



**Regular Council Meeting**  
**Town of Sundre Municipal Council Chambers**  
**April 27, 2026**  
**5:00 p.m.**

- 1. Call to Order**  
Moment of Reflection
- 2. Public Hearing: None**
- 3. Agenda – Amendments and Adoption**
  - 3.1 April 27, 2026
  - 3.2 Councillor Absence (if applicable)
- 4. Adoption of Previous Minutes**
  - 4.1 April 10-12, 2026 Strategic Advisory Committee Meeting Minutes Pg. 1
  - 4.2 April 13, 2026 Regular Meeting of Council Minutes Pg. 4
- 5. Delegation:**
  - 5.1 RFD Financial Audit, KPMG LLP Pg. 8
- 6. Closed Meeting**
  - 6.1 Management Letter Discussion, *Access To Information Act, Section 29(1)(b)* Pg. 9
- 7. Return to Open Meeting**
  - 7.1 RFD Approval of 2025 Audited Financial Statements, Auditor’s Report and Financial Information Return Pg. 10
- 8. Bylaws/Policies:**
  - 8.1 RFD Bylaw 2026-05 Committees of Council Bylaw, Amendments to Schedule “D” Pg. 13
- 9. Old Business: None**
- 10. New Business:**
  - 10.1 RFD CAO Report to Council: Direction Resulting from Spring Strategic Advisory Committee Meeting Pg. 41
  - 10.2 RFD GBS / CIDP Proclamation Pg. 44
  - 10.3 RFD Update on Recycling Program – Verbal Report Pg. 47
- 11. Administration:**
  - 11.1 RFD Departmental Reports, March 2026 Pg. 48
- 12. Council Committee Reports: None**
- 13. Council Invitations / Correspondence: None**
- 14. Closed Meeting:**
  - 14.1 Advice From Officials, *Access To Information Act, Section 29*
  - 14.2 Advice From Officials, *Access To Information Act, Section 29*
- 15. Adjournment**

*Personal information heard in this meeting is being collected under the authority of Section 4 of the Protection of Privacy Act (POPA). 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 POPA Coordinator at 403-638-3551 or email: townmail@sundre.com*



**Strategic Advisory Committee Meeting Minutes  
April 10, 11 and 12, 2026**

The Strategic Advisory Committee Meeting of Council of the Municipality of Sundre was held on April 10, 11 and 12, 2026 commencing at 9:00 a.m. at 3310 – 50 Avenue, Red Deer, Alberta, Canada.

**IN ATTENDANCE:** Mayor Warnock  
Councillor Anderson  
Councillor Petersen  
Councillor Dalke  
Councillor Marr  
Councillor Isaac  
Councillor Buchan

**STAFF IN ATTENDANCE** Chief Administrative Officer, Linda Nelson  
Director Corporate Services, Chris Albert  
Director Community Development, Benazir Thaha Valencia  
Project Manager, Carl McDonnell  
Fire Chief, Ross Clews  
Community Peace Officer, Sam Zhao  
Legislative Executive Assistant, Betty Ann Formstone

**ABSENT:** None

**PUBLIC** None

***April 10, 2026***

**CALL TO ORDER** Mayor Warnock called the April 10, 2026 Strategic Advisory Committee Meeting to order at 9:00 a.m.

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 118-10-04-26* MOVED by Councillor Petersen that the agenda be approved as presented.

**CARRIED**

**CLOSED MEETING**

*Res. 119-10-04-26* MOVED by Councillor Anderson that Council go into closed meeting at 9:03 a.m. on April 10, 2026.

**CARRIED**

*Mayor Warnock called a break at 10:02 a.m.*

*Mayor Warnock reconvened the meeting at 10:18 a.m.*

*Mayor Warnock called a break at 11:00 a.m.*

*Mayor Warnock reconvened the meeting at 11:13 a.m.*

*Mayor Warnock called a lunch break at 12:10 p.m.*

*Mayor Warnock reconvened the meeting at 1:00 p.m.*

*Mayor Warnock called a break at 2:04 p.m.*

*Mayor Warnock reconvened the meeting at 2:15 p.m.*

*Mayor Warnock called a break at 3:00 p.m.*

*Mayor Warnock reconvened the meeting at 3:15 p.m.*

Strategic Advisory Committee Meeting Minutes – April 10, 11 and 12, 2026

*Mayor Warnock called for a motion that Council come out of closed meeting at 4:10 p.m.*

*Res. 120-10-04-26*      MOVED by Councillor Anderson that Council come out of closed meeting at 4:10 p.m.  
**CARRIED**

*Res. 121-10-04-26*      MOVED by Councillor Isaac that Council adjourn the meeting at 4:11 p.m.  
**CARRIED**

***April 11, 2026***

**CALL TO ORDER**      Mayor Warnock called the April 11, 2026 Strategic Advisory Committee Meeting to order at 9:20 a.m.

*Res. 122-11-04-26*      MOVED by Councillor Marr that Council reconvene the Closed Meeting at 9:20 a.m.  
**CARRIED**

*Mayor Warnock called a break at 10:16 a.m.*  
*Mayor Warnock reconvened the meeting at 10:30 a.m.*  
*Mayor Warnock called a break at 11:10 a.m.*  
*Mayor Warnock reconvened the meeting at 11:22 a.m.*  
*Mayor Warnock called a lunch break at 12:02 p.m.*  
*Mayor Warnock reconvened the meeting at 12:53 p.m.*  
*Mayor Warnock called a break at 2:07 p.m.*  
*Mayor Warnock reconvened the meeting at 2:18 p.m.*

*Res. 123-11-04-26*      MOVED by Councillor Dalke that Council come out of closed meeting at 3:30 p.m.  
**CARRIED**

*Res. 124-11-04-26*      MOVED by Councillor Buchan that Council adjourn the meeting at 3:31 p.m. until 9:00 a.m. on April 12, 2026  
**CARRIED**

***April 12, 2026***

**CALL TO ORDER**      Mayor Warnock called the April 12, 2026 Strategic Advisory Committee Meeting to order at 9:00 a.m.

*Res. 125-12-04-26*      MOVED by Councillor Dalke that Council go into closed meeting at 9:01 a.m.  
**CARRIED**

*Mayor Warnock called a lunch break at 12:00 p.m.*  
*Mayor Warnock reconvened the meeting at 1:00 p.m.*

*Res. 126-12-04-26*      MOVED by Councillor Isaac that Council come out of closed meeting at 2:40 p.m.  
**CARRIED**

*Res. 127-12-04-26*      MOVED by Councillor Anderson that Council return to Open Meeting at 2:40 p.m.

*Res. 128-12-04-26*      MOVED by Councillor Buchan being that the agenda matters having been concluded, the meeting adjourned at 2:42 p.m.

These Minutes approved this 27<sup>th</sup> day of April, 2026

Mayor, Richard Warnock

---

Chief Administrative Officer, Linda Nelson



Regular Council Meeting Minutes  
Town of Sundre  
Municipal Council Chambers  
April 13, 2026  
**5:00 P.M.**

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, April 13, 2026, commencing at 5:00 p.m.

<b><u>IN ATTENDANCE:</u></b>	Mayor Richard Warnock Councillor Connie Anderson Councillor Jaime Marr Councillor Paul Isaac Councillor Todd Dalke Councillor Owen Petersen ( <i>arrived at 5:13 p.m.</i> ) Councillor Cheri Buchan
<b><u>ABSENT:</u></b>	None
<b><u>STAFF:</u></b>	Chief Administrative Officer, Linda Nelson Director of Corporate Services, Chris Albert Project Manager, Carl McDonnell Operations Manager, Jim Hall Bylaw Officer, Rob Plews Legislative Executive Assistant, Betty Ann Formstone
<b><u>PUBLIC:</u></b>	Community Fire Smart Project Committee Representatives: Roger Tetreault, Josh Hoddinott, Allen Tarnozci, and John Redburn
<b><u>DELEGATION:</u></b>	None
<b><u>PRESS:</u></b>	1
<b><u>CALL TO ORDER:</u></b>	The meeting was called to order at 5:00 p.m., with a moment of reflection on the business of the evening.
<b><u>PUBLIC HEARING:</u></b>	None

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 129-13-04-26*                      MOVED by Councillor Isaac that the agenda be approved as amended, as follows:  
***ADD*** Supplemental to Item 8.2, missing Page 2 of Fire Smart Report  
***ADD:*** Item 8.4, RFD Equipment Change Out

**CARRIED**

**Councillor Absence:**                      Councillor Petersen notified CAO that he would be late arriving at the meeting.

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 130-13-04-26*                      MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on March 23, 2026 be approved as presented. **CARRIED**

**DELEGATION:**                      None

**BYLAWS/POLICIES:**                      **Tax Rate Bylaw 2026-04**

*Res. 131-13-04-26*                      MOVED by Councillor Buchan that the Town of Sundre Council give First Reading to Bylaw 2026-04, being the 2026 Tax Rate Bylaw; and **CARRIED**

*Res. 132-13-04-26*                      MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2026-04, being the 2026 Tax Rate Bylaw; and **CARRIED**

*Res. 133-13-04-26*                      MOVED by Councillor Isaac that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2026-04, being the 2026 Tax Rate Bylaw. **CARRIED**

*Res. 134-13-04-26*                      MOVED by Councillor Dalke that the Town of Sundre Council give Third and Final reading to Bylaw 2026-04, being the 2026 Tax Rate Bylaw, as presented. **CARRIED**

**OLD BUSINESS:**                      None

**NEW BUSINESS:**                      **2026 Affordable Housing Property Tax Exemption**

*Res. 135-13-04-26*                      MOVED by Councillor Marr, that the Town of Sundre Council accept the report from the Director of Corporate Services as information.  
*In Favour: Mayor Warnock, Councillor Anderson, Councillor Isaac, Councillor Petersen, Councillor Marr*  
*Opposed: Councillor Dalke, Councillor Buchan* **CARRIED**

**Fire Smart Community Project**

*Res. 136-13-04-26*                      MOVED by Councillor Petersen that the Town of Sundre Council thank the representatives of the Fire Smart Community Project Committee for the update and support the proposed 2026 Fire Smart Community Project, and future development of the Fire Smart plans to mitigate the risk of wildfire for the protection of citizens and property in our community. **CARRIED**

\_\_\_\_\_  
\_\_\_\_\_  
Initials

**Awarding Centre Street North Upgrade Construction Tender**

*Res. 137-13-04-26*                      MOVED by Councillor Isaac that the Town of Sundre Council award the Tender for the Centre Street North Upgrade to Grindstone Paving and Excavating in the amount of \$1,467,880.27 plus GST in the amount of \$73,394.03 for a total amount of \$1,541,274.60.

**CARRIED****Equipment Change Out**

*Res. 138-13-04-26*                      MOVED by Councillor Marr that the Town of Sundre Council approve the purchase of the “hot-box” equipment at a cost of \$90,000; dependent on the resale of the existing spray patch equipment at a value of \$160,000 resulting in a savings of \$70,000.

**CARRIED****ADMINISTRATION:**

None

**COUNCIL COMMITTEE  
REPORTS:****Council Committee Reports, March 2026**

*Res. 139-13-04-26*                      MOVED by Councillor Isaac that the Town of Sundre Council accept Deputy Mayor Anderson’s verbal report for March 2026, as information.

**CARRIED***Councillor Buchan – No Report*

*Res. 140-13-04-26*                      MOVED by Councillor Marr that the Town of Sundre Council accept Councillor Dalke’s verbal report for March 2026, as information.

**CARRIED**

*Res. 141-13-04-26*                      MOVED by Councillor Dalke that the Town of Sundre Council Councillor Isaac’s verbal report for March 2026, as information.

**CARRIED**

*Res. 142-13-04-26*                      MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr’s verbal report for March 2026, as information.

**CARRIED**

*Res. 143-13-04-26*                      MOVED by Councillor Buchan that the Town of Sundre Council accept Councillor Petersen’s verbal report for March 2026, as information.

**CARRIED**

*Res. 144-13-04-26*                      MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock’s verbal report for March 2026, as information.

**CARRIED**\_\_\_\_\_  
Initials

**COUNCIL KEY MESSAGE:**

**Council Key Messages March 2026**

Res. 145-13-04-26

MOVED by Councillor Isaac that the Town of Sundre Council accept the Key Messages of Council for the month of March 2026 as information.

**CARRIED**

**COUNCIL INVITATIONS /  
CORRESPONDENCE:**

**Chinook’s Edge Board Update & Meeting Highlights**

Res. 146-13-04-26

MOVED by Councillor Anderson that the Town of Sundre Council accept Chinook’s Edge Board Highlights as information.

**CARRIED**

**CLOSED MEETING:**

Res. 147-13-04-26

MOVED by Councillor Isaac that the Town of Sundre Council go into a Closed Meeting at 6:05 p.m.

*Mayor Warnock called a break at 6:06 p.m.*

*Mayor Warnock reconvened the closed meeting at 6:11 p.m.*

The following were in attendance for the Closed Meeting:

Chief Administrative Officer, Linda Nelson

12.1 Advice From Officials, *Access to Information Act, Section 29*

Res. 148-13-04-26

MOVED by Councillor Dalke that Council return to an open meeting at 6:41 p.m.

**CARRIED**

**ADJOURNMENT**

Res. 149-13-04-26

MOVED by Councillor Anderson, being that the agenda matters have been concluded the meeting adjourned at 6:42 p.m.

**CARRIED**

These Minutes approved this 27<sup>th</sup> Day of April 2026.



Mayor, Richard Warnock

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

\_\_\_\_\_  
Initials



**REQUEST FOR DECISION**

**COUNCIL DATE** April 27, 2026  
**SUBJECT** Delegation: KPMG LLP  
**ORIGINATING DEPARTMENT** Corporate Services  
**AGENDA ITEM** 5.1

---

**BACKGROUND/PROPOSAL:**

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

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

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

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the report from KPMG LLP as information

**MOTION:**

That the Town of Sundre Council thank the representatives of KPMG LLP and accept the Audited Financial Statements and Financial Information Return for 2025, as information.

