



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
June 8, 2026  
5:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
  - 3.1 June 8, 2026
  - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
  - 4.1 May 25, 2026 Regular Council Meeting Minutes Pg.1
5. **Administration**
  - 5.1 RFD Viewing of New Fire Apparatus Pg. 6
6. **Delegation:**
  - 6.1 RFD Hwy 760 / Bergen Road Parking Concerns Pg. 7
7. **Bylaws/Policies:**
  - 7.1 RFD Bylaw 2026-07, Chief Administrative Officer Bylaw Pg. 8
  - 7.2 RFD Bylaw 2026-08 Protection of Privacy Bylaw Pg. 18
  - 7.3 RFD Bylaw 2026-09 Access to Information Bylaw Pg. 21
  - 7.4 RFD Bylaw 2026-10 Records Retention and Destruction Bylaw Pg. 24
  - 7.5 RFD Policy A-014-01-POL Protection of Privacy Management Plan Pg. 33
8. **Old Business:** None
9. **New Business:**
  - 9.1 RFD Q1 (2026) Financial Report Pg. 51
  - 9.2 RFD 2025 RSA Transfers Pg. 87
  - 9.3 RFD Sponsorship Mountain View Seniors Housing Foundation Golf Tournament Pg. 91
10. **Council Committee Reports: May 2026**
  - 10.1 RFD Council Committee Reports (written or verbal) Pg. 110
    - 10.1a\_Councillor Anderson
    - 10.1b\_Councillor Buchan
    - 10.1c\_Councillor Dalke
    - 10.1d\_Councillor Isaac Pg. 111
    - 10.1e\_Councillor Marr Pg. 112
    - 10.1f\_Councillor Petersen
    - 10.1g\_Mayor Warnock Pg. 113
  - 10.2 RFD Key Messages of Council, May 2026 Pg. 115
11. **Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 117
  - 11.1 Chinook's Edge School Division Board Meeting Highlights Pg. 118
  - 11.2 RCMP Community Safety Messages, June 2026 Pg. 119
  - 11.3 Mountain View County Letter to Minister Williams Pg. 126
  - 11.4 Parkland Regional Library System – Return on Investment Information, May's Draft Board Meeting Minutes & Board Talk Pg. 128
12. **Closed Meeting:**
  - 12.1 Advice From Officials, *Access To Information Act*, Section 29
  - 12.2 Advice From Officials, *Access To Information Act*, Section 29
  - 12.3 Local Public Body Confidences, *Access to Information Act*, Section 28
13. **Adjournment**

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Regular Council Meeting Minutes  
 Town of Sundre  
 Municipal Council Chambers  
 May 25, 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, May 25, 2026, commencing at 5:00 p.m.

**IN ATTENDANCE:** Mayor Richard Warnock  
 Councillor Jaime Marr  
 Councillor Connie Anderson  
 Councillor Todd Dalke  
 Councillor Owen Petersen  
 Councillor Cheri Buchan

**ABSENT:** Councillor Paul Isaac

**STAFF:** Chief Administrative Officer, Linda Nelson  
 Deputy Chief Administrative Officer, Ray MacIntosh  
 Director Community Development, Benazir Thaha Valencia  
 Legislative Executive Assistant, Betty Ann Formstone

**PUBLIC:** 1

**DELEGATION:** Sundre RCMP Detachment Commander, Sgt. Courtney Harding

**PRESS:** 1

**CALL TO ORDER:** The meeting was called to order at 5:00 p.m., with a moment of reflection on the business of the evening.

**PUBLIC HEARING:** **20260525: Bylaw 2026-02 Flood Overlay Bylaw**

The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

Mayor Warnock declared Public Hearing 20260525 relating to Bylaw 2026-02, Flood Overlay Bylaw now open at 5:01 p.m.

**ROLL CALL:** Mayor Warnock requested that anyone registered to attend the Public Hearing by phone to state their name and address for the record.

Legislative Executive Assistant confirmed there were no person(s) registered to call in to the Public Hearing.

**Purpose of Bylaw 2026-02** The purpose of Bylaw No. 2026-02 is to provide textual amendments to Land Use Bylaw 2018-10 to enhance the Town of Sundre’s flood risk management framework by clarifying and updating flood-related definitions and more clearly identifying varying levels of flood risk within the Flood Risk Overlay Map.

**Order of Presentations:**

- Confirmation of Notices;
- Development Authority’s report;
- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Any other person(s) deemed affected by the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.
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**Public Notifications** Administration verified that notification of the Public Hearing for Bylaw 2026-02 was published in the local newspaper on May 12<sup>th</sup> and May 19<sup>th</sup>, 2026 and on the Town’s website from May 12<sup>th</sup> to May 25<sup>th</sup>, 2026. Adjacent Landowner Notification was not necessary.

**Development Authority’s Report:**

The Development Authority, Benazir Thaha Valencia, delivered a verbal report accompanied by a PowerPoint presentation.

**Public Communications:** None

**Those in Favour of the Bylaw:** None

**Those in Opposition to the Bylaw:** None

**Other person(s) Deemed Affected by the Bylaw:** None

**Closing Statement:** The Development Authority provided a brief closing statement.

**Call for a Motion:** Mayor Warnock called for a motion to close the Public Hearing at 5:17 p.m.

*Res. 187-25-05-26* MOVED by Councillor Dalke that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20260525 pertaining to Bylaw 2026-02, being a bylaw to amend Land Use Bylaw 2018-10 to enhance the Town of Sundre’s flood risk management framework.

**CARRIED**

\_\_\_\_\_

\_\_\_\_\_ Initials

**AGENDA – AMENDMENTS AND ADOPTION:**

*Res. 188-25-05-26*                      MOVED by Councillor Anderson that the agenda be approved as amended.  
**ADD:** Item 12.2 Advice from Officials, *Access to Information Act*, Section 29  
**CARRIED**

Councillor Absence:                      *Councillor Isaac advised the CAO in compliance of s.14.6 of Council’s Procedural Bylaw.*

**ADOPTION OF THE PREVIOUS MINUTES:**

*Res. 189-25-05-26*                      MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on May 11, 2026 be approved as presented.  
**CARRIED**

**DELEGATION:**                              **Sundre RCMP Detachment Commander, Community Report**

*Res. 190-25-05-26*                      MOVED by Councillor Marr that the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre quarterly Community Policing Report and Crime Statistics as information.  
**CARRIED**

*Mayor Warnock called a break at 5:55 p.m.*  
*Mayor Warnock reconvened the meeting at 6:02 p.m.*

**BYLAWS/POLICIES:**                      **Bylaw 2026-02, Land Use Amendment – Flood Risk Area Development**

*Res. 191-25-05-26*                      MOVED by Councillor Buchan that the Town of Sundre Council give second reading to Bylaw 2026-02 being a bylaw to amend the Land Use Bylaw; and  
**CARRIED**

*Res. 192-25-05-26*                      MOVED by Councillor Dalke that the Town of Sundre Council give third reading to Bylaw 2026-02 being a bylaw to amend the Land Use Bylaw.  
**CARRIED**

**OLD BUSINESS:**                              **Cenotaph Fence**

*Res. 193-25-05-26*                      MOVED by Councillor Petersen that the Town of Sundre Council accept the CAO’s recommendation to bring this item forward to a future Council meeting pending further information from the Province.  
**CARRIED**

**NEW BUSINESS:**                              **Declaration – Seniors Week, June 1 – 7, 2026**

*Res. 194-25-05-26*                      MOVED by Councillor Anderson that the Town of Sundre Council declare the week of June 1 – 7, 2026 as “Seniors Week” in the Town of Sundre and that the Mayor be authorized to sign the declaration on behalf of Council and the citizens of Sundre.  
**CARRIED**

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 \_\_\_\_\_  
 Initials

**ADMINISTRATION:****Departmental Reports – April 2026***Res. 195-25-05-26*

MOVED by Councillor Marr that the Town of Sundre Council accept the April 2026 Department Reports as information.

**CARRIED****COUNCIL COMMITTEE****REPORTS:**

None

**COUNCIL KEY MESSAGE:**

None

**COUNCIL INVITATIONS /  
CORRESPONDENCE:****Letter of Response – Tumbler Ridge BC***Res. 196-25-05-26*

MOVED by Councillor Dalke that the Town of Sundre Council accept the letter of response from The District of Tumbler Ridge BC as information.

**CARRIED****Invitation to Mayor to attend Ponoka Stampede***Res. 197-25-05-26*

MOVED by Councillor Anderson that the Town of Sundre Council accept the invitation to Mayor Warnock to attend the Ponoka Stampede Events scheduled for Friday, June 26, 2026 from 8:30 a.m. to 4:45 p.m.  
*Attending: Mayor Warnock*

**CARRIED****Canada Day Flag Raising***Res. 198-25-05-26*

MOVED by Councillor Petersen that the Town of Sundre Council accepts the invitation to Mayor Warnock to participate in the Canada Day Flag Raising at Sundre Museum and Pioneer Village on Wednesday, July 1, 2026 at 11:00 a.m.  
*Attending: Mayor Warnock*

**CARRIED****Invitation to Eckville Parade***Res. 199-25-05-26*

MOVED by Councillor Buchan that the Town of Sundre Council accept the invitation to participate in the Eckville Parade scheduled for June 13, 2026 at 11:00 a.m.  
*Attending: Mayor Warnock, Councillor Isaac, Councillor Anderson*

**CARRIED****Invitation to Innisfail Parade***Res. 200-25-05-26*

MOVED by Councillor Petersen that Mayor Warnock and members of Council accept the invitation to participate in the Innisfail Rotary Pro Rodeo Parade scheduled for June 13, 2026 at 10:30 a.m.  
*Opposed: Unanimous*

**DEFEATED**


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 Initials

**Mountain View Seniors Housing Report**

Res. 201-25-05-26

MOVED by Councillor Marr that the Town of Sundre Council accept the Mountain View Seniors Housing Report as information.

**CARRIED**

**RCMP Community Safety Messaging**

Res. 202-25-05-26

MOVED by Councillor Anderson that the Town of Sundre Council accept the RCMP Community Safety Messaging for May 2026 as information and directs administration to post the messaging to the Town’s website and social media sites.

**CARRIED**

**CLOSED MEETING:**

Res. 203-26-05-26

MOVED by Councillor Petersen that the Town of Sundre Council go into a Closed Meeting at 6:37 p.m.

*Mayor Warnock called a break at 6:37 p.m.*

*Mayor Warnock reconvened the closed meeting at 6:51 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*
- 12.2 Advice From Officials, *Access to Information Act, Section 29*

Res. 204-26-05-26

MOVED by Councillor Anderson that Council return to an open meeting at 7:20 p.m.

**CARRIED**


**ADJOURNMENT**

Res. 205-26-05-26

MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:21 p.m.

**CARRIED**

These Minutes approved this 8<sup>th</sup> Day of June 2026.



Mayor, Richard Warnock

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

\_\_\_\_\_  
Initials



## REQUEST FOR DECISION

|                               |  |
|-------------------------------|--|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>                      |
| <b>SUBJECT</b>                | <b>RFD Viewing of New Fire Apparatus</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Legislative Services</b>              |
| <b>AGENDA ITEM</b>            | <b>5.1</b>                               |

### **BACKGROUND/PROPOSAL:**

Council approved the 10-year Capital Plan which includes several fire department equipment replacement projects. The Fire Department took possession of two units in May 2026; Unit 540, the Rapid Attack Wildland Unit used for rapid response to grass and brush fires, and Unit 560, Water Tender used for hauling water with the added capability of fighting fires.

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

Members of the Sundre Fire Department have brought to the Town Office for Council's viewing Units 540 and 560.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council thank the members of the Sundre Fire Department for bringing Units 540 and 560 to the Town Office for Council's viewing.

### **COSTS/FUNDING:** n/a

### **MOTION:**

That the Town of Sundre Council thank the members of the Sundre Fire Department for bringing Units 540 and 560 to the Town Office for Council's viewing and thank each and every member of the Fire Department for their dedication and commitment to provide fire services to our community.

Date Reviewed: June 3, 2026

CAO: *Donna Nelson*



**REQUEST FOR DECISION**

|                               |  |
|-------------------------------|--|
| <b>COUNCIL DATE</b>           | June 8, 2026   |
| <b>SUBJECT</b>                | RFD Delegation – Hwy 760 / Bergen Road Parking Concern |
| <b>ORIGINATING DEPARTMENT</b> | Legislative Services                                   |
| <b>AGENDA ITEM</b>            | 6.1  |

**BACKGROUND/PROPOSAL:**

An area resident has requested to address Council to express his concerns with vehicle parking on Highway 760 / Bergen Road

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

Verbal presentation.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the area resident's verbal presentation as information.

**COSTS/FUNDING:**

n/a

**MOTION:**

That Council accept the area resident's verbal presentation as information.

**Alternative:**

At Council's Discretion.

Date Reviewed: June 01, 2026

CAO: Amick Nelson



**REQUEST FOR DECISION**

|                               |   |
|-------------------------------|---|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>   |
| <b>SUBJECT</b>                | <b>RFD Bylaw 2026-07 Chief Administrative Officer Bylaw</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Legislative Services</b>                                 |
| <b>AGENDA ITEM</b>            | <b>7.1</b>  |

**BACKGROUND/PROPOSAL:**

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates a number of amendments to Town bylaws.

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

The *Access to Information Act*, Section 1(h)(iv) defines the “Head” of a Public Body as the Chief Officer of the public body. Section 98 of the Act requires that a local public body, by bylaw, must designate a person as the head of the local public body for the purposes of the Act.

The Bylaw and Policy Review Committee met on May 28, 2026 to review the Chief Administrative Officer Bylaw along with a number of bylaws and a policy required by the Province for compliance to the *Protection of Privacy Act* and the *Access to Information Act*.

Refer to Section 24 of Bylaw 2026-07.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council adopt Bylaw 2026-07, being the Chief Administrative Officer Bylaw for the Town of Sundre.

**COSTS/FUNDING:** n/a

**MOTION:**

That Council repeals Bylaw 2024-01 and amendments thereto.

That the Town of Sundre Council give first reading to Bylaw 2026-07, being the “Chief Administrative Officer Bylaw”, to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council give second reading to Bylaw 2026-07, being the “Chief Administrative Officer Bylaw”, to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-07, being the “Chief Administrative Officer Bylaw”, to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

That the Town of Sundre Council give third and final reading to Bylaw 2026-07, being the “Chief Administrative Officer Bylaw”, to establish the position of Chief Administrative Officer and to delegate specified powers, duties and functions to the Chief Administrative Officer.

**ATTACHMENTS:**

Bylaw 2026-07 “Chief Administrative Officer Bylaw”

|                                      |                          |
|--------------------------------------|--------------------------|
| Date Reviewed: June <u>01</u> , 2026 | CAO: <u>Amela Nob...</u> |
|--------------------------------------|--------------------------|



**TOWN OF SUNDRE**

**BYLAW 2026-07**

**A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DELEGATE SPECIFIED POWERS, DUTIES AND FUNCTIONS TO THE CHIEF ADMINISTRATIVE OFFICER**

**WHEREAS** Section 205 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, requires a council to establish by bylaw a position of chief administrative officer;

**AND WHEREAS** Sections 207 and 208 of the *Municipal Government Act* set forth the mandatory statutory responsibilities and major administrative duties of the chief administrative officer;

**AND WHEREAS** section 203 of the *Municipal Government Act* authorizes a council to delegate by bylaw, its powers, duties and functions to the chief administrative officer subject to prescribed limits;

**NOW THEREFORE** the Council of the Town of Sundre, duly assembled, enacts as follows:

**Short Title**

1. This Bylaw may be cited as the "Chief Administrative Officer Bylaw"<sup>11</sup>.

**Definitions**

2. In this Bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- (b) "Administration" means the general operations of the Town, including all personnel, financial and other related resources as permitted by the Act;
- (c) "Chief Administrative Officer" or "CAO" means the person appointed as chief administrative officer of the Town of Sundre;
- (d) "Council" means the municipal council of the Town of Sundre;
- (e) "Mayor" means the chief elected official of the Town of Sundre;

(f) "Town" means the municipal corporation of the Town of Sundre.

**Establishment**

3. The position of chief administrative officer is established, and the individual appointed to that position will have the title "Chief Administrative Officer" or "CAO".

**Appointment**

4. Council will, by resolution, appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the CAO's employment.

**Sub delegation**

5. Subject to the provisions of the Act, the Chief Administrative Officer is authorized to further delegate, and to authorize further delegations of any powers, duties and functions delegated to the CAO by Council under this, or any other bylaw, to a designated officer or an employee of the Municipality.

**General Authority**

6. The Chief Administrative Officer:

- (a) has all the powers and functions given to a chief administrative officer under the Act or any other enactment;
- (b) must carry out all of the duties and functions of a chief administrative officer as required by the Act or any other enactment;
- (c) has all the powers, duties and functions given to a designated officer, other than an assessor, under the Act or any other enactment;
- (d) has all the powers, duties and functions as delegated to the CAO by Council by this or any other bylaw;
- (e) may exercise such other powers, duties and functions as may be required by Council from time to time.

**Accountability**

7. The Chief Administrative Officer is accountable to Council for the exercise of all the CAO's powers, duties, and functions.

8. The Chief Administrative Officer is responsible for Administration in accordance with the objectives, policies and plans approved by Council.

9. The Chief Administrative Officer shall be the contact between Administration and Council and communication from Council to Administration shall flow through the CAO.
10. Except for the purposes of a general inquiry, or as otherwise approved by the Chief Administrative Officer, Council and individual members of Council will deal with Administration only through the CAO.
11. The Chief Administrative Officer's signature and the signatures of any other employee or designated officer with signing authority may be printed lithographed, or otherwise reproduced, including an electronic signature as defined in the *Electronic Transactions Act*.
12. The CAO shall report on all financial, legal and other matters that may be of interest to Council on a regular basis.

### **General Powers, Duties, Functions**

13. In addition to the statutory powers, duties and functions prescribed in the Act, the Chief Administrative Officer shall:
  - (a) co-ordinate, direct, supervise, and review the performance of employees of the Town;
  - (b) provide corporate leadership in ensuring that all the Town's policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
  - (c) advise, inform, and make recommendations to Council regarding:
    - (i) the operations of the Town,
    - (ii) the financial condition of the Town, and
    - (iii) Council policies, procedures and programs as may be necessary or desirable to carry out the powers, duties and functions of the Town;
  - (d) prepare and submit, annually or as otherwise directed by Council, operating and capital budgets for Council approval;
  - (e) prepare and submit to Council quarterly reports of operating and capital revenues and expenses with explanations of any material variances and account reallocations;
  - (f) regularly report to Council on all matters and issues affecting the Town including progress on Council's directions, plans, policies and strategic goals;

- (g) prepare and submit to Council such other reports and recommendations as may be required by Council or deemed advisable by the CAO;
- (h) attend, or be represented by a designate, at all meetings of Council except where all or part of the meeting is closed to the public to discuss the CAO's employment agreement or performance evaluation;
- (i) attend, or be represented by a designate, at all meetings of such Council committees, boards, authorities and other bodies as are required by Council;
- (j) ensure the prompt and proper handling by Administration of all requests, enquiries, and complaints by residents of the Town, including development of appropriate administrative procedures for dealing with complaints;
- (k) unless Council directs otherwise, act as the Town's liaison with external organizations and representatives;
- (l) keep informed about community and governmental affairs and advise Council on issues and trends.

#### **Acting CAO**

14. In the event of a temporary absence of the Chief Administrative Officer, the CAO may designate an employee of the Town as Acting CAO and delegate all or any portion of the powers, duties, and functions of the CAO, and that employee shall be entitled to carry out those delegated powers, duties and functions of the CAO during the temporary absence of the CAO.
15. If the Chief Administrative Officer does not designate an Acting CAO prior to the CAO's temporary absence, Council may appoint an Acting CAO.

#### **Human Resources**

16. All employees and agents of the Town are subject to the supervisions and direction of the Chief Administrative Officer.
17. The Chief Administrative Officer shall develop comprehensive employee policies and programs for the Town.
18. The Chief Administrative Officer is authorized to:
  - (a) establish the structure of Administration, including establishing, merging, dividing and eliminating departments, and establishing a managerial hierarchy, but shall keep Council informed of any changes to the organizational structure;

- (b) within Council approved budget appropriations and subject to any applicable legislation and any contract or agreement binding on the Town:
  - (i) hire, appoint, transfer or promote any employee of the Town,
  - (ii) evaluate, discipline, suspend, demote, or remove any employee of the Town, and
  - (iii) determine salaries, benefits, hours of work and other working conditions;
- (c) establish and implement all policies, procedures, standards and guidelines for all matters within the powers of the CAO;
- (d) conduct audits, investigations, and studies of Administration, as the CAO deems necessary, subject to the right of Council to direct audits, investigations, and studies it sees fit.

### **Financial Powers and Functions**

19. The Chief Administrative Officer is authorized to:

- (a) open and close accounts that hold the money of the Town;
- (b) expend funds and arrange for the procurement of goods and services within the budget appropriations and approvals of Council as may be required for operating and capital purposes;
- (c) expend funds and arrange for the acquisition of land within the budget appropriations and approvals of Council as may be required for operating and capital purposes;
- (d) in cases of an emergency, as determined by the CAO, expend monies for the emergency that are not in an approved budget and report to Council on the implications of those expenditures at the next meeting of Council;
- (e) invest funds on behalf of the Town in such amounts and on such terms as are permitted under the Act;
- (f) monitor and control expenditures within the budgets approved by Council and authorize expenditures, from time to time, that are outside the department budget or moving from one department to another provided that such expenditure does not put the Town in a deficit position;
- (g) with respect to approved expenditures where the expenditure is eligible to be funded from more than one source of grant funding, reallocating grant funding from one approved expenditure to another, provided the expenditure remains within the budgets

approved by Council and consistent with the requirements of each eligible source of grant funding and subsequently report to Council on the amounts moved and the implications of moving the amounts.

### **Legal Matters**

20. The Chief Administrative Officer is authorized to:

- (a) retain and instruct legal counsel to provide legal services to the Town;
- (b) initiate or respond to claims and make, in the best interests of the Town, all decisions regarding admissions, strategy and procedure;
- (c) approve agreements to release and waive the Town from liability for claims;
- (d) approve the settlement of insured claims advanced by or against the Town, and report all settlement claims to council as soon as reasonable practical;
- (e) approve the settlement of uninsured claims advanced by the Town where the difference between the amount claimed and the amount recovered does not exceed \$150,000 in addition to judgment interest and legal costs;
- (f) approve the settlement of uninsured claims against the Town where the amount claimed and the amount payable by the Town does not exceed \$150,000 in addition to judgment interest and legal costs; and
- (g) pay any amounts which the Town is legally required to pay pursuant to an Order of Judgment of a court, board, or other tribunal of competent jurisdiction, relating to an action, claim or demand against the Town.

21. If, in accordance with section 19, the Chief Administrative Officer approves the settlement of a claim or pays an amount that the Town is legally required to pay the Chief Administrative Officer shall report to Council on the matter at the next Council meeting.

### **Contracts and Agreements**

22. The Chief Administrative Officer is authorized to:

- (a) retain and instruct legal counsel to provide legal services to the Town;
- (b) retain the services of any individual or corporation for purposes related to the operations of the Town and complete all necessary documents required for the provision of such services, provided the expenditure under the agreement is included in an approved budget;

- (c) except as otherwise instructed by Council, award all tenders and enter into all agreements required for the completion of such tenders in accordance with approved Council policies, administrative directives, or guidelines, and subject to:
  - (i) the expenditure being included in an approved budget;
  - (ii) the tender being subject to a competitive bid process;
  - (iii) the contract being awarded to the bidder offering the overall best value;
- (d) exercise all of the powers, duties and functions of a council or a municipality as prescribed under Part 10 - Taxation, of the Act, except as are to be done by bylaw, specifically reserved for Council pursuant to section 347 of the Act or delegated to the Town's assessor authorized under bylaw, and enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under Part 10 of the Act;
- (e) enter into all agreements and contracts incidental to the development and subdivision of land within the Town's boundaries pursuant to Part 17 of the Act and complete any and all documents required for or incidental to such development or subdivision;
- (f) grant and revoke all powers of attorney allowing the Town's staff to execute all required documents, including without limitation, discharges, postponements, and affidavits, pertaining to land, or an interest in land, including those granted prior to the date of this Bylaw;
- (g) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment;
- (h) sign:
  - (i) along with the person presiding at the meeting, all minutes of Council and Council committee meetings,
  - (ii) along with the Mayor, all bylaws,
  - (iii) along the Mayor or any other person authorized by Council, cheques and other negotiable instruments,
  - (iv) acting alone, all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw, or statute;

- (i) enter into funding agreements with the Alberta Government and non-profit organizations for the provision of the family and community support services program in accordance with approved budget amounts and the *Family and Community Support Services Act*, R.S.A. 2000, c. F-3 and the *Family and Community Support Services Regulations*, AR 218/94;
- (j) enter into any agreements necessary to provide insurance coverage and performance bonds for the Town;
- (k) enter into provincial and federal grant funding agreements.

### **Municipal Enforcement**

23. The Chief Administrative Officer is authorized to:

- (a) prepare and issue distress warrants, and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears pursuant to the Act;
- (b) carry out inspections, remedies, enforcement or actions pursuant to section 542 of the Act where the Act or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- (c) make determinations and issue orders pursuant to the Act or any other statute, enactment or bylaw which the Town is authorized to enforce, in accordance with sections 545 and 546 of the Act;
- (d) add amounts to the tax roll of a parcel of land in accordance with sections 553 and 553.1 of the Act;
- (e) designate any road as one which is closed temporarily in whole or in part to traffic, as authorized by the Act or any other enactment and cause such road to be marked;
- (f) grant an application for a leave of absence without pay to an employee seeking to be nominated as a candidate in a municipal election, pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c. L-21;
- (g) conduct a census when required by Council and submit population affidavits in accordance with the requirements of the Act.

### **Access to Information and Protection of Privacy Head**

24. The Chief Administrative Officer is the head of the Town, including any board, committee, commission, panel, agency, or corporation that is created or owned by the Town, for the purposes of the *Access to Information Act and Protection of Privacy Act*.

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**Employment Agreement**

25. There shall be a separate contract of employment approved by Council and executed by the Mayor on behalf of the Town and the Chief Administrative Officer on the CAO's behalf which shall contain the terms and provisions negotiated and agreed upon between Council and the CAO which shall govern the employment of the CAO with the Town unless and until amended by mutual agreement in writing signed by both parties.

**Performance Evaluation**

26. Annually during the currency of the Chief Administrative Officer's employment with the Town, Council shall provide the CAO with a written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO's responsibilities under the Act and this Bylaw.

**Conflict**

27. The provisions of this Bylaw shall prevail in any case where there is a conflict between this Bylaw and any previous resolution or bylaw of Council.

28. If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, all other provisions remain valid.

**Coming into force**

29. This Bylaw shall come into effect when it has received third reading and has been duly signed.

**Repeal**

30. Chief Administrative Officer Bylaw No. 2024-01 is repealed.

Read for a first time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

Read for a second time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

Given Unanimous Consent to Proceed to a third reading this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_

Read for a third and final time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_.

