



Regular Council Meeting
Town of Sundre Municipal Council Chambers
February 26, 2024
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 February 26, 2024
 - 3.2 Councillor Absence
4. **Adoption of Previous Minutes**
 - 4.1 February 12, 2024 Regular Meeting of Council Pg. 1
5. **Delegation:**
 - 5.1 RFD Administrative Delegation – Fire Department Pg. 4
6. **Bylaws/Policies:** None
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Town of Sundre / Mountain View County 10th Street S.W. Agreement Pg. 5
 - 8.2 RFD Town of Sundre / Mountain View County Fire Sub-Agreement Pg. 12
 - 8.3 RFD Change of Date for Council Spring & Fall Open House Pg. 23
 - 8.4 RFD Proclamation Purple Day March 26 Pg. 25
9. **Administration:**
 - 9.1 RFD Departmental Reports January 2024 Pg. 27
10. **Municipal Area Partnership (MAP):**
11. **Council Committee Reports:**
 - 11.1 RFD Mayor Warnock’s, Councillor Isaac’s January 2024 reports Pg. 52
 - 11.2 RFD Key Messages January 2024 Pg. 56
12. **Council Invitations / Correspondence:** None
13. **Closed Meeting:**
 - 13.1 Advice From Officials, *FOIPP Act, Section 24*
 - 13.2 Advice From Officials, *FOIPP Act, Section 24*
 - 13.3 Disclosure Harmful to Intergovernmental Relations, *FOIPP Act, Section 21*
 - 13.4 Advice From Officials, *FOIPP Act, Section 24*
14. **Adjournment**

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



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
February 12, 2024

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, February 12, 2024, commencing at 6:00 p.m.

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

ABSENT: Councillor Chris Vardas

STAFF: Chief Administrative Officer, Linda Nelson
Manager, Planning and Community Services, Benazir Thaha Valencia
Manager Operations, Jim Hall
Sundre Fire Department: Fire Chief Ross Clews, Captain Nicole Toth, Lt. Daniel Corbett
Administrative Support, Betty Ann Fountain

PUBLIC: 4, including members of the Sundre Fire Department and NCO i/c Sgt. Trent Sperlie of the Sundre RCMP Detachment

PRESS: 1

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

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 023-12-02-24 MOVED by Councillor Dalke that the agenda be approved as presented.

CARRIED

Councillor Absence: Councillor Chris Vardas notified CAO in compliance of 14.6 of Council’s Procedural Bylaw.

ADOPTION OF THE PREVIOUS MINUTES:

Res. 024-12-02-24 MOVED by Councillor Marr that the Minutes of the Regular Council Meeting of Council held on January 22, 2024, be approved as presented.

CARRIED

Initials

Regular Council Minutes – February 12, 2024

Mayor Warnock called a 5 minute recess at 6:42 p.m.
Mayor Warnock resumed the meeting at 6:48 p.m.

The following were in attendance for the closed meeting session:
Staff: Chief Administrative Officer, Linda Nelson
Betty Ann Fountain, Admin. Support
Fire Chief Ross Clews, Captain Nicole Toth, Lt. Daniel Corbett

Topic of Closed Meeting

13.1 Advice From Officials, FOIPP Act, Section 24;
Members of Sundre Fire Department left the closed meeting at 7:30 p.m.

13.2 Advice From Officials, FOIPP Act, Section 24;
Admin. Support left the closed meeting at 7:48 p.m.

13.3 Advice From Officials, FOIPP Act, Section 24;
13.4 Advice From Officials, FOIPP Act, Section 24.

Res.030-12-02-24 MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.

ADJOURNMENT

Res. 031-12-02-24 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:20 p.m.

CARRIED

These Minutes approved this 26th Day of February 2024.



Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	February 26, 2024
SUBJECT	Administrative Delegation – Fire Department
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Members of the Sundre Fire Department will be in attendance to receive Long Service Medals.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The medal honours members of a volunteer firefighting force, who have served at least 30 years of service in the performance of their duties involving potential risks.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council’s strategic priorities of Pillars 2, Community Wellness and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council give heart-felt thanks to the members of Sundre Fire Department for their exemplary commitment to provide fire services to Sundre’s citizens.

MOTION:

The Town of Sundre Council give heart-felt thanks to the members of Sundre Fire Department for their exemplary commitment to provide fire services to Sundre’s citizens.

Date Reviewed: February 26, 2024

CAO: Amida Nelson



REQUEST FOR DECISION

COUNCIL DATE February 26, 2024
SUBJECT 10th Street S.W. Agreement
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.1

BACKGROUND/PROPOSAL:

Over the past few months Town of Sundre and Mountain View County administration have been working to develop a 10th Street S.W. Agreement under the direction of the Intermunicipal Collaboration Committee (ICC).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The ICC met on January 26, 2024 and recommended that the agreement be brought to each respective Council for decision.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan under Pillar 4, Supportive Infrastructure and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the 10th Street S.W. Agreement between the Town of Sundre and Mountain View County.

MOTION:

That the Town of Sundre Council approve the 10th Street S.W. Agreement between the Town of Sundre and Mountain View County as presented.

Date Reviewed: February 22, 2024

CAO: *Donda Nelson*

THIS AGREEMENT is made as of the _____ day of _____, 20____

BETWEEN:

Mountain View County

Postal Bag 100

Didsbury AB

TOM OWO

(hereinafter referred to as the "County")

Town of Sundre

Box 420

Sundre AB

TOM 1X0

(hereinafter referred to as the "Town")

WHEREAS the Town, pursuant to Sections 16(1) and 18(1) of the *Municipal Government Act* R.S.A. 2000, c. M-26 (the "MGA"), has the direction, control and management of all roads within the Town's corporate limits, including 10 Street SE located between Highway 27 and Township Road 325A (the "Road") which is identified on the map attached as Schedule "A" to this Agreement;

AND WHEREAS various businesses which operate heavy equipment and vehicles within the County, use and access 10th Street for the purposes of carrying out business;

AND WHEREAS the County has requested to use the Road as a haul route for the County owned aggregate extraction site located at SE-32-32-5-W5M (the "Airport Pit");

AND WHEREAS the County and Town wish to collaborate further on future maintenance requirements for the Road;

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the County and Town agree as follows:

Article 1 - Term

1.01 The term of this Agreement shall begin on the date that Alberta Transportation completes the round-about intersection upgrades at the intersection of the Road and Highway 22.

Article 2 - Town Acknowledgements and Responsibilities

2.01 The Town agrees to allow the County to utilize the Road as a designated haul route as required to provide access for the Airport Pit, subject to the terms and conditions outlined within the Agreement;

2.02 The Town agrees to remain responsible for the management and maintenance of the Road;

- 2.03 The Town agrees to remain solely responsible for, including the provision of funding, any upgrades to the Road including the addition of curb and gutter, extension of the asphalt surface beyond its current footprint and any repairs or improvements needed to permit the installation of utility services required for Town residents or businesses;
- 2.04 The Town will provide the County twelve (12) months notice of any scheduled repairs, that are expected to exceed \$50,000.00 in total project costs, to allow for the County to consider the repairs as part of their annual budget process;
- 2.05 The Town shall be granted the authority to proceed with any scheduled repairs that are not expected to exceed \$50,000.00 without the twelve (12) month notice contemplated in Article 2.04. The Town will undertake best efforts to provide the County as much notice as possible for projects of this nature.
- 2.06 The Town shall be responsible for acting as the project manager for any projects associated with the Road and shall invoice the County for its portion of the costs which shall be remitted within thirty (30) days of receiving an invoice;
- 2.07 The Town agrees that the Road shall remain without load restrictions or road bans in order to facilitate the operations of the Airport Pit unless mutually agreed upon between the Town and County;

Article 3 – County Responsibilities

- 3.01 The County agrees to fund 50% of surface maintenance costs, asphalt overlays and other capital projects as mutually agreed on between the Town and County for that portion of the Road identified in the attached Schedule A.
- 3.02 The County agrees to be responsible for grading and dust control on the portion of the Road identified in the attached Schedule B. The parties have agreed that despite clause 1.01, this clause will become effective upon the date this agreement is signed.
- 3.03 In the event that the Town decides to upgrade the portion of Road in Schedule B, or a Town development is approved that will increase the impact on that portion of the Road, the County and Town shall meet to determine the County's future responsibilities under this Article.

Article 4 –Termination and Re-Negotiation

- 4.01 The Chief Administrative Officer (CAO) of each respective municipality shall review this agreement every five (5) years and will make recommendations for amendments, if required, to the ICC Committee for Council approval.
- 4.02 In the event that either party wishes to terminate this agreement, that party shall provide twelve (12) months' notice to the other party, at the end of each five (5) year review period.
- 4.03 Prior to the termination of the agreement, and to determine final obligations of each party, both parties shall participate in commissioning a road condition assessment report. The Chief

Administrative Officer (CAO) of each respective municipality shall review the report and negotiate and make recommendations for capital repairs or replacement based on the results of the assessment, to the ICC Committee for Council approval.

- 4.04 Dispute resolution for this agreement will follow the Dispute resolution process outlined in the Intermunicipal Collaboration Framework Master Agreement in place between the Town and County.

Article 5 - Notice

- 5.01 Any notice, direction, consent, or request given by either Party shall be in writing and delivered to the address noted below:

(a) TO THE COUNTY
MOUNTAIN VIEW COUNTY
Attention: Chief Administrative Officer
Bag 100
Didsbury AB. T0M 0W0

(b) TO THE TOWN
TOWN OF SUNDRE
Attention: Chief Administrative Officer
Box 420
Sundre, AB. T0M 1X0

- 5.02 Notwithstanding any other provision of this Agreement, any notice, direction, consent, or request to be given by either Party is properly given if it is given in writing to the Operator's designated contact person.

