment attraction campaign. • Had conversations with three separate residential developers. • Met with local entrepreneur to conduct marketing audit and to help them plan the launch of their bike and ski rental business. • Met with local distillery to conduct marketing audit. • Met with owner of anticipated new restaurant to help with marketing and signage planning. • Met with group of residents hoping to be entrepreneurs to provide insight on how they might work together for mutual benefit. • Spoke with Canadian Geothermal Assoc. to learn potential for geothermal development in Sundre area; wrote report and submitted to local family interested in the subject. • Consulted local cultural non-profit on several occasions about the design and branding of their new website. • Helped entrepreneur interested in moving to Sundre as a result of our investment attraction ads to find housing for their family. <p>February Report</p> <ul style="list-style-type: none"> • Conversations held with at least three potential investors, and of note, one local resident interested in starting a new business. • Assisted oil and gas service business to locate new office in Sundre by coordinating with landowners (Fusion Controls). • Summarized report for developer about potential commercial development opportunities. • Learned that CanExport Grant in support of FDI attraction and business support was turned down by federal government. • Participated in public presentation by TC Energy about extensive new pipeline that will be built just north of Sundre, with the potential to generate and introduce up to 500 temporary jobs.

	<ul style="list-style-type: none"> • Took “Proprietors’ Series” photo of new Westbound Outdoors location, and posted to social media to help generate publicity. • Conversations held with at least two separate residential land developers about value of developing in Sundre.
TOPIC #2	Tourism Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Continued ad campaign management. • Winterfest was held online with an ice sculpture exhibit at Greenwood Campground. • Continued supporting local (county) arts organization with website development (Bergen Rocks).
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	<ul style="list-style-type: none"> • Still no responses from the Federal CRTC or DISED about the grant applications that have been applied for by our partner ISPs.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Corresponded with Clearwater Company on several occasions to plan for a future potential partnership that could support Sundre.
TOPIC # 4:	Other Projects
ISSUES:	<ul style="list-style-type: none"> • None
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Continued planning Council Chambers technology and furniture update; contracts were signed, and suppliers confirmed. • Continued meeting with working group of the new Master Regional Recreation and Culture Plan. • RDC’s Management Skills for Supervisors course was cancelled due to a lack of registrations. • Began working on final phase of Lamp Post Banner design work and preparation.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Met (remotely) with Campus Alberta Central and local representatives about ongoing post-secondary education in Sundre.
TOPIC # 6:	Communications
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Updated website(s) as necessary. • Issued monthly email update newsletter. • Had “Living with Deer in Sundre” report by Operational Services department properly and professionally designed and laid out. • Secured publicity that will be written in Prairie Living magazine about Sundre and its growth and tourism despite COVID.

DEPARTMENTAL REPORT

DEPARTMENT	Greenwood Neighbourhood Place/Sundre FCSS
SUBMITTED BY	Sari Werezak
DATE	March 22, 2021
FOR MONTH OF	February 2021

TOPIC #1	
Support Programs – “In person”	<ul style="list-style-type: none"> In-person support programs have been allowed to run in Alberta with protocols followed for quite some time. In Sundre, lack of space for many programs (due to restrictions for community centers and library closures), remains a challenge.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> We are partnering with Mountain View Emergency Shelter Society to offer a “HEART” group in Sundre in March. We helped them locate a space and will support costs of childcare and snacks for the 6 sessions. This free program is for mothers and their children in a healing journey. Since Sundre FCSS does not fund external groups such as MVESS, this is a great way to assist in bringing this wonderful support to Sundre. Thank you, Todd McDonald, for the Main Avenue church space. This event is now full to capacity!
TOPIC #2	
National Volunteer Week 2021	<ul style="list-style-type: none"> With inability to host a Volunteer Appreciation “Event” this year, we needed to come up with other ways to show <i>recognition</i> to Sundre and area volunteers.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> I applied (for \$1500) for National Volunteer Week enhancement grant on behalf of collaboration of Sundre FCSS, Town of Sundre and MV County. With combined allotted funding, and in-kind contributions, we will: <ol style="list-style-type: none"> Promote ‘volunteerism’ through various media. Show appreciation through recognition items distributed to volunteers. A request is being sent to all organizations to send #’s of their volunteers. These items will embellish NVW2021 campaign key messages. Redeemable Vouchers for local businesses will also be made available to volunteers whether they helped for 1 hour or 1000 hours. E.g. free soft serve cone at Burger baron, free small coffee and donut at Tim’s, Etc.! – to be used during week of April 18-25th
TOPIC # 3:	
Priority needs for Youth	<ul style="list-style-type: none"> I had discussions with Chinooks Arch Victim Services, Family School Wellness Liaison, Youth pastor, a couple of community members, about the priority needs of youth in our community. Everyone wished there were a mentorship program or ‘Youth Centre with supports’-- particularly for older teens entering adulthood.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> This information just builds on what was identified in the Youth Focus groups and general Community Survey in the last couple months. It is now time to ask all students in grade 7-12 to tell us what they think are the strengths in Sundre and area, and what are suggestions for improvements. The draft of the survey questions has gone out to pretest group, including the leadership class in Sundre High School. Youth Survey Link will be open Apr.1st-30th. This is an important part of the larger GNP Community Study & “Social Needs Assessment” final report.