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

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



REQUEST FOR DECISION

|                               |   |
|-------------------------------|---|
| <b>COUNCIL DATE</b>           | June 8, 2026                                  |
| <b>SUBJECT</b>                | RFD Bylaw 2026-08 Protection of Privacy Bylaw |
| <b>ORIGINATING DEPARTMENT</b> | Legislative Services                          |
| <b>AGENDA ITEM</b>            | 7.2   |

**BACKGROUND/PROPOSAL:**

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates a number of new bylaws to be adopted by Council.

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

The purpose of this Bylaw is to establish the administrative structure of the Town of Sundre in relation to the *Protection of Privacy Act*, and to establish a directory of personal information banks and a privacy management plan.

The Bylaw and Policy Review Committee met on May 28, 2026 to review a number of bylaws and a policy required by the Province for compliance to the *Protection of Privacy Act* and the *Access to Information Act*.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council adopt Bylaw 2026-08 the Protection of Privacy Bylaw.

**MOTION:**

That the Town of Sundre Council give first reading to Bylaw 2026-08, being the “Protection of Privacy Bylaw” to establish the administrative structure of the Town of Sundre in relation to the Protection of Privacy Act, and to establish a directory of personal information banks and a privacy management plan.

That the Town of Sundre Council give second reading to Bylaw 2026-08, being the “Protection of Privacy Bylaw” to establish the administrative structure of the Town of Sundre in relation to the Protection of Privacy Act, and to establish a directory of personal information banks and a privacy management plan.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-08, being the “Protection of Privacy Bylaw” to establish the administrative structure of the Town of Sundre in relation to the Protection of Privacy Act, and to establish a directory of personal information banks and a privacy management plan.

That the Town of Sundre Council give third and final reading to Bylaw 2026-08, being the “Protection of Privacy Bylaw” to establish the administrative structure of the Town of Sundre in relation to the Protection of Privacy Act, and to establish a directory of personal information banks and a privacy management plan.

**ATTACHMENTS:**

Bylaw 2026-08 “Protection of Privacy Bylaw”

|                              |                        |
|------------------------------|------------------------|
| Date Reviewed: June 01, 2026 | CAO: <u>Amdé Nebou</u> |
|------------------------------|------------------------|



TOWN OF SUNDRE

BYLAW NO. 2026-08

**A BYLAW OF THE TOWN OF SUNDRE TO DESIGNATE A PERSON AS THE HEAD FOR THE TOWN OF SUNDRE FOR THE PURPOSES OF THE PROTECTION OF PRIVACY ACT, TO ESTABLISH A DIRECTORY OF PERSONAL INFORMATION BANKS AND TO ESTABLISH A PRIVACY MANAGEMENT PLAN**

**WHEREAS**, pursuant to section 55(1) of the *Protection of Privacy Act, SA 2024 c P-28.5*, the Town of Sundre may designate to any person any power, duty of function of the head under this Act, except the power to delegate;

**AND WHEREAS**, pursuant to section 55(2) of the *Protection of Privacy Act, SA 2024, c P-28.5*, a delegation under 55(1) must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate;

**AND WHEREAS**, pursuant to section 57(2) of the *Protection of Privacy Act, SA 2024, c P-28.5*, the head of the Town of Sundre must publish a directory, in printed or electronic form, that list Town of Sundre personal information banks;

**AND WHEREAS** pursuant to section 6(1) of the *Protection of Privacy Act (Ministerial) Regulation, Alta Reg 143/2025*, the Town of Sundre must establish a Privacy Management Plan;

**NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, C. M-26, AS AMENDED, HEREBY ENACTS THE FOLLOWING:**

**1. NAME OF BYLAW**

This Bylaw may be cited as "Protection of Privacy Bylaw."

**2. PURPOSE OF BYLAW**

The purpose of this Bylaw is to establish the administrative structure of the Town of Sundre in relation to the *Protection of Privacy Act*, and to establish a directory of personal information banks and a privacy management plan.

**3. DEFINITIONS**

3.1 In this Bylaw, unless the context otherwise requires:

3.1.1 "Act" means the *Access to Information Act, SA 2024, Chapter A-1*, and/or the *Protection of Privacy Act, SA 2024, c P-28.5*;

3.1.2 "Chief Administrative Officer" means the person appointed as the Chief Administrative Officer (CAO) for the Town of Sundre under section 205 of the *Municipal Government Act, RSA, 2000 Chapter M26*, or designate;

3.1.3 "Town" means the Town of Sundre;

3.1.4 "Personal Information Bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual;

3.1.5 "Privacy Management Plan" means a privacy management program established and implemented under section 25 of the *Protection of Privacy Act* (POPA);

3.1.6 "Regulation" means the *Protection of Privacy Act (Ministerial) Regulation*, Alta Reg 143-2025.

**4. DESIGNATED HEAD**

- 4.1 For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Town of Sundre.
- 4.2 The Chief Administrative Officer may delegate, in writing, to any person any power, duty or function of the Head under the Act, except the power to delegate.
- 4.3 The Chief Administrative Officer shall establish a Personal Information Bank.
- 4.4 The Chief Administrative Officer shall establish a Privacy Management Plan.

**5. PRIVACY OFFICER**

- 5.1 For the purposes of the Act, the Chief Administrative Officer shall designate a member and one alternative member of the Town of Sundre administration as the Privacy Officer.

**6. SEVERABILITY & REPEAL**

- 6.1 Should any provision of the Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw, and such severance will not affect the validity of the remaining portions of this bylaw except to the extent necessary to give effect to such severance.

**7. EFFECTIVE DATE**

- 7.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Mayor and Chief Administrative Officer.

Read for a first time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

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

Given Unanimous Consent to Proceed to third and final reading this \_\_\_\_ day of \_\_\_\_ 2026; Motion # \_\_\_\_\_;

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

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

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



## REQUEST FOR DECISION

|                               |  |
|-------------------------------|--|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>                                  |
| <b>SUBJECT</b>                | <b>RFD Bylaw 2026-09 Access to Information Bylaw</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Legislative Services</b>                          |
| <b>AGENDA ITEM</b>            | <b>7.3</b>   |

### **BACKGROUND/PROPOSAL:**

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates a number of new bylaws to be adopted by Council.

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

The purpose of this Bylaw is to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

The Bylaw and Policy Review Committee met on May 28, 2026 to review a number of bylaws and a policy required by the Province for compliance to the *Protection of Privacy Act* and the *Access to Information Act*.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council adopt Bylaw 2026-09 the Access to Information Bylaw.

### **MOTION:**

That the Town of Sundre Council give first reading to Bylaw 2026-09, being the "Access to Information Bylaw" to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

That the Town of Sundre Council give second reading to Bylaw 2026-09, being the "Access to Information Bylaw" to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-09, being the "Access to Information Bylaw" to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

That the Town of Sundre Council give third and final reading to Bylaw 2026-09, being the "Access to Information Bylaw" to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

### **ATTACHMENTS:**

Bylaw 2026-09 "Access to Information Bylaw"

Date Reviewed: June 01, 2026

CAO: Amida Nelson



**TOWN OF SUNDRE**

**BYLAW NO. 2026-09**

**A BYLAW OF THE TOWN OF SUNDRE TO DESIGNATE A PERSON AS THE HEAD FOR THE TOWN OF SUNDRE FOR THE PURPOSES OF THE *ACCESS TO INFORMATION ACT* AND TO SET FEES THEREUNDER**

**WHEREAS**, pursuant to section 98 (a) of the *Access to Information Act*, SA 2024, c A-1.4, the Town of Sundre must designate a person or group of persons as the head of the local public body for the purposes of the Act;

**AND WHEREAS**, pursuant to section 98 (b) of the *Access to Information Act*, SA 2024, c A-1.4, the Town of Sundre may set any fees the municipality requires to be paid under section 96, which must not exceed the fees provided for in the *Access to Information Act Regulation AR 133/2025*;

**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 "Access to Information Bylaw."

**2. PURPOSE OF BYLAW**

The purpose of this Bylaw is to establish the administrative structure of the Town of Sundre in relation to the *Access to Information Act*, and to set fees thereunder.

**3. DEFINITIONS**

3.1 In this Bylaw, unless the context otherwise requires:

3.1.1 "Act" means the *Access to Information Act*, SA 2024, Chapter A-1.;

3.1.2 "Applicant" has the same meaning as defined in the Act;

3.1.3 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;

3.1.4 "Town" means the Town of Sundre

**4. DESIGNATED HEAD**

4.1 For the purpose of Section 98 of the Act, the Chief Administrative Officer is designated as the Head of Town of Sundre.

4.2 The Chief Administrative Officer may delegate, in writing, to any person any power, duty or function of the Head under the Act, except the power to delegate.

**5. FEES**

5.1 Whereas an Applicant is required to pay a fee for services under the *Access to Information Act* the fee payable is in accordance with the *Access to Information Act Regulation*, AR 133/2025, as

amended from time to time or any successor regulation that sets fees to access information.

**6. SEVERABILITY & REPEAL**

6.1 Should any provision of the Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw, and such severance will not affect the validity of the remaining portions of this bylaw except to the extent necessary to give effect to such severance.

6.2 Bylaw 738 is hereby repealed.

**7. EFFECTIVE DATE**

7.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Mayor and Chief Administrative Officer.

Read for a first time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

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

Given Unanimous Consent to Proceed to third and final reading this \_\_\_\_ day of \_\_\_\_ 2026; Motion # \_\_\_\_\_;

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

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

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



**REQUEST FOR DECISION**

|                               |  |
|-------------------------------|--|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>  |
| <b>SUBJECT</b>                | <b>RFD Bylaw 2026-10 Records Retention &amp; Destruction Bylaw</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Legislative Services</b>  |
| <b>AGENDA ITEM</b>            | <b>7.4</b>   |

**BACKGROUND/PROPOSAL:**

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates a number of bylaws to be amended and/or adopted by Council.

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

Council adopted Bylaw 04-13 Records Retention and Destruction Bylaw at a Regular Council Meeting held on May 21, 2013. Since that time, several changes to the *Municipal Government Act*, and the introduction of the *Protection of Privacy Act* and the *Access to Information Act* required a review of the bylaw to modernize the language and specific documents collected and stored by the Town and to ensure compliance with the Acts. Once adopted, the bylaw will serve as a resource document to the Privacy Management Plan required by the Privacy Commissioner who is responsible for the protection of the rights of individuals. The Town of Sundre collects an individual’s personal data in many forms, such as, utility and tax billing, safety code permits, cash receipting and election voters list to name a few.

The Bylaw and Policy Review Committee met on May 28, 2026 to review a number of bylaws and a policy required by the Province for compliance to the *Municipal Government Act*, the *Protection of Privacy Act* and the *Access to Information Act*.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council adopt Bylaw 2026-10 the Records Retention and Destruction Bylaw.

**MOTION:**

That Council repeal Bylaw 04.13

That the Town of Sundre Council give first reading to Bylaw 2026-10, being the “Record Retention and Destruction Bylaw”.

That the Town of Sundre Council give second reading to Bylaw 2026-10, being the “Record Retention and Destruction Bylaw”.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-10, being the “Record Retention and Destruction Bylaw”.

That the Town of Sundre Council give third and final reading to Bylaw 2026-10, being the “Record Retention and Destruction Bylaw”.

**ATTACHMENTS:**

Bylaw 2026-10 “Records Retention and Destruction”

|                                      |                          |
|--------------------------------------|--------------------------|
| Date Reviewed: June <u>01</u> , 2026 | CAO: <u>Donna Nelson</u> |
|--------------------------------------|--------------------------|



7.4a

**TOWN OF SUNDRE  
BYLAW NO. 2026-10**

**A BYLAW TO PROVIDE A SCHEDULE OF RETENTION PERIODS FOR THE RECORDS OF THE TOWN OF SUNDRE.**

**WHEREAS**, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, s. 63 as amended or replaced from time to time, provides that a Council may by Bylaw, revise any of its bylaws or any one or more provisions of them.

**WHEREAS** the *Municipal Government Act, RSA 2000, Chapter M-26, Section, Section 214(1)* states: A Council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made, and further;

214(2) a Council may pass a bylaw respecting the destruction of other records and documents of the municipality; and further

214(3) a Bylaw under subsection (2) must provide that if an individual’s personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

**NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, C. M-26, AS AMENDED, HEREBY ENACTS THE FOLLOWING:**

**NAME OF BYLAW**

This Bylaw may be cited as “Records Retention and Destruction Bylaw.”

**REPEAL:** Bylaw 04.13 is repealed.

Read for a first time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

Read for a second time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_;

Given Unanimous Consent to Proceed to a third reading this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_

Read for a third and final time on this \_\_\_\_ day of \_\_\_\_ 2026; Motion No. \_\_\_\_\_.

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

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

### Appendix 1

**LEGEND:**
**Records for final disposition can be identified as follows:**
**A** - Archives

**D** - Destroy

**P** - Permanent

**R** - Review

**S/O** - Superseded (replaced or take the place of) or **Obsolete** (no longer in use)

**SR** - Selective Retention

**T** - Transfer

| Subject        | Description   | Suggested Retention Period in Years       | Disposal Recommendation      |
|----------------|---|---|------------------------------|
| Accountants    | Working Papers  | 7   | D                            |
| Accounts       | Payable Edit Listing<br>Receivable Ledger<br>Receivable Paid Invoices<br>Payable vouchers                                     | 7   | D                            |
| Administration | Reports (not part of Minutes)   | 7   | D                            |
| Advertising    | General<br>As per legislation or Bylaws   | 2<br>7                                    | D                            |
| Agendas        | Special Council Meeting<br>Part of Minutes  | P   | A                            |
| Agreements     | General (Pre-Authorized Banking)<br>Development<br>Major Legal<br>Minor Legal<br>Site Plan Approval<br>Rental Services        | 12 S/O<br>P<br>12 S/O<br>12 S/O<br>P<br>7 | SR<br>A<br>A<br>SR<br>A<br>D |
| Animal Control | Paid Tickets  | 7   | D                            |
| Annexations    | Correspondence (All)<br>Final Order   | 7<br>P                                    | SR<br>A                      |
| Annual Reports | Financial<br>Local Boards   | P<br>7                                    | A<br>D                       |
| Applications   | Site Plan Approval<br>Zoning Amendment<br>Part-time employees (after end of Employment)<br>Subdivision (after final approval) | P<br>P<br>1<br>P                          | D<br>D<br>D<br>D             |

|                      |                                  |        |    |
|----------------------|----------------------------------|--------|----|
| Appointments         | Other than those in minutes      | 3      | D  |
| Architect Drawings   | Buildings, Park Sites, etc.      | P      | A  |
| Assessments          | Rolls                            | P      | A  |
|                      | Court of Revisions (minutes)     | P      | A  |
|                      | Court of Revision work file      | 5      | D  |
|                      | Appeals                          | 12     | SR |
|                      | Court of Revision Records        | 7      | D  |
|                      | Assessment Review                |        | A  |
|                      | Board (ARB) Minutes              | P      | D  |
|                      | ARB Work File                    | 7      | D  |
|                      | ARB Records                      | 7      | D  |
|                      | Duplicate roll                   | 7      | D  |
| Review Court Records | 7                                | D      |    |
| Assessment Appeal    | Board File                       | 5      | D  |
| Assets               | Insurance (After expiration)     | 15     | SR |
|                      | Assets                           | 20 S/O | SR |
|                      | Records of Disposal              | 5      | D  |
|                      | Temporary Files                  | 2      | D  |
| Bank                 | Deposit Books                    | 7      | D  |
|                      | Deposit Slips                    | 7      | D  |
|                      | Reconciliation (working file)    | 7      | D  |
|                      | Statements                       | 7      | D  |
| Boards               | Minutes                          | P      | A  |
|                      | Authority & Structure            | 5 S/O  | A  |
|                      | Routing Correspondence           | 5      | D  |
| Briefs/Reports       | To Council                       | 7      | D  |
| Budgets              | Final Capital (in minutes)       | P      | A  |
|                      | Final Operating (in minutes)     | P      | A  |
|                      | Estimates Working Papers         | 3      | D  |
| Bylaws               | All                              | P      | D  |
| Building             | Inspection Records               | P      | A  |
| Cash                 | Receipts Journal                 | 7      | A  |
|                      | Disbursements Journal            | 7      | A  |
| Certificates         | Certificate of Title             | P      | A  |
| Census               | Reports                          | 12     | SR |
| Cheques              | Register (Disbursements Journal) | 7      | SR |
| Claims               | Notices of                       | 12 S/O | SR |
|                      | Statements of                    | 12 S/O | SR |

|                                  |  |              |           |
|----------------------------------|--|--------------|-----------|
| Committee                        | Minutes                                      | P            | A         |
| Compensation                     | Records                                      | P            | SR        |
| Contracts                        | Files (completion of)                        | 12 S/O       | SR        |
|                                  | Major Legal                                  | 12 S/O       | A         |
|                                  | Minor Legal                                  | 12 S/O       | SR        |
|                                  | Forms  | 12           | D         |
| Correspondence                   | General                                      | 7            | D         |
|                                  | Historical                                   | P            | A         |
| Council                          | Minutes                                      | P            | A         |
| <i>Court of Revisions</i>        | <i>Minutes</i>                               | <i>P</i>     | <i>A</i>  |
|                                  | <i>Work file</i>                             | <i>5</i>     | <i>D</i>  |
|                                  | <i>Court Cases</i>                           | <i>P</i>     | <i>SR</i> |
| <i>Debentures</i>                | <i>And coupons (paid upon maturity)</i>      | <i>P</i>     | <i>A</i>  |
|                                  | <i>Register</i>                              | <i>P</i>     | <i>A</i>  |
|                                  | <i>Summaries</i>                             | <i>7</i>     | <i>D</i>  |
|                                  | <i>Working Papers</i>                        | <i>7</i>     | <i>D</i>  |
| <i>Deeds</i>                     |  | <i>P</i>     | <i>A</i>  |
| <i>Design</i>                    | <i>Estimates</i>                             | <i>3</i>     | <i>D</i>  |
|                                  | <i>Files</i>                                 | <i>15</i>    | <i>D</i>  |
| Destroyed Records Index          |  | P            | A         |
| Documents                        | Agreements (Major Legal)                     | 12 S/O       | SR        |
|                                  | Agreements (Minor Legal)                     | 12 S/O       | SR        |
|                                  | Contracts (Major Legal)                      | 12 S/O       | SR        |
|                                  | Contracts (Minor Legal)                      | 12 S/O       | SR        |
|                                  | <i>Deeds</i>                                 | <i>P</i>     | <i>A</i>  |
|                                  | Easements                                    | P            | A         |
|                                  | <i>Franchise</i>                             | <i>P</i>     | <i>A</i>  |
|                                  | Leases (After expiration)                    | 12 S/O       | SR        |
|                                  | Notices of Change of Land Titles             | 12 S/O       | A         |
|                                  | <i>Real Estate Files</i>                     | <i>P</i>     | <i>A</i>  |
| Not Part of Bylaws               | 12 S/O                                       | SR           |           |
| <i>Drainage Records Drawings</i> |  | <i>P</i>     | <i>A</i>  |
| Elections (Regulated LAEA)       | Voters List                                  | <b>P</b>     | A         |
|                                  | Nomination Paper: sec. 28(7)                 | 4            | SR        |
|                                  | Ballot Box Contents: sec. 101(1)             | Min. 6 weeks | SR        |
| Engineering                      | Drawings                                     | P            | A         |
|                                  | Files  | 15           | D         |
| Employee Benefits                | A.B.X., etc. Files                           | 5            | D         |
|                                  | W.C.B. Claims                                | P            | A         |
| Employees                        | Job Applications (Hired-Permanent Full-time) | 3            | A         |
|                                  | Job Application (Not hired)                  | 1            | D         |

|                      |   |                                 |    |
|----------------------|---|---------------------------------|----|
|                      | Job Application (Part-time- after<br>end of employment) | 1                               | D  |
|                      | Oaths of Office   |                                 |    |
|                      | Personnel File  | 3 (after position)<br>abolished | D  |
|                      |   | P                               | D  |
| <i>Expropriative</i> | All Correspondence                                      | P                               | A  |
| Financial Statement  | General Ledger  | P                               | D  |
|                      | Working Papers (Final)                                  | 7                               | D  |
|                      | Final   | P                               | A  |
|                      | Audit   | P                               | A  |
|                      | <del>Interim</del>                                      | 10                              | D  |
| Fire                 | Apparatus Files (After disposition)                     | 5                               | D  |
|                      | Fire Incident Log-books                                 | P                               | D  |
| Franchises           |   | P                               | A  |
| <i>Fuel Tickets</i>  |   | 1                               | D  |
| <i>Gas Lines</i>     | <i>Location Records</i>                                 | P                               | A  |
| <i>General</i>       | <i>Ledger (Year-end)</i>                                | P                               | A  |
|                      | <i>Journal</i>  | P                               | A  |
| Income Tax           | Deductions  | 7                               | D  |
|                      | TD1 Forms   | 1                               | D  |
|                      | T4 Slips  | P                               | SR |
|                      | T4 Summaries  | P                               | SR |
| Inquires             | From the Public   | 3                               | D  |
| Insurance            | Claims  | 12(After settled)               | A  |
|                      | Records (After Expiration)                              | 12                              | SR |
| <i>Inventory</i>     | <i>Records (After superseded)</i>                       | 15                              | SR |
| <i>Investment</i>    | <i>Files</i>  | 7                               | D  |
| Journals             | General   | P                               | A  |
| Land                 | Appraisals  | 1 year(after sold)              | SR |
|                      | Files   | P                               | A  |
|                      | Surveys   | P                               | A  |
| Leases               | After Expiration  | 12 S/O                          | SR |
| Ledgers              | General (Year-end)                                      | P                               | A  |
|                      | Subsidiary  | 7                               | D  |
| Legal                | Opinions  | 12 S/O                          | A  |
|                      | Proceedings   | 12 S/O                          | A  |
|                      | Court Orders  | P                               |    |
| Legislation          | Acts (After superseded)                                 | 1                               | D  |

|  |  |          |          |
|--|--|----------|----------|
| Licenses                                 | Business                                 | 5        | D        |
|  | Dog (summary)                            | 3        | D        |
|  | Business License Applications            | 5        | D        |
| Local Improvements                       | Appeals (After debenture finished)       | 7        | D        |
|  | Decisions (After debenture finished)     | 7        | D        |
|  | Notices (After debenture finished)       | 7        | D        |
|  | Records                                  | P        | A        |
|  | General Correspondence                   | 10       | SR       |
| Maintenance                              | Reports                                  | 7        | D        |
|  | Playground Maintenance                   | 7        | D        |
| Maps                                     | Base (original)                          | P        | A        |
|  | Contour                                  | P        | A        |
| Minutes                                  | Board                                    | P        | A        |
|  | Council                                  | P        | A        |
|  | Committee                                | P        | A        |
| Monthly Reports                          | Sewage Treatment Plant                   | 7        | D        |
|  | Roads                                    | 7        | D        |
| Municipal Affairs                        | Annual Reports                           | 5        | D        |
| <i>Orders</i>                            | <i>Stop Orders (Planning Act)</i>        | 20       | D        |
|  | <i>To Remove Buildings Etc. (M.G.A.)</i> | 20       | D        |
| Organization                             | Structure & Records                      | P        | A        |
| Payroll                                  | Individual Earnings Record               | P        | A        |
|  | Summary Card                             | P        | A        |
|  | Time Distribution Sheets                 | 5        | D        |
|  | Time Sheets-Daily                        | 5        | D        |
|  | -Overtime                                | 5        | D        |
|  | -Weekly                                  | 5        | D        |
|  | Garnishees                               | 3        | D        |
|  | Journal                                  | 6        | D        |
|  | Employment Insurance Records             | 5        | D        |
| Permits                                  | Building                                 | P        | A        |
|  | Development                              | P        | A        |
| <i>Personnel Files</i>                   |  | P        | D        |
| Petitions                                |  | 10       | D        |
| <i>Photos</i>                            | <i>Aerial</i>                            | <i>P</i> | <i>A</i> |
|  | <i>General-same as related subject</i>   | <i>P</i> | <i>A</i> |
| Plans                                    | Official                                 | P        | A        |
|  | Official (Amendments)                    | P        | A        |
|  | Subdivision                              | P        | A        |
| Policy                                   | After Superseded                         | 5        | D        |
| <i>Press Releases &amp; Declarations</i> |  | 5        | <i>D</i> |
| Progress Reports                         | Project                                  | 7        | <i>D</i> |

|   |   |  |                                    |
|---|---|--|------------------------------------|
|   | Project Under Contract (final Payment)  | 7 S/O  | D                                  |
| <i>Project Applications To Province</i> |   | 7  | D                                  |
| Property Files                          | <i>**If Development**</i>   | P  | A                                  |
| Prosecution                             | All   | 12 S/O   | SR                                 |
| Publications                            | Local Reports   | 3  | D                                  |
| Purchase                                | Of Land   | Until Sold +12                                   | SR                                 |
| Purchase Orders                         | Copies Paid   | 2<br>7   | D<br>D                             |
| <i>Real Estate</i>                      | <i>Supporting Files</i>   | <i>P</i>   | <i>A</i>                           |
| Receipts                                | Books<br>Registration   | 7<br>7   | D<br>D                             |
| Reception & Special                     | Events Files (Non historic)   | 7  | D                                  |
| <i>Rental Permits</i>                   | <i>After Rental Period Over</i>   | 2  | D                                  |
| Reports                                 | Building Fire<br>Fire Marshall's<br>Fire Prevention Inspection<br>Fire Truck Inspection<br>Accident<br>Accident Statistics<br>Field | 10<br>19<br>P<br>3<br>12 S/O<br>12 S/O<br>12 S/O | D<br>D<br>A<br>D<br>SR<br>SR<br>SR |
| Reports and Record                      | Inventory   | 7  | D                                  |
| Requisitions                            | Paid  | 7  | D                                  |
| Resolutions                             | Minutes   | P  | A                                  |
| Road                                    | Construction Records (after Completion)<br>Closing<br>Dedication<br>Widening  | 15<br>10<br>10<br>10                             | D<br>D<br>D<br>D                   |
| Safety Records                          | Inspections<br>Incidents<br>Training Records<br>Safety Meetings<br>Emergency Response<br>Audit Results                              | 7<br>7<br>7<br>7<br>7<br>7                       | P<br>P<br>D<br>D<br>D<br>D         |
| <i>Sewage</i>                           | <i>Analysis Records (Effluent)</i>  | 25   | SR                                 |
| <i>Stop Orders</i>                      | <i>Under M.G.A. Part 17 &amp; Under Safety Codes Act</i>  | 20   | SR                                 |

|                 |  |    |    |
|-----------------|--|----|----|
| Street          | Lighting Area Maps                                     | P  | A  |
|                 | Sign Inventory Register                                | P  | A  |
| Subdivision     | Plans  | P  | A  |
|                 | After Final Approval                                   | P  | A  |
| Surveys         | General Correspondence                                 | 15 | D  |
|                 | Traffic Counts   | 15 | D  |
| Tax             | Rolls  | P  | A  |
| Tax Recovery    | Records  | P  | A  |
| Taxes           | Arrears List   | 7  | D  |
|                 | Assistance Adjustments (Grants)                        | 7  | D  |
|                 | Notice (Copy)  | 10 | D  |
|                 | Municipal Credits                                      | 7  | D  |
|                 | Receipts   | 7  | D  |
|                 | Rolls  | P  | A  |
|                 | Sale Deeds   | P  | A  |
|                 | Subsidy & Application Forms                            | 7  | D  |
| Termination     | Employees  | P  | A  |
| Tenders         | Files  | 7  | D  |
|                 | Successful   | 7  | D  |
|                 | Unsuccessful   | 2  | D  |
| Trial Balances  | Monthly  | 3  | D  |
|                 | Year End   | P  | D  |
| Utility         | Billing Accounts                                       | 7  | D  |
|                 | Transactions   | 7  | D  |
|                 | Reports  | 7  | D  |
| Vehicle Records | After Disposal of Vehicles                             | 1  | D  |
| Vendors         | Acknowledgments to                                     | 2  | D  |
|                 | Contracts  | 12 | D  |
|                 | Suppliers Files  | 12 | D  |
| Writs           |  | 12 | SR |
| Work Orders     |  | 7  | D  |
| Work Diaries    | Yearly   | 7  | D  |
| Warrants        |  | 7  | D  |
| Water           | Accounts   | 7  | D  |
|                 | Effluent Analysis Records                              | 25 | SR |
| Weeds           | Until Updated (by contract CS / MVC<br>Weed inspector) | 1  | D  |
| Zoning          | Bylaws   | P  | A  |
|                 | Bylaw Enforcement                                      | P  | A  |



## REQUEST FOR DECISION

|                               |  |
|-------------------------------|--|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>  |
| <b>SUBJECT</b>                | <b>RFD Policy A-014-00-POL Protection of Privacy Management Plan</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Legislative Services</b>  |
| <b>AGENDA ITEM</b>            | <b>7.5</b>   |

### **BACKGROUND/PROPOSAL:**

The Province of Alberta repealed the *Freedom of Information and Protection of Privacy Act* in 2025, adopting the *Protection of Privacy Act* (POPA) and the *Access to Information Act* (AITA). The adoption of the two Acts necessitates the development of a Protection of Privacy Management Plan.