Date Reviewed: April 28, 2026

CAO: *Amide Nebu*



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>SUBJECT</b>	<b>Management Letter Discussion</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

---

**BACKGROUND/PROPOSAL:**

*Access To Information Act Section 29 (1) (b)*

**MOTION:**

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

Date Reviewed: April \_\_, 2026

CAO: Amde Nbr



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>SUBJECT</b>	<b>2025 Audit Report, the 2025 Audited Financial Statements and the 2025 Financial Information Return (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

---

**BACKGROUND/PROPOSAL:**

The 2025 Audited Financial Reports and Financial Statements and the 2025 Financial Information Return (FIR) are being presented for Council's review and information.

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

See attached Report to Council for further details.

**ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Council's Strategic Plan under Pillar 5, Sustainable and Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2025 Auditor's Report, 2025 Audited Financial Statements and the 2025 Financial Information Return.

**MOTION:**

That the Town of Sundre Council approve the 2025 Auditor's Report and the 2025 Audited Financial Statements and the 2025 Financial Information; and furthermore

That the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

Date Reviewed: April 27, 2026

CAO: Lyndie Neber



## REPORT TO COUNCIL

**COUNCIL DATE** April 27, 2026

**SUBJECT** 2025 Audit Report, the 2025 Audited Financial Statements and the 2025 Financial Information Report (FIR)

**ORIGINATING DEPARTMENT** Corporate Services

### **BACKGROUND/PROPOSAL:**

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

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

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

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

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

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

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

Council appointed KPMG LLP to be the Town of Sundre auditors for the 2025 financial statements and financial information return. In consultation with administration, KPMG LLP developed a schedule that included a week in December and two weeks in March for the required fieldwork.

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2025 auditor's report, 2025 audited financial statements and the 2025 financial information return.

**COSTS/SOURCE OF FUNDING:**

Not Applicable



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>SUBJECT</b>	<b>RFD Bylaw 2026-05 "Council Committees Bylaw", Amendment to Schedule "D" Sundre Wellness Advocacy Committee</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.1</b>

**BACKGROUND/PROPOSAL:**

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

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

Council gave First and Second Reading to Bylaw 2026-05 at the Regular Council Meeting held on March 23, 2026.

Administration is returning Bylaw 2026-05, and the amendments to Schedule "D" Sundre Wellness Advocacy Committee Term of Reference to Council for Third Reading of the bylaw.

**ALIGNMENT WITH STRATEGIC PLAN**

This Bylaw aligns with Council's Strategic Plan Pillar 2 Community Well-being, and Pillar 5, Sustainable and Responsible Governance.

**COSTS/FUNDING:**

In-house staff time.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give Third Reading to Bylaw 2026-05 "Council Committees Bylaw" as presented, by amending Schedule "D" Sundre Community Health Advocacy Committee.

**MOTION:**

That the Town of Sundre Council give **Third and Final Reading** to Bylaw 2026-05 "Council Committees Bylaw", by amending Schedule "D" "Sundre Community Health Advocacy Committee".

**ATTACHMENTS:** Amendments to Schedule "D"

Bylaw 2026-5 "Council Committees Bylaw" with Schedule "D" "Sundre Community Health Advocacy Committee"

Date Reviewed: April <u>27</u> , 2026	CAO: <u>Amie Nuban</u>
---------------------------------------	------------------------

**Bylaw 2026-XX**

**Schedule "D"**

**TERMS OF REFERENCE**

**SUNDRE COMMUNITY WELLNESS HEALTH ADVOCACY COMMITTEE**

**Definition – Health**

The Province of Alberta, through Alberta Health and the *Alberta Health Act*, primarily defines health in terms of an accessible, comprehensive and patient-focused system, covering physical, mental, and social well-being.

**I. STATEMENT OF PURPOSE**

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

**COMPOSITION OF COMMITTEE**

- Town of Sundre - Mayor and 1 Councillor
- Mountain View County - 2 Councillors
- ~~• 2 members at large~~
- 1 member of the Hospital Futures Committee
- 1 member of the Sundre Health Profession Attraction and Retention Committee
- 1 member at large appointed by the Chair
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

**II. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Provide information and identification of health needs that are in the best interest of our community.
- Create an engagement strategy for identified issues.
- To identify a maximum of 2 advocacy priorities at a time, to allow for more impactful advocacy on critical issues.
- There shall be a focus on identified priorities.
- ~~• Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.~~
- ~~• Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.~~
- Abide by the Town of Sundre Committees Bylaw

Elected Officials:

- ~~• The Chair shall appoint a member of the committee to prepare briefing notes.~~
- ~~• Gather and receive information on community health care needs for advocacy efforts.~~
- The Chair shall be the Mayor of Sundre.
- The Chair is the official spokesperson for the Committee.
- The Chair is the approving authority for delegation(s) to the Committee.
- Report to **respective** Councils on ~~the 1—2~~ priority items **and committee key messages** that may be used to approach other levels of governments or ~~agencies organizations~~.
- Meet with government and other ~~agencies organizations~~ on agreed upon priority advocacy efforts.

Members at Large:

- Participate in meaningful discussions on health. ~~care and assisted living needs.~~
- Bring community health ~~care~~ needs to the committee's attention, with a focus on ~~the 1—2~~ priority items identified by the committee.
- **Report to respective individual committees or their organization based on key messages of the Sundre Community Health Advocacy Committee.**

#### I. TERM

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

**Committee appointments of Councillors shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting.**

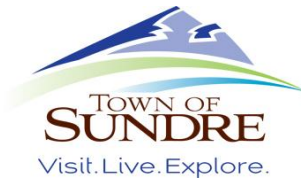
Members at large shall serve for a term of two (2) years and may be renewed at the discretion of the Town of Sundre Council.

#### II. FREQUENCY OF MEETINGS

- The committee shall ~~normally~~ meet during regular business hours on a weekday. ~~on such dates and locations as determined at the discretion of the committee.~~
- The committee shall **should** meet on a Bi-monthly basis.
- Meetings may be rescheduled by the ~~Mayor~~ **Chair** if there is no new business to discuss **and/or a special meeting is required.**
- ~~• Committee meetings shall not exceed one hour, unless otherwise agreed upon.~~
- There shall be an annual hiatus for the months of July and August.

#### III. CONFLICT OF INTEREST

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



**TOWN OF SUNDRE**

**BYLAW NO. 2026-05**

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

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

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

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

**1. NAME OF BYLAW**

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

**2. PURPOSE OF BYLAW**

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

**3. DEFINITIONS**

3.1 In this Bylaw, unless the context otherwise requires:

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

- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

#### **4. ESTABLISHMENT**

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

#### **5. POWERS/AUTHORITY OF COMMITTEES**

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
  - 5.5.1 receipt of requests or suggestions from Council,
  - 5.5.2 requests or enquiries from the public through the CAO, and
  - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

#### **6. REPORTING TO COUNCIL**

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

#### **7. PUBLIC PARTICIPATION**

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

#### **8. MEMBERSHIP**

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

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

## **9. TERM**

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

## **10. CHAIRMAN AND VICE-CHAIRMAN**

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

## **11. ADMINISTRATIVE REPRESENTATIVE**

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

## **12. MEETINGS**

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

## **13. TERMS OF REFERENCE**

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

## **14. GENERAL**

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

**15. EFFECTIVE DATE**

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

**16. REPEAL**

- 16.2 Bylaw 2025-12 and amendments thereto are hereby repealed.

Read for a first time on this 23<sup>rd</sup> day of March 2026; Motion No. 104-23-03-26;

Read for the second time on this 23<sup>rd</sup> day of March 2026; Motion No. 105-23-03-26;

Read for the third time on this \_\_\_\_ day of \_\_\_\_\_ 2026; Motion No. \_\_\_\_\_.

---

Mayor Richard Warnock

---

Chief Administrative Officer, Linda Nelson

## Schedule "A"

### TERMS OF REFERENCE

#### COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

---

##### I. STATEMENT OF PURPOSE

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

##### II. COMPOSITION OF COMMITTEE

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

##### III. DUTIES AND POWERS

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

##### IV. ROLES AND RESPONSIBILITIES

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

##### V. TERM

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

##### VI. FREQUENCY OF MEETINGS

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

## Schedule "B"

### TERMS OF REFERENCE

#### COUNCIL GRANT REVIEW COMMITTEE

---

##### **I. STATEMENT OF PURPOSE**

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

##### **II. COMPOSITION OF COMMITTEE**

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

##### **III. DUTIES AND POWERS**

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

##### **IV. ROLES AND RESPONSIBILITIES**

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

##### **V. TERM**

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

##### **VI. FREQUENCY OF MEETINGS**

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

##### **VII. CONFLICT OF INTEREST**

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

## Schedule "C"

### TERMS OF REFERENCE

#### EMERGENCY MANAGEMENT ADVISORY COMMITTEE

---

##### I. STATEMENT OF PURPOSE

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

##### II. COMPOSITION OF COMMITTEE

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

##### III. QUORUM

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

##### IV. ROLES AND RESPONSIBILITIES

###### The CAO shall:

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

###### The Council shall:

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

##### V. MEETING PROCEDURES

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

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

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

***Schedule E Terms of Reference Emergency Management Advisory Committee continued***

---

**VI. DUTIES AND POWERS**

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

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

The Council May

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

**VII. DECLARATION OF A STATE OF LOCAL EMERGENCY**

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

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

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

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

***Schedule E Terms of Reference Emergency Management Advisory Committee continued***

---

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

**VIII. Termination of State of Local Emergency**

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

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

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

**IX. Councillor Training**

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

**X. FREQUENCY OF MEETINGS**

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

## Schedule "D"

### TERMS OF REFERENCE

#### SUNDRE COMMUNITY HEALTH ADVOCACY COMMITTEE

##### Definition – Health

The Province of Alberta, through Alberta Health and the *Alberta Health Act*, primarily defines health in terms of an accessible, comprehensive and patient-focused system, covering physical, mental, and social well-being.

##### **I. STATEMENT OF PURPOSE**

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

##### **COMPOSITION OF COMMITTEE**

- Town of Sundre - Mayor and 1 Councillor
- Mountain View County - 2 Councillors
- 1 member of the Hospital Futures Committee
- 1 member of the Sundre Health Profession Attraction and Retention Committee
- 1 member at large appointed by the Chair
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

##### **II. ROLES AND RESPONSIBILITIES**

The Committee shall:

- Provide information and identification of health needs that are in the best interest of our community.
- Create an engagement strategy for identified issues.
- To identify a maximum of 2 advocacy priorities at a time, to allow for more impactful advocacy on critical issues.
- There shall be a focus on identified priorities.
- Abide by the Town of Sundre Committees Bylaw

Elected Officials:

- The Chair shall be the Mayor of Sundre.
- The Chair is the official spokesperson for the Committee.
- The Chair is the approving authority for delegation(s) to the Committee.
- Report to respective Councils on priority items and committee key messages that may be used to approach other levels of governments or organizations.
- Meet with government and other organizations on agreed upon priority advocacy efforts.

Members at Large:

- Participate in meaningful discussions on health.
- Bring community health needs to the committee's attention, with a focus on -priority items identified by the committee.
- Report to respective individual committees or their organization based on key messages of the Sundre Community Health Advocacy Committee.

**I. TERM**

Committee appointments of Councillors shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting.

Members at large shall serve for a term of two (2) years and may be renewed at the discretion of the Town of Sundre Council.

**II. FREQUENCY OF MEETINGS**

- The committee shall meet during regular business hours on a weekday.
- The committee should meet on a Bi-monthly basis.
- Meetings may be rescheduled by the Chair if there is no new business to discuss and/or a special meeting is required.
- There shall be an annual hiatus for the months of July and August.

**III. CONFLICT OF INTEREST**

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

**Schedule "E"**  
**TERMS OF REFERENCE**

**SUNDRE STRATEGIC ADVISORY COMMITTEE**

**I. STATEMENT OF PURPOSE**

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

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

**II. COMPOSITION OF COMMITTEE**

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

**III. COMMITTEE ROLES AND RESPONSIBILITIES**

The Committee shall be responsible to:

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

**IV. TERM**

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

**V. FREQUENCY OF MEETINGS**

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

scheduled by the Chief Administrative Officer.

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

**VI. CONFLICT OF INTEREST**

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

## Schedule "F"

### TERMS OF REFERENCE

#### SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

##### I. STATEMENT OF PURPOSE

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

##### II. COMPOSITION OF COMMITTEE

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

##### III. COMMITTEE ROLES AND RESPONSIBILITIES

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

The committee shall be responsible to:

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

##### IV. TERM

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

##### V. FREQUENCY OF MEETINGS

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

##### VI. CONFLICT OF INTEREST

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

## Schedule "G"

### TERMS OF REFERENCE

#### AD-HOC DOWNTOWN ARP COMMITTEE

---

#### VII. STATEMENT OF PURPOSE

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

#### VIII. COMPOSITION OF COMMITTEE

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

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

#### IX. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

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

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

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

#### X. ROLES AND RESPONSIBILITIES

Staff Shall:

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

The Committee shall:

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

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

The CAO shall:

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

The Council shall:

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

**XI. FREQUENCY OF MEETINGS**

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

**Schedule “H”**  
**TERMS OF REFERENCE**  
**NAMING COMMITTEE**

---

**XII. STATEMENT OF PURPOSE**

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

**XIII. COMPOSITION OF COMMITTEE**

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

**XIV. DUTIES AND POWERS**

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

**XV. ROLES AND RESPONSIBILITIES**

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

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

**XVI. TERM**

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

**XVII. FREQUENCY OF MEETINGS**

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

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

**I. STATEMENT OF PURPOSE**

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

**II. COMPOSITION OF COMMITTEE**

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

**III. COMMITTEE ROLES AND RESPONSIBILITIES**

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

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

**IV. DUTIES AND POWERS**

The Committee has no delegation decision making power from Council.

**V. ROLES AND RESPONSIBILITIES**

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

The CAO shall:

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

The Council shall:

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

**VI. CONFLICT OF INTEREST**

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

**VII. FREQUENCY OF MEETINGS**

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

**VIII. TERM**

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

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

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

**IX. COMPOSITION OF COMMITTEE**

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

**X. COMMITTEE ROLES AND RESPONSIBILITIES**

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

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

**XI. DUTIES AND POWERS**

The Committee has no delegation decision making power from Council.