Article 6- General Conditions

- 6.01 No waiver by the County of any breach of this Agreement is binding unless given in writing. No waiver of any breach of this Agreement shall constitute a waiver of any further breach.
- 6.02 Neither party shall assign, transfer, mortgage, sublicense or grant any of its rights under this Agreement without the prior written consent of the other party, which consent may be withheld for any reason.

Article 7 - Interpretation

- 7.01 In this Agreement, unless the context requires otherwise, the singular includes the plural and vice versa, and the masculine gender includes the feminine and neutral genders and vice versa.
- 7.02 The captions and headings in this Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions of this Agreement.
- 7.03 This Agreement shall be interpreted according to the laws of the Province of Alberta.

- 7.04 Wherever this Agreement refers to legislation, that reference includes any subsequent legislation or amendment thereto.
- 7.05 If any part of this Agreement is found to be unenforceable, that part shall be considered separate and severable and the other parts shall remain enforceable to the fullest extent permitted by law.
- 7.06 This Agreement may be executed and delivered by facsimile, PDF and other electronic means and in separate counterpart each of which so executed shall constitute an original and such counterparts taken together shall constitute one fully executed copy of the same instrument.
- 7.07 Unless expressly stated herein, any reference to money in this Agreement is to lawful currency of Canada.
- 7.08 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement and cancels and supersedes any prior understandings and agreements between the parties with respect thereto. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set out in this Agreement.

IN WITNESS WHEREOF the parties have hereunto affixed their seals by the hands of their proper offices in that behalf as of the day and year first above written.

Signed this _____ day of _____, 2024 at _____,
 Alberta

Mountain View County

Town of Sundre

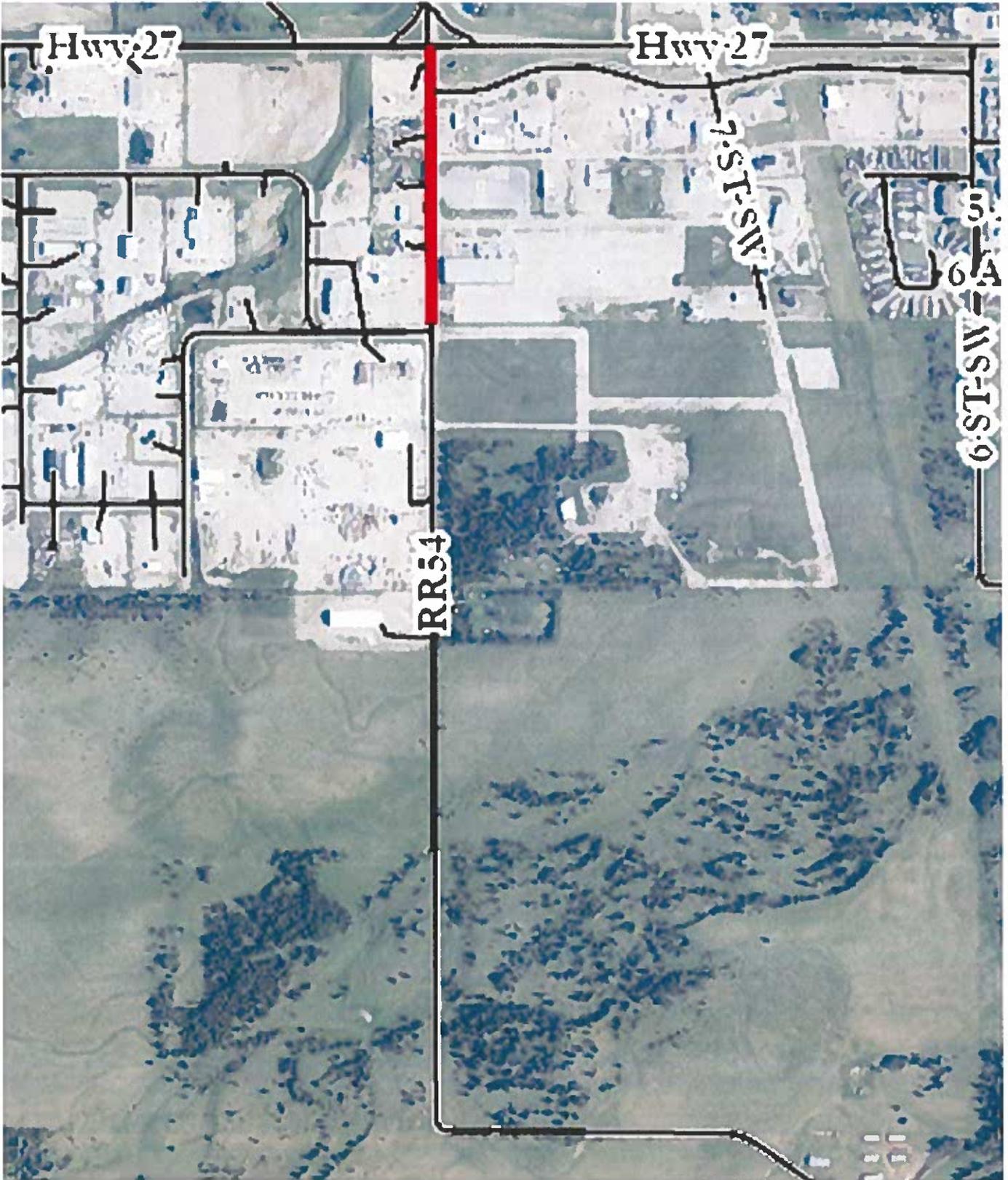
 Signature

 Signature

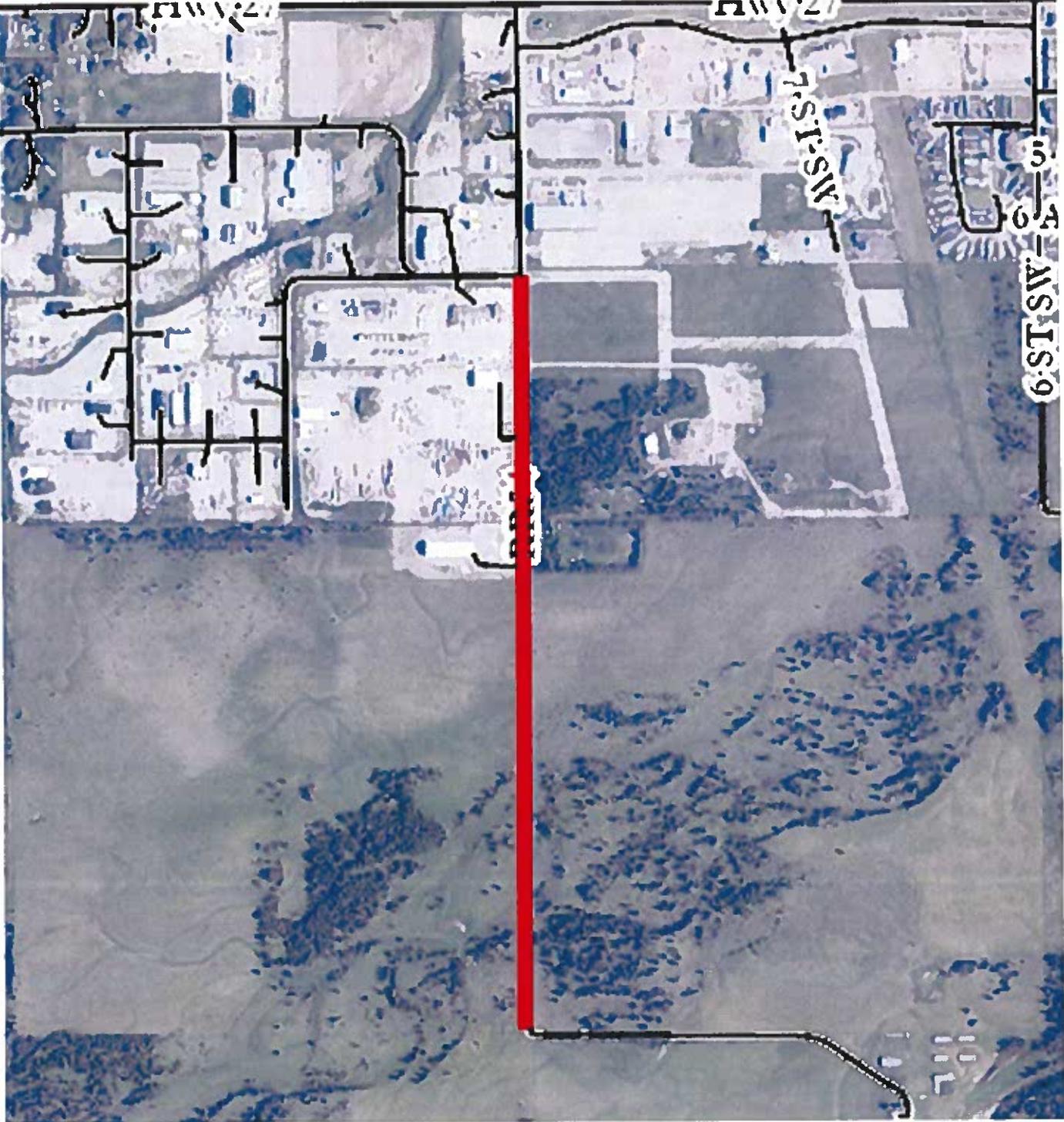
 Chief Administrative Officer

 Chief Administrative Officer

Schedule "A"



Schedule "B"





REQUEST FOR DECISION

COUNCIL DATE	February 26, 2024
SUBJECT	Fire Services Sub-Agreement
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Over the past few months, Town of Sundre and Mountain View County administration have been working to update the Fire Services Sub-Agreement under the direction of the Intermunicipal Collaboration Committee (ICC).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The ICC met on January 26, 2024 and recommended the sub-agreement back to both Councils. The proposed Fire Services Sub-Agreement has had extensive review in collaboration with Mountain View County. This agreement is reviewed periodically by the Intermunicipal Collaboration Committee keeping it current with the needs of the department to provide fire services to the community and area.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan under Pillar 2, Community Wellness and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Fire Services Sub-Agreement between the Town of Sundre and Mountain View County.