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

Section 25 of the *Protection of Privacy Act* requires that a public body must establish and implement a privacy management plan consisting of documented policies and procedures that promote the public body's compliance with its duties under the Act.

The Privacy Management Plan must be proportional to the volume and sensitivity of the personal information in the custody or under the control of the public body and comply with the prescribed requirements.

The Bylaw and Policy Review Committee met on May 28, 2026 to review a number of bylaws and a policy required by the Province for compliance to the *Municipal Government Act*, the *Protection of Privacy Act* and the *Access to Information Act*.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council adopt by resolution Policy A-014-00-POL, Protection of Privacy Management Plan.


### **MOTION:**

That the Town of Sundre Council approve Policy A-014-00-POL, Protection of Privacy Management Plan as recommended by the Bylaws & Policy Review Committee, as presented.

### **ATTACHMENTS:**

Policy A-014-00-POL "Protection of Privacy Management Plan"

Date Reviewed: June 01, 2026

CAO: 



**TOWN OF SUNDRE POLICY # A-014-00 POL**  
**POLICY NAME: Protection of Privacy Management Plan**

| TOWN OF SUNDRE POLICY INDEX      |  |
|----------------------------------|--|
| Policy Number                    | A-014-00-POL   |
| Policy Title                     | Protection of Privacy Management Plan                        |
| Approval Date                    |  |
| Resolution Number                |  |
| Revision Date                    |  |
| Date of Review                   |  |
| Responsible Department           | Legislative Services   |
| Related Bylaws/Acts/Regulations: | <i>Protection of Privacy Act / Access to Information Act</i> |

**1. Strategic Plan Pillar 5: Sustainable and Responsible Governance**

**2. Purpose of the Policy**

- 2.1 Set out the roles, responsibilities and general principles that the Town of Sundre (“the Town”) must follow to ensure that compliance with the *Access to Information Act* (“ATIA”), SA 2024, Chapter A-1.4, and the *Protection of Privacy Act* (“POPA”), SA 2024, Chapter P-28.4, and *Protection of (Ministerial) Regulation* (“Ministerial Regulation”), AR 143/2025;
- 2.2 Foster public trust and confidence in the Town of Sundre through openness and transparency regarding the collection and management of personal information;
- 2.3 Ensure the Town takes reasonable security safeguard measure to protect and manage personal information in its custody or under its control against such risks of unauthorized access, collection, use, disclosure, or destruction;
- 2.4 Ensure accountability within the Town in making reasonable efforts to provide access to personal information and records;
- 2.5 Communicate expectations for employee conduct as one of the Town’s Code of Conduct policies; and
- 2.6 Set out a *Privacy Incident Response Protocol* to manage suspected or actual privacy incidents.  
region.

**3. Applicability**

- 3.1 This Administration policy applies to:
  - a. All employees; and
  - b. All records containing personal information or identifiable through the mosaic effect, regardless of format location, that are in the custody or under the control of the Town.
- 3.2 This Administration policy does not apply to:
  - a. Elected Officials.
- 3.3 If any provision of this Administration Policy conflicts with any provision of the ATIA and/or POPA, the provision of ATIA and/or POPA prevails.

#### **4. Policy Statement:**

##### **4.1 Collection of Personal Information and Notice**

- a. The Town will only collect the personal information as authorized by law, for the purposes or as is necessary for the Town's operating programs or activities.
- b. Personal information is collected directly from the individual the information is about, subject to exception under POPA.
- c. When information is collected directly from an individual, notice is given to inform of the purpose, the legal authority for the collection, and the contact information of an individual who can answer questions about the collection, and the Town's intent, if any, to input the information into an automated system to generate content or make decisions, recommendations or predictions, subject to exceptions under POPA.
- d. The Town is committed to providing a website that respects our visitor's privacy. Collection and management of personal information through the website is based on the legal authority and purpose expressed in the notice in accordance with POPA.

##### **4.2 Use and Disclosure of Personal Information**

- a. The Town may only use personal information to the extent permitted under ATIA and POPA.
- b. The Town may only disclose personal information as permitted under ATIA and POPA.

##### **4.3 Sale of Personal Information**

- a. The Town is prohibited from selling personal information in any circumstances or for any purpose, including for marketing or advertising purposes.

##### **4.4 Accuracy and Correction of Personal Information**

- a. The Town will make reasonable efforts to ensure that personal information used to make a decision directly affecting an individual is complete and accurate.
- b. Individuals shall have the right of access to records in the custody or under the control of the Town containing their personal information, subject to limited and specific exceptions set out in ATIA.
- c. In the event that an individual believes any of the personal information in the custody or under the control of the Town is incorrect, incomplete, or otherwise inaccurate, the individual to whom the personal information relates to may request that it be corrected.

##### **4.5 Retention and Disposition of Personal Information**

- a. Where the Town uses an individual's personal information to make a decision that directly affects the individual, the Town will retain the personal information for at least one (1) year after using it.
- b. The Town will retain and dispose of records containing personal information in accordance with the Town's Retention of Records Bylaw ~~(2013-04)~~.

##### **4.6. Protection of Personal Information**

- a. The Town is committed to meeting its legal obligations to have reasonable security arrangements against such risks including unauthorized access, collection, use, disclosure, or destruction.
- b. The Town protects personal information by implementing physical, technological, and/or administrative safeguards appropriate to the sensitivity of the information.

- c. When an applicant makes an access to information request for their personal information, the Town will require them to provide acceptable proof to verify the applicant's identity, to show that they are the individual whose personal information is being requested.
- d. All contracts entered into by the Town that may involve the collection, use, or disclosure of personal information in the performance of the contract, will include a requirement for reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

#### 4.7 Privacy Impact Assessment ("PIA")

- a. The Town will prepare a PIA with respect to a new, or a substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information, as prescribed in POPA and the Ministerial Regulation.
- b. All PIAs will provide a level of detail commensurate with the complexity of the practice, program, project or service the PIA relates to.
- c. A PIA must be submitted to the Office of the Information and Privacy Commissioner ("OIPC") if one or more factors apply, as prescribed in POPA and the Ministerial Regulation.

#### 4.8 Privacy Incident Response

- a. The Town will investigate all privacy-related incidents, including actual and suspected incidents of privacy, and may respond to any privacy-related incident.
- b. An investigation is triggered by the submission of a *Privacy Incident Report Form*, through the direction of the Office of the Information and Privacy Commissioner or the Access and Privacy Coordinator.
- c. Investigation activities may include reviewing and assessing information provided, conducting interviews, and gathering evidence to document the events related to a suspected or actual privacy incident.
- d. The Town's "Privacy Incident Response Protocol" (Schedule 1) describes the roles and responsibilities for managing actual or suspected privacy incidents.

### 5. Definitions

#### 5.1 In this Policy:

- a. **Access to Information Request** means an application under ATIA for access to records for general or personal information in the custody or under the control of the Town.
- b. **Chief Administrative Officer** means Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- c. **Conflict of Interest** means when a person or entity has a private or personal interest that could influence or compete with, or be perceived to influence or complete with, the objective exercise of the privacy incident investigation.
- d. **Control** means the Town has the authority over the creating, use, distribution, retention or disposition of the records.
- e. **Custody** means records that are in the Town's possession and may include records supplied by a third party.
- f. **Disposition** means the formal process of removing records from department's custody when the retention period is met, by deletion or destruction, transfer to archival holdings, or transfer to another organization.

- g. **Employee** means Town staff and any person who performs a service for the Town as an appointee, volunteer, or student, or under a contract or agency relationship with Town as per section 1(h) of POPA.
- h. **Head** means the Chief Administrative Officer and/or the delegated employee.
- i. **Mosaic Effect** means a concept that illustrates how elements of information may be non-identifiable on their own but when combines could become personally identifiable.
- j. **Personal Information** means recorded information about an identifiable individual, including:
  - i. the individual's name, home or business address, home or business mailing address, home or business telephone number (landline or cellular, fax), home or business email address, or other contact information, except where the individual has provided the information on behalf of the individual's employer or principal in the individual's capacity as an employee or agent;
  - ii. the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
  - iii. the individual's age, gender identity, sex, sexual orientation, marital status or family status;
  - iv. an identifying number, symbol or other particular assigned to the individual;
  - v. the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
  - vi. information about the individual's health and health care history, including information about the individual's physical or mental health;
  - vii. information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
  - viii. anyone else's opinions about the individual; and
  - ix. the individual's personal views or opinions, except if they are about someone else.
- j. **Personal Information Bank or "PIB"** means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual. For example: utility and/or tax account number, business license number, planning & development permit number or any other personal information collection process the Town uses. A PIB allows individuals to know the type of personal information the Town may have about them, how it is used, and the Town's authority for the collection.
- k. **Privacy Incident** means a loss of, or unauthorized access to, use or disclosure of personal information.
- l. **Privacy Impact Assessment or "PIA"** means an analytical process to help identify and address potential privacy with respect to a new, or substantial change to an existing administrative practice, program, project or service that will involve the collection, use or disclosure of personal information;
- m. **Record** means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.

## **6. Roles and Responsibilities**

### **6.1 Employees are responsible for:**

- a. Participating in access and privacy training to understand appropriate collection, use, protection, management, disclosure, correction and disposition of personal information as required by their job duties and responsibilities.
- b. Only collecting, using and disclosing personal information as authorized by POPA.
- c. Implementing reasonable safeguards to protect personal information.
- d. Participating in PIAs to help identify and address potential privacy risks with respect to a new, or a substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information.
- e. Responding to access to information requests in a timely manner by searching for, documenting, and producing all responsive records.
- f. Reporting any Privacy incidents to the Access and Privacy Coordinator and limiting the scope and impact of any privacy incident when possible.
- g. Reviewing privacy recommendations and implementing the recommended privacy risk mitigation strategies where possible; and
- h. Making factual corrections to personal information without a formal request under POPA, if this is practical and expedites public business, when directly requested by the individual whom the personal information relates to.

### **6.2 The Access and Privacy Coordinator is responsible for:**

- a. Investigate all suspected and actual privacy incidents;
- b. Direct privacy incident response activities across affected department(s);
- c. Support containment of privacy incident;
- d. Conduct interviews (if applicable);
- e. Coordinate the collection of evidence and gathering of facts related to the privacy incident, and amending such information for accuracy, when required;
- f. Investigate and evaluate the privacy incidents and conduct a risk and harms assessment;
- g. Assemble and lead the Privacy Incident Response Team, when warranted;
- h. Determine whether to provide notification upon review of incident;
- i. Notify affected individual(s), as required;
- j. Notify and work with OIPC, as required;
- k. Notify the Minister, as required;
- l. Issue recommendations to mitigate privacy incidents and follow-up on implementation of recommendations with affected department(s);
- m. Close privacy incident response and debrief the Privacy Incident Response Team;
- n. Collect, monitor, and assess all privacy incidents and identify trends and opportunities to prevent future privacy incidents;
- o. Ensure response team(s) are trained and in a state of readiness.

### **6.3 Designated Privacy Officers are responsible for:**

- a. Attending APPA specific training, and in consultation with the Access and Privacy Coordinator, providing corresponding advice and guidance to departments regarding compliance with ATIA and POPA.
- b. Seeking guidance from the Access and Privacy Coordinator regarding new or complex situations involving personal information.

- c. Participating in the response, which includes coordinating the search for, identifying and retrieving records, responsive to access to information requests.
- d. Ensuring that the perspective is documented in any recommendation on a response to an access to information request by advising the Chief Administrative Officer in writing.
- e. Facilitating the completion and maintenance of departmental PIA's.
- f. Creating or modifying PIA's on behalf of the department.
- g. Supporting departments to protect personal information, report any suspected or actual privacy incidents, helping with audits and privacy incident investigations, and assisting with implementation of corrective actions; and
- h. Conducting regular reviews to ensure compliance with the *Protection of Privacy Administration Policy*, including reporting noncompliance concerns to the Chief Administrative Officer.
- i. Intake and validate Privacy Incident Report Form information

6.4 Department Directors are responsible for:

- a. Ensuring the department's personnel receive access and privacy training as applicable for their role.
- b. Ensuring all department personnel are compliant with the Protection of Privacy Administration Policy.

6.5 Head of the Local Public Body is responsible for:

- a. Protecting personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction as set out in section 10(1) of POPA.
- b. All obligations of the Head of the Local Public Body under ATIA and POPA that relate to the Town; and
- c. Maintaining an up-to-date delegation instrument for the Head of the Local Public Body's delegated powers and duties.
- d. The overall development, implementation and management of access to information and protection of personal information with the Town.
- e. Developing and implementing policies, guidelines, and procedures to manage the Town's compliance with ATIA and POPA.
- f. Communicating with the Office of the Information and Privacy Commissioner of Alberta, including coordinating any negotiations, mediations, inquiries and investigation on behalf of the Town.
- g. Assisting with establishing and endorsing standards and procedures to ensure compliance with the privacy protection measures in POPA regarding the collection, use, disclosure, accuracy, retention, and safeguards of personal information.
- h. Leading the Town's training on ATIA and POPA, policies, procedures, and tools; and
- i. Leading the Town's privacy incident response when required.

## **7. Consequences of Non-Compliance**

7.1 Employees who fail to adhere to this Policy and any associated standards and procedures may be subject to corrective action, up to and including dismissal from employment. Failure to comply with the duties imposed by ATIA and/or POPA or otherwise acting in contravention of the legislation may lead to penalties or offences under ATIA and/or POPA.

## **8. Associated Governance**

8.1 This administration policy is established in accordance with:

- a. *Access to Information Act*, S 2024, Chapter A-1.4;
- b. *Protection of Privacy Act*, SA 2024, Chapter P-28.5, *Protection of Privacy (Ministerial) Regulation*, AR 143/2025 and *Protection of Privacy Regulation*, AR 132/2025.

### **SCHEDULE 1 – PRIVACY INCIDENT RESPONSE PROTOCOL**

#### **Purpose**

This Privacy Incident Response Protocol (“Protocol”) outlines the steps that must be followed by all Employees when a suspected or actual breach of privacy occurs. The Protocol allows the Town to identify, manage and respond to privacy incidents. The purpose of this Protocol is to:

- a. Identify roles and responsibilities in responding to a privacy incident; and
- b. Establish steps to be followed when responding to a privacy incident.

#### **What is a Privacy Incident**

A privacy incident means a loss of, or unauthorized access to, use or disclosure of personal information. The Town’s definition of privacy incident is aligned with that of the Office of the Information and Privacy Commissioner (“OIPC”) of Alberta.

This would include any event that results in personal information in the custody or under the control of the Town being collected, accessed, used, copied, modified, disclosed, or disposed of in an unauthorized manner, either deliberately or inadvertently.

#### **Key Steps in Responding to Privacy Incidents**

Initiate steps 1 through 3 as soon as a suspected or actual privacy incident has been identified. The Chief Administrative Officer is accountable for all privacy incident activities.

##### **1. Report**

A suspected or actual privacy incident should immediately be reported by any employee to the CAO.

- 1.1 Employees may submit a privacy incident report form to the CAO using the Office of the Privacy Commissioner’s Privacy Breach Report form available by contacting the Access and Privacy Coordinator;
- 1.2 The public may submit a privacy incident report form using the Public Privacy Complaint Report form available on the Town’s website.

## 2. Contain

Identify the scope of the privacy incident and contain it.

2.1 The Access and Privacy Coordinator, with the affected department, will take and document immediate steps to contain the privacy incident and to secure the related records or information systems to prevent any further privacy incident from occurring. The **Information Technology contractor** may be engaged to assist with containment. Examples of containment activities include:

- Stopping the unauthorized practice;
- Recovering records;
- Shutting down the information system(s) that may have been breached;
- Revoking or changing computer access codes or correcting weaknesses in physical security; and
- Calling an unintended recipient to request written confirmation of the destruction of a document received in error.

2.2 Employees should be mindful not to destroy evidence that may be valuable in determining the cause and extent of the privacy incident, or that will allow the Town to take appropriate corrective action.

2.3 Affected department(s) where the privacy incident occurred, should notify the CAO if the privacy incident involves theft or other criminal activity. The CAO shall report the incident to the local R.C.M.P. Detachment Commander.

## 3. Investigate and Evaluate

Once the privacy incident is contained:

3.1 The Access and Privacy Coordinator will assign resources to investigate with the involvement of other parties, as necessary, and complete the following:

- Identify and analyze the events that led to the privacy incident;
- Obtain all relevant evidence;
- Document the privacy incident and containment activities;
- Inventory all personal information that was subject to the incident to determine the number of affected individuals;
- Determine the real risk of significant harm and correct the behavior or action that caused the incident.

## 4. Notify

### Notifying Affected Individuals

4.1 The Access and Privacy Coordinator will determine whether notification is required to be given to the affected individual(s), the OPIC and the Minister. In making the determination, the Access and Privacy Coordinator will consult and collaborate with the affected department(s).

4.2 Notification to affected individual(s) is based on whether the privacy incident creates a real risk of significant harm to an individual. Prompt notification can help affected individual(s) mitigate the damage by taking steps to protect themselves.

4.3 Notification to affected individual(s) occur directly unless direct notification could cause more harm, is cost prohibitive or contact information is not available. In such instances, indirect notification may occur.

4.4 A point of contact for the department(s) affected by the privacy incident will be requested by the Access and Privacy Coordinator, who will work to with the appointed person to resolve the issue(s).

4.5 Notifications to individual(s) should include the following information:

- Date of the privacy incident and the date the incident was discovered;
- Description of the privacy incident;
- General description of information lost, accessed, used or disclosed with authorization;
- Steps taken so far to mitigate the harm or risk of harm;
- Steps the affected individual(s) can take to further mitigate the risk of harm;
- Contact information of an individual within the affected department who can answer questions or provide further information;
- That individual(s) have the right to complain to the OIPC; and
- Any other relevant information.

### **Informing Town Council**

4.6 Where appropriate, the CAO will inform members of Council of the privacy incident, the response activities, implementation of recommendations and follow-up actions to prevent further privacy incidents.

## **5. Prevention**

Once the immediate steps have been taken to mitigate the risks associated with the privacy incident and notification has been completed (if required) the Access and Privacy Coordinator will develop prevention strategies to mitigate against similar future privacy incidents.

5.1 Mitigation and prevention strategies should reflect the significance of the privacy incident and whether it was a systematic or isolated event. Strategies may include a review of:

- Physical safeguards (locks, alarms, security monitoring);
- Technical safeguards (restricting access, encryption on portable devices); and
- Administrative safeguards (policies).

## **6. Follow-up**

6.1 The Town tracks all privacy incidents across the organization and uses the information to identify trends in the types of privacy incidents occurring. This information can help identify underlying patterns with respect to personal information handling practices and may help prevent future privacy incidents.

6.2 The Access to Information Coordinator will follow-up with the affected department(s) on the implementation of recommendations.

## **7. Privacy Incident Response Team**

7.1 Depending on the circumstances of the privacy incident, a Privacy Incident Response Team may be appointed by the Access to Information Coordinator to respond to a privacy incident. Activities may include carrying out containment and assisting with notification to affected individuals to minimize any current, ongoing, or future privacy risks.

7.2 Members of the response team will be determined by the Access and Privacy Coordinator and will vary depending on the context of the privacy incident. Where appropriate, the affected department may identify subject matter experts (Muni-ware, IT Consultant) as resources to support the Privacy Incident Response Team.

7.3 The Privacy Incident Response Team may include representation from the following:

- Access and Privacy Coordinator – leads all activities and decisions by the Response Team, including escalation and notification decisions;

- Access to Information and Investigations – manages the privacy incident response activities to contain, investigate, evaluate, document and make recommendations to mitigate further privacy incidents;
- Law – the CAO will, if applicable, consult with the Town’s legal Counsel;
- Information Technology – provides information systems and technology analysis related to the privacy incident. Leads the containment activities as it relates to information systems and technologies.

8. **End of Policy**

9. Forms

Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_

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Mayor Richard Warnock

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Linda Nelson, Chief Administrative Officer



# Privacy Breach Report Form

## for Use by Organizations, Custodians and Public Bodies

This form is to be used by private sector organizations, health custodians and public bodies for reporting a loss of or unauthorized access to or disclosure of personal or individually identifying health information (“privacy breach” or “breach”) to the Information and Privacy Commissioner of Alberta (“Commissioner”).

Individuals who believe their personal or health information has been lost or improperly collected, used, disclosed, or accessed by an organization, custodian or public body may file a complaint with the Office of the Information and Privacy Commissioner (“OIPC”) using the *Request for Review and Privacy Complaint Form* available at [www.oipc.ab.ca](http://www.oipc.ab.ca).

This form incorporates the criteria established by the *Personal Information Protection Act* (PIPA) and PIPA Regulation and the *Health Information Act* and *Health Information Regulation* for reporting a privacy breach to the Commissioner.

For organizations, the notice must be in writing and include the information listed in section 19 of the PIPA Regulation. Organizations also must provide any additional information that the Commissioner considers necessary to determine whether to require organizations to notify individuals to whom there is a real risk of significant harm as a result of the privacy breach (PIPA, sections 37.1(4), (5)).

For custodians, the notice to the Commissioner must be in writing in a form approved by the Commissioner and include the information listed in section 8.2(2) of the *Health Information Regulation*.

Before completing this form, please read the OIPC’s *Reporting a Breach to the Commissioner* practice note available at [www.oipc.ab.ca](http://www.oipc.ab.ca).

### Information of Organization/Custodian/Public Body

**Date of Report:**

**Name of Organization/Custodian/Public Body** (legal name):

**Address of Organization/Custodian/Public Body:**

**Organization/Custodian/Public Body file number** (if applicable):

**Contact information for a person who can answer the OIPC's questions about the breach.**

Name:

Title/Position:

Mailing address:

Telephone:

Email:

Fax:

**PIPA non-profit organizations:** Is the organization incorporated under the *Societies Act* or the *Agricultural Societies Act*, or registered under Part 9 of the *Companies Act* of Alberta?

No

Yes

If yes, indicate which of the *Societies Act*, *Agricultural Societies Act* or *Companies Act* the organization was incorporated or registered under and describe the type of activities the organization is engaged in that relate to the personal information that has been breached:

**Third party reporting the breach** (if applicable)

Name of reporting entity:

Mailing address:

Contact person (name and position):

Mailing address:

Telephone number:

Email:

Fax:

Relationship to the organization, custodian or public body (e.g. service provider, contractor):

Has the breach been reported to the organization, custodian or public body?

No

Yes

Is the reporting entity authorized to report the breach to the Commissioner on behalf of the organization, custodian or public body?

No

Yes

## Breach Description

1. **Date breach occurred:**
2. **Date breach ended:**
3. **Date breach was discovered:**
4. **Total number of individuals affected (or estimate if not yet known):**
5. **Was the information collected in Alberta?**  
 No  
 Yes  
If yes, the number of individuals whose information was collected in Alberta (or estimate if not yet known):
6. **The breach involved a:**  
 Loss of personal information or individually identifying health information  
 Unauthorized access to personal information or individually identifying health information  
 Unauthorized disclosure of personal information or individually identifying health information
7. **Location of the breach:**
8. **Describe the circumstances of the breach and the causes. *Do not include individually identifying information.***
9. **Describe how the breach was discovered and who discovered it.**

## Notice to Affected Individuals

10. **Have affected individuals been notified?**  
 No  
 Yes  
Describe the content of the notice (do not include individually identifying information):  
Describe the form of the notice (e.g. by letter, email):  
Date when affected individuals were notified:  
 Copy of notice is attached. *Do not include individually identifying information.*

## Personal or Health Information Involved

11. List the types of personal information or health information involved. *Do not include individually identifying information.*

## Harm

12. Describe the possible harms that may occur as a result of the breach. *Do not include individually identifying information.*

## Risk Assessment

13. Provide an assessment of the likelihood that the harm will result. *Do not include individually identifying information.*

## Risk Mitigation

14. Describe the steps taken to reduce the risk of harm to affected individuals.
15. Describe the steps taken to reduce the risk of a similar event occurring in the future.

## Additional Information

16. Has your privacy officer and/or the person responsible for security in your organization been notified of the breach?

No

Yes

If yes, provide the name and contact information of the privacy officer, and the date notified.

Name:

Contact information:

Date notified:

17. **Have the police or any other authorities or organizations been notified about the breach?**

No

Yes

If yes, provide the name and contact information for each entity notified, and the date notified.

Name of organization:

Contact information:

Date notified:

18. **Provide any additional relevant information regarding the privacy breach.**

**Submitting to the Commissioner**

Organizations are required to notify the Commissioner of a reportable breach under the *Personal Information Protection Act* **without unreasonable delay**.

Custodians are required to notify the Commissioner of a reportable breach under the *Health Information Act* **as soon as practicable**.