**XII. ROLES AND RESPONSIBILITIES**

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

The CAO shall:

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

The Council shall:

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

**XIII. CONFLICT OF INTEREST**

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

**XIV. FREQUENCY OF MEETINGS**

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

**XV. TERM**

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

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

**I. STATEMENT OF PURPOSE**

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

**II. COMPOSITION OF COMMITTEE**

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

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

**III. DUTIES AND POWERS**

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

**IV. ROLES AND RESPONSIBILITIES**

The Committee shall:

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

The CAO shall:

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

The Recording Secretary Shall:

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

The Council shall:

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

**V. FREQUENCY OF MEETINGS**

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

**VI. CONFLICT OF INTEREST**

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

**VII. TERM**

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



**REQUEST FOR DECISION**

<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>SUBJECT</b>	<b>Action Items – Spring Strategic Planning Workshop</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.1</b>

---

**BACKGROUND/PROPOSAL:**

Each year the Strategic Advisory Committee meets in the Spring and Fall to review draft documents for further administrative research, and subsequent review at the fall strategic advisory meeting. The fall strategic advisory meeting is a review of draft documents for the debate and subsequent decision of Council at a regular council meeting, typically in November December.

**DISCUSSION:**

See attached report.

**ALIGNMENT WITH STRATEGIC PLAN:**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council provide direction on proceeding with the action items from the 2026 Spring Strategic Advisory Committee workshop.

**MOTION:**

That Council provide direction on proceeding with the action items from the 2026 Spring Strategic Advisory Committee workshop, as noted on the Spring Workshop Report to Council.

Date Reviewed: April <u>28</u> , 2026    CAO: <u>Linda Nelson</u>
---

**S**



## REPORT TO COUNCIL



<b>COUNCIL DATE</b>	<b>April 29, 2024</b>
<b>SUBJECT</b>	<b>Action Items – Spring Strategic Planning Workshop</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>

---

### **BACKGROUND/PROPOSAL:**

Each year the Strategic Advisory Committee meets in the Spring and Fall to review draft documents for further administrative research, and subsequent review at the fall strategic advisory meeting. The fall strategic advisory meeting is a review of draft documents for the debate and subsequent decision of Council at a regular council meeting, typically in November/December.

### **DISCUSSION:**

Administration is seeking direction from Council on proceeding with research on the following items, with the intent to bring the information and costs to the Fall Strategic Advisory Committee Workshop for further discussion, based on costs and benefits to the community:

1. Review Annual Funding Agreements with Partners.
2. Research costs for electrifying additional sites at Greenwood Campground, bring costs to Fall Strategic Advisory Committee Workshop.
3. Research costs for sand bins/other solutions for sidewalks in winter.
4. Bring costs to maintain current levels of service in operations, events, and municipal enforcement, and costs for increased levels of service in community services and communications.
5. Research alternate schedule for waste pickup, bring options to Fall Strategic Advisory Committee Workshop for further discussion, based on costs and benefits to the community.
6. Research options for addressing the water pooling on 1 Avenue SW, adjacent to the Museum, include costs for sidewalk, to the Fall Strategic Advisory Committee Workshop for further discussion.
7. Research options for creating a walkway from Prairie Creek Bridge to downtown, bring options/costs to the Fall Strategic Advisory Committee Workshop for further discussion.
8. Contact Federal/provincial Jurisdictions for information on process for rehabilitating Bearberry Creek erosion for discussion at the Fall Strategic Advisory Committee Workshop.
9. Research costs/benefits of creating family spaces for outdoor eating spaces in public parks, check condition of stove in cookhouse at campground, for discussion at the Fall Strategic Advisory Committee Workshop.
10. Research supporting May Queen annually, for discussion at the Fall Strategic Advisory Committee Workshop.

11. Re-evaluate the capital roadworks projects for the next 5 years, and bring revised proposals to the Fall Strategic Advisory Committee Workshop for further discussion.
12. Research costs/benefits for Gas Underground Assessment to the Fall Strategic Advisory Committee Workshop for further discussion.
13. Research costs for additional upgrades to arena for discussion at Fall Strategic Advisory Committee Workshop.
14. Research costs to rewrite Parks, Trails, Open Space Plan, include second future pedestrian bridge from 2<sup>nd</sup> Ave NW (west of existing) to cross the Bearberry Creek.
15. Research costs to create a small walkable area in passive outdoor recreation area, include operating costs, for discussion at Fall Strategic Advisory Committee Workshop.
16. Revisit FCM Costs.
17. Include a review of Council Per Diems with the Salary Survey, compared to other similar communities.
18. Review Livestream system, research costs to upgrade.

**ALIGNMENT WITH STRATEGIC PLAN**

Directives for the initiatives will align with all 5 of the Pillars in the Town of Sundre Strategic Plan 2026-2029.

**Cost Analysis**

To be determined at Fall workshop.

**ADMINISTRATION RECOMMENDATIONS:**

Administration is seeking Councils support for proceeding with the projects and initiatives identified in the report.

**MOTION**

See Recommended Motion in RFD

Date Reviewed: April <i>27</i> , 2026	CAO: <i>Linda Nelson</i>
---------------------------------------	--------------------------



**REQUEST FOR DECISION**

**COUNCIL DATE** April 27, 2025  
**SUBJECT** RFD GBS / CIDP Foundation of Canada Proclamation  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 10.2

---

**BACKGROUND/PROPOSAL:**

The GBS / CIDP Foundation of Canada is requesting Council proclaim May as GBS/CIDP Awareness month in Sundre.

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

While considered a rare disease, statistic show that 2 in 100,000 people in Canada are afflicted with Guillain-Barre Syndrome, Chronic Inflammatory Demyelinating Polyneuropathy, and variants such as Multifocal Motor Neuropathy. The foundation serves patients through support, education, research and advocacy.

**ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Council's Strategic Plan under Pillar 2, Community Wellbeing.

**ADMINISTRATION RECOMMENDATIONS:**

That the Council of the Town of Sundre proclaim May 2026 as "GBS/CIDP Awareness Month" in the Town of Sundre.

**MOTION:**

That the Council of the Town of Sundre proclaim May 2026 as "GBS/CIDP Awareness Month" in the Town of Sundre, and further that Mayor Warnock sign the proclamation on behalf of Council and the Citizens of Sundre.

**ATTACHMENTS:** GBS/CIDP Letter and Proclamation

Date Reviewed: April 27, 2026

CAO: Donde Nelson



# GBS/CIDP Foundation of Canada

Guillain-Barré Syndrome/Chronic Inflammatory Demyelinating Polyneuropathy  
*Support, Education, Research, Advocacy*

#### Honorary Board

Larry Brenneman (*deceased*)  
Tom Feasby, MD  
Angelika Hahn, MD  
Susan Keast, *Founder*  
Serge Payer  
Kenneth Shonk, MD  
Demetrios Strongolos

#### Executive Director

Donna Hartlen

#### Officers

Darryl Bedford  
*President*  
Pamela Stoikopoulos  
*Vice President*  
*Treasurer*  
Alexandre Grant  
*Secretary*

#### Board of Directors

Darryl Bedford  
Alexandre Grant  
Jamie Imada  
Holly Longstaff  
Akash Purewal  
Pamela Stoikopoulos  
Ron Van Holst

#### Medical Advisory Board

Steven Baker, MD  
Katherine Beadon, MD  
Timothy Benstead, MD  
Pierre Bourque, MD  
Vera Bril, MD  
Colin Chalk, MD  
Kristine Chapman, MD  
Angela Genge, MD  
Hans Katzberg, MD  
Kurt Kimpinski, MD  
Rami Massie, MD  
Elizabeth Pringle, MD  
Zaeem Siddiqi, MD  
Jiri Vajsar, MD  
Chris White, MD  
Douglas Zochodne, MD

March 9, 2026

Office of the Mayor & City Clerk  
The Town of Sundre

Dear Mayor Richard Warnock:

We are writing to respectfully request that the Town of Sundre proclaim May 2026 as GBS/CIDP Awareness Month. The Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on these rare conditions. The GBS/CIDP Foundation of Canada is a national, not for profit patient organization that supports patients and families afflicted with Guillain-Barré Syndrome, Chronic Inflammatory Demyelinating Polyneuropathy, and variants such as Multifocal Motor Neuropathy. We serve patients through support, education, research and advocacy.

GBS has a sudden onset of symptoms, which can cause complete paralysis within a day. Recovery can be unpredictable, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves. The cause of these conditions is unknown, and can develop in any person, regardless of age, gender or ethnic background

We are working to raise awareness of these rare conditions so that future patients get help sooner and will know that our organization is here to provide hope. We provide support and information through trained volunteers, our website, materials provided to hospitals, and organize local and online peer-to-peer support group meetings. We provide patient educational events and build awareness within the medical community. We advocate for access to diagnosis and appropriate treatment, and also support Canadian research that aims to improve the quality of life of GBS, CIDP, and MMN patients.

While considered rare diseases, in Canada GBS affects 2 in 100,000, and in Zika outbreaks 9-24 in 100,000. CIDP affects 5-7 in 100,000. For more information: [www.gbscidp.ca](http://www.gbscidp.ca)  
Please let us know if there is anything further you require for our proclamation request to be approved for this year and for subsequent years.

We are currently supporting patients and their families in your community. Proclamations like these help patients to find the foundation for support, and medical communities to keep our rare diagnosis in mind.

Thank you for your consideration.

Kim Brooks  
Patient Advocate & Volunteer Coordinator  
[kbrooks@gbscidp.ca](mailto:kbrooks@gbscidp.ca)  
1-403-510-3170  
[www.gbscidp.ca](http://www.gbscidp.ca)

Canadian charity registration number: 887327906RR0001

3100 Garden Street, PO Box 80060 RPO Rossland Garden, Whitby, Ontario, L1R 0H1  
PH:1-647-560-6842 [gbscidp.ca](http://gbscidp.ca)



### **PROCLAMATION**

WHEREAS, the Month of May, has been internationally designated as "GBS and CIDP Awareness Month" to educate the public and to focus attention on Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially catastrophic disorders of the peripheral nerves; and

WHEREAS, Guillain-Barré Syndrome (GBS) and its variants, are rare conditions which can be characterized by rapid onset of weakness and, often, paralysis of the legs, arms, breathing muscles and face, in some cases leading to complete paralysis requiring life-sustaining hospital care. Often accompanied with excruciating pain, and

WHEREAS, Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) and its variants, are rare progressive conditions, which can be characterized by the onset of weakness, numbness and tingling, which can lead to the paralysis of the legs and arms and effect other areas of the body, and it is not uncommon for individuals to endure significant pain, and

WHEREAS, the cause of GBS and CIDP is unknown, and these conditions can develop in any person, regardless of age, gender or ethnic background, and

WHEREAS, GBS and CIDP have a slow and unpredictable recovery, patients and their families face an uncertain future, usually requiring months of hospital care without knowing if or when they will recover, or whether they will face long-term disabilities. Earlier diagnosis, treatment, and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves, and

WHEREAS, in 2003, GBS/CIDP Foundation of Canada a patient organization providing support, education, research, and advocacy, was founded so that no patient or family would go through GBS, CIDP, and variants such as MMN alone.

Therefore, on behalf of the Town of Sundre and its citizens, I Mayor Richard Warnock hereby proclaim on behalf of the Citizens of Sundre, May 2026 as "GBS / CIDP Awareness Month" in Sundre.

Dated: April 27, 2026

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



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>SUBJECT</b>	<b>RFD Verbal Report – Update to Recycling Program</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>10.3</b>

### **BACKGROUND/PROPOSAL:**

The Town of Sundre currently provides residential curbside recycling services via our contractor Environmental 360.

In 2022, the Province introduced regulations creating an Extended Producer Responsibility. This essentially moves the cost and responsibility of recycled materials from the consumer (resident) to the producer.

Starting in October, the Town does not provide recycling services. This will now be managed by Circular Materials, a not-for-profit organization overseeing the province's shift in recycling.

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

Our residential customers will still receive a curbside recycling service. The main differences would be twofold:

1. Recycling will move from a tri-weekly to a bi-weekly service. This is an increase in the level of service. The current plan is for blue bins to continue to be collected on Thursdays.
2. Lower cost. Currently the Town utility bills have a combined cost for solid waste, compost and recycling. With the producers now responsible for the cost of recyclable materials, this portion would be removed from the utility bill. Administration will be determining this cost saving in the coming months.

A public awareness campaign will be conducted during the summer months to inform the residents of the changes to the program.

### **ALIGNMENT WITH STRATEGIC PLAN**

This item aligns with Council's Strategic Plan Pillar 3 Environmental Stewardship and Pillar 5, Sustainable and Responsible Governance.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Deputy Chief Administrative Officer's verbal report as information.

### **COSTS/FUNDING:**

There is no cost to the municipality.

### **MOTION:**

That the Town of Sundre Council accept the verbal update to the Town's Recycling Program as information.

Date Reviewed: April 22, 2026

CAO: Linda Nelson



**REQUEST FOR DECISION**

**COUNCIL DATE** April 27, 2026  
**SUBJECT** RFD Departmental Reports – March 2026  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 11.1

---

**BACKGROUND/PROPOSAL:**

The following Departmental Reports for March 2026 are being provided to Council for their review and information:

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

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

Verbal Report by CAO.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the March 2026 Departmental Reports as information.

**MOTION:**

That the Town of Sundre Council accept the March 2026 Departmental Reports as information.