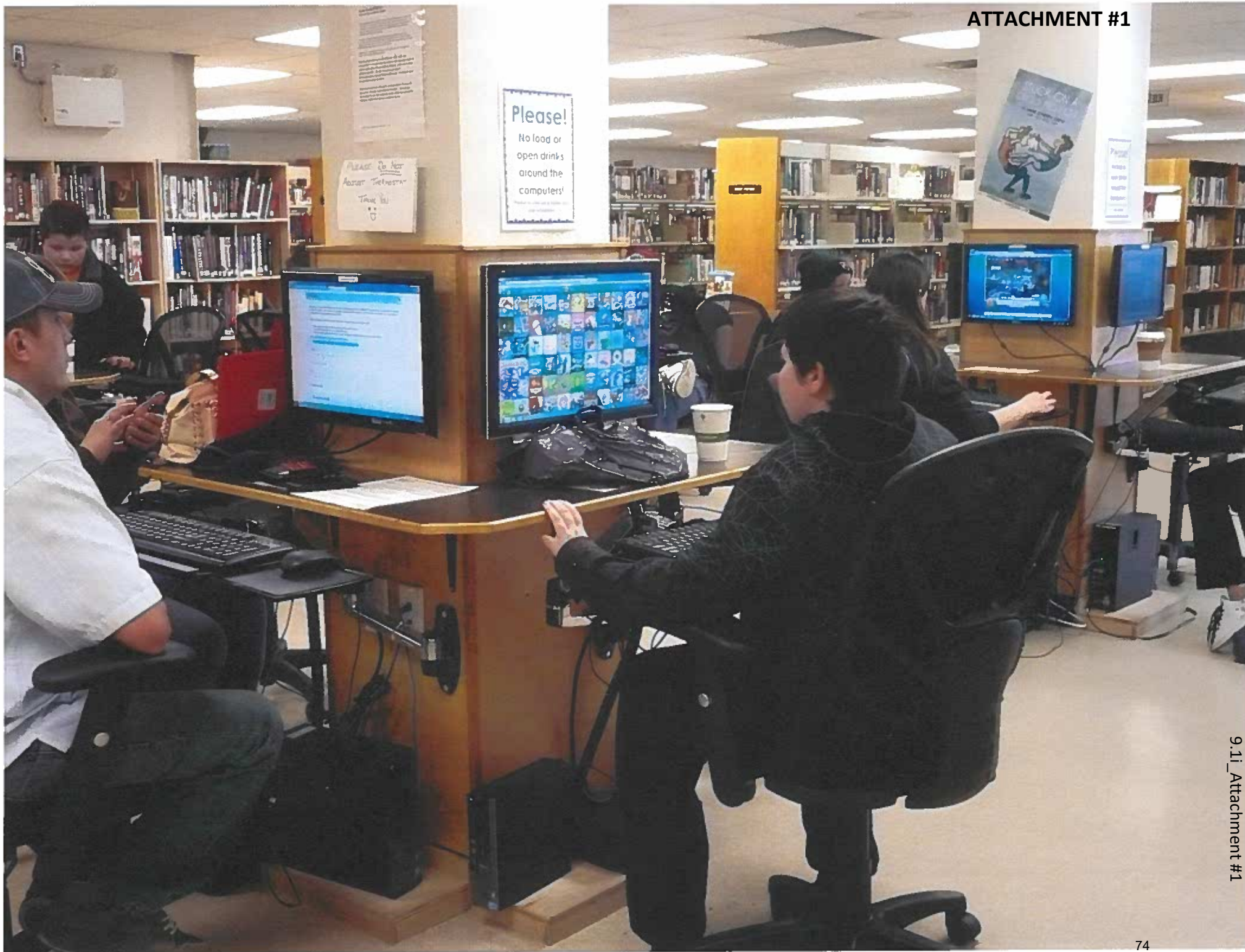


DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Karen Tubb
DATE	March 22, 2021
FOR MONTH OF	March 2021

TOPIC #1	
ISSUES:	<ul style="list-style-type: none"> Public computers and free Wi-Fi are important services that the library provides to our community. However, with the current location of our public computers we have had to reduce the number of computers available from 15 to 2 in order to ensure physical distancing. We have received many comments from patrons about the location of the public computers and their discomfort at having to walk through the area, which is normally very busy, to access the library collection.
RESOLUTIONS/ SUCCESES:	<ul style="list-style-type: none"> We have started to investigate possible ways that we could reconfigure our space to: <ol style="list-style-type: none"> 1) accommodate our public computers in a less obtrusive space and 2) allow for flexibility of spacing. This will require moving shelves, wiring, and cabling, and locating our nonfiction in a different area. At present we are in the dreaming and planning stage, connecting with the Sundre Community Center staff and Parkland to determine how to move forward. When we have a better sense of what will be involved and the associated costs, we will be applying for grants.
TOPIC #2	Support for Seniors who love to read.
RESOLUTIONS/ SUCCESES:	<ul style="list-style-type: none"> We are delighted to be able to provide reading materials for the residents of the Sundre Senior's Supportive Living Facility. In cooperation with the recreation director, we are providing a monthly book exchange of large print books. These books are signed out to the facility, rather than to individuals, and are housed in their facility library for residents to access.
TOPIC # 3:	
RESOLUTIONS/ SUCCESES:	<ul style="list-style-type: none"> At present AHS restrictions preclude in person programming inside the library. We continue to offer online Lego Clubs and story times. Several adult programs on topics as varied as; cooking with air fryers, and fake news, have been recorded and can be viewed on YouTube. We are looking forward to hosting outdoor story times once the weather is conducive. A mic and speaker purchased with funds from the Friends of the Library Society will be helpful for outdoor events.

Attachment #1	Photo of current public computer set up
Attachment #2	Links to online programs



Links to some of our online programs:

Story times:

<https://sundre.prl.ab.ca/events/children/2021/its-story-time>

A Guide to Using our Library Website and Catalogue:

<https://www.youtube.com/watch?v=3N1wTSip39Y>

Air Fryer vs Air Crisper:

<https://www.youtube.com/watch?v=v6aQ1aP4DIU>

Instant Pot 101:

<https://www.youtube.com/watch?v=poAeB1gV6tU>

Short Season Gardening:

<https://www.youtube.com/watch?v=846UlgFpa-4>

Radon Awareness:

<https://www.youtube.com/watch?v=ARUzXOUwmPA>



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Mayor Terry Leslie, Councillor Richard Warnock, and Councillor Cheri Funke have provided reports for Council's review and information for February 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Terry Leslie's, Councillor Warnock's, and Councillor Funke's reports as presented.