MOTION:

That the Town of Sundre Council approve the Fire Services Sub-Agreement between the Town of Sundre and Mountain View County as presented.

Date Reviewed: February 22, 2024

CAO: Linda Nelson

TOWN OF SUNDRE AND MOUNTAIN VIEW COUNTY

FIRE SERVICES SUB-AGREEMENT

This Sub-Agreement that flows from the Inter-municipal Cooperation Master Agreement is meant to demonstrate the commitment of the Town of Sundre and Mountain View County to work collaboratively to jointly manage growth, plan for the future and deliver programs and services to the benefit of residents of both municipalities.

Fire Services Sub-Agreement

Between

The Town of Sundre and Mountain View County

Preamble

WHEREAS the Town of Sundre operates a Fire Department within the Town and provides Fire Protection Services to the residents of the Town and a portion of the County surrounding the Town referred to as the Sundre Rural Fire Protection Area;

AND WHEREAS the Town of Sundre and Mountain View County jointly entered into an Inter-municipal Cooperation Master Agreement because both municipalities believe in and support the principles of "Mutual Benefit", "Shared Responsibility", "Municipal Autonomy" and "Leaving our Community a Better Place".

AND WHEREAS working jointly the municipalities will provide more cost-effective fire services; the fire agreement supports these principals in the following way:

- The costs to provide independent fire services would be significantly higher to both municipalities.
- Jointly we can better equip the fire department, which benefits both municipalities as well as a larger region.
- Access to Volunteer Firefighters due to large urban population base, provides rural area greater access to firefighters.

AND WHEREAS both the Town and the County recognize that there is a broader community for which both municipalities share responsibility.

- Residents of Mountain View County see themselves as being part of a larger community of Sundre, this applies to Sundre' citizens as well.
- Residents of the communities, both urban and rural will receive the same level of fire service.
- Municipalities share the responsibility of developing and maintaining safe and viable communities.

AND WHEREAS the provision of joint fire services enhances the quality of life of our citizens, both urban and rural by providing efficient and economical service that neither party could provide without the assistance of the other.

AND WHEREAS the Town and the County agree to apportion the cost of such services under the terms and conditions as set forth in this agreement based on the following principles:

- There are operating costs to provide fire services for urban and rural residents that will be shared based on historic resource requirements.
- There are Town of Sundre building costs of a capital nature required to store and protect firefighting equipment that will be funded by the Town; and
- There is firefighting equipment required to which the Town and County will purchase or cost share depending on the reasons for these equipment purchases.

Date of Agreement

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Town of Sundre and Mountain View County agree as follows:

1. DEFINITIONS

- 1.1. **Annual Operating Transfer** means Mountain View County's annual payment to the Town.
- 1.2. **Calls for Service** means each occasion on which the Town Fire fighters or their equipment attended in the Fire Services Area to provide firefighting/inspection, motor vehicle collisions and other emergency services.
- 1.3. **County** means Mountain View County.
- 1.4. **Facilities** means the Sundre Fire Hall including the lands upon which it is situated and Sundre Fire Training structures.
- 1.5. **Fire Chief** means the senior leader of the Fire Department, as designated by the Town of Sundre Chief Administrative Officer.
- 1.6. **Fire Fighters** means a person employed or otherwise retained primarily to provide or facilitate the provision of firefighting and fire protection services and includes a person performing the duties for a fire call.
- 1.7. **Fire Service Area** means the Town of Sundre and the Sundre Rural Fire Protection Area.
- 1.8. **Fire Services** means the provision of fire protection, prevention, and investigation, as described in this agreement.
- 1.9. **Fiscal Year** means the calendar year.
- 1.10. **Major Capital Equipment** means Fire Capital Apparatus contained within Schedule A.
- 1.11. **Motor Vehicle Collisions** means each occasion on which the fire service responds to provide firefighting or other emergency services as a result of motor vehicle collisions.
- 1.12. **Mutual Aid** for the purposes of this agreement refers only to Fire Services provided to rural Mountain View County and includes mutual aid received in the Sundre Rural Fire Protection Area, and Mutual Aid provided by the town of Sundre into other Mountain View County Rural Fire Protection areas.
- 1.13. **Safety Codes Officer** means a person who is designated by the Safety Codes Act to carry out fire and life safety code inspections and investigations.
- 1.14. **Signatories** means the signatories to this Sub-Agreement are the Town of Sundre and Mountain View County.
- 1.15. **Small Capital Equipment** means equipment that has a minimum unit value of \$3,000 and an anticipated life span of greater than three (3) years, and which is not considered Major Capital Equipment as listed in Schedule "A."

1.16. **Sundre Rural Fire Protection Area** means the area designated by the County as shown on Schedule "B" attached to this agreement.

1.17. **Town** means the Town of Sundre.

2. TERM

2.1 This sub-agreement shall be effective the date of the signing of the sub-agreement but shall abide by the same expiry, renewal, termination, and mediation clauses of the Master Agreement.

2.2 Upon Termination of the Agreement, the Town or County may purchase any shared equipment at a value determined by the Tangible Capital Asset Value, less the percentage of ownership.

2.3 Upon Termination of the Agreement, any equipment the County or the Town paid 100% of the capital cost for, will be the property of that municipality.

2.4 This sub-agreement, as agreed by both parties, may be reviewed, and amended at any time if operating parameters or revenue sources materially and permanently change during the term.

3. FIRE SERVICE

3.1. The Town shall provide Fire Services in the Sundre Rural Fire Protection Area in accordance with the terms and conditions hereof.

3.2. Without limiting the generality of the foregoing, such service shall include attendance by the Fire Service firefighting equipment when requested and when such attendance is, in the Fire Chief's or his designator's opinion, justified by the circumstances to; control or extinguish fires, or handle or participate in the handling of any other hazard or emergency of a type normally handled by the fire department or requiring their participation in its handling.

3.3. The Town shall be responsible for accepting all Calls for Service and the Fire Chief or their authorized representative shall be responsible to generally allocate and direct the necessary firefighting operations.

3.4. The Fire Chief or designate shall be responsible to ensure that the apparatus and equipment are kept in good condition.

3.5. The Town of Sundre may enter into additional fire support agreements with jurisdictions outside of Mountain View County.

3.6. The Town and County agree that in the event of two fires or occurrences happening at or near the same time in either of the municipalities, the Fire Chief or designate shall decide how resources will be deployed.

3.7. The Fire Chief or designate shall have the authority, in any circumstance deemed necessary, to call upon mutual aid resources, to respond to an emergency in the Sundre Rural Fire Protection Area.

3.8. The Town undertakes to use its best efforts to respond to emergency calls within the Sundre Rural Fire Protection Area, provided however that the Town does not guarantee and is not required to respond to such emergency calls unless its manpower and equipment can reasonably be spared at the time of emergency, in the opinion of the Fire Chief or designate.

- 3.9. The Town and County agree that in the event that manpower or equipment is in use at another event, that existing mutual aid agreements will be put in motion, and that any manpower or equipment that can be spared in the opinion of the Fire Chief or designate will be released to the second event.
- 3.10. The Fire Chief shall coordinate the submission of all required documents to the County and Town, dependent on the location of the incident, within thirty (30) days of an incident requiring a fire investigation, as a result of death, injury, measurable damage, or loss of property.
- 3.11. The Town of Sundre is responsible for the coordination of reports and applicable documentation for any fires that occur within the County in accordance with the Safety Codes Act of Alberta and its Regulations. Upon completion of a fire investigation within the County, the Fire Chief shall ensure a copy of the report is provided to the County.

4. FIRE ADMINISTRATIVE OVERSIGHT

- 4.1. The Town and County agree that Fire Services will be managed and administered by the Town of Sundre and shall adhere to the policies and practices of the Town of Sundre unless expressly identified in this agreement.
- 4.2. The ICC shall be responsible for reviewing any proposed amendments or renewal of this agreement and making recommendations to their respective Councils.
- 4.3. The ICC shall be responsible for reviewing the future capital requirements, as well as current year requests regarding changes to cost or availability and making recommendations to their respective Councils.
- 4.4. Both parties agree that service level changes, including increases to the staffing levels of the department and/or the equipment requirements of the department, shall be initiated through Administrative deliberations prior to ICC recommendation which may include a conversation relative to the shared operating cost arrangement outlined in this agreement. Any recommendation of the Committee shall require the approval of the Councils of each municipality.

5. SHARED OPERATING COST ARRANGEMENT

- 5.1. The Town and the County agree that the budgeted and approved costs for the supply of Fire Services within the Fire Service Area shall be shared between the Town and the County in the following manner:
 - 5.1.1. The County shall remit to the town a percentage of operating costs.
 - 5.1.1.1. The remittance percentage shall be defined as the proportionate share of the five-year rolling average of each municipality's response man hours, updated annually.
 - a) Town of Sundre's responses shall include calls for service within the boundaries of the town, motor vehicle collisions on numbered highways as defined and compensated for by Alberta Transportation And Economic Corridors (TEC), and calls for service pursuant to additional fire support agreements entered into by the Town.
 - b) Mountain View County's responses shall include all calls for service within the Fire Service area not classified as belonging to the Town

under subsection A, Mutual Aid calls for service, and other calls for service pursuant to fire support agreements entered into by the County.