**Email submissions are preferred. Please submit the completed Privacy Breach Report Form to [breachreport@oipc.ab.ca](mailto:breachreport@oipc.ab.ca).**

If you are unable to submit the form by email, you can submit it to:

Office of the Information and Privacy Commissioner of Alberta  
410, 9925 - 109 Street  
Edmonton, AB T5K 2J8  
Fax: (780) 422-5682

For general information about responding to a privacy breach, please contact the OIPC by telephone at (780) 422-6860 or toll free at 1-888-878-4044. Information provided does not constitute legal advice, is not binding on the Commissioner, and does not mean an organization or custodian has fulfilled its legal obligation to report a privacy breach to the Commissioner.

# Privacy Incident Report For use by the public

DATE: \_\_\_\_\_, 202\_

Your personal information is being collected pursuant to section 4(c) of the Protection of Privacy Act for the purpose of investigating the privacy complaint you have reported and responding to your complaint. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. If you have any questions about this collection, please contact the Access and Privacy Coordinator at 403-638-3551 or email: [townmail@sundre.com](mailto:townmail@sundre.com)

This form is for members of the public to report suspected or confirmed incidents involving the loss of unauthorized access to or unauthorized use or disclosure of personal information.

This form is not intended to be used for reporting incidents that do not involve personal information.

**Important:**

- Do not include personal information of any third parties when completing this form. If additional details are required or you have evidence to submit, the Access and Privacy Coordinator will contact you with instructions on how to submit this information securely.
- Please be aware that investigating your complaint may require sharing your name, personal information, or complaint details with Town of Sundre employees who may have been involved in the incident.

**Once completed:**

Email this report to: [townmail@sundre.com](mailto:townmail@sundre.com) or print it and mail it to:

Access and Privacy Coordinator  
PO Box 420  
Sundre, AB T0M 1X0

If you have any questions or require further guidance about completing this report, contact the Access and Privacy Coordinator at [townmail@sundre.com](mailto:townmail@sundre.com) or (403) 638-3551.

| <b>Contact Information</b>   |            |
|--|------------|
| Last Name  | First Name |
| How do you want to receive correspondence from the Access and Privacy Coordinator? |            |

Based on your correspondence preference, please provide one of the following: mailing address or email address.

|                    |              |                         |             |
|--------------------|--------------|-------------------------|-------------|
| 1. Mailing Address | City or Town | Province                | Postal Code |
| 2. Email Address   |              | Phone Number (Optional) |             |

### Incident Description

Type of Complaint:

- Loss of your personal information
- Unauthorized access to your personal information
- Unauthorized disclosure of your personal information
- Unauthorized use of your personal information

Please describe the incident and include as much detail as possible. E.g. date and time of incident, Town of Sundre Department involved, job title of employee(s) involved, etc.

### Personal Information Involved

- Name
- Contact Information
- Demographic Information (e.g. ethnicity, age, sex)
- Identifying Number (e.g. SIN, Alberta health care number, employee ID number)
- Financial Information
- Medical Information
- Other Information (specify) \_\_\_\_\_

### Notification

Have you notified anyone else at the Town of Sundre about this incident?  Yes  No

If yes, when and whom?



**REQUEST FOR DECISION**

|                               |                                  |
|-------------------------------|----------------------------------|
| <b>COUNCIL DATE</b>           | <b>June 8, 2026</b>              |
| <b>SUBJECT</b>                | <b>2026 Q1 Financial Reports</b> |
| <b>ORIGINATING DEPARTMENT</b> | <b>Corporate Services</b>        |
| <b>AGENDA ITEM</b>            | <b>9.1</b>                       |

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**BACKGROUND/PROPOSAL:**

Included are the four quarterly schedules outlining the revenues and expenses for each department, Restricted Surplus provisions, and capital expenditures as at March 31, 2026.

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

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same period in 2025, as well as corresponding budget information.

Administration has begun a high-level review of the pro-forma financial statements by Department, focusing on revenue and expenditure variances greater than \$100,000 or 50%, whether favorable or unfavorable.

This review provides Council with additional context to understand significant variances, which may be the result of timing differences, accounting entries such as the reversal of prior-year vacation pay accruals, or other operational/seasonal factors.

**ALIGNMENT WITH STRATEGIC PLAN**

Pillar 5: Sustainable & Responsible Governance.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Q1 2026 Quarterly Financial Reports, as information.

Is this

**MOTION:**

That the Town of Sundre Council accept the Q1 2026 Quarterly Financial Reports, as information.

Attachments: Q1 2026, Proforma Report;  
Q1 2026, RSA Report  
Q1 2026, Capital Project Listing

|                             |                         |
|-----------------------------|-------------------------|
| Date Reviewed: June 3, 2026 | CAO <i>Linda Nelson</i> |
|-----------------------------|-------------------------|

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

**SUMMARY**

|   | <u>Q1</u>        | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | Variance (Budget V. Actual)                 |                      |
|---|------------------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|---|----------------------|
|   |                  |           |           |           |                           |                           |                             | (Over) / Under Budget<br><b>50% or 100k</b> |                      |
| <b>Taxes and Other Revenue</b>                    |                  |           |           |           |                           |                           |                             |   |                      |
| Municipal Taxes                                   | -                | -         | -         | -         | -                         | -                         | -                           | -   | -                    |
| Tax Penalties                                     | 71,236           | -         | -         | -         | 71,236                    | 51,575                    | 60,000                      | 11,236                                      | 19%                  |
| Investment Income                                 | 53,662           | -         | -         | -         | 53,662                    | 60,019                    | 37,500                      | 16,162                                      | 43%                  |
| FortisAlberta Franchise Fee                       | 55,621           | -         | -         | -         | 55,621                    | 56,739                    | 82,500                      | (26,879)                                    | -33%                 |
| MSI - Operating                                   | -                | -         | -         | -         | -                         | -                         | -                           | -   | -                    |
| <b>Total Taxes and Other Revenue</b>              | <b>180,519</b>   | -         | -         | -         | <b>180,519</b>            | <b>168,333</b>            | <b>180,000</b>              |   |                      |
| <b>Less Interest, Requisitions and Transfers</b>  |                  |           |           |           |                           |                           |                             |   |                      |
| ASFF & MVSH Requisitions                          | (377,963)        | -         | -         | -         | (377,963)                 | (345,405)                 | -                           | (377,963)                                   | <u>Note 1</u>        |
| Interest on Long-Term Debt                        | (21,536)         | -         | -         | -         | (21,536)                  | (24,030)                  | (133,500)                   | 111,964                                     | -84% <u>Note 2</u>   |
| Provincial Police Funding Model                   | (170,450)        | -         | -         | -         | (170,450)                 | (154,815)                 | -                           | (170,450)                                   | <u>Note 3</u>        |
| FortisAlberta Infrastructure Reserve Transfe      | -                | -         | -         | -         | -                         | -                         | -                           | -   | -                    |
| <b>Total Taxes and Other Revenue for Operatio</b> | <b>(389,430)</b> | -         | -         | -         | <b>(389,430)</b>          | <b>(355,917)</b>          | <b>46,500</b>               |   |                      |
| <b>Net Operational Excess/(Shortfall)</b>         |                  |           |           |           |                           |                           |                             |   |                      |
| 11 - Legislative                                  | (75,227)         | -         | -         | -         | (75,227)                  | (78,414)                  | (147,570)                   | 72,343                                      | -49% <u>Note 4</u>   |
| 12 - Corporate Services                           | (124,604)        | -         | -         | -         | (124,604)                 | (136,718)                 | (142,505)                   | 17,901                                      | -13%                 |
| 17 - Census                                       | -                | -         | -         | -         | -                         | -                         | -                           | -   | -                    |
| 18 - Elections                                    | -                | -         | -         | -         | -                         | -                         | -                           | -   | -                    |
| 21 - Municipal Enforcement                        | (42,642)         | -         | -         | -         | (42,642)                  | (44,306)                  | (64,265)                    | 21,623                                      | -34%                 |
| 23 - Fire   | (113,759)        | -         | -         | -         | (113,759)                 | (111,304)                 | (131,622)                   | 17,863                                      | -14%                 |
| 24 - Emergency Management                         | 233              | -         | -         | -         | 233                       | 254                       | (9,277)                     | 9,510                                       | -103% <u>Note 5</u>  |
| 26 - Animal Control                               | 1,916            | -         | -         | -         | 1,916                     | 6,573                     | (496)                       | 2,412                                       | -486% <u>Note 6</u>  |
| 32 - Roads  | (4,517)          | -         | -         | -         | (4,517)                   | (79,051)                  | (142,874)                   | 138,357                                     | -97% <u>Note 7</u>   |
| 35 - Shop   | (81,409)         | -         | -         | -         | (81,409)                  | (93,717)                  | (81,559)                    | 150   | 0%                   |
| 41 - Water  | 119,420          | -         | -         | -         | 119,420                   | 115,621                   | 87,478                      | 31,942                                      | 37%                  |
| 42 - WasteWater                                   | 71,735           | -         | -         | -         | 71,735                    | 64,727                    | 58,420                      | 13,315                                      | 23%                  |
| 43 - Solid Waste                                  | 50,935           | -         | -         | -         | 50,935                    | 44,580                    | 15,825                      | 35,110                                      | 222% <u>Note 8</u>   |
| 51 - FCSS   | -                | -         | -         | -         | -                         | (1)                       | -                           | -   | -                    |
| 61 - Planning & Development                       | 13,874           | -         | -         | -         | 13,874                    | (18,606)                  | (72,594)                    | 86,468                                      | -119% <u>Note 9</u>  |
| 63 - Economic Development                         | (23,796)         | -         | -         | -         | (23,796)                  | (23,595)                  | (83,582)                    | 59,786                                      | -72% <u>Note 10</u>  |
| 75 - Library                                      | (35,087)         | -         | -         | -         | (35,087)                  | (34,685)                  | (35,625)                    | 538   | -2%                  |
| 77 - Sundre Community Centre                      | (35,981)         | -         | -         | -         | (35,981)                  | (26,558)                  | (49,771)                    | 13,790                                      | -28%                 |
| 80 - Arena  | (58,757)         | -         | -         | -         | (58,757)                  | (61,216)                  | (83,887)                    | 25,130                                      | -30%                 |
| 82 - Greenwood Campground                         | 1,589            | -         | -         | -         | 1,589                     | (6,938)                   | (16,695)                    | 18,284                                      | -110% <u>Note 11</u> |
| 84 - Parks  | (41,785)         | -         | -         | -         | (41,785)                  | (39,593)                  | (69,687)                    | 27,902                                      | -40%                 |
| 85 - Recreation & Culture                         | (77,757)         | -         | -         | -         | (77,757)                  | (75,298)                  | (90,000)                    | 12,243                                      | -14%                 |
| 86 - Community Services                           | (42,047)         | -         | -         | -         | (42,047)                  | (49,298)                  | (122,601)                   | 80,554                                      | -66% <u>Note 12</u>  |
| 87 - Trails                                       | (11,722)         | -         | -         | -         | (11,722)                  | (10,988)                  | (21,199)                    | 9,477                                       | -45%                 |
| 89 - Outdoor Recreation                           | (12,938)         | -         | -         | -         | (12,938)                  | (9,001)                   | (21,242)                    | 8,304                                       | -39%                 |
| 91 - Gas  | 172,496          | -         | -         | -         | 172,496                   | 185,650                   | 55,172                      | 117,324                                     | 213% <u>Note 13</u>  |
| <b>Total Net Operational Excess/(Shortfall)</b>   | <b>(349,830)</b> | -         | -         | -         | <b>(349,830)</b>          | <b>(481,882)</b>          | <b>(1,170,156)</b>          |   |                      |
| <b>Year End Surplus/(Deficit)</b>                 | <b>(739,260)</b> | -         | -         | -         | <b>(739,260)</b>          | <b>(837,799)</b>          | <b>(1,123,656)</b>          |   |                      |

**Note 1** For AB School Fund & Mtn View Seniors Housing no dollar value allocated to Budget vs (-377k) Actuals for Q1.

**Note 2** Difference on Long Term Debt due (-133k) Budget allocation vs (-21k) Actual.

**Note 3** For Police Funding no dollar value allocated to Budget vs (-170k) Actuals for Q1.

**Note 4** There is (24,350) allocated in the Budget for Quarterly Honorarium expense but no actuals allocated here.

In addition, Year End adjusting entry for 56,736 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

**Note 5** Year End adjusting entry for 1,874 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

As well, Budget was (8k) vs (608) Actual for Materials/Supplies expense.

**Note 6** Contracted Services (Pound Fees) has a yearly 1k Budget with no Actual expenses at present.

Materials/Supplies were Budgeted (1,400) vs (189) Actual expense.

**Note 7** Revenue was up 75k due to the Gain on a sale of the John Deer Backhoe.

Year End adjusting entry for 30,494 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

**Note 8** Year End adjusting entry for 4,161 under Actual Salaries expense due to Vacation Pay/Payroll Accrual

Transfer to Local Organizations had a (13k) variance due to Budget of (17,500) vs Actual expense of (4,496)

**Note 9** Difference in Revenues of 29k due to Actuals of 42k being much higher than Budget of 13k - mostly impacted by increased Building Permits.

Year End adjusting entry for 26,835 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

Contracted Services Budget just over (17k) while Actuals were (237) - Engineer and Legal budgeted remain high for contingencies.

**Note 10** Revenue Actual were higher than Budget in part due to funds received for Winterfest Sponsorships.

Year End adjusting entry for 29,810 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

Contracted Services for Catalis Annual Website charge of (6,663) is included in Actual but not the Budget amount (625)

Materials/Supplies Budget of (41k) vs Actual expenses of (17k) with a difference of (24k) not utilized in areas such as Travel & Sub, Advertising & Promo, General Promo

Transfer to Local Organizations - Actual Exp overstated by 4,705 entry that belongs to Cost Centre 85 Rec & Culture.

**Note 11** No Revenue Budgeted in first quarter vs 11,700 Actual.

Year End adjusting entry for 1,960 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

Contracted Services Budget was (2,500) vs Actual of (600) for a difference of (1,960)

**Note 12** Budget had allocation of (55,500) to Local Organizations but no Actual expenses occurred for Q1.

**Note 13** Revenues approximately 90k difference due to higher Actuals of 466k vs Budget of 376k. While the budget has remained stable at approximately 370,000 over recent quarters, revenue increased this quarter as a result of growth and greater utilization by industrial customers and growth in the number of multi-unit residential buildings receiving service.

Year End adjusting entry for 24,913 under Actual Salaries expense due to Vacation Pay/Payroll Accrual.

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

## 00 - General Services / Taxation

|   | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <u>Variance (Budget V. Actual)</u><br><u>Over / Under Budget</u> |
|---|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| <b>Revenues</b>                               |           |           |           |           |                           |                           |                             |  |
| Municipal Taxes                               | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Tax Penalties                                 | 71,236    | -         | -         | -         | 71,236                    | 51,575                    | 60,000                      | 11,236   |
| Investment Income                             | 53,662    | -         | -         | -         | 53,662                    | 60,019                    | 37,500                      | 16,162   |
| FortisAlberta Franchise Fee                   | 55,621    | -         | -         | -         | 55,621                    | 56,739                    | 82,500                      | (26,879)   |
| MSI - Operating                               | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| <b>Expenses</b>                               |           |           |           |           |                           |                           |                             |  |
| Requisitions                                  | (377,963) | -         | -         | -         | (377,963)                 | (345,405)                 | -                           | (377,963)  |
| Interest on Long-Term Debt                    | (21,536)  | -         | -         | -         | (21,536)                  | (24,030)                  | (133,500)                   | 111,964  |
| Provincial Police Funding Model               | (170,450) | -         | -         | -         | (170,450)                 | (154,815)                 | -                           | (170,450)  |
| FortisAlberta Infrastructure Reserve Transfer | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                             | (389,430) | -         | -         | -         | (389,430)                 | (355,917)                 | 46,500                      |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

11 - Legislative Services

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (23,661)  | -         | -         | -         | (23,661)                  | (28,013)                  | (105,357)                   | 81,696   |
| Contracted Services              | (14,005)  | -         | -         | -         | (14,005)                  | (13,328)                  | (11,025)                    | (2,980)  |
| Materials & Supplies             | (37,561)  | -         | -         | -         | (37,561)                  | (37,073)                  | (31,188)                    | (6,373)  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (75,227)  | -         | -         | -         | (75,227)                  | (78,414)                  | (147,570)                   |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

12 - Corporate Services

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 7,801     | -         | -         | -         | 7,801                     | 1,713                     | 3,500                       | 4,301  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (23,243)  | -         | -         | -         | (23,243)                  | (32,483)                  | (55,373)                    | 32,130   |
| Contracted Services              | (43,319)  | -         | -         | -         | (43,319)                  | (39,286)                  | (37,375)                    | (5,944)  |
| Materials & Supplies             | (61,978)  | -         | -         | -         | (61,978)                  | (59,779)                  | (46,963)                    | (15,015)   |
| Utilities                        | (3,865)   | -         | -         | -         | (3,865)                   | (6,883)                   | (6,294)                     | 2,429  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (124,604) | -         | -         | -         | (124,604)                 | (136,718)                 | (142,505)                   |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

18 - Elections

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Materials & Supplies             | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | -         | -         | -         | -         | -                         | -                         | -                           | -  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

21 - Municipal Enforcement

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 3,838     | -         | -         | -         | 3,838                     | 2,407                     | 3,750                       | 88   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (28,506)  | -         | -         | -         | (28,506)                  | (31,507)                  | (46,227)                    | 17,721   |
| Contracted Services              | (5,833)   | -         | -         | -         | (5,833)                   | (4,860)                   | (10,100)                    | 4,267  |
| Materials & Supplies             | (12,141)  | -         | -         | -         | (12,141)                  | (10,346)                  | (11,688)                    | (453)  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (42,642)  | -         | -         | -         | (42,642)                  | (44,306)                  | (64,265)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

23 - Fire Services

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 16,028    | -         | -         | -         | 16,028                    | 26,701                    | 34,875                      | (18,847)   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (46,670)  | -         | -         | -         | (46,670)                  | (53,659)                  | (84,371)                    | 37,701   |
| Contracted Services              | (7,486)   | -         | -         | -         | (7,486)                   | (11,677)                  | (10,775)                    | 3,289  |
| Materials & Supplies             | (73,197)  | -         | -         | -         | (73,197)                  | (69,254)                  | (66,363)                    | (6,834)  |
| Utilities                        | (2,434)   | -         | -         | -         | (2,434)                   | (3,415)                   | (4,988)                     | 2,554  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (113,759) | -         | -         | -         | (113,759)                 | (111,304)                 | (131,622)                   |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

24 - Emergency Management

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | 841       | -         | -         | -         | 841                       | 864                       | (1,277)                     | 2,118  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Materials & Supplies             | (608)     | -         | -         | -         | (608)                     | (610)                     | (8,000)                     | 7,392  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 233       | -         | -         | -         | 233                       | 254                       | (9,277)                     |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

26 - Animal Control

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 6,060     | -         | -         | -         | 6,060                     | 6,826                     | 7,000                       | (940)  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (3,955)   | -         | -         | -         | (3,955)                   | -                         | (5,096)                     | 1,141  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | (1,000)                     | 1,000  |
| Materials & Supplies             | (189)     | -         | -         | -         | (189)                     | (253)                     | (1,400)                     | 1,211  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 1,916     | -         | -         | -         | 1,916                     | 6,573                     | (496)                       |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

32 - Roads

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 96,668    | -         | -         | -         | 96,668                    | 21,369                    | 21,250                      | 75,418   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (55,974)  | -         | -         | -         | (55,974)                  | (56,336)                  | (103,499)                   | 47,525   |
| Contracted Services              | (3,466)   | -         | -         | -         | (3,466)                   | (3,587)                   | (5,500)                     | 2,034  |
| Materials & Supplies             | (7,904)   | -         | -         | -         | (7,904)                   | (7,422)                   | (11,375)                    | 3,471  |
| Utilities                        | (33,841)  | -         | -         | -         | (33,841)                  | (33,075)                  | (43,750)                    | 9,909  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (4,517)   | -         | -         | -         | (4,517)                   | (79,051)                  | (142,874)                   |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

35 - Shop

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (6,471)   | -         | -         | -         | (6,471)                   | (7,866)                   | (13,616)                    | 7,145  |
| Contracted Services              | (11,087)  | -         | -         | -         | (11,087)                  | (8,991)                   | (7,875)                     | (3,212)  |
| Materials & Supplies             | (62,130)  | -         | -         | -         | (62,130)                  | (74,318)                  | (58,068)                    | (4,062)  |
| Utilities                        | (1,721)   | -         | -         | -         | (1,721)                   | (2,542)                   | (2,000)                     | 279  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (81,409)  | -         | -         | -         | (81,409)                  | (93,717)                  | (81,559)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

41 - Water

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 241,706   | -         | -         | -         | 241,706                   | 234,652                   | 269,250                     | (27,544)   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (55,300)  | -         | -         | -         | (55,300)                  | (41,492)                  | (83,559)                    | 28,259   |
| Contracted Services              | (15,541)  | -         | -         | -         | (15,541)                  | (28,210)                  | (33,125)                    | 17,584   |
| Materials & Supplies             | (39,999)  | -         | -         | -         | (39,999)                  | (34,026)                  | (34,463)                    | (5,536)  |
| Utilities                        | (11,446)  | -         | -         | -         | (11,446)                  | (15,303)                  | (30,625)                    | 19,179   |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 119,420   | -         | -         | -         | 119,420                   | 115,621                   | 87,478                      |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

42 - WasteWater

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 170,693   | -         | -         | -         | 170,693                   | 164,663                   | 215,000                     | (44,307)   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (52,225)  | -         | -         | -         | (52,225)                  | (38,906)                  | (80,242)                    | 28,017   |
| Contracted Services              | (14,266)  | -         | -         | -         | (14,266)                  | (17,973)                  | (33,250)                    | 18,984   |
| Materials & Supplies             | (21,929)  | -         | -         | -         | (21,929)                  | (31,211)                  | (16,150)                    | (5,779)  |
| Utilities                        | (10,538)  | -         | -         | -         | (10,538)                  | (11,846)                  | (26,938)                    | 16,400   |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 71,735    | -         | -         | -         | 71,735                    | 64,727                    | 58,420                      |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

43 - Solid Waste

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <u>Variance (Budget V. Actual)</u><br><u>Over / Under Budget</u> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 81,371    | -         | -         | -         | 81,371                    | 81,021                    | 81,250                      | 121  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (4,227)   | -         | -         | -         | (4,227)                   | (6,721)                   | (13,825)                    | 9,598  |
| Contracted Services              | (21,570)  | -         | -         | -         | (21,570)                  | (22,309)                  | (33,100)                    | 11,530   |
| Materials & Supplies             | (143)     | -         | -         | -         | (143)                     | (344)                     | (1,000)                     | 857  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | (4,496)   | -         | -         | -         | (4,496)                   | (7,067)                   | (17,500)                    | 13,004   |
| Surplus (Deficit)                | 50,935    | -         | -         | -         | 50,935                    | 44,580                    | 15,825                      |  |

## Town of Sundre 2026 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 21,938    | -         | -         | -         | 21,938                    | 21,937                    | -                           | 21,938   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Materials & Supplies             | (3,264)   | -         | -         | -         | (3,264)                   | (3,264)                   | -                           | (3,264)  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | (18,674)  | -         | -         | -         | (18,674)                  | (18,674)                  | -                           | (18,674)   |
| Surplus (Deficit)                | -         | -         | -         | -         | -                         | (1)                       | -                           |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

61 - Planning & Development

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 42,516    | -         | -         | -         | 42,516                    | 18,046                    | 13,325                      | 29,191   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (26,319)  | -         | -         | -         | (26,319)                  | (33,645)                  | (65,157)                    | 38,838   |
| Contracted Services              | (237)     | -         | -         | -         | (237)                     | (90)                      | (17,537)                    | 17,300   |
| Materials & Supplies             | (2,086)   | -         | -         | -         | (2,086)                   | (2,917)                   | (3,225)                     | 1,139  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 13,874    | -         | -         | -         | 13,874                    | (18,606)                  | (72,594)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

63 - Economic Development

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <u>Variance (Budget V. Actual)</u><br><u>Over / Under Budget</u> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 36,818    | -         | -         | -         | 36,818                    | 37,426                    | 25,000                      | 11,818   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (17,653)  | -         | -         | -         | (17,653)                  | (19,006)                  | (51,857)                    | 34,204   |
| Contracted Services              | (6,702)   | -         | -         | -         | (6,702)                   | (6,928)                   | (625)                       | (6,077)  |
| Materials & Supplies             | (17,343)  | -         | -         | -         | (17,343)                  | (20,718)                  | (46,100)                    | 28,757   |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | (18,916)  | -         | -         | -         | (18,916)                  | (14,369)                  | (10,000)                    | (8,916)  |
| Surplus (Deficit)                | (23,796)  | -         | -         | -         | (23,796)                  | (23,595)                  | (83,582)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

75 - Library

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Materials & Supplies             | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | (35,087)  | -         | -         | -         | (35,087)                  | (34,685)                  | (35,625)                    | 538  |
| Surplus (Deficit)                | (35,087)  | -         | -         | -         | (35,087)                  | (34,685)                  | (35,625)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

77 - Sundre Community Centre

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 18,611    | -         | -         | -         | 18,611                    | 31,103                    | 21,250                      | (2,639)  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (25,893)  | -         | -         | -         | (25,893)                  | (23,454)                  | (34,683)                    | 8,790  |
| Contracted Services              | (87)      | -         | -         | -         | (87)                      | (15)                      | (1,125)                     | 1,038  |
| Materials & Supplies             | (22,273)  | -         | -         | -         | (22,273)                  | (22,295)                  | (21,963)                    | (310)  |
| Utilities                        | (6,339)   | -         | -         | -         | (6,339)                   | (11,897)                  | (13,250)                    | 6,911  |
| Transfers to Local Organizations |           | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (35,981)  | -         | -         | -         | (35,981)                  | (26,558)                  | (49,771)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

80 - Arena

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 42,430    | -         | -         | -         | 42,430                    | 43,443                    | 60,500                      | (18,070)   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (51,876)  | -         | -         | -         | (51,876)                  | (48,893)                  | (86,387)                    | 34,511   |
| Contracted Services              | (8,342)   | -         | -         | -         | (8,342)                   | (3,421)                   | (8,075)                     | (267)  |
| Materials & Supplies             | (25,039)  | -         | -         | -         | (25,039)                  | (32,735)                  | (34,175)                    | 9,136  |
| Utilities                        | (15,930)  | -         | -         | -         | (15,930)                  | (19,610)                  | (15,750)                    | (180)  |
| Transfers to Local Organizations |           | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (58,757)  | -         | -         | -         | (58,757)                  | (61,216)                  | (83,887)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