MOTION:

That the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Warnock's, and Councillor Funke's reports for February 2021 as information.

Attachments: 11.1 Mayor Terry Leslie's report
11.2 Councillor Warnock's report
11.3 Councillor Cheri Funke's report

Date Reviewed: March 18, 2021

CAO: Amelia Nelson

Mayor's Report to Council – February 18 – March 17, 2021

Monday February 22, 2021 – Mountain View Regional Waste Commission – 9:00 – 11:30 by ZOOM – the attached Board Highlights tell the story of the Waste Commission turned completely around in the last two years. Commercial, revenue generation tonnage has not only balanced the budget, but generated revenue that will allow the cell expansion plans to move forward without a borrowing debenture. Staff continue to look for innovative compaction rate efficiencies, reducing future air space requirements, and contributing to a longer life span of the landfill.

Thursday February 25, 2021 – Charter Mayor and CAOs Group meeting via ZOOM – 10:00 – 11:30 – Mayors and CAOs from Carstairs, Didsbury and Sundre met to discuss regional issues and to review the Carstairs Fire Subagreement.

Friday February 26, 2021 – 6:30 – 8:00 PM – Premier Kenney and Minister McIvor (Municipal Affairs Minister and Alberta Transportation Minister) held a Province wide Telephone Town Hall for invited Mayors, Reeves and CAOs – They outlined changes to MSI funding, spoke briefly about \$10 million to be provided to municipalities to support Provincial referendum questions in the October municipal elections, and clarified some changes to the Disaster Recovery Program. The majority of the call was devoted to questions from Mayors, Reeves and CAOs. Many questions were specific to individual municipalities and did not really apply to the Town of Sundre. Please call me if you would like to talk further about the 6 pages of notes I took at the meeting 😊

Friday March 5, 2021 – Red Deer River Municipal Users Group (RDRMUG) Steering Committee Meeting via ZOOM – 10:30 – 12:30 – The last draft of the RDRMUG Handbook “Looking Back 2006 – 2020 – Moving Forward 2021 – 2025” was reviewed. The intent of this handbook will be for municipal Council members and staff to learn about water issues within the Red Deer River Watershed – from a municipal perspective. As RDRMUG is the only advocacy group of its’ kind in Alberta – focussing strictly on municipal issues – the members feel it is imperative that this document be required reading for all those current, and future, Council members. Without water, there can be no municipality. Future water availability, as municipalities grow, is a concern to all of us. RDRMUG continues to meet with Alberta Environment officials to ask for plans in place to address future municipality water availability, possibly through a “Crown Reservation”, assuring water for population growth in all our urban and rural municipalities. A letter will be coming to all municipalities introducing the Handbook, so it can be part of the package for all candidates in the upcoming municipal election.

Wednesday March 10, 2021 – 9:00 – 10:30 Sundre and District Ministerial Association meeting at Main Avenue Fellowship – Mike Fleming presented for Men's Network with handouts passed out. Easter services were outlined and a benefit concert for fundraising for a lost home was discussed, scheduled for March 26-28, to be broadcast on line. Tickets can be purchased online at <https://bergeninstitute.ca/galeconcert/>. Please call me for further information.

Respectfully submitted by Terry Leslie

Waste Commission Board Meeting Highlights – February 22nd, 2021

- For the period ending December 31st, 2020, tonnage received at the landfill was 25,838 tonnes which is 37% above budget. Commercial tonnage receipts ended the year at 17,002 tonnes, 51% above budget and reflect the competitiveness of current tipping fees with competing landfills. Cumulative municipal waste and transfer station receipts are 15% and 32% above budget respectively and reflect the increased recycle materials diverted to landfill as processors were temporarily closed due to COVID-19 earlier in the year.
- Total revenue for 2020 was \$3.79 mm at 128% of full year 2020 budget. Strong commercial receipts account for the majority of the operating surplus. Total expenses for 2020 were \$2.88 mm is at 97%, with all major cost categories within budget expectations. Recycle processing was the only cost category to exceed budget due to expansion of the cement grinding scope to include asphalt. Estimated operating cash-flow from operations (excluding depreciation) was \$1.1 mm for 2020.
- Tonnage receipts for January 2021 are off to a strong start with 9,107 tonnes due to a large reclamation project with TC Energy. This generated “windfall” revenue of \$716,572 and accounts for 33% of the total 2021 budget revenue.
- The sale of the former Olds Transfer Station closed in January with net proceeds of \$0.52 mm. Combined with the windfall revenue in January, the Commission will likely be able to fund the 2021 capital project without need for additional debentures. Estimated current unrestricted and dedicated reserve funds as at January 31st, 2021 were approximately \$3.9 mm, increasing to an estimated \$4.6 mm after accounting for accounts receivable from the TC Energy project.
- The Commission is preparing to tender the construction of the new landfill cell in March/April. The new cell construction budget is \$1.45 mm and is expected to be completed by Q3-2021. Final construction is contingent upon Alberta Environment and Parks approval, which is not expected to be an issue.
- The 2021 Capital budget was upwardly revised by \$90,000 to be directed towards acquisition of a machine control GPS unit that will aid in further optimization of landfill compaction rates. This investment is a continuation of Administration’s ongoing plan to incorporate new technology targeting improved operating efficiency and maximizing useful life of the remaining airspace.
- The landfill was recently inspected by Alberta Environment and Parks for compliance with the current operating license requirements. Overall the landfill operations were found to be in compliance with the vast majority of the requirements, and only minor issues to be resolved involving data reporting.
- The Commission joined the Expanded Plastics Recycling Pilot Program in November targeting recycling of all electrical devices. Municipalities are encouraged to share the goals of the program by sharing the ARMA website where additional information is available on the program. See www.armaepilot.com/collection-sites/ for additional information on what is accepted in the expanded program.