- c) As at the completion of 2023 the County's proportionate percentage is estimated to be 58.23% with the Town's percentage at 41.77%, comprised of 16.86% town boundaries, 7.31% TEC and 17.60% other agreements.

5.1.1.2. Annually, prior to February 28th, the Town shall provide a report on the percentage of man hours that the Fire Service contributed to Calls for Service within the County in the past year. This amount shall help to determine the five-year rolling average contemplated in Section 5.1.1.1 for the County's contribution in the current year.

5.1.1.3. The following operating costs shall not be included when determining the County's contributions and shall be covered exclusively by the Town: utilities, cleaning, building repairs & maintenance, garbage, IT, legal, telephone & communication, office equipment, office supplies, and computer hardware & software.

5.1.2. The County's portion of the approved operating and small capital budget will be invoiced to the County on June 1st. The payment will be due within thirty (30) days.

5.1.3. Prior to February 28th of the following year, the Town will provide a year-end reconciliation of expenses, and the balance will either be invoiced or remitted to the County.

5.2. Dispatch Fees will be paid independently by each municipality as per the signed Dispatch Agreement with the City of Red Deer

5.3. Small and Major Capital Equipment purchases will be handled independently from the operating budget of the department and will be invoiced to the County as costs are incurred, net of trade-in values, grants, or donation funding.

5.3.1. Small Capital Equipment purchases will be shared equally between the partners unless otherwise recommended by the ICC and approved by each Council.

5.3.2. Major Capital Equipment purchases will be shared based on the percentages contained in Schedule A unless otherwise recommended by the ICC and approved by each Council.

5.4. New Facility Construction will be addressed under separate agreement when required.

6. REVENUE

6.1 The Town shall be responsible for the collection of revenue generated from Calls for Services and shall be permitted to retain all revenue except for revenue outlined in section 6.2.

6.2 The Town of Sundre shall be responsible for pursuing all possible insurance recoveries for billable services within the Sundre Fire District and shall remit to the County 100% of revenue generated from insurance recoveries on responses within the Sundre Rural Fire Protection Area.

6.3 Restricted Grants shall be allocated to the project or equipment identified by the Restricted Grant.

7. CAPITAL

- 7.1. All capital equipment is considered the property of the Town for insurance and registration purposes. Insurance and registration costs shall be part of the Operating Costs of the Sundre Fire Department.
- 7.2. Sale of capital equipment is the responsibility of the Town and will be conducted in a publicly transparent manner. This shall not include capital equipment solely contributed to by the County, which will be returned to the County for \$1.00
- 7.3. Proceeds from the sale of capital equipment purchased will be shared between the Town and County at the same ratio that each municipality contributed to the purchase price.
- 7.4. Each of the Town and the County will be responsible in their respective areas for the cost of any additional non-municipality owned equipment used to fight a fire, such as: dozer, loader, crane, water tanker truck, or other similar equipment and agree that the Fire Chief or his authorized representative shall have the authority to obtain this equipment when so required.

8. REPORTING REQUIREMENTS

- 8.1. The Town shall be responsible for providing quarterly reports to the County with, at minimum, the following information detailed:
 - 8.1.1. Total number of calls within the Sundre Fire District.
 - 8.1.2. Total number of calls broken out between each municipality.
 - 8.1.3. Total number of personnel hours broken out between each municipality
 - 8.1.4. Types of calls within each municipality.
 - 8.1.5. Total number of mutual aid requests that the department responded to, and total number of mutual aid requests that the department requested.
- 8.2. The Town of Sundre shall be responsible for providing an operating budget forecast and updated Five (5) Year Capital Plan, which will include both Small Capital and Major Capital Equipment in accordance with Schedule "A", to the County prior to November 15th annually.
- 8.3. Other than emergent situations and cost updates, requests to amend the previously agreed upon Five (5) Year Capital Plan or Schedule "A" must be presented a minimum of two (2) years in advance of the proposed purchase year and be accompanied by acceptable justifications. Purchases of Small Capital or Major Capital Equipment shall require approval from both municipal Council's prior to proceeding.

9. ACCOUNTS AND BANKING

- 9.1. The Town shall handle the accounts and banking for the Fire Service.

10. FORMAL RECORDS

- 10.1. Proper books of account of the transactions of the Fire Service shall be kept by the Town and such books of account together with all letters, bills, papers, and other documents relating to the Fire Service shall be kept at the Town Office.

11. INDEMNITY

- 11.1. The County and Town shall indemnify and save harmless each other from and against any and all claims, demands, losses, costs, damages, actions, suits, and proceedings arising out of the performance or non-performance of this sub-Agreement except where such claims, demands, losses, costs, damages, actions, suits and proceedings arise from the gross negligence or willful misconduct of the County or the Town, its employees or agents.
- 11.2. Nothing in the foregoing shall be interpreted to require the County or the Town to indemnify each other for any claims, demands, losses, costs, damages, suits, or proceedings by a third party.
- 11.3. Notwithstanding Clause (11.1) above, this sub-Agreement does not and shall not be deemed or construed to confer on the County or Town any right to claim damages from each other.

12. SEVERABILITY

- 12.1. If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

IN WITNESS WHEREOF the parties have hereunto affixed their seals by the hands of their proper offices in that behalf as of the day and year first above written.

SIGNED THIS DAY: _____, 2024

TOWN OF SUNDRE

Mayor

Chief Administrative Officer

MOUNTAIN VIEW COUNTY

Reeve

Chief Administrative Officer

Schedule "A"
Major Equipment Cost-Sharing Schedule

#	Equipment	Designation	Replacement Year	% Town	% County	Life Cycle
510	2015 Chevrolet 2500	Command Truck	2024	50	50	7 Years**
520	2012 Pierce Pumper (4WD)	Pumper #1	2032	50	50	20 Years*
521	2001 Superior Pumper (2WD)	Pumper #2	2023	50	50	20 Years*
530	2008 GMC 5500 Duramax 4X4	Rescue	2028	50	50	20 Years
540	2015 Ford F550	Rapid Response	2035	0	100	20 Years
550	2010 Chev Silverado 2500	Medical / Support	N/A	50	50	14 Years**
560	2009 Freightliner	Tender	2024	0	100	15 Years***
590	2014 Firefish Snapper 15' River Boat w/ trailer	Back Country Rescue	N/A	N/A	N/A	N/A
592	2019 Forest River Trailer	Back Country Rescue	TBD	20	80	
593	2009 Yamaha Rhino	Back Country Rescue	TBD	20	80	
594	2022 Yamaha Quad	Back Country Rescue	TBD	20	80	
595	ATV Utility Cart	Back Country Rescue	TBD	20	80	
596	2019 Snowbulance	Back Country Rescue	TBD	20	80	

"N/A" indicates current intention of not replacing unit at end of useful life, subject to further justification at that time and negotiation of cost sharing.

"TBD" indicates unit will be replaced when required and agreed to by all parties.

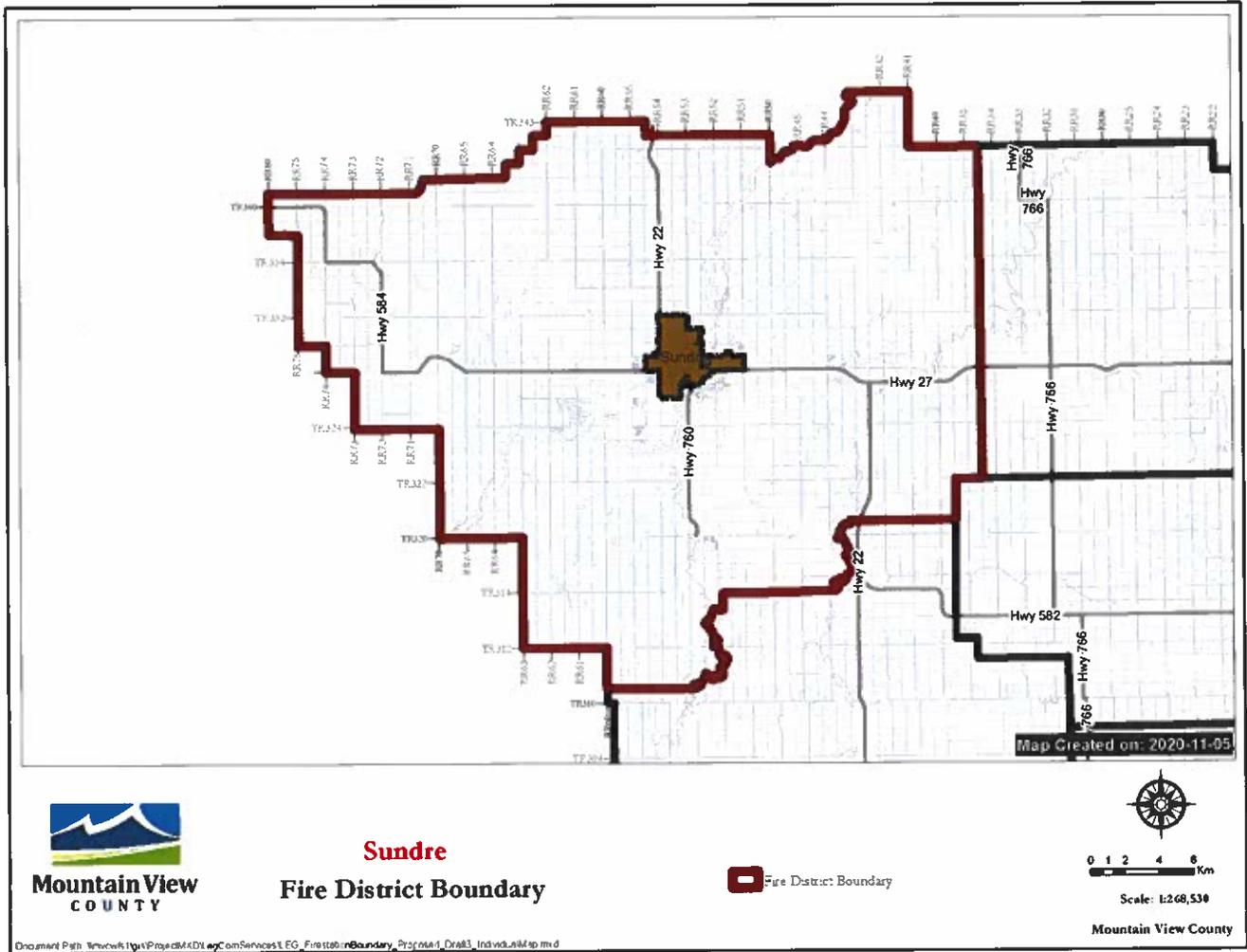
* Life expectancy of a pumper is 20 years - ten years as Front Line, and ten years as Second Line.