**ATTACHMENTS:**

March 2026 Departmental Reports

Date Reviewed: April 22, 2026

CAO: *Linda Weber*

	#/D/M/Y	March 9, 2026 Regular Council Meeting	STRATEGIC PLAN PILLAR			# of Public Attending Council
Res. #	Date	Council Motion		Action	Status	7
079	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20260309 pertaining to Bylaw 2026-03 being a bylaw to amend the Land Use Bylaw Map	Pillar 5: Sustainable & Responsible Governance			
080	09-03-26	MOVED by Councillor Buchan that the agenda be approved as presented				
<i>Councillor Absence: Mayor Warnock advised administration that he would not attend the meeting in compliance of s.14.6 of Council's Procedural Bylaw</i>						
081	09-03-26	MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on February 23, 2026 be approved as presented				
082	09-03-26	MOVED by Councillor Buchan that the Town of Sundre Council accept the presentaton by the representative of S.P.R.U.C.E. as information and thank the Society members and volunteers for the programs they provide to our community	Pillar 1, Community & Economic Growth; Pillar 2 Community Wellbeing			
083	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council approve the fee waiver for the ice-time rental fee for the Sundre Arena in an amount not to exceed \$378.00, to be funded from the Council Discretionary Contributions to Local Organizations, for the Skating for Olivia Fund-raising event March 21, 2026	Pillar 2 Community Wellbeing; Pillar 4 Sustainable & Responsible Governance	Legislative Services / Community Services	Appendix #8	
084	09-03-26	MOVED by Councillor Dalke that the Town of Sundre Council give Second Readig to Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North Upgrade	Pillar 4 Reliable & Supportive Infrastructure; Pillar 5 Sustainable & Responsbile Governance			
085	09-03-26	MOVED by Councillor Buchan that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North Upgrade				
086	09-03-26	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5, Flood Plan Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2)	Pillar 1 Community & Economic Growth; Pillar 5 Sustainable & Responsible Governance			
<i>Note: Bylaw 2026-03 has been corrected to show that the civic address for Plan 3079GP, Block 2, Lot 3 is 1004 - 1 Ave SE</i>						
087	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5. Flood Plain Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2)				

088	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2026-02, being a bylaw to amend the Land Use Bylaw 2018-10; and further	Pillar 1 Community & Economic Growth; Pillar 5 Sustainable & Responsible Governance			
089	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council set Monday, May 11, 2026, at 5:00 p.m. for a Public Hearing to Bylaw 2026-02 Land Use Bylaw Amendment				
090	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council proclaim March 26, 2026 as "Purple Day" in the Town of Sundre, and further that Deputy Mayor Anderson sign the proclamation on behalf of Council and the Citizens of Sundre	Pillar 2 Community Wellbeing	Legislative Services	Appendix #9 Posted to Town website & social media site and at Front Reception. Response from organization received.	
091	09-03-26	MOVED by Deputy Mayor Anderson that the Town of Sundre Council accept his verbal report for February as information	Pillar 5: Sustainable & Responsible Governance			
092	09-03-26	MOVED by Councillor Buchan that the Town of Sundre accept her written report for February as information				
<i>Councillor Dalke did not provide a written or verbal report</i>						
093	09-03-26	MOVED by Councillor Isaac that the Town of Sundre Council accept his written report for February as information				
094	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council accept her written report for February as information				
095	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council accept his written report for February as information				
096	09-03-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock's written report for February as information				
097	09-03-26	MOVED by Councillor Dalke that the Town of Sundre Council accept the Key Messages of Council for the month of February 2026 as information	Pillar 5: Sustainable & Responsible Governance			
098	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the correspondence from Mr. Craig Baird of Canadian History Ehx as information				
099	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council accept Chinook's Edge Board Update and Meeting Highlights as information				
100	09-03-26	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.				
	<b>#/D/M/Y</b>	<b>March 23, 2026 Regular Council Meeting</b>	<b>STRATEGIC PLAN PILLAR</b>	<b>Action</b>	<b>Status</b>	<b># of Public</b>
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>				<b>4</b>
101	23-03-26	MOVED by Councillor Dalke that the agenda be approved as amended, as follows: MOVE: Item 8.4 Awards, to 8.1; ADD: Item 8.6, RFD Grants to Organizations				
102	23-03-26	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on March 9, 2026 be approved as presented				
103	23-03-26	MOVED by Councillor Marr that the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre quarterly Policing Report and Crime Statistics as information	Pillar 2 Community Wellbeing; Pillar 5 Sustainable & Responsible Governance			

104	23-03-26	MOVED by Councillor Buchan that the Town of Sundre Council give First Reading to Bylaw 2026-05, "Council Committees Bylaw", by amending Schedule "D" the Terms of Reference for the "Sundre Community Health Advocacy Committee" CARRIED	Pillar 2 Community Wellbeing; Pillar 5 Sustainable & Responsible Governance		
105	23-03-26	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2026-05, "Council Committees Bylaw", by amending Schedule "D" the Terms of Reference for the "Sundre Community Health Advocacy Committee" CARRIED			
106	23-03-26	MOVED by Councillor Petersen that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2026-05, "Council Committees Bylaw", by amending Schedule "D" the Terms of Reference for the "Sundre Community Health Advocacy Committee" In Favour: Mayor Warnock, Councillor Anderson, Councillor Marr; Opposed: Councillor Isaac, Councillor Dalke, Councillor Petersen, Councillor Buchan. DEFEATED			
107	23-03-26	MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's verbal update and formally recognize the achievements of the Sundre Team and its partners	Pillar 4 Reliable & Supportive Infrastructure; Pillar 5 Sustainable & Responsible Governance		
108	23-03-26	MOVED by Councillor Isaac that the Town of Sundre Council accept the Q4 2025 Quarterly Financial Reports as information	Pillar 5: Sustainable & Responsible Governance		
<i>Mayor Warnock called a break at 6:21 p.m.</i>					
<i>Mayor Warnock reconvened the meeting at 6:25 p.m.</i>					
109	23-03-26	MOVED by Councillor Anderson that the Town of Sundre Council waive the February 2026 Utility Billing for the Sundre & District Aquatic Society in an amount not to exceed \$2,220.60	Pillar 5: Sustainable & Responsible Governance	Legislative Services / Corporate Service	Appendix #10
110	23-03-26	MOVED by Councillor Petersen that the Town of Sundre Council approve the sale and transfer of +/- 0.116 acres of land to Transportation and Economic Corridors for the sum of \$1.00 for the purpose of constructing a Round-a-Bout at Highway 27 and Highway 22 and that the CAO be authorized to sign the offer to sell on behalf of the municipality	Pillar 4 Reliable & Supportive Infrastructure; Pillar 5 Sustainable & Responsible Governance	Legislative Services	Complete Appendix #11
111	23-03-26	MOVED by Councillor Buchan that the Town of Sundre Council appoint Councillor Todd Dalke to the Shady Grove Bluegrass Organizing Committee for a term ending at the Organizational Meeting in October 2026. In Favour: Councillor Marr, Councillor Isaac, Councillor Anderson, Mayor Warnock, Councillor Dalke, Councillor Buchan; Opposed: Councillor Petersen	Pillar 1 Community & Economic Growth; Pillar 5 Sustainable & Responsible Governance	Legislative Services	Complete Appendix #11
112	23-03-26	MOVED by Councillor Isaac that the Town of Sundre Council approve the recommendations of the Grants to Organizations Committee to fund seventeen (17) applicants for a total amount of \$29,247. In Favour: Councillor Marr, Councillor Isaac, Councillor Anderson, Mayor Warnock, Councillor Dalke, Councillor Petersen; Opposed: Councillor Buchan	Pillar 1 Community & Economic Growth; Pillar 2 Community Wellbeing; Pillar 5 Sustainable & Responsible Governance	Legislative Services	# Appendices 12-39
113	23-03-26	MOVED by Councillor Dalke that the Town of Sundre Council accept the February 2026 Departmental Reports as information	Pillar 5: Sustainable & Responsible Governance		

114	23-03-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the Parkland Regional Library Systems Board Talk and Draft Meeting Minutes as information			
115	23-03-26	MOVED by Councillor Buchan that the Town of Sundre Council go into a Closed Meeting at 7:41 p.m.			
<i>Mayor Warnock advised that as there were no members of the public in attendance, that Council would remain in the Council Chambers for the Closed Meeting</i>					
<i>Mayor Warnock called a break at 7:41 p.m.</i>					
<i>Mayor Warnock reconvened the Closed Meeting at 7:43 p.m.</i>					
116	23-03-26	MOVED by Councillor Dalke that Council return to an Open meeting at 8:19 p.m.			
117	23-03-26	MOVED by Councillor Buchan being that the agenda matters have been concluded the meeting adjourned at 8:20 p.m.			



Betty Ann Formstone <bettyann.f@sundre.com>

**IN-KIND ARENA RENTAL FEE WAIVER**

1 message

**Betty Ann Formstone** <bettyann.f@sundre.com>

Tue, Mar 10, 2026 at 8:25 AM

To: Callie Klettli <callie.k@sundre.com>, Jeff Elder <jeff.e@sundre.com>

Cc: Benazir Thaha Valencia <benazir.t@sundre.com>, Jill Fee <jill.f@sundre.com>, Pam Bewick <pam.b@sundre.com>

Good Morning,

The following Motion of Council was passed at the Regular Meeting of Council held on March 9, 2026:

**Arena Ice-time Fee Waiver for Fund-raising Event: Skate for Olivia**

*Res. 083-09-03-26* **MOVED** by Councillor Marr that the Town of Sundre Council approve the fee waiver for the ice-time rental fee for the Sundre Arena in an amount not to exceed \$378.00, to be funded from the Council Discretionary Contributions to Local Organizations, for the Skating for Olivia Fund-raising event March 21, 2026. **CARRIED**

The \$378.00 amount represents 4-hours of ice-time at a rate of \$90.00 per hour, plus gst (\$360.00 + \$18.00). This information was provided by the Delegation to Council.

Thank you,  
Betty Ann



**BETTY ANN FORMSTONE**

Executive Assistant

T. 403-635-5114

F. 3-838-2100

bettyann.f@sundre.com

www.sundre.com



Betty Ann Formstone &lt;bettyann.f@sundre.com&gt;

## Purple Day for Epilepsy Awareness March 26, 2026

Ambassador Program <ambassador@epilepsycalgary.com>  
 To: Betty Ann Formstone <bettyann.f@sundre.com>

Tue, Mar 10, 2026 at 10:10 AM

Good morning Betty Ann,

This is wonderful. Thank you so much for the continued support. We very much appreciate it. This will also be noted on our website's Purple Day page at <https://epilepsysab.com/purple-day/>, later this week. Have a wonderful day.

Lenya

**From:** Betty Ann Formstone <bettyann.f@sundre.com>  
**Sent:** March 10, 2026 9:47 AM  
**To:** Ambassador Program <ambassador@epilepsycalgary.com>  
**Subject:** Re: Purple Day for Epilepsy Awareness March 26, 2026

Good Morning Lenya,

The following is the Council Motion proclaiming March 26, 2026 as "Purple Day" in the Town of Sundre. I have also attached a copy of the signed proclamation which will be posted to the Town's website and social media page. A paper copy will be displayed in our front reception area.

### Purple Day, March 26, 2026 Proclamation

**Res. 090-09-03-26** MOVED by Councillor Marr that the Town of Sundre Council proclaim March 26, 2026 as "Purple Day" in the Town of Sundre, and further that Deputy Mayor Anderson sign the proclamation on behalf of Council and the Citizens of Sundre. **CARRIED**

Best Regards,  
 Betty Ann



### BETTY ANN FORMSTONE

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

On Mon, Feb 2, 2026 at 1:54 PM Ambassador Program <ambassador@epilepsycalgary.com> wrote:  
 Hello Betty Ann,



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

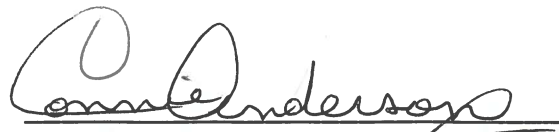
Epilepsy is a neurological disorder characterized by recurring seizures that can significantly impact an individual's physical, psychological, and social well-being. These seizures can occur at any time or place. Epilepsy awareness can increase the understanding of living with this condition and help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

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

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

On behalf of the Town of Sundre and its citizens, I Deputy Mayor Connie Anderson hereby proclaim on behalf of the Citizens of Sundre, March 26, 2026 as "Purple Day" in Sundre.

Dated: March 10, 2026



Deputy Mayor Connie Anderson



Betty Ann Formstone &lt;bettyann.f@sundre.com&gt;

## RE: Request to Waive Cost of Pool Refill

Betty Ann Formstone <bettyann.f@sundre.com>  
 To: Kari McQuaid <sundreaquaplexmanager@gmail.com>  
 Cc: Linda Nelson <linda.n@sundre.com>

Tue, Mar 24, 2026 at 12:44 PM

Hello Kari,

Below is the Council Motion from the Regular Meeting of Council held on Monday, March 23, regarding the Aquatic Society's request to waive the February 2026 water billing of \$2,220.60.

### **Request to Reverse Utility Service Charges for Re-fill of Aquatic Centre**

*Res. 109-23-03-26* MOVED by Councillor Anderson that the Town of Sundre Council waive the February 2026 Utility Billing for the Sundre & District Aquatic Society in an amount not to exceed \$2,220.60. **CARRIED**

Council noted that the utility billing was incurred for refilling the pools after the emergent filter replacement was completed. Council also received information regarding the credit applied to the utility account in November 2024. This credit was approved after the pools were refilled following a scheduled maintenance program and the Society has not requested any other credit on the utility billing since the facility opened to the public.

Council sends its thanks to the Board for following protocol when requesting the credit to the utility account.

Best Regards,  
 Betty Ann



### **BETTY ANN FORMSTONE**

Legislative Executive Assistant

T. 403-638-3551 Ext. 114

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

**From:** Kari McQuaid <sundreaquaplexmanager@gmail.com>  
**Sent:** Tuesday, March 10, 2026 1:31 PM  
**To:** Linda Nelson <linda.n@sundre.com>  
**Subject:** Request to Waive Cost of Pool Refill



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

*From the Office of the Chief Administrative Officer*

March 24, 2025

Foothills Bluegrass Music Society  
Shady Grove Bluegrass Festival  
PO Box 84146, Market Mall  
Calgary, AB T3A 5C4  
Attn: Barry Tunzelmann  
SG Sponsorship Director

Email: [barrycindy@yahoo.com](mailto:barrycindy@yahoo.com)

**Re: 2026 Appointment to Shady Grove Bluegrass Festival Organizing Committee**

Dear Barry,

The Town of Sundre Council appointed Councillor Todd Dalke to the Shady Grove Bluegrass Festival Organizing Committee at the Regular Meeting held on March 23, 2026 by Motion No. 111-23-03-26. The term of the appointment will end in October 2026, at which time, Councillor Dalke and/or an alternate may be appointed by Council to serve on the committee in 2027.