Prepared by: Michael Wuetherick, P.Eng., Chief Administrative Officer
Mountain View Regional Waste Management Commission

February 02 –Seniors Protected & Respected Under Community Engagement – (SPRUCE)

I attended a Zoom Meeting that was held to prepare the upcoming Agendas to continue the engagement of the members to work together to address Elder Abuse.

February 04 – Alberta Urban Municipalities Association – President’s Summit – Session One

This high-level session was the introduction and background information that all Municipalities require to understand the Province of Alberta’s movement towards a Provincial Police Force. This session included submissions from the Minister of Justice & Solicitor General and the RCMP “K” Division.

February 08 – Town of Sundre Regular Council Meeting (Teleconference)

The Regular Council Meeting was held at 6pm. A highlight to mention is the E-Waste initiative being put together by Administration for recycling of computers and office electronics. Please refer to the meeting minutes and agenda section on the Webpage for the full minutes at www.sundre.com.

February 09 –Seniors Protected & Respected Under Community Engagement- (SPRUCE)

Attended with committee members to complete a full inventory of ‘CCR/It’s Not Right’ materials that are kept at Greenwood Neighborhood Place. A full count was completed, and I would like to say thank you to GNP for making available a space to store these, and for a workspace, as we continue into 2021.

February 11 – Seniors Protected and Respected Under Community Engagement – (SPRUCE)

Attended the regular monthly committee meeting held on Zoom. The agenda included the printing of Service Provider Essential Service’s information and the distribution of this material around Sundre and area as soon as possible. Also, Elder Abuse Day in June will be supported by the flying of a flag in recognition of Elder Abuse Week in Alberta.

February 11 – Alberta Urban Municipalities Association - Course

I attended Part One of the Regional Partnerships and Collaboration course that was the Introduction to Collaboration that explained the Definitions, Where to Collaborate, and Potential Benefits.

February 16 – Sundre District Historical Society – Annual Meeting

I attended the Annual Meeting for the SDHS – Museum held on Zoom. This meeting was held according to statute and the agenda was for annual reports and elections to the Board of Directors.

February 17 – Sundre Municipal Library Board Meeting

The February Board Meeting was held on Zoom with agenda items including: Business Arising from the Minutes, Library Manager’s Report, Finance Committee Report, and New Business. The new

business portion discussed the option of laptop computers being loaned out to assist Library members during the closure and a discussion on the joint initiative by the Town on the recycling of computers.

February 17 – Alberta Urban Municipalities Association – President’s Summit – Session Two.

The second session on Policing in Alberta was held on Zoom with discussions on AUMA Submissions, the Police Act Review, and the Police Service Agreement Funding Model.

February 18 – Alberta Urban Municipalities Association - Course

I attended Part Two of the Regional Partnerships and Collaboration course. This session was training in the collaboration as it relates to Municipalities, including the Legislative role and the Intermunicipal Collaborative Framework (ICF) work between joining Municipalities.

February 19 – Alberta Seniors & Community Housing Association

I attended as the Town of Sundre Board Member for Mountain View Senior’s Housing Board. The ASCHA Central Regional Spring meeting held on Zoom and the Board Report that I submitted to the MVSH Board is attached to this report.

February 22 – Town of Sundre Regular Council Meeting (Teleconference)

The Regular Council Meeting was held at 6pm. – Highlights to mention are the addition to the Boards and Committee’s Bylaw, the COVID effected Business License Waiver, a plan moving forward on the Campground and Passive Use of Outdoor Recreation Plan, and the appointment of Mountainview County members to the Sundre Wellness Advocacy Committee. Please refer to the meeting minutes and agenda section on the Webpage for the full minutes at www.sundre.com

February 25 – Alberta Urban Municipalities Association – Course

I attended Part Three of the Regional Partnerships and Collaboration course. This session was training on the skill building to obtain consensus between parties by active listening, empathy, reflection, and actions required to complete Partnership Collaboration that is required.

February 26 – Alberta Urban Municipalities Association – Budget Overview

I attended the Zoom meeting held by AUMA to give Municipalities a report on how AUMA reviewed the Alberta Budget and the effects that we need to be aware of in our Municipal budgets.

The spring central region meeting was held by Zoom February 19 – 8:30 a.m. to 12:00 p.m.

Meeting was chaired by – James Nibourg – VP, Central Region

Agenda Items included

Introductions and Round Table Sharing

Advocacy Update & General ASHA Updates

Housing Sector Relaunch – Reputation Recovery, Occupancy Recovery, & Workforce Recovery

Three Breakout Sessions were held with smaller groups discussing the following:

Why is recovery necessary?

How can the issues be addressed?

Are there GAPS – (Blind Spots)?

First – Reputation Recovery

The “Why” seemed to be around the negativity of Social Media – Bad Press.

The “Issue” was to have Social Media training for staff to reflect positive responses.

The “GAP” – Will be hard to build the confidence back for residents to want to move in.

Second – Occupancy Recovery

The “Why” discussion centered around reluctance to move into a closed facility.

The “Issue” was COVID, and the Lock Downs required and implemented.

The “GAP” how to spread the word that Happiness is widespread in the Lodges.

Third – Workforce Recovery

The “Why” - Discussion was that the service industry moved to health care.

The “Issue” Some may return but also some will stay because the hours are better.

The “GAP” – Working conditions after COVID – Stress – Funding.

Key points only overview and I will be happy to answer any questions.

Richard Warnock

Council Report

February 2021

Councillor Cheri Funke

February 2 – Water Futures Committee – Meeting #10 – Via Zoom

Discussions at this meeting were around the threats to the water system and how to rank them.

February 4 – Grant Committee Meeting

This was a very difficult committee meeting with over \$122,000 in requests. Each year, Council determines how much can be set aside for grants to the community without impacting taxes, and we then take that amount and separate it into two intakes dates per year for events and projects. The Committee looks at each application and makes the recommendations for allocation to Council. The Committee has no decision-making abilities and can only make recommendations to Council.