**Command vehicle (Unit 510) after 7 years is converted into the Medical / Support vehicle (Unit 550) for an additional 7 years.

*** Tender vehicle upon replacement converts to 20-year life cycle.

- All specialty equipment will have a replacement plan based on the specifications of the apparatus.
- These guidelines are subject to equipment condition, recertification, and the development of a regional replacement plan.

Schedule "B"
Sundre Rural Fire Protection Area





REQUEST FOR DECISION

COUNCIL DATE	February 26, 2024
SUBJECT	Schedule for Council Spring and Fall Open House 2024
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Council approved the 2024 Council Meeting Calendar for 2023 at the annual Organization meeting held in October 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Due to meeting schedule conflicts administration received a request to revise the 2024 Council meeting calendar for the Spring and Fall Council Open House. date be revised to Tuesday, March 19th for the Spring Open House, and the Fall Open House date be revised to Tuesday, September 10.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan Pillar 5 Sustainable & Responsible Governance

MOTION:

That Council approve the revised 2024 Council Meeting Calendar to reflect the revisions for the Council Spring Open House date from Thursday, March 21 to Tuesday, March 19 and the Council Fall Open House date from Thursday, September 12 to Tuesday, September 10.

ATTACHMENTS:

Schedule "A" Purposed Revisions 2024 Council Meeting Calendar

Date Reviewed: February 22, 2024

CAO: Linda Nelson

REVISED:Town of Sundre Meeting Calendar 2024

8.3a

January						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	TH	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Regular Council Meeting
OCT. 7 Organizational Meeting
Holidays
Council Hiatus
ABMuni's Convention Red Deer, Sept 25-27
RMA Edmonton, Nov. 4-7
New Year's Day - Jan 1
Family Day - Feb 19
Good Friday - March 29
Easter Monday - April 1
Victoria Day - May 20
Canada Day - July 1
Council Hiatus - July 1 - Aug 31
Heritage Day - Aug 5
Labour Day - Sept 2
NDT&R - Sept 30
Thanksgiving - Oct 14
Remembrance Day - Nov 11 (Monday)
Christmas Day - Dec 25 (Wednesday)
Boxing Day - Dec 26 (Thursday)
Spring Workshop, April 19-21
Fall Workshop October 18-20
Open House (Spring Mar. 21 / Fall Sept. 12)
FCM - Calgary, June 6-9

REVISION
Open House (Spring Mar. 19 / Fall Sept. 10)



REQUEST FOR DECISION

COUNCIL DATE February 26, 2024
SUBJECT Purple Day, March 26 Proclamation
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.4

BACKGROUND/PROPOSAL:

Epilepsy is a neurological disorder characterized by recurring seizures that can significantly impact an individual's physical, psychological, and social well-being.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently, one in one-hundred Albertan are living with epilepsy. It can affect people of all ages, race and backgrounds. By learning about epilepsy, people can assist someone with epilepsy and offer seizure first aid and support.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre proclaim March 26, 2024 as "Purple Day" in the Town of Sundre.

MOTION:

That the Council of the Town of Sundre proclaim march 26, 2024 as "Purple Day" in the Town of Sundre.

ATTACHMENTS: Purple Day Proclamation.

Date Reviewed: February 21, 2024

CAO: Linda Nelson



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

Purple Day March 26 Proclamation

Epilepsy is a neurological disorder characterized by recurring seizures that can significantly impact an individual's physical, psychological, and social well-being.

- One in one hundred Albertans are currently living with a diagnosis of epilepsy.
- People of all ages, races, and backgrounds can develop epilepsy at any time in their lives.
- By learning about epilepsy and seizure first aid, we are better prepared to offer acceptance, understanding, and support for those impacted by epilepsy.

The Town of Sundre commends the work of the Epilepsy Association of Calgary in raising awareness and understanding of epilepsy, reducing stigma, and empowering those who live with epilepsy to participate fully in their communities.

I, Mayor Richard Warnock do hereby proclaim on behalf of the Citizens of Sundre, March 26, 2024 as “Purple Day” in Sundre.

Dated: February 26, 2024

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	February 26, 2023
SUBJECT	January 2024 Departmental Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for January 2024 are provided to Council for their review and information:

- a) Chief Administrative Officer
 - i. Motion Log and Appendix 1-6
 - ii. Council Expenses
- b) Fire Chief
- c) Senior Manager Planning & Economic Development
 - i. Planning and Development
 - ii. Economic Development
 - iii. Community Services
- d) Community Peace/Bylaw Officer
- e) Operations

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the January 2024 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the January 2024 Departmental Reports as information.

ATTACHMENTS:

January Departmental Reports

Date Reviewed: February 22, 2024

CAO *Linda Nelson*

#/D/M/Y January 08, 2024 Regular Council Meeting				
Res. #	Date	Council Motion	Action	Status
001	08-01-24	MOVED by Councillor Vardas that the Agenda be approved as amended as follows: Add 13.4 Confidential Evaluations FOIPP Act s 19		
002	08-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on December 18, 2023, be approved as presented.		
003	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council directs administration to commence the planning of proactive drought measures and provide further updates	Legislative Services / Corporate Services	Pending Appendix #1
004	08-01-24	MOVED by Council or Petersen that the Town of Sundre Council grant the extension for the use of the 2023 Grants to Organizations funding to Suds and Sundries to purchase and install a store.	Legislative Services	Completed Appendix #2
005	08-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept the letter from the Honourable Ric McIver, Minister of Municipal Affairs as information		Appendix #3
006	08-01-24	MOVED by Councillor Marr that the Town of Sundre accept the letter to the Sundre & District Museum as information		Appendix #4
007	08-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter to the Town of Olds as information. Opposed: Councillor Anderson		Appendix #5
008	08-01-24	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:42 p.m.		
<i>Mayor Warnock called a 5 minute recess at 6:42 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 6:47 p.m.</i>				
009	08-01-24	MOVED by Councillor Anderson that Council return to an open meeting at 8:20 p.m.		
010	08-01-24	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.		
#/D/M/Y January 22, 2024 Regular Council Meeting				
Res. #	Date	Council Motion	Action	Status
011	22-01-24	MOVED by Councillor Vardas that the agenda be approved as amended as follows: Add to New Business: 8.1 RFD Mid-Sized Towns Mayor's Caucus		
012	22-01-24	MOVED by Councillor Anderson that the Minutes of the Regular Council Meeting of Council held on January 8, 2024, be approved as presented.		
013	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation by Karen Fahrlanders, Board Member of the Red Deer River Watershed Alliance, as information		
014	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council approve the membership in the Mid Sized Towns Mayor's Caucus as per the Terms of Reference and agrees to pay the \$250	Legislative Services	Completed Appendix #6
015	22-01-24	MOVED by Councillor Dalke that the Town of Sundre Council accept the Community Peace Officer's annual report as information		
016	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council accept the December and 2023 Year-End Departmental Reports as information.		
017	22-01-24	MOVED by Councillor Petersen that the Town of Sundre Council accept Mayor Warnock's report for December 2023 as information.		
018	22-01-24	MOVED by Councillor Anderson that the Town of Sundre Council accept Councillor Marr's report for October, November, and December 2023 as information.		
019	22-01-24	MOVED by Councillor Isaac that the Town of Sundre accept the Key Messages of Council for the Year 2023 as information.		
020	22-01-24	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 7:27 p.m.		
<i>Mayor Warnock called a 5 minute recess at 7:27 p.m.</i>				
<i>Mayor Warnock resumed the meeting at 7:32 p.m.</i>				
021	22-01-24	MOVED by Councillor Petersen that Council return to an open meeting at 8:05 p.m.		
022	22-01-24	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 8:05 p.m.		



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

**cc: Honourable Ric McIver
Minister of Municipal Affairs**

**Honourable RJ Sigurdson
Minister of Agriculture and Irrigation**

**Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas**



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

January 9, 2024

Chinook's Edge Real Estate Ltd.
o/a Suds & Sundries
PO Box 1277
Sundre, AB T0M 1X0
Attn: Mr. Tom King

Re: Amendment to Town of Sundre Grants to Organizations Funding

At the January 8, 2024 Regular Council Meeting, under Motion No. 004-08-01-24, Council approved your request to amend the timing for the use of the Grants to Organization funding, in the amount of \$5,000.00 approved in February 2023. This approval will allow the installation of the Suds & Sundries awning to occur in spring of 2024.

Council greatly appreciates the Suds & Sundries application to amend the timing of the use of the funds which embraces Council's Strategic Plan of responsible governance, transparency and communication with our citizens and community groups.