We ask that you please forward your meeting schedule and any pre-meeting information directly to Councillor Dalke, as noted below:

Councillor Todd Dalke  
Email: [todd.d@sundre.com](mailto:todd.d@sundre.com)  
Phone: (403) 507-0367

Please "cc" meeting schedule(s) or any pre-meeting information to Betty Ann Formstone, Legislative Services, [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com) to ensure Councillor Dalke is kept current in all matters.

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

Yours truly,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council

D. Woodman, President FBMS  
[woodman.davidm@gmail.com](mailto:woodman.davidm@gmail.com)

## REQUEST FOR COUNCIL REPRESENTATION ON AN ORGANIZING COMMITTEE

**From:** Barry Tunzelmann <[barrycindy@yahoo.com](mailto:barrycindy@yahoo.com)>

**Sent:** Tuesday, February 24, 2026 12:41 PM

**To:** [linda.n@sundre.com](mailto:linda.n@sundre.com)

**Cc:** [todd.dalke@fountaintire.com](mailto:todd.dalke@fountaintire.com); David Woodman <[woodman.davidm@gmail.com](mailto:woodman.davidm@gmail.com)>

**Subject:** Council Representation

Linda, I am the Sponsorship Director for the Shady Grove Bluegrass festival we run at Sundre each year. With the never ending pursuit to make the festival better each year we have realized that we should have a Sundre representative on our organizing committee and are asking if Todd Dalke can be officially attached to the Shady Grove organizing committee in order to help us on the Sundre perspective of what we can do better in terms of local participation. I have chatted with Todd on this, and he has agreed to come on board as he has been a great asset for the past years and likes the idea of being able to participate as a spokesperson from the organization side of the festival.

Please let me know if this is possible as we think our show will be larger this year due to the Blueberry Festival being cancelled for 2026 which is held in Stony Plain near our date.

Thanks in advance for considering this matter

Regards

Barry Tunzelmann

SG Sponsorship Director

(403) 763-7168

**COPY**



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

---

**FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

March 25, 2026

2754321 Alberta Ltd.  
c/o Steve Overguard  
RR 1  
Sundre, AB T0M 1X0

Email: doso2735@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Steve,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved your request for funding in the amount of \$5,000.00 to be used towards the Store Front Improvement for the properties located at 915 Main Avenue East and 1004 – 1 Avenue SE, at the March 23, 2026 Council Meeting by Motion No. 112-23-03-26. This funding is allocated specific to the project as described in your application (paint, gravel, new sign, flower beds and general clean-up).

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations and for Storefront Improvements for local businesses. The intent is to provide funds to enhance a project, program, or service. The Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine applications with a total of \$80,363 in funding requests which is more than was allocated for the entire year.

**To receive the funding, your organization must provide confirmation (*copies of invoices for expenditures*) that your project has been completed no later than December 31, 2026.** A cheque will be mailed to your organization within 2 weeks of receiving confirmation. Please forward documents to: Legislative Services c/o Betty Ann Formstone, by regular mail to PO Box 420, Sundre AB, T0M 1X0, or email: bettyann.f@sundre.com

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer  
/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

The Alberta Mycological Society  
PO Box 1921  
10405 Jasper Ave.  
Edmonton, AB T5J 3S2  
Attn: Martin Osis, Secretary

Email: [secretary@albertamushrooms.ca](mailto:secretary@albertamushrooms.ca)

**Re: Town of Sundre Grants to Organizations Program**

Dear Martin,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding in the amount of \$1,500.00 at the Regular Meeting of Council held on March 23, 2026 by Motion No. 112-23-03-26. The approved funds are to assist with the cost of refreshments or facility rental fees.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Be The Change – Run for Mental Health  
Box 37, Site 3, RR 2  
Sundre, AB T0M 1X0  
Attn: Emma Peters

Email: emmajaynepeters4@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Emma,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 112-23-03-26, in the amount of \$300.00 at the Regular Meeting of Council held on March 23, 2026. The approved funds are to assist with the cost of professional First Aid on the day of the run.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Foothills Bluegrass Music (1986) Society  
Shady Grove Bluegrass Festival  
124 – 11 AVE NE  
Calgary, AB T2E 0Y6  
Attn: David Woodman, President

Email: woodman.davidm@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear David,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding in the amount of \$2,000.00 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26. The funds are to assist with the production of the annual Shady Grove Bluegrass Festival in July. Council appreciates that once again your organization has chosen Sundre for the annual festival.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*). This funding is allocated specific to the project described in the application.

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$7,000 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

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

Email: bree.odd@mygnp.org

**Re: Town of Sundre Grants to Organizations Program**

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved your request for funding in the amount of \$1,325 at the Regular Meeting of Council held on March 23, 2026 by Motion No. 112-23-03-26. This funding is to be used for planned Sundre Seniors Connection programming to assist with refreshments and venue rental fees.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. The Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications with a total of \$80,363.00 in funding requests, which is more than was allocated for the entire year.

We have notified the Community Services Department on your behalf, who will keep a record of use for the Community Centre, if applicable.

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$11,725 in funding. This includes funding for Sundre Seniors Connections and The Den.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Mainavekidzclub  
PO Box 2118  
Sundre, AB T0M 1X0  
Attn: Dorothy Reeder, Director

Email: kidzmaf@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Dorothy,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 112-23-03-26, in the amount of \$500.00 at the Regular Meeting of Council held on March 23, 2026. The approved funds are to assist with the cost of providing healthy snacks for the children enrolled in your after-school program.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$3,000 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



---

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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Sundre & District Nutrition for Learning Society  
PO Box 1869  
Sundre, AB T0M 1X0  
Attn: Kaley Vandenberg

Email: [executivedirector@sundrenutrition.org](mailto:executivedirector@sundrenutrition.org)

**Re: Town of Sundre Grants to Organizations Program**

Dear Kaley,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 112-23-03-26, in the amount of \$500.00 at the Regular Meeting of Council held on March 23, 2026. The approved funds are to assist with the program called "Fill the Fridge", providing nutritious snacks for students.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Play 4 Sundre Kidz  
Sundre, AB  
Attn: Nicky Vardas

Email: play4sundrekidz@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Nicky,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, in the amount of \$500 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

**Please forward a copy of the 2026 golf tournament poster and sponsor form to enable payment of the hole sponsorship to, Legislative Services, Betty Ann Formstone: [bettyann.f@sundre.com](mailto:bettyann.f@sundre.com)**

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Sundre & District Historical Society & Museum

PO Box 314

Sundre, AB T0M 1X0

Attn: Carrie Couch, Executive Director

Email: [executivedirector@sundremuseum.com](mailto:executivedirector@sundremuseum.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Carrie,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, in the amount of \$4,705.00 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*). This funding is allocated specific to the project described in the application, support for Winterfest 2026.

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$15,690 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council



---

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

**From the Office of the Chief Administrative Officer**

March 25, 2026

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

Email: [sundreaquaplexmanager@gmail.com](mailto:sundreaquaplexmanager@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Kari,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding in the amount of \$2,000.00 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26. The funds are to assist with the purchase of "Toddler Personal Flotation Devices".

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*).

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$8,077 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Sundre Bike'n Ski Club  
PO Box 2242  
Sundre, AB T0M 1X0  
Attn: Mr. Paul Shippy

Email: [worldwidepaul@hotmail.com](mailto:worldwidepaul@hotmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Paul,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding by Resolution No. 112-23-03-26, in the amount of \$1,500.00 at the Regular Meeting of Council held on March 23, 2026. The approved funds are to assist with the Club's 2026 projects: installation of way-finding signs and mapping of the river valley trails and maintenance of single track trails on Snake Hill.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

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

Email: [sundrecommunitychoir@gmail.com](mailto:sundrecommunitychoir@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Cheri,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, in the amount of \$500 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26. The funding is to assist with the purchase of music scores and/or accessories & repairs to the bells.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*).

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$1,250 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



---

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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Sundre Elks Lodge  
PO Box 773  
Sundre, AB T0M 1X0  
Attn: Barkley Carrier

Email: sundre338@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Barkley,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, in the amount of \$1,500.00 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

**A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (copies of invoices), no later than December 31, 2026.** This funding is allocated specific to the project described in the application, to assist with renovations to the washrooms for accessibility.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

---

**FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

March 24, 2026

Sundre Senior (50+) Walking Club  
c/o Box 26, Site 119, RR 3  
Sundre, AB T0M 1X0  
Attn: Wendy Read

Email: jwperead@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Wendy,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved your request for In-Kind funding in the amount of \$1,000 to be used towards the rental fee of the Sundre Community Centre, at the Regular Meeting of Council held on March 23, 2026. This funding is allocated specific to the indoor walking program as described in your application.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. The Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications with a total of \$80,363.00 in funding requests which is more than was allocated for the entire year.

We have notified the Community Services Department on your behalf, who will keep a record of use for the Community Centre from October 6, 2025 to December 31, 2026.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council  
Community Services



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Sundre Rodeo & Race Association  
PO Box 1218  
Sundre, AB T0M 1X0  
Attn: Shane Crouch, President

Email: crouchies@telus.net

**Re: Town of Sundre Grants to Organizations Program**

Dear Shane,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding in the amount of \$5,000.00 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*). This funding is allocated specific to the project described in the application, support for Winterfest 2026.

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$29,872.75 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council

J. Anderson, Director  
janderson@integratire.ca



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

**From the Office of the Chief Administrative Officer**

March 25, 2026

Seniors Protected and Respected Under Community Engagement

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

PO Box 1129

Sundre AB T0M 1X0

Attention: Jane Atkins

Email: sundrespruce20@gmail.com

**Re: Town of Sundre Grants Program**

Dear Jane,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved your request for In-Kind funding in the amount of \$1,150.00 at the Regular Meeting of Council held on March 23, 2026. This funding is to be used towards the 7-day rental fee of the Sundre Community Centre for the 2026 Seniors Week, as described in your application.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. The Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications with a total of \$80,363.00 in funding requests, which is more than was allocated for the entire year.

We have notified the Community Services Department on your behalf, who will keep a record of use for the Community Centre for the week of June 1 – 7, 2026.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
: Council



---

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

**From the Office of the Chief Administrative Officer**

March 25, 2026

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

Email: westcountrycruisers.sundre@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Erin,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council approved funding, in the amount of \$1,000 at the Regular Meeting of Council held on March 23, 2026, by Motion No. 112-23-03-26.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

A cheque will be mailed to your organization within 2 weeks of receiving confirmation of expenditures (*copies of invoices*). This funding is allocated specific to the project described in the application, to assist with publicity for the annual car show.

Please be advised that your organization has received since the 2019 inception of the Grants to Organization program a total of \$4,000 in funding.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



---

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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Alberta Institute for Wildlife Conservation  
Mod 3, Comp 3  
Madden, AB T0M 1L0  
Attn: Robyn Cunningham-Dunlop, Acting Executive Director

Email: [robyn.dunlop@aiwc.ca](mailto:robyn.dunlop@aiwc.ca)

**RE: Town of Sundre Grants to Organizations Program**

Dear Robyn,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Sundre Grad 2026 Prom Committee  
PO Box 330  
Sundre, AB T0M 1X0  
Attn: Tina Millard

Email: millardtj@gmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Tina,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$4,399 in funding since 2020. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Sundre High School May Queen  
c/o Sundre High School  
102 – 2 Ave. N.W.  
Sundre, AB T0M 1X0  
Attn: Corynn Sande

Email: csande@cesd73.ca

**Re: Town of Sundre Grants to Organizations Program**

Dear Corynn,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

---

**From the Office of the Chief Administrative Officer**

March 26, 2026

Mountain View High School Rodeo  
c/o Box 15, Site 10, RR 2  
Sundre, AB T0M 1X0  
Attn: Randy & Tracy Wilson

Email: [randygrwilson@gmail.com](mailto:randygrwilson@gmail.com)  
[twwilson2173@gmail.com](mailto:twwilson2173@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Randy & Tracy,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$4,000 in funding since 2020. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Naturally Nurtured  
10, 34306 RR RD 30  
Red Deer County, AB T0M 0K0  
Attn: Ley-Anne Mountain

Email: [info@naturallynurtured.ca](mailto:info@naturallynurtured.ca)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ley-Anne,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

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

Email: anjoli19@hotmail.com

**Re: Town of Sundre Grants to Organizations Program**

Dear Anjoli,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$2,350.00 in funding since 2020. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Royal Canadian Legion Branch 223  
PO Box 22  
Sundre, AB T0M 1X0  
Attention: Elizabeth Smith, 2<sup>nd</sup> Vice President

Email: the-smiths@live.ca

**Re: Town of Sundre Grants to Organizations Program**

Dear Comrade Smith,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At this time, Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Sundre Travel & Tourism Information Centre  
500 Main Avenue East  
Sundre, AB T0M 1X0  
Attn: Nicci Doyle, President

Email: mnbk@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. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$20,541.35 in funding since 2019. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

Sundre Rec Hockey  
RR3, Site 117, Comp 24  
Sundre AB T0M 1X0  
Attn: Amber Jenkins

email: adjenkins26@hotmail.com

**Re: Town of Sundre Grants Program**

Dear Amber,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file  
cc: Council



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

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

Email: h.g.jackson49@gmail.com

**RE: Town of Sundre Grants to Organizations Program**

Dear Helen,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$9,219.00 in funding since 2021. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

/file

cc: Council  
R. Tetreault



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

**From the Office of the Chief Administrative Officer**

March 26, 2026

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

Email: bree.odd@mygnp.org

**Re: Town of Sundre Grants to Organizations Program**

Dear Bree,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. Council was unable to support your request for funding at the Regular Meeting of Council held on March 23, 2026.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2026 budget of \$50,00.00, which is distributed in 2 separate in-takes of applications, into consideration. The Town received a total of twenty-nine (29) applications for the 1<sup>st</sup> Intake of 2025 with a total of \$80,363 in funding requests, which is more than was allocated for the entire year.