February 4 – AUMA Policing Summit – Via Zoom

Currently the Province is continuing public engagement on the Police Act, in June they are going to bring the concepts before cabinet, once that happens, they will begin to develop the new policies. In December, they plan to bring the changes to the Police Act before the cabinet for approval. It is important that any concerns and questions be sent to the Policing Advisory Board so that they can gain the perspective of all the aspects in the Province.

There was a report on the RCMP resource rollout for the 2020/2021 year, there have been many positions filled and many will be filled in the upcoming months, but it has further clarified the fact that, even though our residents now have added policing costs on their property tax, it does not mean our community will see any of the resources in the near future.

February 5 – AUMA Safe and Healthy Communities Committee – Via Microsoft Teams

Policing

- Minister Madu will be attending the Policing Summit on the 17th
- Currently Surrey, BC is going thru the transition from RCMP to a Municipal Police force.
- Policing is very fluid right now in the province, the RCMP are updating a lot of their equipment right now, we as an under 5000 municipality will not be affected by these costs in the next 4 years as the Province increases our costs with the new Police Funding model but be prepared for the cost of policing to increase substantially even if we continue to have a contract with the RCMP in the Province.
- There was a discussion around policing commissions and committees, and although they do not have criteria laid out in the Act itself, a small community can have a Safe Communities Committee if the Detachment Commander asks for one.

Resolutions

- A large amount of resolution responses come before this Committee because many of the issues are focused on social issues, as they are top of mind.

Community Peace Officer Act

- During the early discussions on the Police Funding model, the fact that small communities employ CPO's to supplement their enforcement in communities was brought up, and it was questioned if those costs could be used as a subsidy but it was denied.
- The understanding is that since the position of a CPO is a Municipal employee, it is more of a level of service discussion then a policing discussion.

****Note:** there may be a resolution coming to AUMA concerning the need for a framework around mental health and frontline workers, this is an important issue that needs to be addressed for the wellbeing of all communities.

February 8 – Regular Council Meeting – Via Teleconference

February 9 – Water Futures Committee – Meeting #11 – Via Zoom

February 10 – Special Council Meeting

February 11 – Brownlee Law Seminar – Via Zoom

Drafting and Implementing Development Agreements in Challenging Times

- Development in a municipality is a very large and complex department, the presentation on this topic gave a very quick over view of subdivisions and development agreements and what needs to be in them to limit the risk to the municipality. Although it is important for a member of Council to have a basic understanding of these agreements, even a high level overview clarifies why it is important for the municipality to employ educated staff that are experts in the field of planning and development.

Municipal Management and Protection of Water Courses

- The definition for a body of water is a permanent and naturally occurring river, stream, water course or lake.
- Municipal jurisdiction of a body of water is laid out in the MGA under several different sections. Directly in section 60 but it would also fall under section 3 (a.1) and also Part 17 of the Act.
 - These sections give broad authority to take positive, proactive and reactive steps to protect water courses.
 - There are also limits to the Municipal jurisdictions with the wording, “subject to any other enactments” and “conflict with Provincial and Federal Legislation”
 - Municipalities have mechanisms for protection in the form of bylaws, such as Standalone water bodies/water course bylaws, drainage bylaw – amended to strengthen the protection of natural water courses, and Land use bylaw – amendments to better protect water courses against intentional or unintentional harm or interference, to name a few.
 - Regardless of bylaw approach taken, provisions establish prohibitions, create offenses, impose fines and other penalties. The set the foundation for issuance of orders to compel compliance.
 - Municipalities can also use Environmental Reserve Easements on private properties, the landowner still owns the property but the municipality can restrict what the landowner can do with the property.

New Laws and best practices to manage the line between Municipal and Private Utilities

- The MGA sections 35 to 39 outline the responsibilities between public and private parcel owners.

- Municipalities Duty to Supply – if the system or works of a municipal public utility that provide a municipal utility service are adjacent to a parcel of land, the municipality must, when it is able to do so and subject to any terms, costs or changes established by council, provide the municipal utility service to the parcel on the request of the owner of the parcel, at the owners cost.
- Roads are not a utility
- Mobile Home Parks are generally one parcel and not subdivided so within a parcel is not the responsibility of the municipality

COVID-19 Liability for Occupiers

- Simply because an employee contracts COVID at work does not mean the employer is liable. If the employer can demonstrate the employee contracted COVID despite the employer's exercise of due diligence.
 - Not perfection but reasonableness
 - Informed by the circumstances
 - Foreseeability of the risk of COVID
 - Whether the employer took reasonable steps to address the risk
 - Written policy, practices, and procedures in place
 - Providing training and education
 - Monitoring the workplace to ensure employees are following the policies and procedures.
 - Having a system in place for reporting and investigating systematic individuals.

Tax Incentives

Tax incentives can be used to drive growth within the community. Examples of common tax incentives would include, but not limited to the following;

- Brownfield Tax Incentives- Can be applied to land that is vacant, derelict, or underutilized. Allows for full or partial exemption or deferral.
- Clean Energy Improvement Tax- Municipalities may provide up front funding for eligible clean energy improvements. Costs are paid by property owners over time through Clean Energy Improvement Tax.
- Tax Cancellation- The MGA allows for Council to cancel, reduce or defer taxes, but it can only be applied to current or prior years and only if Council considers it equitable.
- Council has the ability to pass a Tax Incentive Bylaw for non-residential tax incentives (no residential tax incentives are available). The bylaw is used to set the requirements such as; set criteria, establish process set time limits, review of decisions by Council. One caution mentioned is that these new developments still use infrastructure, and if an incentive is considered are the current residents and businesses willing to subsidize the new development?

February 16 – Water Futures Committee – Meeting #12 – Via Zoom

Received the first draft of the report the committee is writing.

February 17 – AUMA Policing Summit Part 2

The Provincial government are going ahead with their look into the feasibility of having our own provincial police force. I have been involved with the Police Act review since 2018, this has always been in the background since the UCP was first elected. On April 30th they will release the report by PWC and make the decision if they will go ahead.