The Town encourages the creation of vibrant, attractive and diverse store fronts in the Central Commercial District. Suggested improvements may include but are not limited to: decorative/artistic signage, landscaping components such as ornamental trees in pots/boxes, hanging planters, sidewalk flower pots/boxes, repainting, cleaning or re-facing of facades, repair or restoration of storefront masonry, brickwork or wood, replacement of windows, entranceway modifications that improve the appearance and/or access to the commercial unit(s), redesign and reconstruction of the store front, installation of canopies and awnings, installation of exterior lighting, restoration of historic features, and construction of entrances for barrier free access for patrons.

Confirmation that the project has been completed, which may include pictures, along with a copy of the invoice for the work performed, is to be submitted to the Town of Sundre. A cheque will be mailed to your organization within 2 weeks of receiving this documentation.

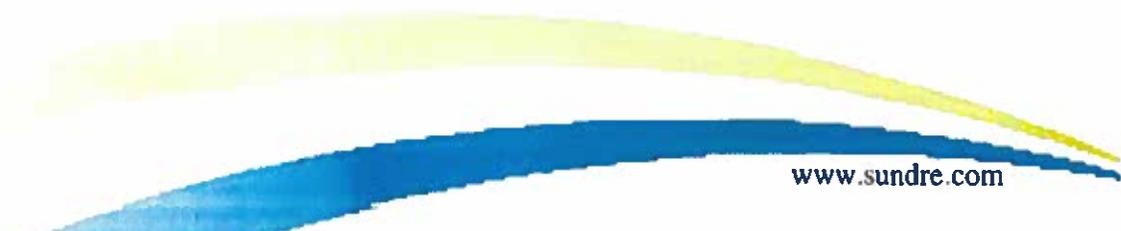
If you require any further information, please feel free to contact me at your convenience.

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council





CHINOOK'S EDGE REAL ESTATE LTD

O/A Suds & Sundries

PO Box 1277, Sundre, AB, T0M 1X0

Linda Nelson
Chief Administrative Officer

Dear Ms. Nelson:

I am writing to request an extension concerning the grant that was approved for an awning to be placed outside our business at 107 Centre Street N (Suds & Sundries).

Due to the repayment of our CERB loan we have had to temporarily put our awning project on hold until the early Spring of 2024.

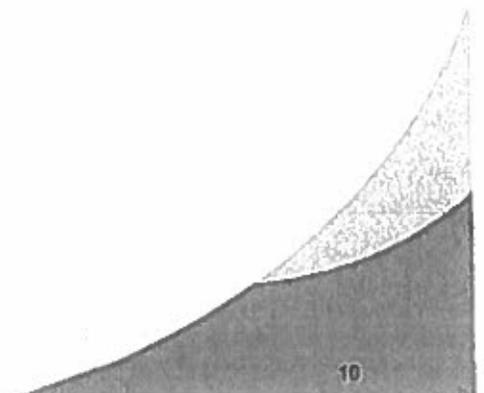
We are looking forward to proceeding with this project and hope that Council and the Grants Organization Committee would consider approving us for an extension.

Thank you for your understanding and consideration. Please do not hesitate to contact me if you have any questions.

Sincerely,
Tom King
Owner



403.638 6439
403-638-0149





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

February 7, 2023

Suds & Sundries
PO Box 1277
107 Centre St. N
Sundre, AB T0M 1X0
Attn: Tom and Debra King

COPY

email: sudsandsundries@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Mr. and Mrs. King

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$5,000.00 to be applied to the Store Front Awning.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2023 budget of \$50,00.00, which is distributed in 3 separate in-takes of applications, into consideration. The Town received a total of fifteen (15) applications with a total of \$50,746.00 in funding requests on the 1st intake for 2023, which is more than was allocated for the entire year.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/s/ Council



www.sundre.com



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

January 2024: Appendix #3

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Classification: Public

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers



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

Office of the Chief Administrative Officer

January 3, 2024

Sundre and District Historical Society
PO Box 314
211 - 1st Ave SW
Sundre, AB T0M 1X0

Email: sundremuseum@telus.net

Attn: Carrie Couch, Museum Executive Director

Dear Ms. Couch,

RE: CULTURE DAYS NATIONAL TOP PARTICIPATING COMMUNITIES LISTING 2023

On behalf of Council, our citizens and visitors to Sundre, we congratulate the Sundre and District Historical Society and Museum for the significant cultural contributions you have made to our community. For Sundre to be recognized as the eighth top participating community by Culture Days National, out of all the Towns and Rural Areas of Canada is a magnificent achievement.

To all the volunteers, cultural leaders, artists, community organizations and supporters, we offer our sincere thank you, and congratulate you and your contributions to this well-deserved honour.

Culture Days events enrich our lives and would not come to life if not for the collective efforts of our community. We look forward to 2024, to celebrate with you the 15th anniversary of Culture Days celebrations.

Sincerely,

A handwritten signature in cursive script that reads "Linda Nelson".

Linda Nelson, CLGM, CTAJ, EMR

/file

cc: Council



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

Office of the Chief Administrative Officer

January 3, 2024

Town of Olds
4512 – 46 ST
Olds, AB T4H 1R5
Attn: Brent Williams, CAO

Via Email: caoadmin@olds.ca

Dear Brent,

RE: Support for Town of Old's ACP Grant Application

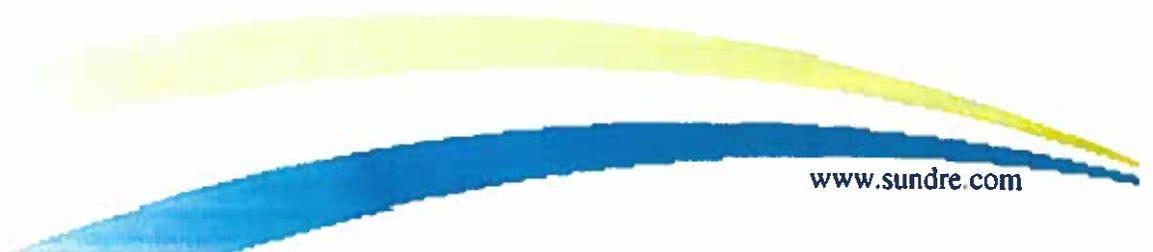
The Town of Sundre Council at the Regular Meeting of Council held on December 18, 2023, under Motion No. 348-18-12-23 gave their support to the Town of Olds for a grant application to Alberta Community Partnership (ACP) for Phase 2 of a Regional Multiplex Study.

We understand you have received support for the Phase 2 grant application from other regional municipalities and agencies, and we appreciate the significance of planning for the future.

Yours truly,

Linda Nelson, CLGM,CTAJ, EMR
Chief Administrative Officer

/file
cc: Council





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Office of the Chief Administrative Officer

January 26, 2024

Mayors of South Central Alberta
c/o Mayor Richard Warnock
PO Box 420
Sundre, AB T0M 1X0

RE: Support for Creation of a Mid-Sized Towns Mayor's Caucus

Dear Members,

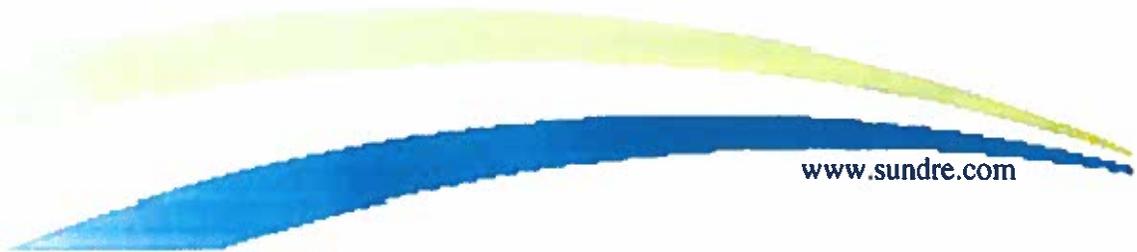
The Town of Sundre Council at the Regular Meeting of Council held on January 22, 2024 under Motion No. 014-22-01-24, gave their full support to Mayor Warnock's membership in the Mid-Sized Towns Mayor's Caucus.

Council recognizes the need for solidarity in our conversations with each other and other levels of government to ensure the continued sustainability of Mid-Sized Towns, and as per the Terms of Reference agreed to pay the \$250 membership.

Yours truly,

Linda Nelson, CLGM,CTAJ, EMR
Chief Administrative Officer

/file
cc: Council



SCHEDULE A - 2024 Expenditures to Date

Mayor Richard Warnock

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 22,000.00
9-Jan-24	MVC	S. McDougall Flat ASP	Per Diem	\$ 140.00	\$ 21,860.00
9-Jan-24	MVC	S. McDougall Flat ASP	Travel Per Diem	\$ 30.00	\$ 21,830.00
18-Jan-24	Drumheller	RDRMUG Annual Mtg	Per Diem	\$ 40.00	\$ 21,790.00
18-Jan-24	Drumheller	RDRMUG Board Mtg	Per Diem	\$ 80.00	\$ 21,710.00
23-Jan-24	Via Zoom	Community Health Needs Session	Per Diem	\$ 60.00	\$ 21,650.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Milage	\$ 147.00	\$ 21,503.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Per Diem	\$ 60.00	\$ 21,443.00
25-Jan-24	Red Deer	Red Deer Polytechnic Impact Breakfast	Travel Per Diem	\$ 40.00	\$ 21,403.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in January 2024					

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
17-Jan-24	Sundre	GNP Meeting	Per Diem	\$ 80.00	\$ 9,420.00
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Accomodations	\$ 140.34	\$ 9,279.66
8-Feb-24	Calgary	Brownlee Emerging Trends Law Seminar	Registration	\$ 190.00	\$ 9,089.66

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
01-Jan-24		Balance			\$ 9,500.00
NO Claims filed in January 2024					

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in January 2024					

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
1-Jan-24		Balance			\$ 9,500.00
NO Claims filed in January 2024					