Please be advised that your organization has received \$10,250 in funding since 2021. Council took this previous funding into consideration during their review of the twenty-nine applications received.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, ACTAJ™, EMR  
Chief Administrative Officer

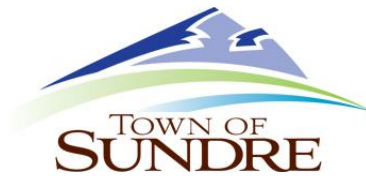
/file  
cc: Council

<u>YEAR 2026</u>			<u>PUBLIC IN</u>
<u>DATE OF MEETING</u>	<u>TYPE OF MEETING</u>	<u>TOPIC(s)</u>	<u>ATTENDANCE</u>
09-Mar	Regular	Delegations: SPRUCE and Skating for Olivia (request to waive arena fees); Bylaws: Borrowing Bylaw, Land Use Bylaw Amendment (redesignation of I-2 to C-2), 1st Reading Flood Overlay LUB Amendments; Purple Day Proclamation; Council Committee Reports and Key Messages; Correspondence - Chinook's Edge Board Update & Meeting Highlights.	7
23-Mar	Regular	Delegation: Sundre RCMP Detachment Commander; Amendment to Schedule "D" of Committees Bylaw; Q4 (2025) Financial Reporting; Aquatic Society request to waive utility billing for filling pool after renovations; transfer of westside lands for round-a-bout; CAO report on Transportation & Economic Corridors Awards (Hwy 27 upgrade); appointment of Councillor to Shady Grove Bluegrass Organizing Committee; Grants to Organizations funding approvals; Departmental Reports February; Correspondence - Parkland Library System Board Talk & Draft Meeting Minutes.	4

Total March 2026

11

**TOTAL TO DATE: January - March**  
**6 Regular Meetings: 19**



## CAO's NEW BUSINESS REPORT TO COUNCIL

**COUNCIL DATE:** April 27, 2026

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

**New Business List: January 1 – March 31, 2026**

Little Red Sol Ltd.; Health Services, 116 Centre St. N. (southside)  
 Mad Dog Mutts; Dog Grooming, Bay 10 200 Main Ave. W.  
 Macro Mechanical, Heavy Vehicle & Equipment Repairs, Bay 3, 774 Main AVE. W.  
 Parallel Group (Dollarama), 110 Main Ave. W.  
 Maria's Dental Hygiene, 116 Centre St. N. (moved from 110 Main Ave. W.)  
 Bow River Physio Health Clinic, Bay 4, 200 Main Ave. W. (moved from 116 Centre St. N.)  
 MW Fresh Market, Bay 4 – 605 Main Ave. E. (Grocery - organic and locally grown products)

**Under New Management: January 1 – March 31, 2026**

n/a

**Home Office, January 1 – March 31, 2026 (Permitted Use in Residential Districts):**

The Tire Guy, Mobile Auto Service, 35 Noblefern Way  
 ECG Cleaning Services, 201 - 6 St. SW  
 Andrew Cook Generalized Contracting, 207 – 9 Ave. NE  
 Royal Services, Plumbing & Heating Company, 230 – 11 Ave NE

**Home Occupation to Date (Discretionary Use in Residential Districts):**

n/a

### SCHEDULE A - 2026 Expenditures to Date

**TOTAL COUNCIL BUDGET 2026: \$79,000**

**TOTAL EXPENDITURES TO DATE (March 31, 2026) \$24,564.08**

**BALANCE: \$54,435.92**

**Mayor Richard Warnock**

**Annual Allowance:**

**\$22,000**

**Expenses to Date**

Date	Hosting Town	Description	Expense (less Tax)	Cost
6-Jan-26	Sundre	RAC10 Planning Meeting	Per Diem	\$ 80.00
8-Jan-26	Sundre	MTMC Board Meeting	Per Diem	\$ 80.00
14-Jan-26	Calgary	Boundary Commission	Mileage	\$ 175.20
14-Jan-26	Calgary	Boundary Commission	Travel Per Diem	\$ 60.00
14-Jan-26	Calgary	Boundary Commission	Per Diem	\$ 120.00
14-Jan-26	Calgary	Boundary Commission	Accommodations	\$ 210.00
15-Jan-26	Drumheller	RDRMUG Meeting	Mileage	\$ 248.20
15-Jan-26	Drumheller	RDRMUG Meeting	Travel Per Diem	\$ 80.00
15-Jan-26	Drumheller	RDRMUG Meeting	Per Diem	\$ 160.00
16-Jan-26	Sundre	RDRWA Board Meeting	Per Diem	\$ 80.00
17-Jan-26	Sundre	Council Strategic Plan Meeting	Per Diem	\$ 280.00
19-Jan-26	Crossfield	MTMC Crossfield	Mileage	\$ 116.80
19-Jan-26	Crossfield	MTMC Crossfield	Travel Per Diem	\$ 40.00
19-Jan-26	Crossfield	MTMC Crossfield	Per Diem	\$ 80.00
26-Jan-26	Red Deer	RAC10 Meeting	Mileage	\$ 163.30
26-Jan-26	Red Deer	RAC10 Meeting	Travel Per Diem	\$ 50.00
26-Jan-26	Red Deer	RAC10 Meeting	Per Diem	\$ 200.00
28-Jan-26	Sundre	Sundre Chamber of Commerce	Per Diem	\$ 40.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Mileage	\$ 153.50
29-Jan-26	Red Deer	Red Deer Polytecnic	Travel Per Diem	\$ 50.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Per Diem	\$ 100.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 60.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	\$ 134.16
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Mileage	\$ 390.92
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Travel Per Diem	\$ 120.00
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Accommodations	\$ 960.58

Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Registration	\$ 747.13	
Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Per Diem	\$ 280.00	
12-Feb-26	Sundre	Sundre Chamber of Commerce	Per Diem	\$ 80.00	
Feb 17-19	Edmonton	International Indigenous Tourism Conference	Registration	\$ 1,575.00	
17-Feb-26	Edmonton	International Indigenous Tourism Conference	Per Diem	\$ 280.00	
16-Feb-25	Edmonton	International Indigenous Tourism Conference	Travel Per Diem	\$ 120.00	
18-Feb	Edmonton	International Indigenous	Per Diem	\$ 280.00	
19-Feb-26	Edmonton	International Indigenous	Per Diem	\$ 280.00	
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Mileage	\$ 275.94	
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Per Diem	\$ 200.00	
4-Mar-26	Rochon Sand	RDRWA Board Meeting	Travel Per Diem	\$ 80.00	
6-Mar-26	Olds	Women in Business Awards	Mileage	\$ 58.25	
6-Mar-26	Olds	Women in Business Awards	Per Diem	\$ 160.00	
6-Mar-26	Olds	Women in Business Awards	Travel Per Diem	\$ 20.00	
9-Mar-26	Edmonton	Minister's Awards Dinner	Mileage	\$ 390.92	
9-Mar-26	Edmonton	Minister's Awards Dinner	Per Diem	\$ 160.00	
9-Mar-26	Edmonton	Minister's Awards Dinner	Travel Per Diem	\$ 120.00	
10-Mar-26	Sundre	GNP Budget Meeting	Per Diem	\$ 40.00	
11-Mar-26	Rocky Mtn H	Prayer Breakfast	Per Diem	\$ 80.00	
11-Mar-26	Rocky Mtn H	Prayer Breakfast	Travel Per Diem	\$ 40.00	
12-Mar-26	Sundre	MTMC Board / Teams	Per Diem	\$ 80.00	
17-Mar-26	Sundre	GNP Board Meeting	Per Diem	\$ 80.00	
19-Mar-26	Sundre	RDRMUG Board meeting /	Per Diem	\$ 80.00	
19-Mar-26	Sundre	Sundre Chamber Board	Per Diem	\$ 80.00	
20-Mar-26	Sundre	RDRWA Board / Teams	Per Diem	\$ 80.00	
24-Mar-26	Sundre	Red Deer River Basin/ Teams	Per Diem	\$ 40.00	
26-Mar-26	Edmonton	ABMunis Spring Leaders	Mileage	\$ 390.92	
26-Mar-26	Edmonton	ABMunis Spring Leaders	Per Diem	\$ 280.00	
26-Mar-26	Edmonton	ABMunis Spring Leaders			
26-Mar-26	Edmonton	Caucus	Travel Per Diem	\$ 120.00	Warnock To Date
27-Mar-26	Edmonton	ABMunis Spring Leaders	Per Diem	\$ 160.00	\$ 11,369.27

**Councillor Connie Anderson**

**Annual Allowance:**

**\$9,500**

Date	Hosting Town	Description	Expense (less Tax)	Cost	
17-Jan-26	Sundre	Council Strategic Plan	Per Diem	\$ 280.00	
March 25-27	Edmonton	AB Munis Spring Leaders	mileage	\$ 390.92	
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	\$ 280.00	
March 25-27	Edmonton	AB Munis Spring Leaders			
March 25-27	Edmonton	Caucus	Travel Per Diem	\$ 80.00	Anderson to Date
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	\$ 160.00	\$ 1,190.92

**Councillor Owen Petersen****Annual Allowance:****\$9,500**

Date	Hosting Tow	Description	Annual	Cost
13-Jan-26	Sundre	Sundre Hospital Futures	Per Diem	\$ 80.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	\$ 183.96
04-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 40.00
05-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
04-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	\$ 134.16
05-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Mileage	\$ 390.92
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Travel Per Diem	\$ 120.00
17-Feb-26	Edmonton	Int'l Indigenous Toursim Conf	Registration	\$ 1,575.00
17-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00
10-Mar-26	Sundre	Hospital Futures meeting	Per Diem	\$ 80.00
March 25-27	Edmonton	AB Munis Spring Leaders	Mileage	\$ 390.92
March 25-27	Edmonton	AB Munis Spring Leaders	Per Diem	\$ 280.00
March 25-27	Edmonton	AB Munis Spring Leaders		
March 25-27	Edmonton	Caucus	Per Diem	\$ 160.00
March 25-27	Edmonton	AB Munis Spring Leaders	Travel Per Diem	\$ 120.00

Petersen to Date  
\$ 4,873.41

**Councillor Todd Dalke****Annual Allowance:****\$9,500**

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

Dalke to Date  
\$ -

**Councillor Jaime Marr****Annual Allowance****\$9,500**

Date	Hosting Tow	Description	Expense (less Tax)	Cost
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	\$ 183.96
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 40.00
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodation	\$ 134.16

Marr to Date  
\$ 836.57

**Councillor Paul Isaac****Annual Allowance:****\$9,500**

Date	Hosting Tow	Description	Expense (less Tax)	Cost
17-Jan-26	Sundre	Council Strategic Planning Ses	Per Diem	\$ 280.00
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conf	Mileage	\$ 390.92
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conf	Travel Per Diem	\$ 120.00
Feb 17-19	Edmonton	Int'l Indigenous Tourism Conf	Registration	\$ 1,575.00
Feb 17-19	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	\$ 280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	\$ 280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism Conf	Per Diem	\$ 280.00
feb 16 - 19	Edmonton	Int'l Indigenous Tourism Conf	Accommodations	\$ 1,587.04
11-Mar-26	Sundre	Aquatic Society meeting	Per Diem	\$ 40.00
18-Mar-26	Sundre	Aquatic Society meeting and	Per Diem	\$ 80.00

Isaac to Date  
\$ 4,912.96

**Councillor Cheri Buchan****Annual Allowance:****\$9,500**

<b>Date</b>	<b>Hosting Town</b>	<b>Description</b>	<b>Expense (less Tax)</b>	<b>Cost</b>
17-Jan	Sundre	Strategic Planning	Per Diem	\$ 280.00
22-Jan-26	Sundre	RhPAP Seminar	Per Diem	\$ 40.00
22-Jan-26	Sundre	Munis 101	Per Diem	\$ 140.00
29-Jan-26	Sundre	Munis 101	Per Diem	\$140.00
Jan 22 & 29	Sundre	EOEP Course - Munis 101	\$ 295	\$ 295.00
12-Feb-26	Sundre	Virtual Presentation - Brownlee	Registration	\$ 145.95
12-Feb-26	Sundre	Virtual Presentation - Brownlee Emerging Trends	Per Diem	\$ 280.00
26-Feb-26	Sundre	Joint ICC Meeting	Per Diem	\$ 60.00

Buchan to Date  
\$ 1,380.95



**DEPARTMENTAL REPORT**

<b>DEPARTMENT</b>	<b>Fire Department</b>
<b>SUBMITTED BY</b>	<b>Ross Clews Fire Chief</b>
<b>COUNCIL DATE</b>	<b>April 27, 2026</b>
<b>FOR MONTH(S) OF</b>	<b>March 2026</b>
<b><u>911 DISPATCHES:</u></b>	
	<b>Emergency Response Numbers, 89 Year to Date March 2026 - 33</b>
<b><u>Response Types:</u></b>	<ul style="list-style-type: none"> <li>➤ Alarm – No Fire – Steam or Smoke Mistaken – 3</li> <li>➤ No Alarm Fire – Not responded by Department – 1</li> <li>➤ False Alarm – Municipal Alarm System – 1</li> <li>➤ Fire – Vehicle – 1</li> <li>➤ Medical First Response – 15</li> <li>➤ Medical – Stood Down at Hall – 4</li> <li>➤ Medical – Stood Down Enroute – 1</li> <li>➤ Medical – Stood Down at Scene - 4</li> <li>➤ Motor Vehicle Collision – 3</li> </ul>
<b><u>Results:</u></b>	➤ All incidents Responded, Managed and Resolved by SFD Members
<b><u>TRAINING &amp; ACTIVITIES</u></b>	
<b><u>In-Hall/Weekly:</u></b>	<p><b><u>March 2026 consisted of the following:</u></b></p> <ul style="list-style-type: none"> <li>➤ Officer Meeting</li> <li>➤ General Meeting/Truck Checks</li> <li>➤ PPE Training</li> <li>➤ High School Cadet             <ul style="list-style-type: none"> <li>○ Program Practical</li> <li>○ Ladders</li> <li>○ Fire Dynamics</li> <li>○ Hose Operations</li> </ul> </li> <li>➤ Hall Duties</li> <li>➤ 1001's             <ul style="list-style-type: none"> <li>○ Prep/Gear Up</li> <li>○ Book/App Assignments</li> <li>○ App Reviews/Expectations</li> <li>○ Chapter 1 Exam/Review</li> <li>○ Chapter 2&amp; 3 Exams/Practical</li> </ul> </li> <li>➤ 540 Prep/Operations for Spring Grass Fire Season</li> <li>➤ Apprentice Safety, Light Plant and Generators</li> <li>➤ Radio and Emergency Communications</li> </ul> <p><b><u>Community/Public Relations Events</u></b></p>