I have always been concerned when it comes to this subject because it means more costs to smaller municipalities. The new police funding model that begins this year saw a new cost to our community of \$56,573 and they will continue to increase, in 2024 we will see a cost of \$169,840 within our Community alone. During the summit Minister Madu stated that the costs of the new police force would not be downloaded onto Municipalities, but they already have been.

If Alberta chose to have their own police service it could take affect as early as 2023 (the termination clause for the contract with the RCMP must give 24 months' notice), if this goes ahead the province would lose approximately \$121M in federal funding, it is not known how this money would be recuperated.

It was mentioned by Minister Madu that this may very well become a topic for the referendum questions that they are planning for this years municipal election, which is unfortunate, whenever a referendum coincides with a local election it runs the risk of taking away from local issues.

The impression from Municipalities at the summit is that we are not in favor of this decision, once the report is released in April/May, close attention needs to be paid to decisions and Council will have to decide whether they support the idea or not.

February 19 – Red Deer River Watershed Alliance Governance Meeting – Via Zoom

This is a sub-group of RDRWA where we discuss proposed policies and bylaws before they are presented to the board for approval.

February 25 – Intermunicipal Development Plan Join Open House with Mountain View County – Via Zoom

Although this is a purely Administrative process, I attended this meeting to gain experience on the process.

February 26 – AUMA Preliminary Budget Analysis – Via Zoom

- No new taxes and maintains Alberta's place as the lowest overall tax regime in Canada
- There will be an extension of MSI funding for Municipalities for another 2 years. It will be increased by approximately \$233M this year, but will decline and Municipalities will loose out on approximately \$414M in funding over the next 3 years compared to what was planned in last years budget. This will not only delay the new LGFF funding but they are also reducing the baseline for this new funding model from \$860M to \$722M.
- Education property tax will be held at 2019-2020 amounts, this was originally set to increase to account for population and inflation, but due to the pandemic they will be frozen.
- The budget does pledge to implement a Mental Health and Addiction Recovery Council, this will increase access to recovery-oriented addiction recovery and mental health services, while investing \$40M to support treatment and recovery along with \$34M for children's health supports to expand mental health and rehabilitation.
- Support levels for FCSS and Library operating grants have been maintained.
- Ministry Highlights that may affect our community include;
 - Culture, Multiculturalism, and Status of Women – will see a decrease in the Community Facility Enhancement Program Funding, a new Stabilize Program will provide one-time funding to qualifying sport, arts, and culture organizations to offset operational costs for re-opening, there will be a decrease in spending for community and voluntary support services.
 - Health – although rural health is not mention directly there is a Rural Health Facilities Revitalization Program that was introduced last year, which will include \$15M per year for 3 years.
 - Jobs, Economy, and Innovation – will be developing the \$166M Innovation Employment Grant to incentivize job creation for small and medium businesses,

- Justice and Solicitor General – includes \$10M for the Rural Alberta Provincial Integrated Defense Response which will expand the authorities of CPOs to respond to calls and assist police. To help address criminal court delays, they have developed a staged strategy to hire more prosecutors.
- Labor and Immigration – They have developed the Alberta Advantage Immigration Strategy to spur job-creating entrepreneurship, tech startup ventures and boost economic growth in rural communities. The new streams will be focused on the International Graduates Entrepreneurs, Foreign Graduate Start-Up Visas, Rural Entrepreneurs and Rural Renewal.
- Seniors and Housing - \$16M is being provided to reinstate the Rental Assistance program, which will help Albertans in need of affordable housing, \$0.9M is being allocated to address the needs of the growing senior population that will focus on priority issues, such as social supports, elder abuse prevention, caregivers, age-friendly communities, and transportation.
- Transportation – allocated \$126.4M under Water for Life, Alberta Municipal Water and Wastewater Program. Although the capital upgrade is not directly referred to in the capital plan because it is not a new capital project, I have spoken to our MLA and he will be looking into more information on our Highway 27 upgrade project.

February 26 – Government Budget Teleconference

COVID has opened up many more possibilities to receive information from the Provincial Government to Municipalities on a range of subjects that has not happened in prior years. Although there was no new information released at this teleconference, it gives all elected officials the ability to be engaged, and I thank Councillor Thorn from Okotoks for sharing the information for the teleconference.



REQUEST FOR DECISION

COUNCIL DATE	March 22, 2021
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of March 8th to March 19th, 2021.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence as information.

MOTION:

12.1 That the Town of Sundre Council accept the Parkland Regional Library System Board Meeting (Draft) Minutes and Highlights as information.

ATTACHMENTS:

12.1 Parkland Regional Library System Board Meeting (Draft) Minutes and Highlights

Date Reviewed: March 18, 2021

CAO: Amie Nelson



PRLS Board Meeting Minutes February 25, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:11 a.m. on Thursday February 25, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor

Present via Zoom: Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets: Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent: Jackie Almberg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Staff: Ron Sheppard, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Call to Order

Meeting called to order at 10:11 a.m. by Smith.

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

Motion by Janine Stannard to excuse Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, and Bonita Wood from attendance at the board meeting on February 25, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 1/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED
PRLS 2/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the November 12, 2020 minutes. There were two errors in the minutes; Glen Carrit attended the meeting and was marked absent. Also, the Vice-chair of the Advocacy Committee for 2021 is Norma Penney, not Barb Gilliat as mentioned.

Motion by Barb Gilliat to approve the minutes of the November 12, 2020 meeting as amended.

CARRIED

PRLS 3/2021

1.3. Business arising from the minutes of November 12, 2020 meeting

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

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda.

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED

PRLS 4/2021

Cora Knutson entered the meeting at 10:19 a.m.

3.1. Vacant Position on Parkland's Executive Committee

Parkland's Executive Committee has the ten-member maximum allowed by the Libraries Regulation.