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
01-Jan-24		Balance			\$ 9,500.00
18-Jan-24	Ponoka County	CAEP	mileage	\$ 227.85	\$ 9,272.15
18-Jan-24	Ponoka County	CAEP	Per Diem	\$ 120.00	\$ 9,152.15



DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCIL DATE	February 26, 2024
FOR MONTH(S) OF	January 2024
911 DISPATCHES:	
	Emergency Response Numbers, 21 Year to Date January 2024, Responses – 21 Total
Response Types:	<ul style="list-style-type: none"> ➤ Alarms – No Fire – Steam or Smoke Mistaken – 1 ➤ Alarm – No Fire – Detector Activated – 2 ➤ Medical First Response - 10 ➤ Motor Vehicle Collisions – 5 ➤ Outside Fire – Investigation – 2 ➤ Rupture – Water Pipes - 1 <p style="text-align: center;"><u>Location Breakdown as Chart Below</u></p>
Results:	<ul style="list-style-type: none"> ➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p>January 2024 consisted of the following:</p> <ul style="list-style-type: none"> ➤ Truck Checks and Hall Duties ➤ Reorganization Office Prep ➤ Advanced First Aid <ul style="list-style-type: none"> ○ Pelvic Binding ○ Scoop Stretcher ○ Moving Patients ○ Sucking Chest Wounds ○ Medical Scenario Practice ○ Drug Administration ○ Examination Prep ○ Trauma Scenario (Amputation) ○ Medical (Diabetic Emergency) ○ Medical Scenario Testing ➤ NFPA - 1001 Class <ul style="list-style-type: none"> ○ 1001 Introduction ○ 1001 Outline ○ Tools ○ PPE drills ○ SOG Review ○ All-In Coins Distributed Pelvic Binding ○ Building Construction based on IFSTA 7 ○ 1001 Level 1 ○ Fire Extinguishers and Skills

	<ul style="list-style-type: none"> ○ Ropes and Knots ○ Figure 8 knots ○ Hoisting Tools ➤ Mapping on Township System ➤ Vehicle Extraction – 3 Scenarios <ul style="list-style-type: none"> ○ Roof Removal ○ Rapid Extrication ○ Limited and Unlimited Tools ➤ Naloxone Training/Recertification <p><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ Ice Rink Flooding X 2 ➤ Sundre Fire Department Awards Night ➤ Fire Chief attended Blackfalds Building Resiliency to Multi-Year Drought in Alberta Workshop
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ 10 members enrolled NFPA – 1001(Professional Fire Fighter Qualifications) <ul style="list-style-type: none"> ○ End June 2024 completion
<u>Fire Hall:</u>	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Furnace in Ambulance Bay – Completed December 2023 ➤ EOC for Disaster Management room and offices – Completed December 2023. ➤ Generator Service Maintenance – Completed 15 December 2023.
<u>SFD Units - Equipment</u>	
<u>Units:</u>	<ul style="list-style-type: none"> ➤ Unit #540 has been written off, investigating replacement options and delivery timelines <ul style="list-style-type: none"> ○ Unit #541 being used ➤ Unit 510 Replacement ordered ➤ New Replacement Fire Truck Expected Delivery Changed to February 2024 ➤ Fire Chief and Deputy Fire Chief will inspect New Replacement February 2024
<u>Safety Codes:</u>	
<u>Inspections -Occupancies</u>	<ul style="list-style-type: none"> ➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<u>Status:</u>	<ul style="list-style-type: none"> ➤ Safety Codes Officer training 2 Members - 90% completed, 1 member complete. ➤ 4 Additional SFD Members to take training in 2024

INCIDENTS	Town of Sundre	Mountain View County	Clearwater County	Bighorn MD	Total	Year to Date Total
Outside Fires - Investigation		1	1		2	2
Control Burn - Arrived on scene						
Rubbish/Grass Fires						
Investigation of Smoke						
Alarm -No Fire - Steam or Smoke mistaken	1				1	1
Alarm -No Fire - detector activated		2			2	2
False Alarms-internal or local alarm system						
Medical First Response	5	3	1		9	9
Medical Assists				1	1	1
Miscellaneous Rescues						
Motor Vehicle Collisions	1	2	2		5	5
Rupture – Water Pipes	1				1	1
Total	8	8	4	1	21	21

DEPARTMENTAL REPORT

DEPARTMENT	Planning and Economic Development
SUBMITTED BY	Benazir Thaha Valencia, Senior Manager of Planning & Economic Development
COUNCIL DATE	February 26, 2024
FOR MONTH OF	January 2024
Development Permits: 3	<ul style="list-style-type: none"> • Change of Use – Professional Offices & Office Support Services • Change of Use – Eating & Drinking Establishment, Minor • Temporary Portable Sign – Tim Hortons
Building Permits: 1 Mixed Use conversion to Residential/Commercial.	
Electrical Permits: 6 Gas Permits: 2 Plumbing Permits: 1 Safety Code Permits were issued for a new residential dwelling and a variety of minor residential projects	
Real Property Reports: 0	RPR's are submitted with a request for a Stamp of Compliance to facilitate the sale of a property. The role of Administration is to assist property owners to solve non-compliant issues.
Area Structure Plans	<ul style="list-style-type: none"> • Administration continues to collaborate with developer's representatives to develop a plan for adoption by Council (Sundre Hills, Mountain Springs);
Land Use Bylaw	<ul style="list-style-type: none"> • Review of land use bylaw to ensure clarity in language and regulations for applicants is an ongoing process;
Municipal Development Plan	<ul style="list-style-type: none"> • Review and organization of public engagement comments. • Next Steps: Draft policies based on public engagement.
Brookside Subdivision	<ul style="list-style-type: none"> • Consulting Engineering issuing Construction Completion Certificate for development • Next Steps: Subdivision registration.
Design Standards	<ul style="list-style-type: none"> • Design Standards documents final copy completed; • Document being prepared for Council in 2024
Utilities Master Plan	<ul style="list-style-type: none"> • Town's Engineer Consultant has completed an update to the UMP. • Next Step: To be reviewed by Planning & Development, Operations, and Water & Wastewater staff.
Trail Connectivity Assessment	<ul style="list-style-type: none"> • Completed the assessment of pathways and trail connectivity.
Other: Backyard Chicken Applications	<ul style="list-style-type: none"> • P & D have received 1 application. Permit will be issued in April when new owners take possession of property.
Attachments:	<ul style="list-style-type: none"> • January 2024 Building Permit Statistics • January 2024 CAO Commercial/Industrial/Institutional Report



MEMO

TO: Linda Nelson, CAO
FROM: Carey Keleman – Development Officer
RE: January 2024 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Development / Building Permit No.</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
2024-B-0001	C-1	307 Main Ave. W.	Mixed Use conversion – Residential & Commercial. Old Motel converted to 24 dwelling units (12 Bachelor Units, 7 One Bedroom Units & 5 Two Bedroom Units).	\$1,800,000
2024-D-02	C-1	Bay 2, 306 Main Ave W.	Change of Use – Professional Offices & Office Support Services	n/a
2024-D-03	C-1	Bay 2, 206 Centre St. N.	Change of Use – Eating & Drinking Establishment, Minor	n/a
2024-D-04	C-2	849 Main Ave. W.	Temporary Portable Sign	n/a

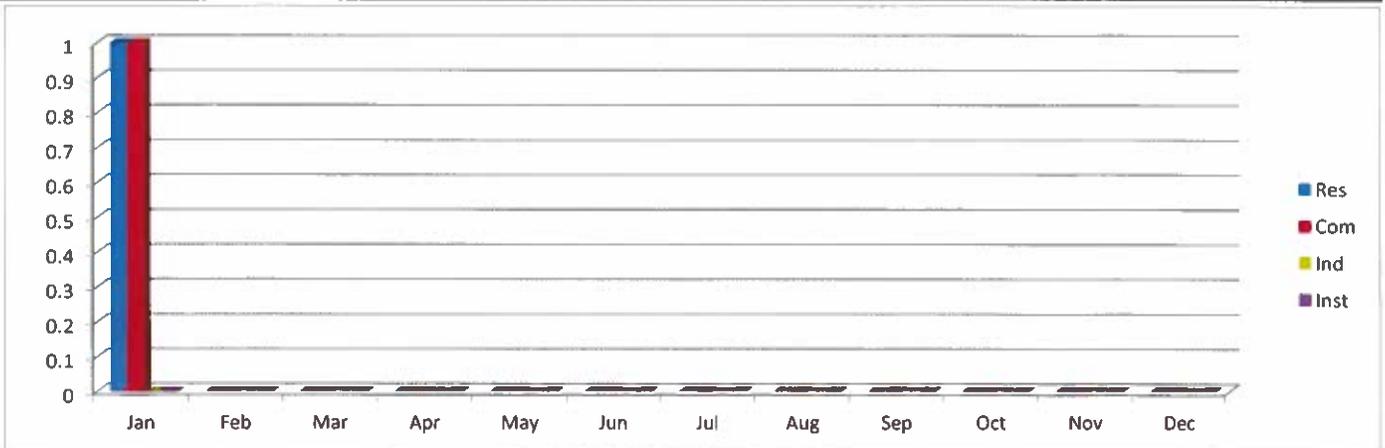
Legend:

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

Value: n/a = no building permit required

MONTHLY BUILDING REPORT FOR THE MONTH OF JANUARY 2024

	January, 2024			2024 Year To Date			2023 January		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows Bi-Level			\$ -	0	0	\$ -			
Duplex/Semi Det.			\$ -	0	0	\$ -			
Multi-Family/Mixed Use	24	1	\$ 1,000,000	24	1	\$ 1,000,000			
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0				
Sub-Total	24	1	\$ 1,000,000	24	1	\$ 1,000,000	0	0	\$ -
COMMERCIAL									
Building Starts		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		1	\$ 800,000		1	\$ 800,000		0	\$ -
Sub.Tot		1	\$ 800,000		1	\$ 800,000		0	\$ -
INDUSTRIAL									
Building Starts		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition					0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts					0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
TOTAL	24	2	\$ 1,800,000	24	2	\$ 1,800,000	0	0	\$ -