82 - Greenwood Campground

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <u>Variance (Budget V. Actual)</u><br><u>Over / Under Budget</u> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 11,700    | -         | -         | -         | 11,700                    | 2,392                     | -                           | 11,700   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (4,337)   | -         | -         | -         | (4,337)                   | (3,824)                   | (9,308)                     | 4,971  |
| Contracted Services              | (920)     | -         | -         | -         | (920)                     | (320)                     | (2,500)                     | 1,580  |
| Materials & Supplies             | (3,800)   | -         | -         | -         | (3,800)                   | (3,827)                   | (4,887)                     | 1,087  |
| Utilities                        | (1,054)   | -         | -         | -         | (1,054)                   | (1,359)                   | -                           | (1,054)  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 1,589     | -         | -         | -         | 1,589                     | (6,938)                   | (16,695)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

84 - Parks

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (31,612)  | -         | -         | -         | (31,612)                  | (28,349)                  | (50,637)                    | 19,025   |
| Contracted Services              | (2,371)   | -         | -         | -         | (2,371)                   | (3,175)                   | (6,500)                     | 4,129  |
| Materials & Supplies             | (7,802)   | -         | -         | -         | (7,802)                   | (8,069)                   | (12,550)                    | 4,748  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (41,785)  | -         | -         | -         | (41,785)                  | (39,593)                  | (69,687)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

85 - Recreation & Culture

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Contracted Services              | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Materials & Supplies             | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | (77,757)  | -         | -         | -         | (77,757)                  | (75,298)                  | (90,000)                    | 12,243   |
| Surplus (Deficit)                | (77,757)  | -         | -         | -         | (77,757)                  | (75,298)                  | (90,000)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

86 - Community Services

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 820       | -         | -         | -         | 820                       | -                         | 1,500                       | (680)  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (27,930)  | -         | -         | -         | (27,930)                  | (28,896)                  | (42,251)                    | 14,321   |
| Contracted Services              | (3,856)   | -         | -         | -         | (3,856)                   | (2,680)                   | (8,250)                     | 4,394  |
| Materials & Supplies             | (11,081)  | -         | -         | -         | (11,081)                  | (15,747)                  | (18,100)                    | 7,019  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | (1,975)                   | (55,500)                    | 55,500   |
| Surplus (Deficit)                | (42,047)  | -         | -         | -         | (42,047)                  | (49,298)                  | (122,601)                   |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

87 - Trails

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (5,714)   | -         | -         | -         | (5,714)                   | (5,235)                   | (11,999)                    | 6,285  |
| Contracted Services              | (2,296)   | -         | -         | -         | (2,296)                   | (2,080)                   | (3,750)                     | 1,454  |
| Materials & Supplies             | (3,712)   | -         | -         | -         | (3,712)                   | (3,673)                   | (5,450)                     | 1,738  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (11,722)  | -         | -         | -         | (11,722)                  | (10,988)                  | (21,199)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

89 - Outdoor Recreation

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | -         | -         | -         | -         | -                         | 1,231                     | 325                         | (325)  |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (7,136)   | -         | -         | -         | (7,136)                   | (4,647)                   | (11,692)                    | 4,556  |
| Contracted Services              | (2,511)   | -         | -         | -         | (2,511)                   | (2,298)                   | (4,375)                     | 1,864  |
| Materials & Supplies             | (3,291)   | -         | -         | -         | (3,291)                   | (3,287)                   | (5,500)                     | 2,209  |
| Utilities                        | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | (12,938)  | -         | -         | -         | (12,938)                  | (9,001)                   | (21,242)                    |  |

**Town of Sundre**  
**2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

91 - Gas

|                                  | <u>Q1</u> | <u>Q2</u> | <u>Q3</u> | <u>Q4</u> | <u>2026</u><br><u>YTD</u> | <u>2025</u><br><u>YTD</u> | <u>YTD</u><br><u>Budget</u> | <b>Variance (Budget V. Actual)</b><br><b>Over / Under Budget</b> |
|----------------------------------|-----------|-----------|-----------|-----------|---------------------------|---------------------------|-----------------------------|--|
| Revenues                         | 466,595   | -         | -         | -         | 466,595                   | 444,164                   | 376,000                     | 90,595   |
| Expenses                         |           |           |           |           |                           |                           |                             |  |
| Salaries & Wages                 | (60,609)  | -         | -         | -         | (60,609)                  | (61,157)                  | (98,078)                    | 37,469   |
| Contracted Services              | (19,300)  | -         | -         | -         | (19,300)                  | (15,792)                  | (30,500)                    | 11,200   |
| Materials & Supplies             | (212,817) | -         | -         | -         | (212,817)                 | (179,376)                 | (190,625)                   | (22,192)   |
| Utilities                        | (1,373)   | -         | -         | -         | (1,373)                   | (2,189)                   | (1,625)                     | 252  |
| Transfers to Local Organizations | -         | -         | -         | -         | -                         | -                         | -                           | -  |
| Surplus (Deficit)                | 172,496   | -         | -         | -         | 172,496                   | 185,650                   | 55,172                      |  |

**TOWN OF SUNDRE**  
**2026 Restricted Surplus Continuity Schedule**  
**As at March 31, 2026**

| RSA Designation | Restricted Surplus Account Name      | Opening             |                 |                 |          | Intra-Fund<br>Transfer | Ending<br>Balance   |
|-----------------|--------------------------------------|---------------------|-----------------|-----------------|----------|------------------------|---------------------|
|                 |                                      | Balance             | Interest        | Increase        | Decrease |                        |                     |
| A.1             | General Corporate Stabilization      | 1,809,747.56        | 1,864.89        |                 |          | -                      | 1,811,612.45        |
| A.2             | Corporate Services Stabilization     | 93,541.35           | 96.40           |                 |          | -                      | 93,637.75           |
| A.3             | Protective Services Stabilization    | 29,316.38           | 30.21           |                 |          | -                      | 29,346.59           |
| A.4             | Municipal Operations Stabilization   | 39,866.09           | 41.08           |                 |          | -                      | 39,907.17           |
| A.5             | Utilities Stabilization              | -                   | -               | -               | -        | -                      | -                   |
| A.6             | Development Stabilization            | 120,468.09          | 124.15          |                 |          | -                      | 120,592.24          |
| A.7             | Community Services Stabilization     | 196,416.01          | 202.40          |                 |          | -                      | 196,618.41          |
| B.1             | Municipal "New" Projects             | 158,229.93          | 163.05          |                 |          | -                      | 158,392.98          |
| B.2             | Utility "New" Projects               | -                   | -               | -               | -        | -                      | -                   |
| C.1             | Municipal Infrastructure Lifecycling | 457,602.44          | 471.55          |                 |          | -                      | 458,073.99          |
| C.2             | Utility Infrastructure Lifecycling   | 2,416,349.06        | 2,489.99        |                 |          | -                      | 2,418,839.05        |
| D.1             | Municipal Cash-in-Lieu               | 73,988.59           | 466.07          |                 |          | -                      | 74,454.66           |
| D.2             | Shared Fire - Capital                | 805,996.96          | 830.53          |                 |          | -                      | 806,827.49          |
| D.3             | Shared Fire - Operating              | 133,554.98          | 137.62          |                 |          | -                      | 133,692.60          |
| D.4             | Sundre Golf Society                  | -                   | -               | -               | -        | -                      | -                   |
| D.5             | Transportation Off-Site Levy         | 3,816.12            | 20.81           | 2,624.09        |          | -                      | 6,461.02            |
| D.6             | Water Off-Site Levy                  | 395,099.64          | 2,154.60        | 306.28          |          | -                      | 397,560.52          |
| D.7             | Wastewater Off-Site Levy             | 20,746.73           | 113.14          | 1,662.63        |          | -                      | 22,522.50           |
| D.8             | Storm Drainage Off-Site Levy         | -                   | -               | -               | -        | -                      | -                   |
| <b>Totals</b>   |                                      | <b>6,754,739.93</b> | <b>9,206.49</b> | <b>4,593.00</b> | <b>-</b> | <b>-</b>               | <b>6,768,539.42</b> |

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

| Town of Sundre Capital Project Listing       |              |                |                                |                                  |                        |                     |   |
|--|--------------|----------------|--------------------------------|----------------------------------|------------------------|---------------------|---|
| Q1 Capital Project List as at March 31, 2026 |              |                |                                |                                  |                        |                     |   |
| Approval Date                                | Motion #     | PROJECT CODE # | Project Description            | Source of Funding                | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026   |
| 19-Mar-2019                                  | 124-18-03-19 | OP19-01        | Old Town Shop Remediation      | Municipal Lifecycling RSA        | 105,000.00             | 56,762.53           | Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site. Testing to resume Spring of 2026. Remediation report update and site testing to begin the first water of 2026. <b>Remedial Options report completed, reviewing options.</b>                 |
| 19-Mar-2019                                  | 124-18-03-19 | OP19-02        | Main Avenue (phase 2)          | Municipal Lifecycling RSA        | 400,065.00             | 391,135.86          |   |
|  |              |                |                                | MSI Capital                      | 280,000.00             | 280,000.00          |   |
|  |              |                |                                | MSI Capital                      | 151,456.00             | 151,456.00          |   |
|  |              |                |                                | Debentures                       | 1,307,200.00           | 1,307,200.00        | <b>Project Complete - Costs finalized. - Community Services - No Motion Required</b>  |
|  |              |                |                                |                                  | 2,138,721.00           | 2,129,791.86        |   |
| 16-Dec-2019                                  | 422-16-12-19 | OP19-08        | Sewer Lagoon Upgrade/Expansion | Utilities Lifecycling RSA        | 2,100,000.00           | 349,810.93          | Discussion with Alberta Environment and Alberta Transport ongoing. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Alberta Environment application for renewal of licensing utilizing new technology currently in 60 day advertising period.<br><br>Provincial & Municipal approvals have been issued.<br><br><i>Waiting for the Contractor to provide a construction schedule. Building permit to be obtained from the County.</i> |
| 28-Jun-21                                    | 198-28-06-21 |                |                                | MSI Capital/LGFF                 | 800,000.00             | -                   |   |
|  |              |                |                                | CCBF                             | 150,000.00             | -                   |   |
| 28-Jun-21                                    | 201-28-06-21 |                |                                | Provisional Utilities Lifecyclin | 950,000.00             | -                   |   |
| 28-Jun-21                                    | 202-28-06-21 |                |                                | Provisional Utilities Lifecyclin | 200,000.00             | -                   |   |
| 28-Jun-21                                    | 200-28-06-21 |                |                                | Provincial Funding AMWWP         | 7,500,000.00           | -                   |   |
|  |              |                |                                |                                  | 11,700,000.00          | 349,810.93          |   |
| 05-Dec-22                                    | 348-05-12-22 | CS23-04        | Boardwalk                      | CCBF                             | 80,000.00              | 66,095.71           | Phase 1 is complete and on budget. Additional work to complete in 2025  |

| Approval Date | Motion #     | PROJECT CODE # | Project Description                             | Source of Funding         | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026   |
|---------------|--------------|----------------|---|---------------------------|------------------------|---------------------|---|
| 05-Dec-22     | 348-05-12-22 | CS23-05        | Passive Use/Campground                          | CCBF                      | 100,000.00             | 6,833.20            | Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.   |
|               |              |                |   | Other Funding             | 200,000.00             |                     |   |
|               |              |                |   |                           | 300,000.00             | 6,833.20            |   |
| 05-Dec-22     | 348-05-12-22 | FD23-01        | Replace Command Truck Unit 510 (2010 Chev 2500) | Fire RSA                  | 84,000.00              | 82,500.00           | Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Vehicle received and in-service. MVC invoiced for their portion.<br><br>Project complete, costs finalized - No Motion Required |
|               | 263-02-10-23 |                |   | MVC Fire                  | 84,000.00              | 82,500.00           |   |
|               |              |                |   |                           | 168,000.00             | 165,000.00          |   |
| 05-Dec-22     | 348-05-12-22 | OPS23-01       | Water Treatment Plant Software Upgrade          | Utility Lifecycling RSA   | 30,000.00              | 27,003.51           | Project Complete, costs finalized. - Not Motion Required  |
| 04-Dec-23     | 337-04-12-23 | OP24-02        | Spray Patching Unit                             | Municipal New Project RSA | 165,000.00             | 176,692.52          | Project Complete, costs finalized. Over budget due to cost increase from quote of previous year .<br>>to allocate \$11,693 overage FROM Municipal New Project RSA   |
| 04-Dec-23     | 337-04-12-23 | OP24-03        | 2nd Ave NW Undergrounds & Roadway               | Municipal Lifecycling RSA | 375,000.00             | -                   | >no motion required as grant funds used only  |
|               |              |                |   | Utility Life Cycling      | 225,000.00             | -                   | >no motion required as grant funds used only  |
|               |              |                |   | MSI Capital               | 1,175,000.00           | 1,114,591.41        | >remaining 60k reallocated to MSI "pot" in annual 2025 Expenditure report to MSI  |
|               |              |                |   | CCBF                      | 225,000.00             | -                   | >withdrew grant application for 225k from CCBF in annual 2025 Expenditure reporting so funds to go back to CCBC "pot"   |
|               |              |                |   |                           | 2,000,000.00           | 1,114,591.41        | Easement Agreement registerd. Project Complete, costs finalized - verified with Project Mgr 5/4/2026 - No Motion Required   |
| 04-Dec-23     | 337-04-12-23 | FD24-01        | Unit 560 replace 2009 Freightliner              | MVC                       | 100,000.00             |                     | MVC to pay vendor directly.<br>Factory Test complete waiting for RMP Red Deer to receive Unit and Complete for delivery March 2026  |

| Approval Date | Motion #     | PROJECT CODE # | Project Description                                 | Source of Funding         | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026  |
|---------------|--------------|----------------|---|---------------------------|------------------------|---------------------|--|
| 04-Dec-23     | 337-04-12-23 | FD24-02        | Unit 591 - Replace Rhino side x side                | MVC 80%                   | 24,000.00              |                     | On Hold pending discussion with MVC  |
|               |              |                |   | Fire RSA                  | 6,000.00               |                     | Will Proceed with Purchase when MVC has funds allocated                                |
| 29-Apr-24     | 144-29-04-24 | OP24-06        | Vertical In-Line Pump & Motor                       | Utility Life Cycling      | 16,000.00              | 14,833.03           | Project Complete, costs finalized. - Not Motion Required                               |
|               | 431-16-12-24 |                |   |                           |                        |                     |  |
| 02-Dec-24     | 410-02-12-24 | CS25-01        | Replace Unit 149 - CS truck                         | Municipal Lifecycling RSA | 65,000.00              | 65,010.00           | Project Complete, costs finalized.   |
|               |              |                |   |                           |                        |                     | >to allocate \$10 overage FROM Municipal Lifecycling RSA                               |
| 02-Dec-24     | 410-02-12-24 | CS25-02        | Community Services Digital Sign Display             | Muni New - RSA            | 12,000.00              | 14,200.00           | Project Complete, costs finalized.   |
|               |              |                |   |                           |                        |                     | >to allocate \$2,200 overage FROM Muni New RSA   |
| 02-Dec-24     | 410-02-12-24 | CS25-03        | CS Floor Scrubber                                   | Muni New - RSA            | 8,500.00               | 8,698.00            | Project Complete, costs finalized.   |
|               |              |                |   |                           |                        |                     | >to allocate \$198 overage FROM Muni New RSA   |
| 02-Dec-24     | 410-02-12-24 | CS25-04        | Arena Compressor Overhall & Valve Replacement       | Municipal Lifecycling RSA | 20,000.00              | 20,049.04           | Project Complete, costs finalized.   |
|               |              |                |   |                           |                        |                     | >to allocate \$49 overage FROM Municipal Lifecycling RSA                               |
| 02-Dec-24     | 410-02-12-24 | CS25-05        | Replace Lawn Mower Unit 1162                        | Municipal Lifecycling RSA | 110,000.00             | 121,395.00          | Project Complete, costs finalized.   |
|               |              |                |   |                           |                        |                     | >to allocate \$11,395 overage FROM Municipal Lifecycling RSA                           |
| 02-Dec-24     | 410-02-12-24 | CS25-06        | MV Senior Trail (Linear Park) connection to 6 Ave W | CCBF                      | 15,000.00              | 13,900.00           | Project Complete, costs finalized. - No Motion Required as Grant funding used.         |
| 02-Dec-24     | 410-02-12-24 | CS25-07        | Eyebrow Park Trail Connections                      | CCBF                      | 15,000.00              | 11,400.00           | Project Complete, costs finalized. - No Motion Required as Grant funding used.         |
| 02-Dec-24     | 410-02-12-24 | OP25-01        | Lift Stn 5 Upgrades to pumps & piping               | Utility Life Cycling      | 100,000.00             |                     | Pumps and Motors installed, doors delivered and installed, grinders have been ordered. |
|               |              |                |   | MSI                       | 180,000.00             | 132,868.48          |  |
|               |              |                |   |                           | 280,000.00             | 132,868.48          |  |

| Approval Date | Motion #     | PROJECT CODE # | Project Description                                       | Source of Funding         | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026  |
|---------------|--------------|----------------|---|---------------------------|------------------------|---------------------|--|
| 02-Dec-24     | 410-02-12-24 | OP25-02        | Asphalt & Concrete Material Crushing                      | Muni New - RSA            | 100,000.00             | 100,000.00          | Project Complete, costs finalized. - verified with project mgr 5/4/2025 - No Motion Required   |
| 28-Apr-25     | 161-28-04-25 | OP25-03        | Lagoon Materials (transport)                              | General Corporate RSA     | 100,000.00             | 58,745.65           |  |
|               |              |                |   |                           | 200,000.00             | 158,745.65          |  |
| 22-Dec-25     | 437-22-12-25 | CORP26-01      | IT infrastructure (servers, switches, connectivity)       | Municipal New - RSA       | 70,000.00              |                     | Server costs increased substantially; subing repair instead of replacement   |
| 22-Dec-25     | 437-22-12-25 | CPO26-01       | 2nd Municipal Enforcement vehicle                         | Municipal Lifecycling RSA | 100,000.00             | 3,183.79            | Vehicle buildout occuring mid May, expected to be fully operational for Q3 2026  |
| 22-Dec-25     | 437-22-12-25 | CS26-01        | Unit No. 148 - 2011 Chev for use by CS                    | Municipal Lifecycling RSA | 65,000.00              |                     | Vehicle ordered  |
|               |              |                |   |                           | 65,000.00              | -                   |  |
| 22-Dec-25     | 437-22-12-25 | CS26-02        | Hwy 27 trail connection (bridge to Cenotaph Park)         | CCBF                      | 40,000.00              |                     | Estimates being obtained, will award in this summer 2026   |
|               |              |                |   |                           | 40,000.00              | -                   |  |
| 22-Dec-25     | 437-22-12-25 | CS26-03        | Upgrade Greenwood washrooms to accomodate four-season use | Municipal New - RSA       | 15,000.00              |                     | Contract has been awarded, working with operations on water service  |
| 22-Dec-25     | 437-22-12-25 | OP26-01        | Unit No. 146 - 2010 Chev for use by Water Dept            | Municipal Lifecycling RSA | 65,000.00              |                     | Vehicle ordered  |
| 22-Dec-25     | 437-22-12-25 | OP26-02        | Exchange backhoe (Asset#1133) for mini-excavator          |                           | -                      | -                   | Backhoe traded for 90k value for excavator with additional 5k spent on warranty for excavator<br>Project Complete - No Motion Required |
| 22-Dec-25     | 437-22-12-25 | OP26-03        | Centre Street (lights to Hospital road)                   | Debentures                | 1,400,000.00           |                     | Bridge repairs completed.  |
|               |              |                |   | Municipal New - RSA       | 50,000.00              |                     | Tender awarded for water and sanitary repairs  |
|               |              |                |   | Municipal Lifecycling RSA | 200,000.00             |                     | Tender for surface works awarded   |
|               |              |                |   | Utility Life Cycling      | 550,000.00             |                     |  |
|               |              |                |   | LGFF                      | 765,000.00             |                     |  |
|               |              |                |   | MSI                       | 235,000.00             | 146,770.15          |  |
|               |              |                |   | CCBF                      | 200,000.00             |                     |  |
|               |              |                |   |                           | 3,400,000.00           | 146,770.15          |  |

| Approval Date | Motion #     | PROJECT CODE # | Project Description   | Source of Funding         | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026 |
|---------------|--------------|----------------|---|---------------------------|------------------------|---------------------|-----------------------------------|
| 22-Dec-25     | 437-22-12-25 | OP26-04        | Laneway rehabilitation - south of Riverside Plaza             | Municipal Lifecycling RSA | 90,000.00              |                     | Scheduled for second quarter      |
|               |              |                |   |                           |                        |                     |                                   |
| 22-Dec-25     | 437-22-12-25 | OP26-05        | Underground Lift Station Upgrades (pumps, electrical, panels) | Utility Life Cycling      | 34,000.00              | 1,494.89            | Scheduled for second quarter      |
|               |              |                |   |                           |                        |                     |                                   |
|               |              |                |   |                           |                        |                     |                                   |
|               |              |                |   |                           |                        |                     |                                   |
|               |              |                |   |                           |                        |                     |                                   |



## REQUEST FOR DECISION

**COUNCIL DATE** June 8, 2026  
**SUBJECT** RFD 2025 Capital Spending RSA Transfers  
**ORIGINATING DEPARTMENT** Corporate Services  
**AGENDA ITEM** 9.2

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### **BACKGROUND/PROPOSAL:**

All transfers in to or out of Restricted Surplus Accounts (RSAs) require a motion of Council to ensure that proper accountability and permissible over-expenditure on completed capital projects are accounted for.

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

See attached Report to Council

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends Council transfer the additional funding as outlined in each of the separate 6 motions.

### **MOTION(s):**

That the Town of Sundre Council approves the transfer of additional funding in the amount of \$11,693 from the Municipal New Project RSA for the Spray Patching Unit capital project.

That the Town of Sundre Council approves the transfer of additional funding in the amount of \$10.00 from the Municipal Lifecycling RSA for the Replacing Unit 149 (CS Truck) capital project.

That the Town of Sundre Council approves the transfer of additional funding in the amount of \$2,200 from the Municipal New Projects RSA for the Community Services Digital Sign Display capital project.

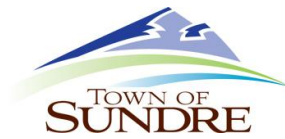
That the Town of Sundre Council approves the transfer of additional funding in the amount of \$198.00 from the Municipal New Projects RSA for the CS Floor Scrubber capital project.

That the Town of Sundre Council approves the transfer of additional funding in the amount of \$49.00 from the Municipal Lifecycling RSA for the Arena Compressor Overhaul & Valve Replacement capital project.

That the Town of Sundre Council approves the transfer of additional funding in the amount of \$11,395 from the Municipal Lifecycling RSA for the Replace Lawn Mower Unit 1162 capital project.

Date Reviewed: June 3, 2026

CAO: *Dorinda Nelson*



## REPORT TO COUNCIL

**COUNCIL DATE:** June 8, 2026  
**SUBJECT:** 2025 Capital Spending RSA Transfers  
**ORIGINATING DEPARTMENT:** Corporate Services  
**AGENDA ITEM:** 9.2a

**BACKGROUND/PROPOSAL:**

All transfers in to or out of Restricted Surplus Accounts (RSAs) require a motion of Council to ensure that proper accountability and permissible over-expenditure on completed capital projects are accounted for.

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

Utilizing the December 31, 2025 Capital Project Listing, previously included with the Q4 2025 Quarterly Financial Reporting, capital projects with permissible over-expenditures have been identified for additional funding transfers from the respective RSA. Projects funded through grant sources are not identified for transfer, as those are captured through the grant process and only expended funds are reported. A separate motion will be required for each capital project transfer.

- 1) Project #OP24-02 – Spray Patching Unit – Budget of \$165,000; actual costs of \$176,693; additional funding of \$11,693 from Municipal New Project RSA
- 2) Project #CS25-01 – Replace Unit 149 (CS Truck) – Budget of \$65,000; actual costs of \$65,010; additional funding of \$10 from Municipal Lifecycling RSA
- 3) Project #CS25-02 – Community Services Digital Sign Display – Budget of \$12,000; actual costs of \$14,200; additional funding of \$2,200 from Municipal New Projects RSA
- 4) Project #CS25-03 – CS Floor Scrubber – Budget of \$8,500; actual costs of \$8,698; additional funding of \$198 from Municipal New Projects RSA
- 5) Project #CS25-04 – Arena Compressor Overhaul & Valve Replacement – Budget of \$20,000; actual costs of \$20,049; additional funding of \$49 from Municipal Lifecycling RSA
- 6) Project #CS25-05 – Replace Lawn Mower Unit 1162 – Budget of \$110,000; actual costs of \$121,395; additional funding of \$11,395 from Municipal Lifecycling RSA

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Pillar 5: Sustainable & Responsible Governance

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends Council transfer the unspent or additional funding as outlined in the motions.