Unfortunately, Jason Alderson has resigned and is leaving the province. This created a vacancy on the Executive Committee that needed to be filled.

According to board policy, when a vacancy exists for a representative for a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat shall remain vacant until the next organizational meeting of the Parkland Board.

Nominations were called and Len Philips volunteered to be the representative replacing Alderson on the Executive Committee.

Motion by Daryl Loughheed to appoint Len Philips to Parkland's Executive Committee representing electoral constituency #4.

CARRIED

PRLS 5/2021

3.2. 2020 in Review – Approval of the 2020 Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. Sheppard spoke to the challenges of 2020.

Given those challenges, with service interruptions and library closures caused by the pandemic, an extensive statistical comparison between 2019 and 2020 would be of limited value. However, some highlights from 2020 were:

- Cardholders system wide are at 31, 771.
- The total collection in the system catalogue is 680,384.
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations.
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! Of these visits, the vast majority were virtual.
- Adapting to the virtual world and the need to support libraries through the pandemic, Parkland consulting staff hosted over 30 virtual meetings with 296 attendees.
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019.
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020.

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with their vital services.

Motion by Barb Gilliat to approve the Parkland Regional Library System's *2021 Public Library Survey and 2020 Annual Report* as presented.

CARRIED
PRLS 6/2021

3.3. Advocacy Committee Report

Gord Lawlor gave the Advocacy Committee report.

The committee has determined the following priorities for 2021:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

Activities in support of these priorities will include distribution of municipal ROIs and a System return on investment, including an advocacy learning component in Parkland board meetings, delivering virtual orientations to board members (new or not), creating a welcome package for newly elected councilors, and sharing regional library advocacy tools to member boards (e.g. key messages, communication samples and templates, etc.).

Committee member Bill Rock then talked about Parkland's new building, introducing the 2-minute video of the old and new headquarters. Sheppard outlined and explained the iGUIDE virtual tour of the new building and explained how to use it and where it is located on Parkland's website.

Motion by Cindy Trautman to accept the Advocacy Committee Report for information.

CARRIED
PRLS 7/2021

3.4. Strategic Plan Review

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year. However, staff did not recommend attempting to produce a new strategic plan for 2022 or undertake a needs assessment in 2021.

At present, it is difficult to engage with our municipal councils, library boards, and member library staff while Alberta is under the restrictions imposed to combat COVID-19. Organizing an effective needs assessment would be very difficult under the current circumstances.

Given the highly irregular nature of library service at present, it is also unlikely that a needs assessment undertaken this year would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic.

Staff recommended that the board review the current plan of service and extend it for one more year. The current plan could then be filed with the Public Library Services Branch with the intention of engaging in a needs assessment in 2022 for a new strategic plan covering the years 2023 – 2025.

At their January 28th meeting, the Executive Committee made the following motion after discussing this matter:

Motion by Janine Stannard to recommend to the board that Parkland renew the Strategic Plan for one more year.

CARRIED

As part of reviewing Parkland's current strategic plan, staff asked the board to consider whether the current four goals are still relevant and should still be considered priority for the system. This is especially the case since Parkland's 2022 budget should reflect the strategic plan in numeric form.

After some discussion, it was decided that the board still supports the four goals in the Parkland Strategic Plan.

Motion by Janine Stannard to extend Parkland's current strategic plan for one more year through 2022.

CARRIED
PRLS 8/2021

Motion by Jas Payne to support the four goals in the strategic plan as presented.

CARRIED
PRLS 9/2021

3.5. eBook Purchase

Sheppard explained that historically Parkland has maintained separate online platforms for eAudiobooks and eBooks in an effort to streamline the eLibrary experience for patrons. Specifically, RBDigital was owned by Recorded Books, an audiobook publisher who had exclusive rights to many recordings/eAudiobooks.

Recently, RBDigital was purchased by Overdrive, another eContent provider. A couple of years ago, the Public Library Services Branch (PLSB) began supporting digital content

through access to eMagazines and some eAudiobook content on the RBDigital platform. That content has now moved to Overdrive and is only accessible on their platform. This means Parkland must now operate using both the Overdrive and Bibliotheca Cloud Library platforms for eBooks and eAudiobooks if Parkland is to provide the full array of content we did previously.

Since Parkland is now an Overdrive subscriber, staff requested the Executive Committee authorize \$25,000 from the Unrestricted Reserve to create an initial collection of eBooks. At their January 28th meeting, the Executive Committee approved the motion to move up to \$25,000 from the Unrestricted Reserve to purchase eContent from Overdrive. This new base collection will let member libraries focus on purchasing new eBooks for 2021 with this year's allotment. During the pandemic, the use of Parkland's eContent has gone up significantly, due to library closures.

Motion by Lori Reid to accept for information

CARRIED
PRLS 10/2021

Ann Zacharias left the meeting at 11:32

3.6. Advocacy Cooperation with Yellowhead Regional Library

Over the past few months, Parkland's Director and Yellowhead Regional Library's (YRL) Director, Karla Palichuk, have been working closely on a number of advocacy related projects. Due to the cooperative nature of Sheppard and Palichuk's advocacy work, Palichuk and YRL Board Chair Hank Smit were invited to Parkland's Advocacy Committee meetings as guests. Having staff and board members from YRL attend Parkland's Advocacy Committee meetings ongoingly was discussed at the January 28th Executive Committee meeting. The Committee made a motion endorsing YRL's participation in Parkland's advocacy efforts.

YRL plans to send up to five members of their board and staff to PRLS' meetings. Not only is the additional input useful but it will disperse the work required related to Parkland's advocacy efforts. YRL will benefit too. However the Parkland board is responsible for appointing members to the Advocacy Committee.

After some discussion, it was agreed that YRL staff would continue to work with Parkland in its advocacy efforts.

Motion by Janine Stannard to allow representatives from Yellowhead Regional library to attend Parkland Advocacy Committee meetings.