	<ul style="list-style-type: none"> <li>➤ Community Fund Raiser for Olivia</li> <li>➤ Grad Parade, June 2026</li> <li>➤ Kindergarten Hall Tours April</li> <li>➤ Sundre Rodeo Parade and Fireworks in June 2026</li> <li>➤ Canada Day Fireworks Fire Watch, July 2026</li> <li>➤ SPOG booth and request for same Demonstration as last year, August 2026</li> </ul>
<b><u>Formal Courses in-Progress/Upcoming:</u></b>	<ul style="list-style-type: none"> <li>➤ Received Provincial Training Grant for Swift Water Rescue Course, To be completed 2026</li> <li>➤ Basic Life Support – Completed March 2026</li> <li>➤ Advanced First Aid 3-year renewals – Completed March 2026</li> <li>➤ Member Hearing Testing – Completed March 2026</li> <li>➤ NFPA 1001 Level I – In Progress</li> <li>➤ NFPA 1001 Level II – Q3 &amp; Q4</li> <li>➤ SFD High School Cadet Program/New member Basic training In Progress</li> <li>➤ Advanced First Aid recertification completed</li> <li>➤ Standard First Aid/CPR Q2</li> <li>➤ Red Cross Advanced First Aid course Q3 &amp; Q4</li> <li>➤ 2 members ICS-200 Completed</li> <li>➤ AHS/MFR High Performance CPR Train the Trainer 2 members registered April</li> </ul>
<b><u>Fire Hall:</u></b>	
<b><u>Building/Maintenance:</u></b>	<ul style="list-style-type: none"> <li>➤ SCBA Compressor Leak Repaired, Unit Serviced, Air quality test Completed</li> <li>➤ New natural gas commercial drier Installation date TBD</li> </ul>
<b><u>SFD Units - Equipment</u></b>	
<b><u>Units:</u></b>	<ul style="list-style-type: none"> <li>➤ Unit #560- Red Deer Inspection/completion Delivery April 2026</li> <li>➤ New Unit #540 Red Deer Inspection /completion Delivery May 2026</li> <li>➤ Unit #550 – retained as second Wildland Unit, Until Unit #540 is delivered.</li> <li>➤ Unit #550 to be Unit 580 SFD Support unit</li> </ul>
<b><u>Safety Codes:</u></b>	
<b><u>Inspections -Occupancies</u></b>	<ul style="list-style-type: none"> <li>➤ Inspections scheduled on Request – Complaint Basis</li> <li>➤ 5 members to receive Alberta Safety codes Fire inspection training and certification start Q-2 2026</li> <li>➤ Mountain View Seniors Lodge annual fire inspection completed March 4<sup>th</sup></li> </ul>
<b><u>Status:</u></b>	

**Attachments: Incident Location Breakdown**



INCIDENTS	Incident Time in Hours	2026 Town Of Sundre Year to Date				2026 Mountain View County Year to Date				2026 Clearwater County Year to Date			
		Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours	Incidents	Hours of Incident	Responders	Total Incident Hours
Alarm No Fire - accidental miscellaneous	1.0	0	0	0	0.0	0	0	0.0	0	0	0	0.0	
Alarm -No Fire - detector activated	1.0	2	2	2	2.0	0	0	0.0	0	0	0	0.0	
Alarm -No Fire - Steam or Smoke mistaken	1.0	4	4	7	7.0	1	1	0	0.0	0	0	0.0	
Alarm -No Fire - Steam or Smoke mistaken	1.5	0	0	0	0.0	0	0	0.0	0	0	0	0.0	
No Alarm Fire - Not Responded to by fire dept	1.0	1	1	1	1.0	0	0	0.0	0	0	0	0.0	
Controlled Burn - No Response - Stood Down	1.0	0	0	0	0.0	1	1	6	6.0	0	0	0.0	
Controlled Burn - Arrived on Scene	1.5	0	0	0	0.0	1	1.5	3	4.5	0	0	0.0	
False Alarm - Confirmed telephone	1.0	2	2	1	1.0	2	2	7	7.0	0	0	0.0	
False Alarm - Verbal Report to Fire Station	1.0	0	0	0	0.0	0	0	0	0.0	0	0	0.0	
Fire - Machinery/Equipment	2.0	0	0	0	0.0	1	2	9	18.0	0	0	0.0	
Fire - Structure	1.0	1	1	7	7.0	1	1	4	4.0	0	0	0.0	
Fire - Structure	3.0	0	0	0	0.0	1	3	7	21.0	0	0	0.0	
Fire - Structure	4.0	0	0	0	0.0	1	4	5	20.0	0	0	0.0	
Fire - Structure	4.5	0	0	0	0.0	0	0	0	0.0	0	0	0.0	
Fire - Structure	5.0	1	5	9	45.0	0	0	0	0.0	0	0	0.0	
Medical Assist - Stood Down	1.0	5	5	5	5.0	0	0	0	0.0	0	0	0.0	
Medical Assist - Stood Down On Scene	1.0	2	2	5	5.0	1	1	3	3.0	0	0	0.0	
Medical Assist - Stood Down On Scene	2.0	0	0	0	0.0	1	2	3	6.0	0	0	0.0	
Medical Assist - Stood Down En Route	1.5	0	0	0	0.0	1	1.5	3	4.5	0	0	0.0	
Medical Assist - Echo	1.0	0	0	0	0.0	1	1	3	3.0	0	0	0.0	
Medical First Response	1.0	14	14	43	43.0	8	8	28	28.0	0	0	0.0	
Medical First Response	1.5	2	3	6	9.0	10	15	29	43.5	0	0	0.0	
Medical First Response	2.0	0	0	0	0.0	3	6	9	18.0	0	0	0.0	
Medical Stood Down	1.0	5	5	15	15.0	2	2	8	8.0	0	0	0.0	
Medical Stood Down	1.5	0	0	0	0.0	1	1.5	4	6.0	0	0	0.0	
Motor Vehicle Collisions	1.0	1	1	8	8.0	2	2	12	12.0	0	0	0.0	
Motor Vehicle Collisions	1.5	2	3	7	10.5	0	0	0	0.0	0	0	0.0	
Motor Vehicle Collisions	2.0	0	0	0	0.0	1	2	7	14.0	0	0	0.0	
Motor Vehicle Collisions	2.5	1	2.5	6	15.0	1	2.5	9	22.5	0	0	0.0	
Motor Vehicle Collisions	5.5	1	5.5	6	33.0	0	0	0	0.0	0	0	0.0	
Mutual Aid Request	1.5	0	0	0	0.0	1	1.5	8	12.0	0	0	0.0	
Outside Fires - Investigation	1.0	0	0	0	0.0	1	1	5	5.0	0	0	0.0	
Public Hazard - Electrical	1.5	0	0	0	0.0	1	1.5	5	7.5	0	0	0.0	
Total	--N/A--	45.0	57.5	133.0	214.0	44.0	64.0	177.0	273.5	0.0	0.0	0.0	

01-31 March 2026

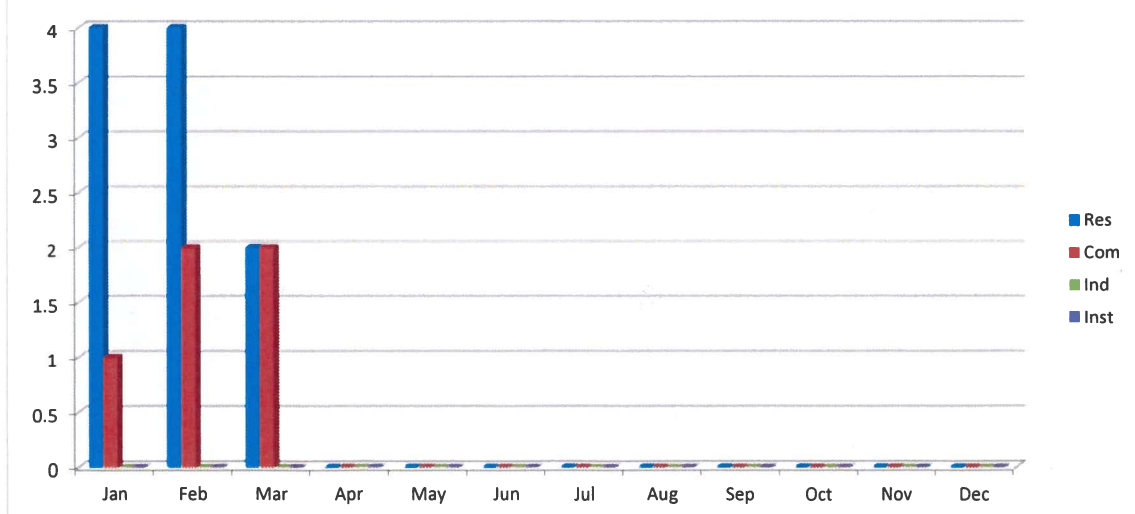


## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Community Development - Planning &amp; Development</b>
<b>SUBMITTED BY:</b>	Benazir Thaha Valencia, Director of Community Development
<b>COUNCIL DATE:</b>	April 27, 2026
<b>FOR MONTH OF:</b>	<b>March, 2026</b>
<b>TOPIC / PROJECT #1</b>	<b>Development Permits</b>
<b>Status of Project:</b> <b>Ongoing</b>	Development permits ensure land use aligns with local planning, zoning, and safety regulations.
<b>ACTION/SUCCESES:</b>	Total of 4 Development Permits: <ul style="list-style-type: none"> <li>- Covered Front Porch</li> <li>- Change of Use, Retail General (Food Market)</li> <li>- Change of Use, Health Services (Physio Clinic)</li> <li>- Change of Use, Health Services (Dental Hygiene Clinic)</li> </ul>
<b>TOPIC / PROJECT #2</b>	<b>Building Permits</b>
<b>Status of Project:</b> <b>Ongoing</b>	Building permits are required to ensure construction meets safety codes, standards and regulations.
<b>ACTION/SUCCESES:</b>	A total of 4 Building Permits were issued for: <ul style="list-style-type: none"> <li>- Covered Walkway (Commercial)</li> <li>- Basement Development</li> <li>- Covered Front Porch</li> <li>- Interior Commercial Renovations</li> </ul>
<b>TOPIC / PROJECT #3</b>	<b>Safety Code Permits</b>
<b>Status of Project:</b> <b>Ongoing</b>	Safety code permits ensure that construction and installations comply with technical safety standards to protect public health and safety.
<b>ACTION/SUCCESES:</b>	A total of 8 Safety Code Permits were issued for residential and commercial upgrades/renovations and new residential developments Electrical Permits: 5 Gas Permits: 1 Plumbing: 2
<b>TOPIC / PROJECT #4</b>	<b>Land Use Redesignation</b>
<b>Status of Project:</b> <b>Ongoing</b>	- Land Use Redesignation from Flood Plain Industrial (I-2) and Light Industrial (I-1) Districts to Highway Commercial (C-2). Public Hearing and Second/Third Reading on March 9, 2026.
<b>ACTION/SUCCESES:</b>	The redesignation aligns with the Town’s broader planning objectives and offers a balanced approach to addressing current non-residential needs.
<b>TOPIC / PROJECT #5</b>	<b>Downtown Area Redevelopment Plan</b>
<b>Status of Project:</b> <b>Completed</b>	Currently in Phase 3 of the Downtown ARP project – Stakeholder Consultation Phase 1
<b>ACTION/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Developing ARP Draft</li> <li>• Preparation for ARP Committee meeting on April 20, 2026</li> </ul>
<b>TOPIC / PROJECT #6</b>	<b>Administration</b>
<b>Status of Project:</b> <b>Completed</b>	Focused on strengthening internal operations with efforts resulting in improved efficiency, enhanced knowledge sharing, and stronger team cohesion.
<b>ACTION/SUCCESES:</b>	- Preparation for Council Spring Workshop

**MONTHLY BUILDING REPORT  
FOR THE MONTH OF MARCH 2026**

	Mar. 2026			2026 Year To Date			MAR. 2025 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>	0	0	\$ -						
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	0
Bungalows	0	0	\$ -	0	0	\$ -	1	1	\$ 400,000
Bi-Level				0	0	\$ -	0	0	0
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	5	5	1240000
Multi-Family				1	1	\$ 643,000	0	0	\$ -
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -	3	3	66500
Renovation/Addition		2	\$ 45,000	0	9	\$ 119,895	0	6	\$ 212,500
				0	0	\$ -			
<b>Sub-Total</b>	0	2	\$ 45,000	1	10	\$ 762,895	6	15	\$ 1,919,000
<b>COMMERCIAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition									
		2	\$ 72,000		4	\$ 380,900		2	\$ 20,500
		2	\$ 72,000		5	\$ 420,900		2	\$ 20,500
<b>INDUSTRIAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition									
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>INSTITUTIONAL</b>		No. of	Building		No. of	Building		No. of	Building
Building Starts		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition									
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 30,000
		0	\$ -		0	\$ -		1	\$ 30,000
<b>TOTAL</b>				<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>	<b>Dwelling</b>	<b>No. of</b>	<b>Building</b>
				<b>Units</b>	<b>Permits</b>	<b>Value</b>	<b>Units</b>	<b>Permits</b>	<b>Value</b>
	0	4	\$ 117,000	1	15	\$ 1,183,795	6	18	\$ 1,969,500