**COSTS/SOURCE OF FUNDING:**

N/A

| <b>Town of Sundre Capital Project Listing - Completed</b> |   |                           |                               |                            |   |   |  |
|---|---|---------------------------|-------------------------------|----------------------------|---|---|--|
| <b>Q1 Capital Project List as at March 31, 2026</b>       |   |                           |                               |                            |   |   |  |
| <b>PROJECT CODE #</b>                                     | <b>Project Description</b>                      | <b>Source of Funding</b>  | <b>Estimated Project Cost</b> | <b>Total Spent to Date</b> | <b>Status Comments as of May 4, 2026</b>  | <b>Project \$ Under / Over</b>  | <b>Motion Required</b>   |
| OP19-02   | Main Avenue (phase 2)                           | Municipal Lifecycling RSA | 400,065.00                    | 391,135.86                 | Project Complete - Costs finalized. - <i>Community Services</i> - No Motion Required  |   |  |
|   |   | MSI Capital               | 280,000.00                    | 280,000.00                 |   |   |  |
|   |   | MSI Capital               | 151,456.00                    | 151,456.00                 |   |   |  |
|   |   | Debentures                | 1,307,200.00                  | 1,307,200.00               |   |   |  |
|   |   |                           | 2,138,721.00                  | 2,129,791.86               |   | \$ 8,929  |  |
| FD23-01   | Replace Command Truck Unit 510 (2010 Chev 2500) | Fire RSA                  | 84,000.00                     | 82,500.00                  | Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Vehicle received and in-service. MVC invoiced for their portion. |   |  |
|   |   | MVC Fire                  | 84,000.00                     | 82,500.00                  |   |   |  |
|   |   |                           | 168,000.00                    | 165,000.00                 | Project complete, costs finalized - No Motion Required  | \$ 1,500  |  |
| OPS23-01  | Water Treatment Plant Software Upgrade          | Utility Lifecycling RSA   | 30,000.00                     | 27,003.51                  | Project Complete, costs finalized. - Not Motion Required  | \$ 2,996  |  |
| OP24-02   | Spray Patching Unit                             | Municipal New Project RSA | 165,000.00                    | 176,692.52                 | Project Complete, costs finalized. Over budget due to cost increase from quote of previous year.  | <b>-\$ 11,693</b>   | <b>&gt;to allocate \$11,693 overage FROM Municipal New Project RSA</b> |
| OP24-03   | 2nd Ave NW Undergrounds & Roadway               | Municipal Lifecycling RSA | 375,000.00                    | -                          | >no motion required as grant funds used only  | \$ 375,000  |  |
|   |   | Utility Life Cycling      | 225,000.00                    | -                          | >no motion required as grant funds used only  | \$ 225,000  |  |
|   |   | MSI Capital               | 1,175,000.00                  | 1,114,591.41               | >remaining 60k reallocated to MSI "pot" in annual 2025 Expenditure report to MSI  | \$ 60,409   |  |
|   |   | CCBF                      | 225,000.00                    | -                          | >withdrew grant application for 225k from CCBF in annual 2025 Expenditure reporting so funds to go back to CCBC "pot"   | \$ 225,000  |  |
|   |   |                           |                               | 2,000,000.00               | 1,114,591.41  | Easement Agreement registerd. Project Complete, costs finalized - verified with Project Mgr 5/4/2026 - No Motion Required | \$ 885,409   |
| OP24-06   | Vertical In-Line Pump & Motor                   | Utility Life Cycling      | 16,000.00                     | 14,833.03                  | Project Complete, costs finalized. - No Motion Required   | \$ 1,167  |  |

| PROJECT CODE # | Project Description                                 | Source of Funding         | Estimated Project Cost | Total Spent to Date | Status Comments as of May 4, 2026  | Project \$ Under / Over | Motion Required  |
|----------------|---|---------------------------|------------------------|---------------------|--|-------------------------|--|
| CS25-01        | Replace Unit 149 - CS truck                         | Municipal Lifecycling RSA | 65,000.00              | 65,010.00           | Project Complete, costs finalized.   | -\$ 10                  | >to allocate \$10 overage FROM Municipal Lifecycling RSA     |
| CS25-02        | Community Services Digital Sign Display             | Muni New - RSA            | 12,000.00              | 14,200.00           | Price went up following year compared to what was budgeted and the one that was in budget was too small so had to go to the next size. | -\$ 2,200               | >to allocate \$2,200 overage FROM Muni New RSA               |
| CS25-03        | CS Floor Scrubber                                   | Muni New - RSA            | 8,500.00               | 8,698.00            | Project Complete, costs finalized.   | -\$ 198                 | >to allocate \$198 overage FROM Muni New RSA                 |
| CS25-04        | Arena Compressor Overhall & Valve Replacement       | Municipal Lifecycling RSA | 20,000.00              | 20,049.04           | Project Complete, costs finalized.   | -\$ 49                  | >to allocate \$49 overage FROM Municipal Lifecycling RSA     |
| CS25-05        | Replace Lawn Mower Unit 1162                        | Municipal Lifecycling RSA | 110,000.00             | 121,395.00          | Overage due to loss of sale on Asset# 1162 Toro Mower  | -\$ 11,395              | >to allocate \$11,395 overage FROM Municipal Lifecycling RSA |
| CS25-06        | MV Senior Trail (Linear Park) connection to 6 Ave W | CCBF                      | 15,000.00              | 13,900.00           | Project Complete, costs finalized. - No Motion Required as Grant funding used.   | \$ 1,100                |  |
| CS25-07        | Eyebrow Park Trail Connections                      | CCBF                      | 15,000.00              | 11,400.00           | Project Complete, costs finalized. - No Motion Required as Grant funding used.   | \$ 3,600                |  |
| OP25-02        | Asphalt & Concrete Material Crushing                | Muni New - RSA            | 100,000.00             | 100,000.00          | Project Complete, costs finalized. - verified with project mgr 5/4/2025 - No Motion Required   |                         |  |
| OP25-03        | Lagoon Materials (transport)                        | General Corporate RSA     | 100,000.00             | 58,745.65           |  | \$ 41,254               |  |
|                |   |                           | 200,000.00             | 158,745.65          |  |                         |  |



## REQUEST FOR DECISION

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>COUNCIL DATE</b>           | June 8, 2026                          |
| <b>SUBJECT</b>                | RFD Sponsorship, MVSH Golf Tournament |
| <b>ORIGINATING DEPARTMENT</b> | Legislative Services                  |
| <b>AGENDA ITEM</b>            | 9.3                                   |

### **BACKGROUND/PROPOSAL:**

The Mountain View Seniors Housing Foundation employs various fundraising strategies to procure essential equipment and resources for the lodges under its purview. The Foundation's efforts are directed towards enhancing the quality of life for seniors by ensuring they have access to amenities and facilities that promote comfort, well-being, and engagement.

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

The 16<sup>th</sup> Annual Mountain View Seniors Housing Foundation Golf Classic is scheduled for September 10, 2026, at the Carstairs Golf Course. Sponsorship packages are available at a variety of levels and costs.

Council approved a \$1,500 Silver (Hole-in-One) Sponsorship at the Regular Council meeting held on May 12, 2025 with funds drawn from the Council Discretionary Fund.

The Council Discretionary Fund is a component of the Community Services Department's budget that has a current balance of \$2,122.00.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council sponsor the 2026 Mountain View Seniors Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund at a sponsorship level package as determined by Council.

### **COSTS/FUNDING:**

See attached sponsorship information.

### **MOTION:**

That the Town of Sundre Council sponsor the 2026 Mountain View Seniors Housing Foundation's annual golf tournament, with funds to be drawn from the Council Discretionary Fund, in an amount not to exceed \$\_\_\_\_\_ which represents a \_\_\_\_\_ Sponsor.

### **ATTACHMENTS:**

Copy of 2026 Save the Date announcement  
Copy of 2026 Sponsorship Opportunities

Date Reviewed: June 08, 2026

CAO: Donna Neuber



9.3a

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

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**MVSH Foundation Annual Golf Classic - September 10 2026, Carstairs Golf Course**

1 message

**Stacey Stilling** <stacey.stilling@mvsh.ca>

Thu, May 21, 2026 at 8:34 AM

To: Linda Nelson &lt;linda.n@sundre.com&gt;, Richard Warnock - External Email &lt;richard.w@sundre.com&gt;

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

Hi Richard and Linda,

I hope this email finds you both doing well and getting some rays of sunshine amongst the rain showers. 😊

I am reaching out to you in hopes that the Town of Sundre will consider continuing to support **Mountain View Seniors' Housing Foundation** as it starts its sponsorship request for the 16<sup>th</sup> Annual Golf Classic!

This year's event is scheduled for **September 10, 2026** and will once again be held at the **Carstairs Golf Course in Carstairs, Alberta**. Last year the town generously supported the Foundation with a Hole-in-One sponsorship.

Attached is the sponsorship brochure for your review/consideration. I have also provided a link if you would like to complete registration online. [Annual Golf Classic | Mountain View Seniors' Housing](#)

The Foundation has some inspiring goals again this year and could certainly use your assistance to achieve them! Thank you so much for your long-term support of Mountain View Seniors' Housing Foundation over the years!

If you have any questions about sponsorship, please let us know.

Looking forward to hearing from you.

Sincerely,

Stacey

**Stacey Stilling, B.Ed, MBA****Chief Administrative Officer**

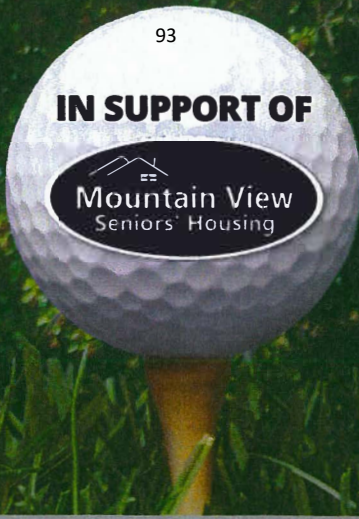


  
**Mountain View  
Seniors' Housing  
Foundation**

**16TH ANNUAL**  
***Golf Classic***

Thursday, September 10, 2026

**CARSTAIRS COMMUNITY GOLF CLUB**

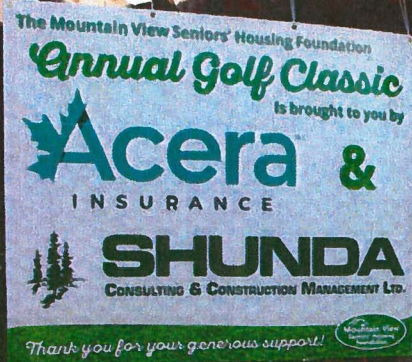


# Premiere Tournament Sponsor

As the Premiere Tournament Sponsor, your organization will receive exclusive recognition as the event's presenting partner, showcasing your company's leadership and commitment to our mission. This top-tier sponsorship level offers maximum visibility and engagement opportunities before, during, and after the tournament.

## Sponsorship Benefits Include:

- ✓ **Exclusive Naming Rights:** Your company name/logo featured as Mountain View Seniors' Housing Foundations Golf Tournament Presented by *[Your Company]* on all event materials, signage, and digital promotions.
- ✓ **Prominent Logo Placement and Brand Exposure:** Featured on tournament banners, scorecards, promotional materials, and event webpage.
- ✓ **Speaking Opportunities:** Option for a company representative to provide welcoming remarks at the event.
- ✓ **Two Foursome Entries:** Includes eight (8) green fees, including power carts, breakfast, lunch and dinner for all golfers, sixteen (16) drink vouchers and special reserved seating in the banquet tent.
- ✓ **First Right of Refusal with Added Exposure:** Commit to next year's tournament by March 31, 2027 and receive a full page advertisement in the 2027 MVSH Foundation Annual Gold Classic Sponsorship Opportunities publication.



**SOLD OUT**  
for the 2026 Golf Classic

INVESTMENT  
**\$6,500.00**



# More Sponsorship Opportunities

## Cart Sponsor - \$3,000.00

*Drive your brand across the course... Literally!*

Position your business front and center by featuring your logo on every tournament golf cart, ensuring unmatched visibility throughout the day. As golfers navigate the course, your brand travels with them, a powerful opportunity to stay top of mind with every swing.

*Though this package does not include player registration, you're invited to join us for cocktails, dinner (2 Dinner tickets, 4 Drink tickets included), and the tournament program beginning at 3:00 p.m., offering valuable networking with community and business leaders.*

## Team Sponsor - \$2,000.00

*Swing into action, make an impact!*

Join fellow community and business leaders for a full day of golf, networking, and fun, all in support of the future of seniors living. Your foursome will enjoy premium tournament access, including two power carts, eight drink vouchers, and full-course hospitality from breakfast through dinner, while your business receives prime brand exposure on and off the course.

### Package Includes:

- ✓ **One Foursome Entry:** Four green fees, two power carts, eight drink vouchers, breakfast, lunch, and dinner.
- ✓ **Brand Visibility:** Prominent signage on-course, logo placement on the event webpage, and recognition across MVSH Foundation social media platforms.

# Meal & Beverage Sponsors - \$1,000.00 - \$3,000.00

*Fuel the fun, and the golfers, all day long!*

As a meal & beverage sponsor, your business keeps the tournament energy high from the first tee to the final toast! Choose to sponsor breakfast, lunch, or dinner and enjoy exceptional exposure in the dining areas, snack shack and banquet tent. Your logo will also be featured online and across MVSH social channels.

## Choose Your Experience:

**Breakfast Sponsor - \$1,000** **SOLD OUT**

Kick off the day right! Your sponsorship serves breakfast sandwiches, bacon, sausage, and coffee (*with a splash of Baileys for good measure!*) to every golfer. Your brand is front and center as players gear up for the day ahead.

**Lunch Sponsor - \$1,500**

Keep the good times rolling with crowd favorites like smokies and hot dogs. Your sponsorship helps re-energize golfers mid-tournament while ensuring continued brand visibility during this high-traffic meal.

**Dinner Sponsor - \$3,000**

The grand finale of the day! Celebrate with golfers, community leaders, and sponsors at our delicious chicken & rib dinner banquet. Your brand takes center stage with special recognition during the evening program.

**Beverage Sponsor - \$1,500**

As a Beverage Sponsor, your business keeps golfers refreshed from the first tee to the final toast! Your support enhances the experience and gives your brand visibility throughout the tournament on each beverage ticket.

# Hole-In-One Sponsor - \$1500.00

*Be the talk of the tournament with the day's most difficult challenge!*

As the Hole-in-One Sponsor, your business helps showcase one of the day's biggest highlights. With signage at the contest hole, your brand will enjoy strong visibility as golfers take their shot at an unforgettable tournament moment, a chance to win one of two \$10,000 hole-in-one prizes!





## **Putting Competition Sponsor** **SOLD OUT**

*Support one of the tournament's most popular attractions!*

As the Putting Competition Sponsor, your business helps fund prizes and refreshments for this popular on-course challenge. Your brand will be recognized with signage at the competition, giving your business strong visibility at a memorable tournament highlight.

## **Activity Hole Sponsor - \$500.00**

*Put your brand right where the action is!*

As a Hole Sponsor, you'll own a hole on the course and have the opportunity to get creative. Set up a tent, hand out snacks, drinks, or swag, or even host your own "Caesar Hole" experience! Showcase your business, meet players face-to-face, and connect directly with your community in a relaxed, engaging setting.

## **Prize Sponsor - \$250.00**

*Support the fun, and celebrate our golfers!*

As a Prize Sponsor, your contribution helps the MVSH Foundation provide exciting prizes that keep players motivated, engaged, and coming back year after year. Your support adds to the friendly competition and overall enjoyment of the tournament, while helping us raise vital funds for seniors in our community. Your generosity will be recognized on the MVSH Foundation website and social media channels, showcasing your commitment to community and charitable impact.

## **Individual Golf Registration- \$175.00**

*Love golf and good times? Join the fun!*

No team or business to sponsor? No problem. Register and we'll match you with a great group of golfers. It's a fun way to play, network, and support the MVSH Foundation.

### **Your registration includes:**

- ✓ One green fee and shared power cart
- ✓ Breakfast, lunch, and dinner and two drink tickets



**SHUNDA**  
CONSULTING & CONSTRUCTION MANAGEMENT LTD.

## Building Community – On and Off the Course

**Shunda** is proud to serve as the **Title Sponsor** of the **MVSH Foundation Golf Tournament**. Supporting the MVSH Foundation reflects our shared commitment to community, collaboration, and making a meaningful impact where we live and work.



## What Shunda Offers

- Consulting and Estimating Services
- General Contracting Services
- Construction Management Services
- Design-Build Services

We transform ideas into reality with expert planning and precise construction execution. By fostering strong relationships and meaningful collaboration, we ensure that every project is delivered with excellence, creating results that enhance the way people live, work, and connect.

**Shunda Consulting and Construction Management Ltd.**

4, 7935 Edgar Industrial Drive Red Deer, AB T4P 3R2 | [www.shunda.ca](http://www.shunda.ca) | 403-347-6931



# Mountain View Seniors' Housing Foundation

## **A Message from the Foundation President,**

It's my pleasure to welcome you to the 2026 Mountain View Seniors' Housing Foundation Annual Golf Classic, a signature event that truly embodies community spirit, generosity, and the shared goal of helping seniors live their best lives. We do this because we believe that quality of life matters at every stage of life. Every contribution, large or small, helps us create warm, vibrant communities where seniors feel valued, engaged, and supported.

The Mountain View Seniors' Housing Foundation Annual Golf Classic is one of our most anticipated annual events. It's an incredible day of fun, friendship, and purpose. It brings together generous sponsors, dedicated volunteers, enthusiastic golfers, and passionate MVSH staff who all share the same commitment to giving back. Thanks to this collective effort, we're able to continue making a real, lasting difference in the lives of the seniors who built the very communities we're proud to call home today.

If you're looking for a memorable way to make an impact, to network, connect, and give back, I invite you to join us as a sponsor of the 2026 tournament. Together, we can continue to enhance the quality of life for our seniors and ensure that every day is filled with comfort, care, and community.

Alan Miller  
*President, Mountain View Seniors' Housing Foundation*

### **About the Mountain View Seniors' Housing Foundation**

*The Mountain View Seniors' Housing Foundation (MVSH Foundation) proudly supports Mountain View Seniors' Housing (MVSH), an organization dedicated to providing safe, comfortable, and enriching homes for seniors across the Mountain View County region. Through the Foundation, we raise funds that go above and beyond basic care, supporting enhancements like therapeutic programs, recreational activities, upgraded furnishings, and innovative spaces that bring joy, dignity, and connection to every resident.*



# Mountain View Seniors' Housing

## **A Message from the MVSH Board Chair, and the Chief Administrative Officer,**

We hope you are all doing well and enjoying another busy and exciting year. As the MVSH Foundation approaches the 16th Annual Golf classic, we're so thankful to be back again this year as the Foundation's beneficiary.

If you joined in the fun last year, you'll remember the beautiful sunshine, the great energy, and the incredible spirit of generosity that made the day so special. We were so grateful for the support, laughter, and enthusiasm shared by everyone who came out, and we are absolutely thrilled to be back at the beautiful Carstairs Community Golf Club for this year's tournament.

On behalf of Mountain View Seniors' Housing, we want to express how deeply thankful we are for everything the MVSH Foundation does for our organization and for our residents. The Foundation's dedication and generosity continue to make a meaningful difference in the lives of the seniors we serve. Time and again, their support helps create comfort, joy, and enhanced quality of life for residents across our communities, and for that, we are sincerely grateful.

As you look through this year's sponsorship package, we hope you'll take a moment to reflect on the impact your support has. Every contribution helps the Foundation continue its incredible work and ensures that residents receive those added touches that make a place feel like home.

We truly appreciate your support and look forward to welcoming you and your team for another phenomenal day of golf, community, and giving back. Thank you for being part of something so meaningful to MVSH and to the residents we are privileged to serve.

*It's time to tee up, see you soon!*

**Dwayne Fulton, Board Chair  
Stacey Stilling, Chief Administrative Officer**

**Mountain View Seniors' Housing**





# Why Sponsor?

## Alberta's population is aging, and it's happening fast.

By 2046, the province's population is expected to reach about 6.4 million, with over 1.6 million Albertans aged 65 or older. That means nearly one in four Albertans will be a senior, a group that deserves both dignity and continued connection to their communities.

Mountain View Seniors' Housing (MVSH) provides supportive living, housing, and services to seniors across central Alberta, helping them live safely, comfortably, and independently close to home.

The MVSH Foundation helps to ensure MVSH can continue its vital work. We raise funds and awareness to support programs, equipment, facility upgrades, and initiatives that directly enrich the lives of MVSH lodge residents.

When seniors are forced to leave their communities to find care elsewhere, the risk of social isolation increases, often leading to anxiety, depression, and cognitive decline. Your sponsorship in the MVSH Foundation Annual Golf Classic, and your support throughout the year, help us invest in solutions that keep seniors connected, engaged, and thriving where they belong, in their home communities.

Together, we can build a stronger future for local seniors. **They've built our communities, now it's our turn to support them.**

To learn more about the Mountain View Seniors' Housing Foundation and how you can get involved, visit our website at:

**[MVSH.CA/FOUNDATION](https://mvsh.ca/foundation)**

# Acera™

## INSURANCE

Premiere Sponsor of the  
  
16th Annual Golf Classic

Acera Also Provides Benefits for  


**Tee up the right coverage.**

**Personal. Commercial. Group Benefits.**

Acera Insurance is one of Canada's largest independent, employee-controlled insurance brokerages, proudly 100% Canadian-owned. With 70+ branches, 100+ insurer partners, and deep local expertise, Acera helps individuals, families, and businesses find coverage that fits their needs with confidence.

### **GET A QUOTE:**

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## **Why choose Acera Insurance?**

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- Access to multiple insurers and competitive quotes
- Personalized service in branch, by phone, or online
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*From car and home insurance to business protection and employee benefits, Acera works with you to find practical, customized solutions backed by local expertise and national reach.*

# Thank you to our 2025 Sponsors!

## **EXCLUSIVE TITLE SPONSORS**

Shunda Consulting & Construction Management Ltd.  
Acera Insurance

## **CART SPONSOR**

Olds Electric & Lighting Ltd.

## **DINNER SPONSOR**

Mathews Dinsdale & Clark LLP -  
*Global HR Lawyers*

## **TEAM SPONSORS**

MLT Aikins LLP  
Hildebrand Motors Ltd.  
A Gallery of Floors Ltd.  
Westview Co-op  
Vista Radio (The GOAT, the RANCH)  
SCS Ltd. - MVSH Maintenance  
Arcadis  
Bethany Care Society  
Town of Olds  
Town of Didsbury  
Town of Carstairs  
Cam Clark Automotive Group  
SMP Engineering together with Remedy Engineering  
Central Alberta Property Inspections together with Milaney Construction Services  
Looker Office Furniture together with Global Furniture Group

## **PRIZE SPONSORS**

Mountain View County  
Reynolds Mirth Richards & Farmer LLP  
Sysco Food Services  
ATB Financial  
Mary Jane Harper - Royal LePage Realty  
Sundre Home Hardware  
Sani Marc / Wood Wyant  
Jason Nixon

## **BREAKFAST SPONSOR**

Amax Exteriors Ltd.

## **LUNCH SPONSOR**

Complete Purchasing Services

## **HOLE-IN-ONE SPONSOR**

Onward Integration Solutions  
Rosehill Auctions/Olds Auction Mart  
Town of Sundre

AMRE Supply Calgary  
8760 Expense Management  
CIP Office Technology  
Pearle Vision  
Empringham Disposal  
Spearhead Manufacturing Ltd.



# Tournament Details

## 9:00 am

Arrive at the course and check-in with your team. Enjoy a light breakfast with coffee and baileys to prepare yourself for a great day of golf!

## 10:00 am

Teams disperse to the course to begin the tournament in a traditional shotgun start! *Lunch is available throughout the day. Use your Lunch Voucher at either the clubhouse or the halfway house on the course.*

## 3:00 pm

Enjoy cocktails as teams conclude their round of golf for the day. After all teams have returned from the course, dinner will begin followed by a brief program, silent auction announcements and prizes.

## What's Included:

- ✓ Green fees and a power cart
- ✓ Breakfast, lunch & dinner, including drink tickets
- ✓ Access to practice facilities
- ✓ Opportunity to bid on amazing silent auction items
- ✓ Opportunity to WIN team and individual contest prizes
- ✓ Valuable networking with golfers, sponsors, and colleagues
- ✓ A great day of golf, for an incredible local cause!

# Sponsorship Summary

| Sponsorship Benefits Included Per Package |                              | PREMIERE TOURNAMENT SPONSOR | POWER CART SPONSOR | DINNER SPONSOR | TEAM SPONSOR | BEVERAGE SPONSOR | LUNCH SPONSOR | HOLE-IN-ONE SPONSOR | BREAKFAST SPONSOR | PUTTING COMPETITION SPONSOR | ACTIVITY HOLE SPONSOR | PRIZE SPONSOR | INDIVIDUAL GOLFER |
|---|------------------------------|-----------------------------|--------------------|----------------|--------------|------------------|---------------|---------------------|-------------------|-----------------------------|-----------------------|---------------|-------------------|
|   |                              | \$6500                      | \$3000             | \$3000         | \$2000       | \$1500           | \$1500        | \$1500              | \$1000            | —                           | \$500                 | \$250         | \$175             |
| GOLFING INCLUDED                          | Green Fee(s) with Power Cart | SOLD OUT                    |                    |                | 4            |                  |               |                     | SOLD OUT          | SOLD OUT                    |                       |               | 1                 |
|   | Beverage Ticket(s)           | SOLD OUT                    |                    |                | 8            |                  |               |                     | SOLD OUT          | SOLD OUT                    |                       |               | 2                 |
|   | Breakfast                    | SOLD OUT                    |                    |                | 4            |                  |               |                     | SOLD OUT          | SOLD OUT                    |                       |               | 1                 |
|   | Lunch                        | 8                           |                    |                | 4            |                  |               |                     |                   |                             |                       |               | 1                 |
|   | Dinner                       | 8                           | 2                  | 2              | 4            |                  |               |                     |                   |                             |                       |               | 1                 |
| On-Course/Event Tent Signage              |                              | X                           | X                  | X              | X            | X                | X             | X                   | X                 | X                           | X                     |               |                   |
| Power Cart Signage                        |                              |                             | X                  |                |              |                  |               |                     |                   |                             |                       |               |                   |
| Business Name/Logo Listed on Website      |                              | X                           | X                  | X              | X            | X                | X             | X                   | X                 | X                           | X                     | X             |                   |
| Social Media Recognition                  |                              | X                           | X                  | X              | X            | X                | X             | X                   | X                 | X                           | X                     | X             |                   |
| Extra Advertising in Sponsorship Package  |                              | X                           |                    |                |              |                  |               |                     |                   |                             |                       |               |                   |
| Reserved Seating at Dinner Banquet        |                              | X                           |                    | X              |              |                  |               |                     |                   |                             |                       |               |                   |
| Business Name/Logo Listed on Program      |                              | X                           | X                  | X              | X            | X                | X             | X                   | X                 | X                           | X                     |               |                   |



# Your Support in Action!

At MVSH Foundation, we believe donated funds should directly enhance the lives of the residents we serve. To help guide those investments, MVSH asks their Site General Managers each year, at each of our Lodge facilities to identify wishlist items specific to their location's needs and opportunities. These requests are made with one clear purpose in mind; to support meaningful improvements that elevate quality of life and strengthen the services and sense of comfort our residents experience every day!

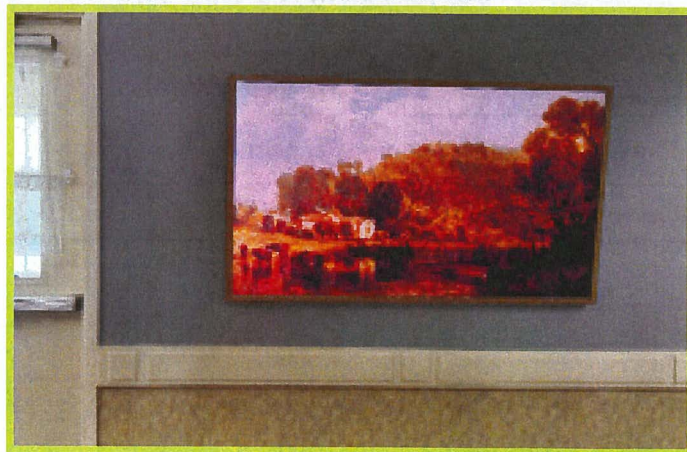


## New Dining Room Chairs *at Aspen Ridge Lodge*

A portion of the funds raised through the 2025 MVSH Foundation Annual Golf Classic is going towards purchasing new dining room chairs for Aspen Ridge Lodge! Sturdy, durable, and comfortable seating is essential in creating a dining space that feels warm, welcoming, and familiar...just like home. To help make the difficult choice, residents had the opportunity to test out, and vote for their favourite one!

## New Portrait TV Display *at Aspen Ridge Lodge*

This new feature funded by the MVSH Foundation helps keep residents informed in a clear, engaging, and easy-to-read way. Displaying a running list of daily activities, menus, fun photos, updates, and important information, it offers a professional and efficient way to share what's happening around the lodge. With large and simple text styles, the screen is designed to be accessible and helpful for residents throughout the day!