CARRIED
PRLS 11/2021

3.7. Parkland Community Update

The cover page of the meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update. The responses were as follows:

1. What was the most important thing Parkland did in 2020?

Heather Ryan: Moved into a new building after 60 years

Lori Reid: Maintaining van runs for interlibrary loan material

Bruce Gartside: Parkland continued to prove their value

Shannon Wilcox: Provided tech support to the libraries

Daryl Lougheed: Explored and supported alternative service delivery models

Norma Penney: Parkland continued to stay relevant throughout this pandemic

Les Stulberg: Parkland continued to operate and did not shut down in the Pandemic.

Pat Toone: Provided weekly updates and virtual coffee breaks for the library staff and volunteers

Janine Stannard: Held a virtual conference in participation with three other partners

Janine Stannard: Weekly Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

Jas Payne: Sylvan Lake stayed central to the community.

Barb Gilliat: Libraries learned to adapt!

Janine Stannard: Libraries supported and shared the new innovative ways member libraries continued to operate.

Norma Penney: Provided safe contactless services to the public throughout the pandemic.

Janine Stannard: We hired a new manager!

Heather Ryan: Staying open and finding new ways to deliver services

Jas Payne: Sylvan Lake reaffirmed their importance by being available when many other services could not.

Les Stulberg: Stettler Library offered Curbside service, outreach service to senior lodges and colonies, curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

Pat Toone: Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue the book clubs after the pandemic.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

Janine Stannard: Continue to grow, adapt, and advocate!

Bill Rock: Stay open

Jas Payne: Speak up and advocate for libraries' importance.

Shannon Wilcox: remain flexible

Heather Ryan: Be responsive to ever changing needs

Norma Penney: Continue offering the same level of service our libraries expect.

Deborah Juch: Find a way to adapt programming to the outdoors

Bill Windsor: Provide digital support to the community.

Heather Ryan: We expect to continue online programs for those who like them even when in-person meeting is allowed once again

Bill Windsor: Didsbury council is considering doubling the footprint of their library

3.8.1. Director's Report

3.8.2. Library Services Report

3.8.3. Finance and Operations Report

Smith asked if there were any questions regarding the Director's, Library Services, or the Finance and Operations reports. Colleen Schalm announced the date for the 2021 joint virtual conference with The Alberta Library, Peace Library System and Yellowhead Regional Library; September 22-24, 2021.

Motion by Janine Stannard to receive the Director's, Library Services, and Finance and Operations reports for information.

CARRIED
PRLS 12/2021

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 11:59 a.m.

CARRIED
PRL 13/2021

Meeting adjourned at 11:59 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 25, 2021

Parkland Annual Report

Despite the many challenges of 2020, with service interruptions and library closures caused by the pandemic, some service highlights are worth mentioning:

- Cardholders system wide are at 31,771
- The total collection in the system catalogue is 680,384
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! The vast were virtual
- Parkland consulting staff hosted over 30 virtual meetings with 296 attendees
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with vital services.

The annual report to members will be forthcoming.

Executive Committee Seat

Jason Alderson, the representative from zone #4, has resigned and is leaving the province. This has created a vacancy on Parkland's Executive Committee that needed to be filled. Len Phillips, representing the Town of Rocky Mtn. House, volunteered to sit on the Executive Committee at the February Board Meeting. Welcome Len!

PRLS Strategic Plan

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year.

Given the highly irregular nature of library service at present, it is unlikely that a needs assessment undertaken in 2021 would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic. The board discussed the four goals in the current strategic plan and agreed that they are still relevant. It was also decided to extend Parkland's current strategic plan for one more year, through 2022.

Advocacy Committee Report

The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to establish priorities for 2021. These include:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

In December, the committee began working collaboratively with Yellowhead Regional Library (YRL) on advocacy related tools. This collaboration has been very successful, so much so that YRL will be cooperating in its advocacy efforts with Parkland for the foreseeable future.

Advocacy members also introduced a virtual tour of the new Parkland building which is available to view on our website [here](#).

Stronger Together 2021

Parkland will be collaborating once again with the Alberta Library, (TAL) the Peace Library System, (PLS) and Yellowhead Regional Library, (YRL) to offer a free virtual conference. *Stronger Together* will be held from September 22-24, 2021. More information will be forthcoming.

Community News from Trustees

The cover page of the board meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update.

1. What was the most important thing Parkland did in 2020?

- Moved into a new building after 60 years
- Maintaining van runs for interlibrary loan material
- Parkland continued to prove their value
- Provided tech support to the libraries
- Explored and supported alternative service delivery models
- Parkland continued to stay relevant throughout this pandemic
- Parkland continued to operate and did not shut down in the Pandemic.
- Provided weekly updates and coffee breaks for the libraries
- Held a conference in participation with three other partners
- Parkland Updates were very valuable!

2. What was the most important thing your library did in 2020?

- Sylvan Lake stayed central to the community.
- Libraries learned to adapt!
- Libraries supported and shared the new innovative ways member libraries continued to operate.
- Provided safe contactless services to the public throughout the pandemic.
- We hired a new manager!
- Staying open and finding new ways to deliver services
- Sylvan Lake reaffirmed their importance by being available when many other services could not.
- Stettler Library offered Curbside service, outreach service to senior lodges and colonies,

curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

- Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue.

3. What is the most important thing that libraries (system or municipal) should do in 2021?

- Continue to grow adapt and advocate!
- Stay open
- Speak up and advocate for libraries' importance.
- Remain flexible
- Being responsive to ever changing needs
- Continue offering the same level of service our libraries expect.
- Find a way to adapt programming to the outdoors
- Provide digital support to the community.
- We expect to continue online programs for those who like them even when in-person meeting is once again allowed
- Didsbury council is considering doubling the footprint of their library

Board Members Present

Debra Smith (Board Chair), Gord Lawlor

Board Members Present via Zoom

Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

With Regrets

Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

Absent

Jackie Almborg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

Next Meeting: May 20, 2021, 10:00 AM (Zoom)