11.1c(ii)

MEMO

TO: Linda Nelson, CAO  
 FROM: Chelsea Kruger, Associate Development Officer  
 RE: March 2026 Commercial, Industrial, Institutional Projects

<b>Development / Building Permit No.</b>	<b>District</b>	<b>Address</b>	<b>Project</b>	<b>Value</b>
2026-D15	C-2	Bay 4 605 Main AV E	Change of Use- Food Market	N/A
2026-D16	C-1	Bay 4 200 Main AV W	Change of Use- Physio Clinic	N/A
2026-D17	C-1	116 Centre ST N	Change of Use- Dental Hygiene Clinic and Interior Renovations	\$60,000
TSD B 0013 26	C-2	701 Main AV W	Covered Walkway	\$12,000

Legend:

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

Value: n/a = no building permit required

**COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES**

<b>DEPARTMENT</b>	<b>Community Development- Community Service</b>
<b>SUBMITTED BY</b>	Jeff Elder, Manager of Community Services
<b>COUNCIL DATE</b>	April 27, 2026
<b>FOR MONTH OF</b>	March 2025

<b>TOPIC #1</b>	<b>Community Centre</b>
<b>Status of Project:</b> <b>Ongoing</b>	The Community Centre is a well-used facility with regular user groups, special events, and community meetings, supported by daily gym floor maintenance to ensure a clean and functional space for all activities.
<b>ACTION/SUCCESES:</b>	Regular User Groups keeping gym busy <ul style="list-style-type: none"> <li>● Gymnastics last day March 24th</li> <li>● Pickleball</li> <li>● Taekwondo</li> <li>● Volleyball</li> <li>● Indoor Walking Group</li> </ul> Other bookings – <ul style="list-style-type: none"> <li>● Bridal Fair March 7<sup>th</sup></li> <li>● Trappers Banquet March 21st</li> <li>● Birthdays</li> <li>● Private Pickleball</li> <li>● Homeschool Group</li> <li>● Various User group meetings</li> </ul>
<b>TOPIC # 2</b>	<b>Parks</b>
<b>Status of Project:</b> <b>Ongoing</b>	Parks are regularly maintained to support seasonal use, with upkeep focused on cleanliness, landscaping, and ensuring safe, accessible spaces for public enjoyment and recreation.
<b>ACTION/SUCCESES:</b>	<ul style="list-style-type: none"> <li>● Ongoing Spring Cleanup of all Parks &amp; Playgrounds</li> </ul>
<b>TOPIC #3</b>	<b>Arena</b>
<b>Status of Project:</b> <b>Ongoing</b>	The Arena continues to support seasonal programming and events, with ongoing maintenance ensuring the facility remains in good condition for both public use and organized activities.
<b>ACTION/SUCCESES:</b>	<ul style="list-style-type: none"> <li>● Regular User Groups winding down</li> <li>● Adult Public Skating and Shinny offered</li> <li>● Sticks &amp; Pucks for the youth continues to be well attended</li> <li>● Sundre Skating Club Carnival March 15<sup>th</sup></li> <li>● Birthdays</li> <li>● Fundraiser March 21<sup>st</sup></li> <li>● Arena Closed March 22<sup>nd</sup></li> <li>● Star Tec Shut Down March 23<sup>rd</sup></li> </ul>
<b>TOPIC # 4</b>	<b>Administration</b>
<b>Status of Project:</b> <b>Ongoing</b>	Various administration tasks to ensure the smooth functioning of the Community Services Department
<b>ACTION/SUCCESES:</b>	<ul style="list-style-type: none"> <li>● Gathering quotes for any potential 2026 Arena Upgrades</li> <li>● Gathering quotes for Building Security Alarm upgrade</li> <li>● Working on repairs to HVAC System at Community Centre</li> </ul>



**DEPARTMENTAL REPORT**

<b>DEPARTMENT:</b>	<b>Municipal Enforcement</b>
<b>SUBMITTED BY:</b>	<b>Peace Officer Sam Zhao</b>
<b>COUNCIL DATE:</b>	<b>April 27, 2026</b>
<b>FOR MONTH OF:</b>	<b>March 2026</b>

<b>TOPIC #1</b>	Calls for Service – March
<b>STATUS OF PROJECT</b> <b>Completed:</b>	<ul style="list-style-type: none"> <li>Animal Carcass Disposal – 2</li> <li>Assist Fire – 1</li> <li>Assist Other Agency – 4</li> <li>Assist RCMP – 4</li> <li>Assist Resident – 7</li> <li>Assist Town Dept – 7</li> <li>Bylaw Violation: Dog Bylaw – 8</li> <li>Bylaw Violation: Snow Removal Bylaw – 4</li> <li>Bylaw Violation: Traffic Bylaw – 10</li> <li>Bylaw Violation: Unsightly Bylaw – 2</li> <li>Community Engagement – 3</li> <li>Damage to Property – 2</li> <li>Directed Patrol – 4</li> <li>Foot Patrol – 1</li> <li>Found Encampment – 1</li> <li>General Patrol – 8</li> <li>General Patrol – Off Hours – 16</li> <li>Injured Animal – 1</li> <li>Joint Force Operation – 1</li> <li>Provincial Violation: Traffic Safety Act – 6</li> <li>Provincial Violation: Trespass to Premises Act – 1</li> <li>School Zone Patrol – 8</li> <li>Threaten Peace Officer – 1</li> <li>Towed Vehicle – 3</li> <li>Traffic Complaint – 3</li> <li>Traffic Control – 2</li> <li>Traffic Enforcement – 5</li> <li>Traffic Enforcement – Off Hours – 1</li> <li>Traffic Safety Initiative – 6</li> </ul>
<b>Action Steps / Successes</b>	Municipal Enforcement responded to 122 calls for service in the month of Mar 2026

**Topic #2**

Municipal Enforcement continues to partner with the Sundre RCMP for 'Coffee with the Cops' at McDonald's. These sessions allow officers to engage directly with residents, address local concerns, and further strengthen community relations



<b>Topic #3</b>	The encampment behind a local business has been successfully removed, with a full site cleanup scheduled once the snow recedes. As the weather warms, Municipal Enforcement has begun receiving reports of new encampments within the town. Each situation will be assessed and managed on an individual basis, as we anticipate an increase in activity throughout the spring season.
<b>Topic #4</b>	Municipal Enforcement has identified several instances of graffiti on town and highway signage. The consistent lettering across these locations suggests a single individual is responsible. All incidents have been photographed and formal files have been generated. To maintain the integrity of our public spaces, referrals have been made to Community Services for immediate removal and remediation.

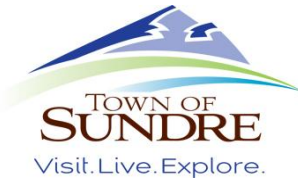


## DEPARTMENTAL REPORT

<b>DEPARTMENT:</b>	<b>Operations</b>
<b>SUBMITTED BY:</b>	<b>Jim Hall</b>
<b>COUNCIL DATE:</b>	<b>April 27, 2026</b>
<b>FOR MONTH OF:</b>	<b>March 2026</b>

<b>TOPIC / PROJECT #1</b>	<b>Gas Department</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	The gas department has completed 1 of 3 service requests (2 are still in construction phase). A 4-plex is scheduled for servicing within 2 weeks. The RMO station maintenance turnaround is scheduled for May 1.
<b>Action Steps / Successes</b>	<b>Delivery time for services for builders is being met within 3-4 weeks</b>
<b>TOPIC / PROJECT #2</b>	<b>Gas Dept. servicing cost analysis</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	The department has completed a study of the costs to install gas services. The average cost to builders has increased substantially.
<b>Action Steps / Successes</b>	<b>A single cost to all new customers will be incorporated into a future fees &amp; rates bylaw to ensure the Gas Coop recovers costs.</b>
<b>TOPIC / PROJECT #3</b>	<b>Fleet Department</b>
<b>STATUS OF PROJECT</b> <b>In progress: Yes</b> <b>Completed:</b>	The Fleet Manager has recorded servicing requirements and major repairs to the Kubota unit that is utilized for sidewalk snow sweeping. The department is anticipating the arrival of 2 replacement vehicles as approved in the 2026 Capital Plan
<b>Action Steps / Successes</b>	<b>Information to be brought to fall workshop regarding replacement of the Kubota.</b>
<b>TOPIC / PROJECT #4</b>	<b>Roads Department</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	The roads department continue with street sweeping of the major routes including Hwy 27. Once complete the residential RED zone will be swept
<b>Action Steps / Successes</b>	<b>Hwy 27 sweeping was scheduled as the Hwy contractor sweeping will not commence until May. The Hwy will be swept as required throughout the summer along with other roads</b>

<b>TOPIC / PROJECT #5</b>	<b>Alberta Emergency Management Agency AEMA</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	EM staff have received updates regarding the upcoming hazards season from various emergency sections. Sundre zone is expecting cooler/wetter conditions for the spring, with summer conditions changing to hot and dry per weather forecasts that are predicting that the La Nina will convert to El Nino in early summer
<b>Action Steps / Successes</b>	<b>Updates on any hazard issues will be provided.</b>
<b>TOPIC / PROJECT #6</b>	<b>Water Treatment /Wastewater Treatment</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	The department has recorded water treatment volume averages of 1000 cu/m/day with wastewater values of averages of 1200 cu/m/day. The correlating of potential leaks will commence in April and continue into May as part of the water loss monitoring plans
<b>Action Steps / Scheduled Events / Successes</b>	<b>The slight increase to the values are due to increased water use for sewer flushing and spring residential use. The lagoon values have increased due to heavy ground water infiltration and sewer flushing</b>
<b>TOPIC / PROJECT #7</b>	<b>Trans Canada Energy Pipeline Stabilization Project</b>
<b>STATUS OF PROJECT</b> <b>In progress:</b> <b>Completed: Yes</b>	TCE is adding stabilization to the pipeline crossings on the south side of the Red Deer River. Addition of large boulders on the adjacent banks will further protect the lines from erosion. There will be an increase to truck traffic on 7 <sup>th</sup> St SW and Bergen road
<b>Action Steps / Scheduled Events / Successes</b>	<b>TCE has provided full public communication and with the gas department. Anticipated completion date is mid-June 2026</b>



**DEPARTMENTAL REPORT**

<b>DEPARTMENT:</b>	<b>Economic Development</b>
<b>SUBMITTED BY:</b>	<b>Jon Allan</b>
<b>COUNCIL DATE:</b>	<b>April 27, 2026</b>
<b>FOR MONTH OF:</b>	<b>March 2026</b>

<b>TOPIC #1</b>	<b>Business Attraction, Retention and Expansion</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work conducted to support business development and diversification within Sundre.
<b>Action Steps / Successes</b>	<ol style="list-style-type: none"> <li>1) Under the <b>Alberta Advantage Immigration Program</b>,             <ol style="list-style-type: none"> <li>a. Assisted the new RES entrepreneur who moved to Sundre from China in February to find a location for his new Food Market (MW Fresh Market). MW Fresh Market is slated to open soon when renovations are complete. This is the third Rural Entrepreneur Stream candidate to successfully invest into Sundre since September, 2025.</li> <li>b. Responded to multiple RES-related emails.</li> <li>c. Conducted RES tour with prospective investor.</li> <li>d. Provided one final letter of support for an RES candidate; following this letter, we have advised all inquiries that our participation in the RES program is on pause due to a critically low vacancy rate, unless the candidate is willing to invest into new construction or an existing business.</li> </ol> </li> <li>2) The Downtown Area C-1 vacancy remains critically low at <b>1.3%</b>.</li> <li>3) Met several developers/capital market brokers to discuss building mixed-use developments, to address the critically low commercial vacancy rate and residential vacancy rate.</li> <li>4) Processed multiple business licenses.</li> <li>5) Hosted Central Alberta Economic Resilience Taskforce meeting with province to prepare for Provincial Trade Team meeting in May.</li> <li>6) Began planning for production of investment promotion reels in April.</li> <li>7) Met with regional partners about future of Local Intel economic development website subscription.</li> <li>8) Assisted Planning &amp; Development by drafting a mock visual site plan illustration for new coffee business on east side.</li> </ol>
<b>TOPIC #2</b>	<b>Mountain View Regional Film Office</b>
<b>STATUS OF PROJECT</b> <b>In progress</b>	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
<b>Action Steps / Successes</b>	<ol style="list-style-type: none"> <li>1. Continued working with partners on film office Standard Operating Procedures.</li> <li>2. Learned that the MVRFO was successful in receiving a grant (more information to come once public).</li> </ol>

	3. Planned with Alberta Film Commission for MVRFO presence at Banff World Media Festival.
<b>TOPIC #3</b>	<b>Tourism Development and Promotion</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.
<b>Action Steps /</b> <b>Successes</b>	<ol style="list-style-type: none"> <li>1. Continued online promotion of Sundre through social media.</li> <li>2. Corresponded with Travel Alberta about grant funding.</li> <li>3. Hosted booth at the Calgary Outdoor Adventure &amp; Travel Show to promote Sundre.</li> <li>4. 2026 Visitor Guides printed and distributed through Impact brochure distribution to over 100 racks in hotels and visitor areas (this is a new initiative).</li> </ol>
<b>TOPIC #4</b>	<b>Community Development</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
<b>Action Steps /</b> <b>Successes</b>	<ul style="list-style-type: none"> <li>- Attended interagency meeting.</li> <li>- Collaborating with Planning Department on development of Area Redevelopment Plan.</li> </ul>
<b>TOPIC #5</b>	<b>Events and Festivals</b>
<b>STATUS OF PROJECT</b> <b>Ongoing</b>	Events & Festivals of note
<b>Action Steps /</b> <b>Successes</b>	<ol style="list-style-type: none"> <li>1) Met with Winterfest co-organizers to plan for 2027.</li> <li>2) Spoke with area artist and community groups about their plan for a prospective art and culture festival</li> </ol>