## New PA/Audio System *at Sundre Supportive Living*

Funded by the MVSH Foundation, the new PA System has brought music and a nostalgic atmosphere into the heart of the building, creating a warm and welcoming place for residents, staff, and visitors alike. With music now able to play throughout the hallways, dining room, and common areas, the space feels more comforting, vibrant, and full of life.

# Our Next Goal

Mountain View Seniors' Housing has identified an important need to redesign and expand the outdoor space connected to the Safe Living Unit for residents living with dementia at Aspen Ridge Lodge. While the interior of the unit has been updated to meet supportive living standards, the outdoor area has never been properly developed to support residents' cognitive, physical, and emotional well-being.

This project would create a safe, secure, and welcoming outdoor environment that encourages fresh air, movement, connection, and meaningful engagement with nature.



*Uneven ground, animal holes creating hazards, and a chain-link fence making the space feel caged in.*

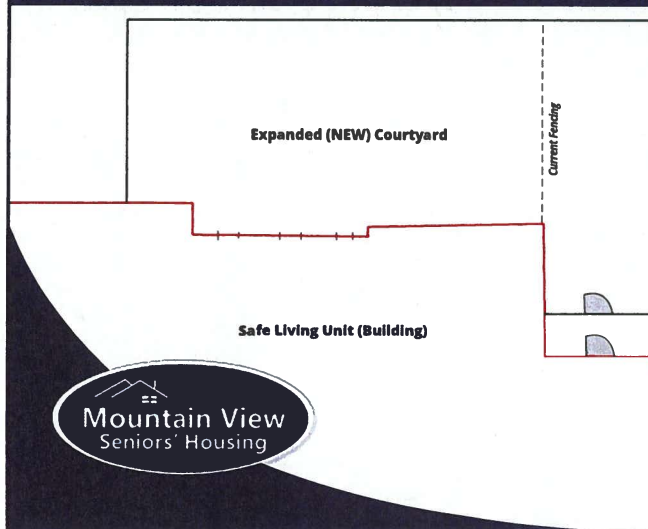
**Mountain View Seniors' Housing**  
A beautiful, safe place for seniors to enjoy!



*Cracked pavement, uneven ground that blends directly into the grass without any clear edging, old patio furniture, limited space for activities, and generally worn-down features throughout.*

## Aspen Ridge Lodge Safe Living Unit Courtyard Expansion Project Footprint Concept

## THE CONCEPT



Thoughtfully planned with accessibility, safety, and comfort in mind, the new space would include features that support walking, social interaction, sensory experiences, family visits, and therapeutic programming.

For residents living with dementia, access to an enriching outdoor environment can reduce agitation, improve mood, support mobility, encourage better sleep, and create more opportunities for joy, reminiscence, and connection!

*This is more than a renovation, it is an investment in dignity, quality of life, and everyday moments that matter.*

**\$20,000**  
in donations  
already recieved

Through the support of donors, the Mountain View Seniors' Housing Foundation can help bring this important vision from Mountain View Seniors' Housing to life for the residents of Aspen Ridge Lodge.



## *Sunshine & Success*

### at the 15th Annual MVSH Foundation Golf Classic

On September 11, 2025, the Carstairs Community Golf Course was buzzing with laughter, friendly competition, and plenty of sunshine for the 15th Annual MVSH Foundation Golf Classic. After 2024's rainout, the perfect weather made for an unforgettable day as 31 teams teed off at the 10 a.m. shotgun start, excited to compete, connect, and support local seniors.

The course was alive with friendly competition and high energy connection! The Eagle Challenge kept players laughing with MVSH Executive Assistant donning the Mighty Eagle costume, while partners such as Looker Office Furniture, Global Furniture Group, Westview Co-op, and CIP Office Technology kept golfers refreshed and entertained with prizes and challenges. The popular Putting Challenge, hosted again by Sundre Mayor Richard Warnock and MVSHF volunteer Danielle Dick, drew a crowd, with golfers vying for premium wine and spirits donated by the Foundation, Cedars Pub, and Original T's Restaurant.

After 18 holes of play, golfers gathered in the tent for a steak dinner by Ironwood Restaurant, a spirited silent auction, and the awards presentation. Prizes celebrated both skill and humor, from "Ball in Sand", "Most Honest", complete with highly anticipated toilet paper prize, to the always-fun Team Spirit Award, won by a glitter-clad group in bright pink tu-tu's and flower hats! Claiming the championship title with an impressive score of -16, the Acera Insurance team took home top honors and generously donated their Oakley sunglasses prize back to the Foundation to help fund next year's tournament. The 2025 winners finished as strong runners-up, showing great sportsmanship.

The 50/50 draw capped the night with a lucky Arcadis team member winning just over \$1,000. 2025 also marked a milestone, celebrating 15 years of the MVSH Foundation Golf Classic. Long-time supporters Shunda Construction and Consulting, Smart Contracting Services (MVSH Maintenance), Arcadis, and Reynolds Mirth Richards & Farmer LLP were recognized for their continued generosity since the tournament's first tee-off.

As the sun set over Carstairs, golfers, sponsors, and volunteers celebrated not just a day of sport but a shared commitment to supporting local seniors. Every ticket, sponsorship, and silent auction bid helps the MVSH Foundation fund vital programs and equipment for the residents of Mountain View Seniors' Housing lodges, improving lives right here in our communities.



# Registration Details

## Register TODAY... *Space is limited!*

Complete your registration and commit to a sponsorship package for the 16th Annual Mountain View Seniors' Housing Foundation Annual Golf Classic online at [mvsh.ca/annual-golf-classic](http://mvsh.ca/annual-golf-classic) or scan the QR code below for quick access.

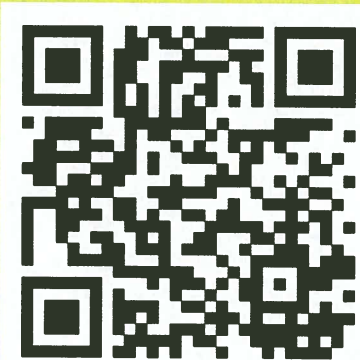
### PAYMENT OPTIONS

- ✓ Register AND Pay online via Zeffy.
- ✓ Pay in person via cash or cheque at the Mountain View Seniors' Housing Office located at #301, 6501, 51 Street, Olds, Alberta T4H 1Y6 (third floor in the Servus Credit building).
- ✓ Pay at the golf course on the day of the tournament. Debit, Credit or Cash available.
- ✓ Pay via E-Transfer to [foundation@mvsh.ca](mailto:foundation@mvsh.ca)

If you have any questions or concerns regarding sponsorship and/or participation in the 16th Annual Golf Classic, please send an email to [foundation@mvsh.ca](mailto:foundation@mvsh.ca) or call (403) 556-2957.

Once the Mountain View Seniors' Housing Foundation has received your commitment to sponsor, a member of our team will connect with you via email to obtain your marketing materials for sponsorship recognition.

*On the online registration form, please indicate if you have any dietary restrictions.*



**SCAN HERE**

Use your mobile device's camera to scan and get quick access to the online form to register!

*Thank you for helping us make a difference!*



**REQUEST FOR DECISION**

**COUNCIL DATE** June 8, 2026  
**SUBJECT** RFD Council Committee Reports, May 2026  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 10.1

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**BACKGROUND/PROPOSAL:**

Council committed to providing monthly committee reports, either verbally or in writing at the first meeting of each month under Motion of Council 426-08-12-25 at the Regular Council Meeting held on December 8, 2025.

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

See attached reports.

**ALIGNMENT WITH STRATEGIC PLAN**

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

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the written or verbal reports as submitted as information.

**MOTIONS:**

That the Town of Sundre Council accept Deputy Mayor Anderson’s verbal report for May 2026, as information.

That the Town of Sundre Council accept Councillor Buchan’s verbal report for May 2026, as information.

That the Town of Sundre Council accept Councillor Dalke’s verbal report for May 2026, as information.

That the Town of Sundre Council accept Councillor Isaac’s written report for May 2026, as information.

That the Town of Sundre Council accept Councillor Marr’s written report for May 2026, as information.

That the Town of Sundre Council accept Councillor Petersen’s verbal report for May 2026, as information.

That the Town of Sundre Council accept Mayor Warnock’s written report for May 2026, as information.

**ATTACHMENTS:**

- 10.1d\_ Councillor Isaac’s report
- 10.1e\_ Councillor Marr’s report
- 10.1g\_ Mayor Warnock

Date Reviewed: June 3, 2026

CAO: Linda Nelson

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

## For the Month of May 2026

### Bylaw Policy Review Committee

**Date of Meeting: May 28**

Several bylaws and policy reviewed. Will be brought forward to Council at June 8 Regular Council meeting.

### Emergency Management Advisory Committee

**Date of Meeting:**

No meeting scheduled.

### Naming Committee

**Date of Meeting:**

No meeting scheduled.

### Sundre & District Aquatic Society

**Date of Meeting: May 13**

Sundre Aquatic Society meeting held at the Sundre Curling Club

### Sundre & District Chamber of Commerce (Alternate)

**Date of Meeting: May**

Unable to attend.

### Visitor Information Research Review Committee (Ad Hoc)

**Date of Meeting:**

No meeting scheduled.

### Sundre Forest Products/West Fraser

**Date of Meeting:**

No meeting scheduled.

### Other:

**Date of Meeting:**

Friday, May 1, 7:00 a.m.: Sundre Mayor's Breakfast at the Sundre Golf Course; Guest Speaker – Naomi Holland. Spoke on protecting our youth from social media and much more.

Friday, May 1, 1:00 p.m.: Sundre Men's Shed at the Sundre Municipal Library. Unfortunately, could not attend, but willing to connect and share information if Council agrees.

Saturday, May 2, 10:00 a.m.: Attended Grand Opening for Direct Outdoor Gear Store. Owner – Michael has some great ideas. Wishing him much success.

Wednesday, May 6, 9:00 a.m. to 11:00 a.m.: McHappy Day at McDonald. Now considered an expert on Hash Brown Maker.

May 11, 5:00 p.m.: Town Council meeting.

Thursday, May 14, 3:15 p.m.: meeting with Sundre MLA Jason Nixon and MP William Stevenson, dinner and was able to discuss federal cuts in funding for ITAC.

Saturday, May 30, 1:00 p.m.: Sundre Pro Rodeo appreciation BBQ at the Rodeo Grounds.

Saturday, May 30, 7:00 p.m.: GNP Fundraising Auction at the Sundre Legion.

**COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF COUNCILLOR MARR**



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

**For the Month of MAY**

**Bylaw Policy Review Committee**

**Date of Meeting:** May 28, 2026

Committee reviewed a number of Bylaws and Policy to ensure compliance to new Protection of Privacy Act and Access to Information Act. Bylaws and Policy to Council for adoption at Council meeting June 8

**Emergency Management Advisory Committee**

**Date of Meeting:** TBD

No meeting scheduled

**Grants Committee**

**Date of Meeting:** TBD

No meeting scheduled

**GNP / FCSS (Alternative)**

**Date of Meeting:** TBD

See designated councillor for report.

**SDHS & Museum**

**Date of Meeting:** May 21, 2026

The museum has completed its Strategic plan and has a new website. I was unable to attend this meeting.

**ICC**

**Date of Meeting:** TBD

No meeting scheduled

**Other:**

**Date of Meeting:**

May 2, 2026 – Museum Cleanup and Direct Outdoor Grand Opening  
 May 11, 2026 – Regular council meeting and Public Hearing  
 May 12, 2026 – Sundre Youth Justice AGM  
 May 14, 2026 – MLA Stevenson “meet and greet”  
 May 23, 2026 – Alberta Youth Justice, Online and In Person training  
 May 25, 2026 – Regular council meeting  
 May 30, 2026 – Snake Hill Run, Rodeo Sponsorship BBQ, GNP live auction, and Peak Theatre events. I was only able to attend 1 of these events for a short while

*COUNCIL COMMITTEE MEETING REPORT  
FROM THE DESK OF MAYOR RICHARD WARNOCK*

717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com  
For the Month of : May 2026

**Bylaw Policy Review Committee**

**Date of Meeting: May 28**

Bylaw committee meeting – bringing forth bylaws to future council meetings.

**Emergency Management Advisory Committee**

**Date of Meeting:**

No Meeting Scheduled

**Intermunicipal Collaboration Committee**

**Date of Meeting:**

No Meeting Scheduled

**Mountain View Senior's Housing**

**Date of Meeting: May 26**

Special Board Meeting: Closed session for Financial reviews.

**Sundre & District Chamber of Commerce**

**Date of Meeting:**

Did not attend May meeting

**Intermunicipal Planning Commission**

**Date of Meeting:**

No Meeting Scheduled

**Red Deer River Municipal Users Group**

**Date of Meeting: May 21**

Regular Board Meeting held in Drumheller with agenda items: Minister Grant Hunter presentation and water question period, Financial statement discussion, Audit update, Executive committee membership, and a presentation update from Special Areas project

**Red Deer River Watershed Alliance**

**Date of Meeting: May 05 & 15th**

May 5 – Executive Committee meeting to set up Board Meeting agenda. May 15 Regular Board Meeting with agenda items: Executive Director report, Executive committee report, Financial Report, Governance committee report on outstanding bylaws, and Board Recruitment requirements for the upcoming AGM.

**Greenwood Neighborhood Place**

**Date of Meeting: May 19**

Regular Board Meeting with agenda items: ED update, gift policy, Financial update on GIC's, and a Fundraising committee report.

## **Sundre Wellness Advocacy Committee**

### **Date of Meeting: May 11**

Regular committee meeting with agenda items: Terms of Reference, EMS service in Sundre, Pharmacy staffing, and Mental health.

### **Other, May Meetings:**

May 01 – Attended the Sundre Ministerial Mayor’s Prayer Breakfast -that supports our community. The guest speaker for this event was Naomi Holland and her presentation was "Escalate the Conversation" based on the harm caused by social media exposure for all our children.

May 02 – Attended the Direct Outdoor Gear store Grand opening with Councilors Paul Issac and Connie Anderson.

May 06 – Attended Sundre McDonalds Happy Day’s event to support their fund raising for Ronald McDonald House.

May 07 – Attended the MTMC Executive meeting to discuss the agenda for the May 14<sup>th</sup> board meeting.

May 08 – Attended the CAEP AGM with agenda items: 3 year business plan, vision and strategic plan, and upcoming projects planned for the next year.

May 10 – Attended the Mother’s Day Fly in Breakfast at the Sundre Airport to support Mountain View County for this long established annual event.

May 11 – Regular Council Meeting – Agenda & Minutes at [www.sundre.com](http://www.sundre.com)

May 14 – Attended the Mid-sized Towns Mayors’ Caucus meeting with agenda items: Membership drive update, Financial Report, Review of in-person meeting at ABMunis in September, Minister Williams future meeting and Updates required for brochure.

May 14 – Council get together with MP William Stevenson to discuss current activities and where assistance from his office could be utilized by Sundre.

May 25 – Regular Council Meeting – Agenda & Minutes at [www.sundre.com](http://www.sundre.com)

May 30 – Attended the Sundre Rodeo & Race Association vendor appreciation BBQ. – opening comments by President Shane Crouch, Minister Nixon and myself giving thanks to the sponsors and volunteers.



**REQUEST FOR DECISION**

**COUNCIL DATE** June 8, 2026  
**SUBJECT** RFD Council Key Messages May 2026  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 10.2

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**BACKGROUND/PROPOSAL:**

Each month the key messages from the Office of Council is included in the mailing of the Town of Sundre’s Utility bills, posted on the Town’s website, and an electronic version of the message is posted to the website and the Town’s social media site.

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

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

**ALIGNMENT WITH SRATEGIC PLAN**

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

**MOTION:**

That the Town of Sundre Council accept the Key Messages of Council for the month of May 2026 as information.

**ATTACHMENTS:**

Key Messages from the Office of Council for May 2026.

Date Reviewed: June 01, 2026

CAO: *Amanda Neuman*

**FROM THE OFFICE OF THE COUNCIL****For the Month of May 2026**May 11, 2026

Administration provided a report on the April 16, 2026 visit from the Grade 2 students from the River Valley School. The new social studies curriculum covers the 3 levels of government in Grade 2, and the teachers reached out to the Town to request a tour of the Council Chambers, to hear a brief overview of the roles in our local government, and to ask the Mayor questions about Municipal Government and his role as Mayor. There were some great questions from the students.

Administration received a copy of the award presentation for the Wastewater Treatment Facility Approval Process and presented it to Council. The Project Achievement Award is presented to an engineering or geoscience project that contributes new technologies, processes, or innovations for the improvement of society.

May 25, 2026

Council held a Public Hearing for the Flood Overlay Bylaw, and subsequently gave second and third reading to the Bylaw.

The Town will be posting safety messages from the RCMP on the Town website. These messages include important information on methods for keeping homes, businesses and families safe.

Council heard the quarterly community report from the RCMP Detachment Commander. There was also a discussion on policing priorities for the Town of Sundre. The 4 priorities are Traffic Safety with a focus on Speeding, Crime Reduction, Youth Engagement/Mental Health (drug awareness), and Police Visibility.

Dear Residents of Sundre:

As we move into the summer months, I am reminded of what makes our community such a special place to call home. Warmer weather brings renewed energy to our town, with families enjoying our parks and trails, local businesses welcoming visitors, and community groups organizing events that bring us together.

Summer is a season of opportunity. It is a time to connect with neighbors, support local businesses, volunteer, and take part in the many recreational and cultural activities our town has to offer. I encourage everyone to get out and enjoy the amenities, programs, and events that make our community vibrant and welcoming.

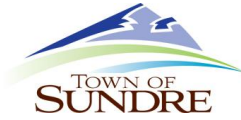
Our municipal staff and council continue to work hard on projects that improve infrastructure, enhance public spaces, and support sustainable growth. Throughout the summer, residents may notice ongoing construction and maintenance work aimed at making our town safer, more accessible, and better prepared for the future. We appreciate your patience and cooperation as these important improvements are completed.

I would also like to thank the many volunteers, service organizations, and community leaders whose dedication helps make our town thrive. Your contributions strengthen the sense of belonging and pride that defines our community.

Whether you are spending time with family, exploring our local attractions, attending community events, or simply enjoying the longer days, I hope you have a safe, enjoyable, and memorable summer.

On behalf of Council, thank you for being part of our wonderful community.

Mayor Warnock



## REQUEST FOR DECISION

**COUNCIL DATE** June 8, 2026  
**SUBJECT** RFD Correspondence / Invitations  
**ORIGINATING DEPARTMENT** Legislative Services  
**AGENDA ITEM** 11.

---

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached correspondence as information by separate motion.

#### **11.1 Chinook's Edge School Division Board Meeting Highlights**

**Motion:** That the Town of Sundre Council accept the Chinook's Edge School Division Board Meeting Highlights as information.

#### **11.2 RCMP Community Safety Messages, June 2026**

**Motion:** That the Town of Sundre Council accept the RCMP Community Safety Messaging for June 2026 as information and directs administration to post the messaging to the Town's website and social media sites.

#### **11.3 Mountain View County Letter to Minister Williams**

**Motion:** That the Town of Sundre Council accept as information, the Mountain View County letter to Minister Williams regarding Bill 28 and its changes to the *Libraries Act*.

#### **11.4 Parkland Regional Library System – 2025 Return on Investment Information, May's Draft Board Meeting Minutes and Board Talk**

**Motion:** That the Town of Sundre Council accept the Parkland Regional Library System Return on Investment Information, May's Draft Board Meeting Minutes and Board Talk as information.

### **ATTACHMENTS:**

- 11.1 CESD Board Meeting Highlights
- 11.2 RCMP Community Safety Messages, June 2026
- 11.3 Mountain View County Letter to Minister Williams
- 11.4 Parkland Regional Library Systems 2025 Return on Investment Information, May's Draft Board Meeting Minutes and Board Talk

Date Reviewed: June 3, 2026

CAO Linda Nelson



Trustees front row L to R: Linda Wagers, Kelly Anne Jobs, Kathy Kemmere, De Anne Hutchison - Vice Chair. Middle / back rows L to R: Janine Waldo, Kathy Williams, Terry Leslie, Holly Bilton - Chair, Melissa Copley

# Board Highlights

May 26, 2026

## 2026-2027 Budget Approval

The Board approved the 2026-2027 Budget. See [Media Release](#).

## Roy E. Cope Award

The Roy E. Cope Award will be awarded to Angela Eadie-Gyori, current Principal of École Steffie Woima Elementary School. The award recognizes those who have made an outstanding contribution to the educational well-being of students in the Division, and it will be presented at the CESD Celebrations banquet in the fall.

## Key Updates to CESD Education Plan

Chinook's Edge School division conducted a strategic listening tour to enhance stakeholder engagement and help form the strategic direction for the division.

The division is examining operational efficiencies to ensure the maximum resources are in schools supporting student learning.

"Social Emotional Well-Being" goal shifting to "Supporting Complex Classrooms and Learner Needs".

## Community Learning Campus (CLC) Annual Update

CLC Facilities (Ralph Klein Centre, Fine Arts & MultiMedia Centre, eLearning, Carpentry Lab, Sports Fields, etc.) have a positive impact on CESD and communities as a whole.

Olds College of Agriculture & Technology and Chinook's Edge School Division continue to lead provincially in Dual Credit programming, with strong alignment to K-12 curriculum and post-secondary pathways.

Central Alberta Collegiate Institute (CACI) partnership between CAREERS, Chinook's Edge, Olds College of Agriculture & Technology, Red Deer Catholic Regional Schools, Red Deer Polytechnic, Red Deer Public Schools, and Wolf Creek Public Schools, continues to expand opportunities for students within Chinook's Edge School Division and across all of Central Alberta.

## Recognition of Student Excellence

The Board congratulated CESD graduates Eythan Young and Sam Botheras on their outstanding achievements on their Diploma exams in their graduating year.

Eythan Young achieved 100% on his Biology Diploma exam and said the sheer amount of time spent studying was the secret to his success. Eythan graduated from Delburne Centralized School, where he started a 3D printing club to ensure students had the knowledge to use the school's 3D printer after he graduated. He was a recipient of the Schulich Leader Scholarship.

Sam Botheras from Sundre High School achieved 100% on his Math, Chemistry, and Physics Diploma exams. Botheras thanked his teachers for supporting him and said he "got lucky," while teacher Kris Kowaliuk said it was not a case of luck. Botheras' advice to students is, "Read more." (Photos attached.)

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**Chinook's Edge School Division Board of Trustees will next meet: June 23, 2026**

**MEDIA - For more information, please contact:**

Shanna Doupe, Communications | 403-227-7085 Dr. Ryan Sawula, Superintendent | 403-227-7070

## Media Release

### Alberta RCMP shares bicycle safety reminder ahead of warmer months

Edmonton, Alta. – With warmer weather fast approaching, the Alberta RCMP anticipates seeing more cyclists on our roadways and trails. With this increase in bicycle traffic, the public is reminded to stay mindful of basic bicycle safety practices to help prevent injuries and keep everyone safe.

Alberta RCMP encourages everyone to follow these tips for a safe and enjoyable ride this biking season.

- Children under 18 must wear a helmet by law; adults are strongly encouraged to wear one too.
- Cyclists must obey all traffic laws, including stopping at stop signs, signaling turns, and yielding to pedestrians.
- Use a white headlamp, red tail lamp, and red rear reflector when riding after dark.
- Wear bright or reflective clothing to stay visible to motorists.
- Stick to designated bike trails when possible and check trail conditions before heading out.
- Lock your bicycle securely with a high-quality lock and anchor it to a sturdy object.
- Remove valuables from your bike or bags and take them with you.
- Record your bike's make, model, serial number, and any unique features to assist with recovery if stolen; check for local bike registration programs.

Follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta for more bike safety tips.

## Social Media Posts

1. Helmet use is required for those under 18: By law, children under 18 must wear a properly fitted helmet while cycling. Parents or guardians may face a fine if their child is caught riding without one. #BikeSmart
2. Obey traffic laws like any other vehicle: Bicycles are subject to the same traffic laws as motor vehicles. Always stop at stop signs, signal your turns, and yield to pedestrians at crosswalks. #BikeSmart
3. Be visible when cycling at night: If you're riding after dark, make sure your bike is equipped with a white headlamp, a red tail lamp, and a red rear reflector. Bright or reflective clothing helps others see you more easily. #BikeSmart
4. Secure your bike properly when not in use: Always lock your bicycle to a sturdy, immovable object and never leave valuables in your bike's basket or bag. #BikeSmart

## Media Release

### **Alberta RCMP encourage students to celebrate graduation safely**

[Edmonton], Alta. - Graduation season is an exciting milestone for students, families, and school communities across Alberta. As celebrations and year-end activities begin, the Alberta RCMP is encouraging youth to make safe and responsible choices while enjoying grad events and gatherings. Planning ahead, looking out for friends, and making smart decisions can help ensure everyone gets home safely.

The Alberta RCMP reminds students and families to:

- Never drive impaired or get into a vehicle with an impaired driver.
- Plan for a safe ride home before attending celebrations.
- Be mindful of social media posts and online activity.
- Respect school property, community spaces, and local bylaws.

Parents and caregivers are encouraged to have open conversations with youth about safety expectations, peer pressure, and the importance of looking out for one another during graduation celebrations.

The Alberta RCMP wishes all graduating students a safe, memorable, and successful graduation season.

Follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta for more safety tips and information.

## Social Media

Graduation is an exciting milestone and a time to celebrate accomplishments, friendships, and new beginnings. As students head into grad season, the Alberta RCMP is reminding everyone to celebrate safely and make responsible choices.

Before attending parties or celebrations:

- Plan a safe ride home
  - Never drive impaired or ride with an impaired driver
  - Look out for your friends and speak up if something feels unsafe
  - Be respectful of schools, neighbourhoods, and community spaces
-

## Media Release

### **Alberta RCMP remind families about the importance of helmet safety**

Edmonton, Alta. - As children and youth spend more time outdoors enjoying bicycles, scooters, skateboards, rollerblades, and other wheeled activities, the Alberta RCMP is reminding families that wearing a properly fitted helmet is one of the easiest ways to reduce the risk of serious head injuries. Head injuries can happen in seconds and wearing a helmet can significantly reduce the likelihood of serious injury in the event of a fall or collision.

Parents and caregivers are encouraged to help children choose a helmet that fits properly and is appropriate for the activity. A properly fitted helmet should sit level on the head, fit snugly, and have straps that form a “V” shape under the ears. The chin strap should be secure, with enough room for only two fingers between the strap and chin.

The Alberta RCMP also reminds families to:

- Always wear a helmet while riding bicycles, scooters, skateboards, rollerblades, or similar equipment.
- Replace helmets that are damaged or have been involved in a crash.
- In addition to wearing a helmet, also wear bright or reflective clothing to improve visibility.
- Always follow traffic rules and stay alert while riding.
- Parents are encouraged to lead by example by wearing helmets themselves and reinforcing safe riding habits with children.

Follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta for more helmet safety tips.

## Media Release

### Alberta RCMP encourages Crime Prevention Through Environmental Design this spring

[Edmonton], Alta. – As Albertans begin their spring cleaning and outdoor home improvement projects, the Alberta RCMP is encouraging residents to incorporate Crime Prevention Through Environmental Design (CPTED) strategies into their seasonal plans.

CPTED is a proactive approach to crime prevention. By making smart, cost-effective changes to your property, you can reduce opportunities for crime and enhance your overall safety. Spring is the perfect time to walk your property and identify practical ways to improve visibility, access control, and security.

By taking a few extra steps this season, homeowners can significantly reduce their risk of being targeted by criminals. The Alberta RCMP suggests implementing the following CPTED strategies during your routine yard work this spring:

- Trim overgrown trees and bushes to increase sight lines and eliminate potential hiding places.
- Keep shrubs below window level to prevent them from becoming cover for intruders.
- Maintain clear, visible pathways to doors and access points.
- Install LED or motion-sensor lighting around doors, driveways, and dark corners of your property.
- Use solar-powered lights for sheds, backyards, and areas without wiring access.
- Ensure lights are placed high enough to prevent tampering.
- Lock up tools, ladders, and lawn equipment in a garage or shed.
- Avoid leaving expensive items in plain sight from the street.
- Use high-quality padlocks and deadbolts on exterior structures.
- Use fencing and natural barriers (like thorny plants) to define property boundaries.
- Ensure your address is clearly visible from the street for emergency responders.
- Avoid tall privacy fences or solid walls that can block visibility and hide intruders.
- Join or start a community watch to keep neighbours informed and engaged.

For more home safety tips follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta

### Social Media

Spring is the perfect time to refresh your yard — and your security. As you tidy up your property, take a few moments to think about safety. Crime Prevention Through Environmental Design (CPTED) involves simple changes that can deter crime and give you peace of mind.

Here are a few ways to incorporate CPTED into your spring cleanup:

- Trim trees and shrubs to eliminate hiding spots and improve visibility
  - Keep entrances and walkways clear and well-lit
  - Maintain a tidy yard to signal that the property is actively used
  - Lock up tools and equipment after each use
  - Use gravel or motion-sensor lights to draw attention to intruders
- 

A well-lit yard is a safer yard. Lighting plays a major role in CPTED. Criminals are less likely to target homes where they risk being seen.

Simple lighting tips to boost your home security:

- Install motion-sensor lights near entrances and garages
  - Use solar-powered lights for pathways and sheds
  - Keep outdoor light fixtures clean and functional
  - Illuminate dark corners and access points
  - Set timers for lights when you're away to give the appearance of occupancy
- 

After a long day of yard work, don't forget about security. Lawn mowers, tools, and ladders left out in the open are easy targets for thieves. CPTED emphasizes not just how your yard looks — but how well it's protected.

A few CPTED-aligned storage tips:

- Lock up tools and equipment in a secure shed or garage
  - Don't leave ladders or bikes in view — they can be used to access upper windows
  - Invest in high-quality padlocks and door hardware
  - Mark your valuables with engraving or ID stickers
  - Keep storage areas well-lit and monitored if possible
- 

Your property boundaries are your first line of defense. Fences, hedges, and even landscaping choices can help keep unwanted visitors out — or at least slow them down.

CPTED strategies for defining and defending your space:

- Use low, open fencing that allows visibility but signals private property
- Plant dense or thorny shrubs under windows as natural deterrents
- Make sure your house number is clearly visible for emergency responders
- Inspect gates, latches, and locks for wear and tear
- Stay alert — knowing your neighbours and watching for suspicious activity is key

## Media Release

### Alberta RCMP advises residents on CPTED landscaping tips

[Edmonton], Alta. - As spring arrives and homeowners begin planning yard work, landscaping and outdoor renovations, the Alberta RCMP is encouraging residents to consider how vegetation and yard design can improve home safety and help deter crime.

Crime Prevention Through Environmental Design (CPTED) focuses on reducing opportunities for crime through thoughtful property design, maintenance, and visibility. Trees, shrubs, fencing, and landscaping features can all play a role in increasing natural surveillance and reducing concealment opportunities around homes.

Whether planting a new yard or updating existing landscaping, residents are encouraged to consider the following safety tips:

- Maintain clear sightlines to doors, windows, walkways, and driveways.
- Avoid planting large shrubs or dense vegetation directly beneath windows or near entry points where someone could hide from view.
- Trim and maintain trees and shrubs regularly to reduce concealment areas around the home.
- Keep shrubs and bushes below window level whenever possible to improve visibility from inside the residence.
- Prune tree branches that block views of the property or create hidden areas near fences, pathways, or entrances.
- Consider planting thorny or dense vegetation beneath vulnerable ground-level windows as a natural deterrent.
- Use low shrubs, decorative fencing, pathways, or landscaping features to clearly define private property boundaries and guide visitors toward intended entrances.
- Ensure walkways, entrances, and yards remain well lit and free of overgrown vegetation.
- Remove dead trees, abandoned planters, or neglected landscaping that may signal a property is unoccupied.
- Regularly inspect your property from the perspective of someone approaching your home. Ask yourself: Are there areas where someone could remain concealed? Can neighbours or passing traffic easily see the front of the home? Are entrances visible and unobstructed?

For more safety tips follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta.

## Social Media

Did you know your yard can help improve safety around your home? Through Crime Prevention Through Environmental Design (CPTED), simple landscaping choices can help reduce hiding spots and improve visibility around your property. Here are a few vegetation safety tips to consider this season:

- Trim shrubs and hedges below window level to improve sightlines.
- Keep tree branches trimmed up to reduce concealed areas near walkways and entrances.
- Avoid overgrown vegetation around doors, garages, and fences.
- Use thorny plants beneath vulnerable windows as a natural deterrent.
- Keep pathways, driveways, and entrances visible from the street and neighbouring properties.
- Remove dead or neglected vegetation that could create hiding spots

## Media Release

### Alberta RCMP warn public to be vigilant when booking vacation rentals

[Edmonton], Alta.— With summer just around the corner, the Alberta RCMP is reminding the public to be cautious when booking vacation properties through online rental platforms such as Airbnb, Vrbo, or local classified ads.

While most vacation rentals are legitimate, there has been a rise in online rental scams across Canada, where fraudsters post fake listings, steal photos from real properties, or request deposits through unsecure payment methods—only for renters to discover the property doesn't exist or wasn't available.

Tips to avoid vacation rental scams:

- Use reputable platforms like Airbnb or Vrbo that offer verified reviews and secure payment options.
- Be wary of listings with prices that seem too good to be true—they usually are.
- Avoid paying via wire transfer, e-transfer, or cryptocurrency unless you're using a trusted platform. These forms of payment are hard to trace or recover.
- Communicate through the booking platform only. If someone tries to take the conversation offline (e.g. via text or personal email), that's a red flag.
- Confirm the address and property details independently—use Google Street View or reverse image searches to verify it's real.
- Read the reviews carefully. A lack of reviews or only recent five-star ones could be a sign of a fake listing.

Safety tips once you arrive:

- Inspect the space upon arrival and report anything unsafe or unexpected to the platform immediately.
- Let a friend or family member know where you're staying, especially if you're travelling alone or to a remote area.
- Follow local laws and bylaws during your stay—including those related to noise, fire safety, and gatherings.

If you believe you've been the victim of a rental scam, report it to your local RCMP detachment and the Canadian Anti-Fraud Centre at [www.antifraudcentre-centreantifraude.ca](http://www.antifraudcentre-centreantifraude.ca) or 1-888-495-8501.

For more safety tips follow us on Facebook @RCMPinAlberta and on X @RCMPAlberta.

## Social Media

Before booking a vacation rental, take time to verify the listing. Look for reviews, research the host, and avoid deals that seem too good to be true. Fraudsters often copy real listings to trick renters. #BookSmart

Never send payment outside a trusted rental platform. Scammers often try to take conversations off-site to avoid detection. Always use secure, in-app messaging and payment tools. #SafeBooking

If a host is pressuring you to book quickly, avoiding questions, or asking for payment by wire transfer, those are major red flags. Trust your instincts and report suspicious behaviour. #FraudAwareness



May 27, 2026

Via Email: [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)

**Honourable Dan Williams**  
**Minister of Municipal Affairs**

**Re: Bill 28, Library Impacts**

Honourable Minister Williams:

I am writing on behalf of Mountain View County regarding Bill 28 and its changes to the Libraries Act.

We respectfully ask the Minister to engage in and support a meaningful consultation process before the library provisions of Bill 28 advance further through the adoption of regulations.

As you know, the Mountain View County Urban Libraries are valued and well-used public services in our community. Within the borders of Mountain View County, we have 5 libraries and one satellite library. All libraries are funded primarily by taxpayers, governed by locally appointed boards (with the exception of the satellite library), and staffed by trained professionals who understand our community's needs.

We have reviewed the library-related provisions of Bill 28 and would like to relay the concerns from our library boards about the potential impact on our community:

**Local governance:** The Minister will have new powers to inspect libraries, issue binding directives, and make regulations governing access and borrowing. These are decisions that currently, and appropriately, belong to the locally appointed board and municipal councils. We are concerned about the precedent this sets for provincial intervention in locally governed services.

**Fiscal impact:** The legislation will require libraries to redesign service delivery (physical separation of materials, age verification systems, staff retraining, inspection readiness) without the announcement of any new provincial funding. These costs would ultimately fall on municipal taxpayers, and most of our libraries are already outgrowing the spaces they are currently using.

**Privacy:** Age-based access restrictions would require some form of ID verification for library patrons. This raises practical concerns about patron privacy, equity for residents without government-issued identification, and the appropriateness of asking frontline library staff to serve as gatekeepers.

**Consultation:** These changes were introduced without meaningful consultation with municipalities or the library sector. We believe the government should engage directly with the Coalition of Alberta Public Libraries and with municipalities before finalizing any regulations.

We are not opposed to supporting families or ensuring age-appropriate access, our libraries already do this through established policies and professional practice. But we believe the approach adopted in Bill 28 is disproportionate, operationally unworkable in its current form, and undermines the local governance model that serves our community well.

We respectfully ask the Minister to engage in and support a meaningful consultation process before the library provisions of Bill 28 advance further through the adoption of regulations.

Sincerely,



Angele Aalbers  
Reeve

cc: MLA Tara Sawyer, Olds-Didsbury-Three Hills  
MLA Jason Nixon, Rimbey-Rocky Mountain House-Sundre  
Town, and Library Board, of Carstairs  
Town, and Library Board, of Didsbury  
Town, and Library Board, of Olds  
Town, and Library Board, of Sundre  
Village, and Library Board, of Cremona  
Water Valley Library Board

# Town of Sundre

## 2025 Return on Investment

### Benefits to your Library

**Total Financial Benefits**

**\$801,450.17**

**Return on Investment**

**\$1.00 = \$30.58**

Based on a population of **2,672**, the cost of membership to the Parkland Regional Library System for the Town of Sundre was **\$26,212.32** in 2025.

### Cost benefits of PRLS services

The **direct financial return** as a result of membership to Parkland Regional Library System to Sundre Municipal Library:

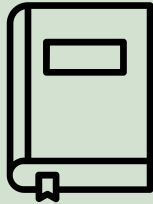
|  |    |                     |
|--|----|---------------------|
| 2025 materials allotment                         | \$ | 3,019.36            |
| Rural Library Services Grant                     | \$ | 18,306.40           |
| Allotment from Mountain View County <sup>1</sup> | \$ | 3,774.20            |
| Computers for library use                        | \$ | -                   |
| Software & Licensing                             | \$ | 5,986.34            |
| SuperNet Connection                              | \$ | 10,242.00           |
| Items borrowed from other libraries <sup>2</sup> | \$ | 612,528.00          |
| Digital items borrowed from PRLS <sup>3</sup>    | \$ | 147,593.87          |
| <b>Combined Savings</b>                          |    | <b>\$801,450.17</b> |

<sup>1</sup> Mountain View County assigned a rural population of 3,340 to the Town of Sundre

<sup>2</sup> Average price of an item \$48.00

<sup>3</sup> Average price of an eBook \$45.82, average price of an eAudiobook \$86.37

# 2025 Quick Facts



**613,251** items  
in the collection



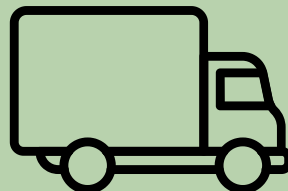
**1,159,357** physical items  
circulated



**50,302** items added  
to the catalog



**34,679**  
cardholders



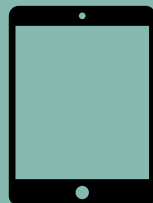
**921,533** items  
sent on van runs



**1,741** consulting  
sessions



**142** attendees at  
the 2025 PRLS  
Conference



**199,695** digital items  
circulated



**64,569** eLibrary  
sessions



**1,510,864** Wifi  
usages

## Other Parkland Facts:

- Provides access to virtual materials across the province through TRAC.
- Provides training for libraries, boards, friends' groups and more.
- Provides centralized IT support on hardware, software, internet, SuperNet.
- Provides access to shared regional collections of books, tech, program kits, and much more.

# PRLS Board Meeting Minutes

May 21, 2026

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday May 21, 2026 in the Combined Board Room, Lacombe.

**Present:** Janet Adam, Jackie Almberg, Denise Boniface, Laureen Clarke-Rennie, Curtis Cook, Shelley Cook, Teresa Cunningham, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Barb Gilliat, Matthew Goudy, Pam Hansen, Lindsay Holmen, Haley Amendt alt. for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Lori Lindseth, Julie Maplethorpe, Lyle McKellar, Joy-Anne Murphy, Scott Pfeiffer, Bill Rock, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Carla Lloyd alt. for Teri Underhill, Carlene Wetthuhn, Shannon Wilcox, Stephen Wyse

**Guests:** Lindsey Bauman MNP, Erin Moir MNP

**With Regrets:** Delijiah Antaloczy, Skyla Attfield, Alison Barker-Jevne, Lana Curle, Todd Dalke, Kathy Hall, Ryanna Hansen, Bryce Liddle, Ricci Matthews, Leah Nelson, Cindy Orom, Maxine Steil

**Absent:** Les Fee, Kimberlee Hunter, Victor Kelly, Paul Looser, Darryl Motley, Marc Mousseau, Amanda Peffers, Sandy Shipton, Naomi Tercier

**Staff:** Karyn Goodwillie, Hailey Halberg, Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

## Call to Order

Meeting called to order at 10:06 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting. Parkland staff introduced themselves.

## Agenda

### 1.1.2 Adoption of the Agenda

Motion by Shannon Wilcox to accept the agenda as presented.

CARRIED

PRLS 14/2026

### 1.2. Approval of Minutes

Gilliat asked if there were any amendments to the February 26, 2026 minutes. There were none.

Motion by Carlene Wetthuhn to approve the minutes of the February 26, 2026 meeting as presented.

CARRIED  
PRLS 15/2026

**1.3. Business arising from the minutes of the February 26, 2026 meeting**

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

**2. Business Arising from the Consent Agenda**

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

Motion by Sarah Fahey to approve the consent agenda as presented.

CARRIED  
PRLS 16/2026

**3.1 2025 Parkland Audit**

Lindsey Bauman and Erin Moir from MNP reviewed the 2025 Parkland audit. They stated that;

*"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2025, and the results of its operations net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."*

According to policy 2.6.10, the Executive Committee is responsible for reviewing and approving Parkland's audit which they did at their March 20<sup>th</sup> meeting.

Motion by Dana Kreil to receive for information the Parkland Regional Library Board 2025 Audit Findings Report for December 31, 2025 and the Financial Statements for December 31, 2025 as presented.

CARRIED  
PRLS 17/2026

Erin Moir and Lindsey Bauman left the meeting at 10:17 a.m.

Leona Thorogood entered the meeting at 10:25 a.m.

**3.2 PD Session – Parkland and Library Funding**

Sheppard reviewed Parkland and Library funding. Karyn Goodwillie reviewed eContent costs and restrictions.

Motion by Scott Pfeiffer to accept the PD Session for information.

CARRIED  
PRLS 18/2026

### **3.3 Parkland's 2027 Budget**

Sheppard reviewed two of Parkland's proposed 2027 budget scenarios.

They have one difference between them. In one scenario, the budget provides all eligible staff a step up the salary grid in compliance with Parkland policy. In the other scenario, staff are provided a step and optional cost of living adjustment (COLA). COLA is calculated on a five-year blended average based on the change in the Consumer Price Index (CPI), as reported by Statistics Canada, for 12 months ending January 31 for the year previous to the budget year. COLA is currently calculated at 3.5% with steps on the grid equaling approximately 2.5%.

Despite significant advocacy efforts, there is little chance of an increase in funding from the provincial government.

At their April 23<sup>rd</sup> meeting, the Executive Committee requested a budget scenario where the requisition will be maintained at its current level of \$9.99 for 2027. To do this, it will be necessary to cut \$48,475 from Parkland's budget. Staff are working on scenarios in which services or products are reduced or eliminated to bring back to the Executive Committee for their consideration at their June meeting.

After a lively discussion, the board asked to see three budget scenarios, low, medium, and high, with a recommendation from the Executive Committee, with the intention of building up reserves for capital purchases and to cover amortization costs, which are not budgeted for, and must be taken from reserves.

Motion by Matt Goudy to build a 2027 budget that addresses reserve levels, capital purchases, and amortization costs.

CARRIED  
PRLS 19/2026

Matt Goudy left the meeting at 11:36 a.m.

### **3.4 CAP Libraries**

Sheppard reviewed. Parkland, along with all the major public libraries in Alberta, continues to lobby for increased funding for libraries. Unfortunately, but not surprisingly, no increase in library operating grants will be forthcoming in the Government of Alberta's (GOA) 2026-2027 budget. Notwithstanding this fact, Parkland and the other major libraries in Alberta will keep trying to persuade the GOA to provide more operational funding to library boards and an improved grant structure.

While Alberta's major public libraries are attempting to obtain additional funding, work continues to dissuade the GOA from involving itself in the curation of public library collections.

Concerningly, the Omnibus Bill 28 was passed on May 13th and includes provisions granting the Minister responsible for public libraries sweeping powers of inspection. The intent of this legislation is to keep materials that are considered to be pornographic unavailable to minors without some form of age verification or parental consent for patrons under 16 years of age. One of the problems with this scenario is that determining what is “pornographic” is highly subjective.

Public libraries across Alberta have expressed concerns about being able to meet potential new requirements. For example, libraries have identified significant cost pressures, including the construction of physically separate spaces, additional staffing to mediate access and verify age, and uncertainty related to an inspection regime that has not yet been fully defined.

The Minister has indicated these costs will not be funded by the province, leaving municipalities to absorb them; an expectation many may not be able to meet.

Concerns over Bill 28 has led to the development of the Coalition of Alberta Public Libraries (CAP Libraries). Collectively, this group represents 324 service points across Alberta, serving 99% of Albertans. Its membership includes libraries of all sizes and from every region of the province, including Alberta’s seven regional systems. CAP has a steering committee of four which include:

**Pilar Martinez, CEO** Edmonton Public Library

**Sarah Meilleur, CEO** Calgary Public Library

**Ronald Sheppard, Director** Parkland Regional Library System

**Sharon Siga, CEO** Strathcona County Library

Sheppard and Martinez were selected to be the principal media contacts for CAP.

After some discussion, the board agreed that they should support CAP in relation to their advocacy efforts regarding Bill 28.

Motion by Leona Thorogood that the Parkland Library Board advocate with CAP in relation to Bill 28 to determine financial and operational costs of the bill.

CARRIED

PRLS 20/2026

### **3.5 Policy Revision**

Sheppard reviewed. While Parkland’s Cost of Living and Compensation policy states explicitly that when considering a Cost of Living Adjustment (COLA) to salaries, Parkland staff use *“the change in the Consumer Price Index (CPI), as reported by Statistics Canada...”*, the policy did not state that the calculations are based on the CPI specifically for Alberta. Since it has always been Parkland’s practice to use the CPI for Alberta when calculating COLA, staff advised adding wording to the policy to clarify that point.

At their April 23<sup>rd</sup> meeting, the Executive Committee passed a motion recommending the board approve the policy as amended.

Motion by Joy-Anne Murphy to approve the Cost of Living and Compensation Policy as amended.

CARRIED  
PRLS 21/2026

Teresa Cunningham left the meeting at 12:12 a.m.

### **3.6 Parkland Investments**

Sheppard reviewed Parkland's investment portfolio. According to Parkland's Annual Agenda policy, the Executive Committee is to review Parkland's investments at least twice a year.

Given the current uncertainties of the global economy, staff recommended making no change to Parkland's overall investment strategy of keeping funds in a conservative, managed bond portfolio.

PRLS does not currently have funds invested in GICs.

After reviewing Parkland's investments at their April 23<sup>rd</sup> meeting, the Executive Committee decided to leave Parkland's investment strategy unchanged.

Motion by Shaleah Fox to receive for information.

CARRIED  
PRLS 22/2026

#### **3.7.1. Director's Report**

#### **3.7.2. Deputy Director's Report**

#### **3.7.3. IT Report**

#### **3.7.4. Finance & Operations Report**

#### **3.7.5. Marketing Report**

Sheppard asked if there were any questions about the reports. There were none.

Motion by Janet Adam to receive the Director and Deputy Director's Reports, IT Report, Finance & Operations Report and Marketing Report for information.

CARRIED  
PRLS 23/2026

### **3.8. Parkland Community Update**

**The Alberta Library Trustees' Association (ALTA)** has three years of the Lorne McRae Intellectual Freedom Fund bursary to give out. The bursary is awarded to a person or organization who exemplifies the values and beliefs of Lorne MacRae and encourages,

enlightens, and empowers the importance of Intellectual Freedom. See the application form here: <https://forms.gle/3JKaAH7G89fq1PZg6>

**Sylvan Lake Municipal Library** is undergoing an organizational review and considering investing in a new building in the next 5 years. They have also recently installed security cameras.

**Cremona Municipal Library** is celebrating their 55<sup>th</sup> anniversary on July first. For the 55 days prior to their celebration, they are posting positivity regarding the public library each day on social media.

Join the fellowship of the **Camrose Public Library** and the Chester Ronning Centre for an evening of film and conversation focused on the challenges facing public libraries and how we can support them in Alberta.

The event will feature a screening of *The Librarians*, and a panel discussion with Kerri Danner and Alyssa Martin, moderated by Joseph Wiebe.

#### 4. **Adjournment**

Motion by Leona Thorogood to adjourn the meeting at 12:17 p.m.

CARRIED

PRLS 24/202

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Chair



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# PRLS BOARD TALK

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## Highlights of the Parkland Regional Library Board Meeting

MAY 21, 2026

### 2025 Parkland Audit

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Moir. The audit reports were previously presented by Bauman and Moir at the March Executive Committee meeting where they were approved.

Moir noted that there were no recommendations in the management letter this year, which shows the commitment of Parkland Staff to ensuring Parkland has sound financial management.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

### PRLS 2027 Budget

Parkland has begun working on the 2027 budget. Following the discussion at the board meeting, staff have been instructed to develop multiple scenarios which vary from no increase in the per capita requisition to one suggestion that the levy be increased by over a dollar. What fueled the discussion was the sustainability of Parkland's reserves. Traditionally, the Parkland Board has never allowed for funds to be budgeted for reserves or amortization expenses. Both Parkland's vehicle and Technology reserves could be entirely depleted in four years or less if additional income is not forthcoming. All major capital purchases made by Parkland are made by using reserve funds. The only way Parkland's reserves are replenished is through operating surplus. However, Parkland has seen a decline in surplus over the last few years and so reserve values are dropping. Another relevant factor is that the Government of Alberta has

made it clear that the provincial government will not be providing any increase in the provincial operating grant in the foreseeable future.

### CAP Libraries

Parkland, along with all the major public libraries in Alberta, continues to lobby for increased funding for libraries. Unfortunately, but not surprisingly, no increase in library operating grants will be forthcoming in the Government of Alberta's (GOA) 2026-2027 budget. Notwithstanding this fact, Parkland and the other major libraries in Alberta will keep trying to persuade the GOA to provide more operational funding to library boards and an improved grant structure.

While Alberta's major public libraries are attempting to obtain additional funding, work continues to dissuade the GOA from involving itself in the curation of public library collections.

Concerningly, the Omnibus Bill 28 was passed on May 13th and includes provisions granting the Minister responsible for public libraries sweeping powers of inspection. The intent of this legislation is to keep materials that are considered to be pornographic unavailable to minors without some form of age verification or parental consent for patrons under 16 years of age. One of the problems with this scenario is that determining what is "pornographic" is highly subjective.

Public libraries across Alberta have expressed concerns about being able to meet potential new requirements. For example, libraries have identified significant cost pressures, including the construction of physically separate spaces, additional staffing to mediate access and verify age, and uncertainty related to an inspection regime that has not yet been fully defined.

The Minister has indicated these costs will not be funded by the province, leaving municipalities to absorb them; an expectation many may not be able to meet.

Concerns over Bill 28 has led to the development of the Coalition of Alberta Public Libraries (CAP Libraries). Collectively, this group represents 324 service points across Alberta, serving 99% of Albertans. Its membership includes libraries of all sizes and from every region of the

province, including Alberta's seven regional systems.

CAP has a steering committee of four which include:

**Pilar Martinez, CEO** Edmonton Public Library

**Sarah Meilleur, CEO** Calgary Public Library

**Ronald Sheppard, Director** Parkland Regional Library System

**Sharon Siga, CEO** Strathcona County Library

Sheppard and Martinez were selected to be the principal media contacts for CAP.

After some discussion, the board agreed that they should support CAP in relation to their advocacy efforts regarding Bill 28.

## Committee News from Trustees

**The Alberta Library Trustees' Association (ALTA)** has three years of the Lorne MacRae Intellectual Freedom Fund bursary to give out. The bursary is awarded to a person or organization who exemplifies the values and beliefs of Lorne MacRae and encourages, enlightens, and empowers the importance of Intellectual Freedom. See the application form

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## Board Members Present

**(In-Person)** Janet Adam, Jackie Almberg, Denise Boniface, Laureen Clarke-Rennie, Curtis Cook, Shelley Cook, Teresa Cunningham, Sarah Fahey, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Barb Gilliat, Matthew Goudy, Pam Hansen, Lindsay Holmen, Haley Amendt alt. for Joe

Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Lori Lindseth, Julie Maplethorpe, Lyle McKellar, Joy-Anne Murphy, Scott Pfeiffer, Bill Rock, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Carla Lloyd alt. for Teri Underhill, Carlene Wetthuhn, Shannon Wilcox, Stephen Wyse

## Regrets

Delijiah Antaloczy, Skyla Attfield, Alison Barker-Jevne, Lana Curle, Todd Dalke, Kathy Hall, Ryanna Hansen, Bryce Liddle, Ricci Matthews, Leah Nelson, Cindy Orom, Maxine Steil

## Absent

Les Fee, Kimberlee Hunter, Victor Kelly, Paul Looser, Darryl Motley, Marc Mousseau, Amanda Peffers, Sandy Shipton, Naomi Tercier

## Guests

Lindsey Bauman & Erin Moir, MNP

## Next Meeting: September 17, 2026 (Zoom)

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