Monthly Building Report Template

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development
SUBMITTED BY	Jonathan Allan
COUNCIL DATE	February 26, 2024
FOR MONTH OF	January 2024

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> • VACANCY RATES <ul style="list-style-type: none"> ○ January commercial vacancy was estimated at 5.6% as a proportion of square footage available in the C1 district downtown.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Conducted 3 tours for prospective investors (two from the Rural Entrepreneur Stream); • met with a consultant regarding support of prospective international investor under Rural Entrepreneur Stream; • Corresponded with representative of a prospective film production; • Worked with partners in MVRFO regarding the development of mutual regional Creative Industries policy; • Worked with Bike n Ski Club and other departments to develop improved trail signage on Snake Hill and expanding trails map; • Met with tree lighting and décor solutions company about lighting trees in various areas of town; • Met with CAEP executive director about investors summit in April; • Assisted Operations department with way-finding sign repairs; • Explored potential for expansion of partnership with Campus Alberta Licensed (Practical Nursing Program).
TOPIC #2	Tourism Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Continued coordination of Explore Sundre tourism advertising campaign; • Continued work on new 2024 Visitor Guide; • Continued planning Winterfest 2024 and Mtn Survivalist Comp;
TOPIC # 4:	Communications
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Updated website(s) as necessary.



DEPARTMENTAL REPORT

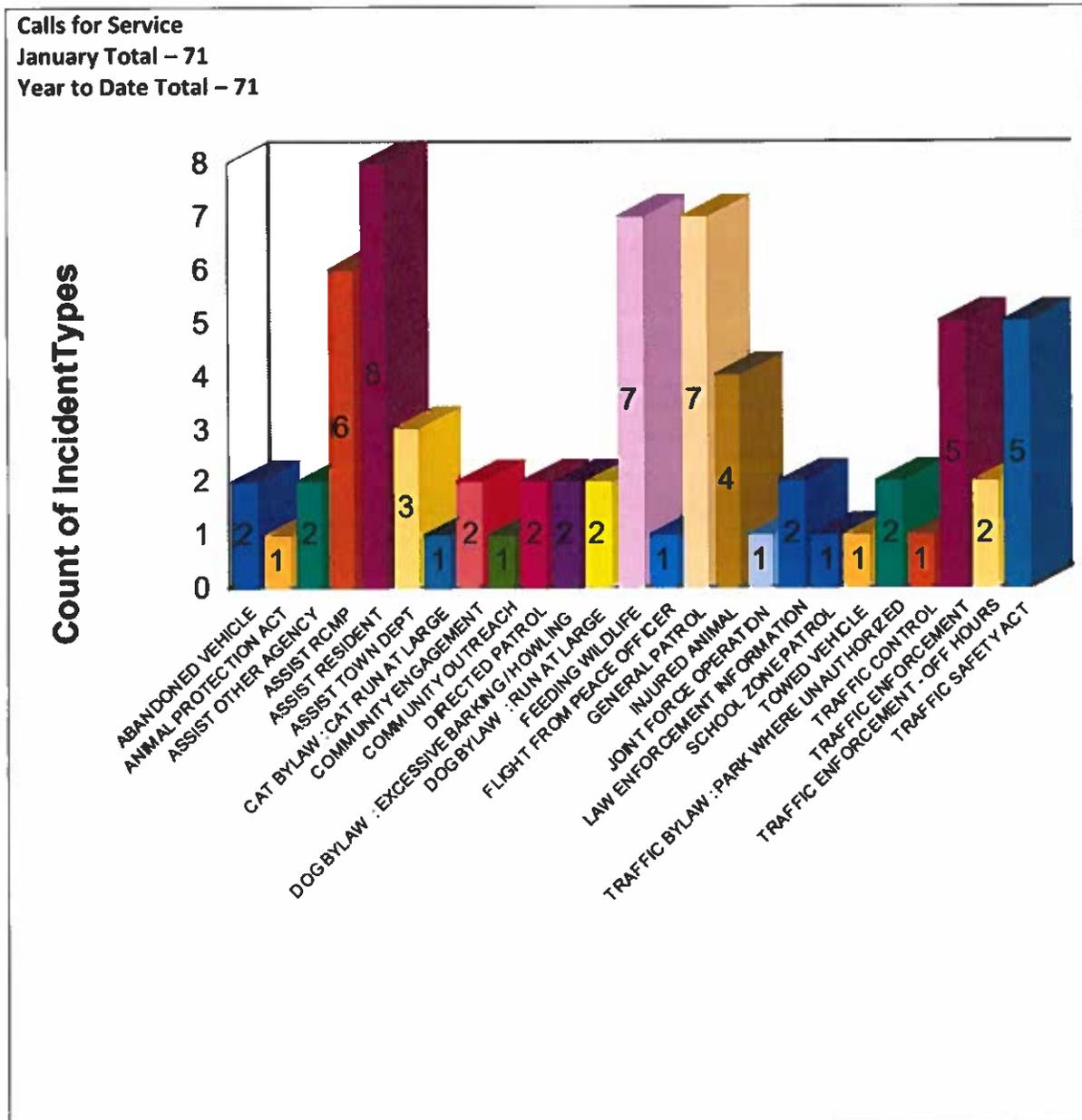
DEPARTMENT	Community Services
SUBMITTED BY	Geoff Whittaker
COUNCIL DATE	February 26, 2024
FOR MONTH OF	January 2024

TOPIC #1	Community Centre
	<ul style="list-style-type: none"> • Another busy month with the regular user's groups: Taekwondo, Gymnastics, Pickle Ball and Indoor Walking Group. • Small Hoops Basketball has begun • Staff training ongoing
TOPIC #2	Parks
	<ul style="list-style-type: none"> • Coordinating with Sundre Fire Dept. for ice making and flooding of the permanent rink and temporary rink in Royal Purple • Snow removal on sidewalks and pathway continues after snow events. • Christmas lights have been removed
TOPIC # 3:	Arena
	<ul style="list-style-type: none"> • The arena has been busy with various level of minor hockey tournaments • Sticks n' Pucks and Public Skating have been getting good numbers of participants



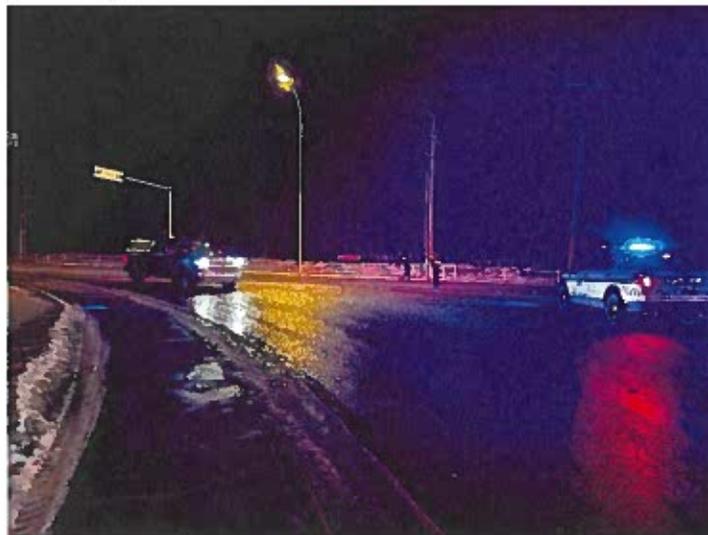
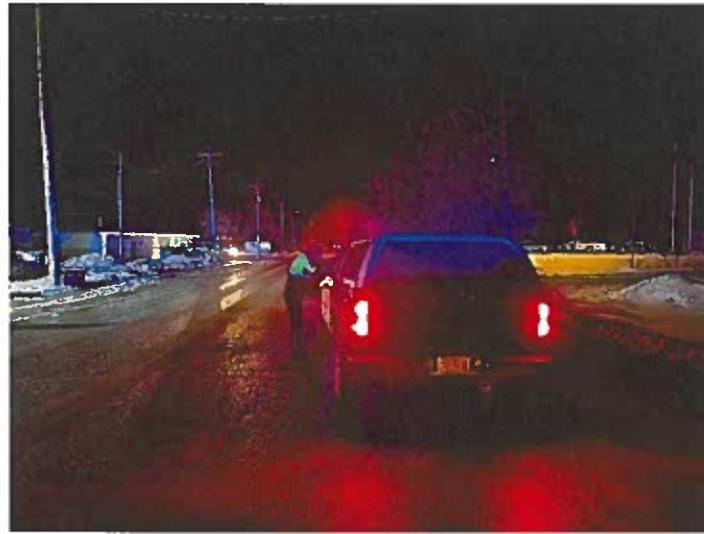
DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	CPO Sam Zhao
COUNCIL DATE	February 26, 2024
FOR MONTH OF	January 2024





Sundre Municipal Enforcement assisted RCMP, Alberta Sheriffs, Alberta Fish and Wildlife, and Alberta Conservation in conducting a Checkstop at Hwy 27 and Hwy 760 for Mandatory Alcohol Screening (MAS). 600 vehicles were contacted and 4 vehicles were taken off the road.





DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
COUNCIL DATE	February 26, 2024
FOR MONTH OF	January 2024

TOPIC #1	Capital Project 2nd Ave NW
Progress	The scope of this project has been defined with additional improvements for water loop/pressure increases, sidewalk and pedestrian safety
Action	Scheduling and quotes are being collected. Scope to be brought forward to CAO
TOPIC #2	Snow Removal
Progress	Snow and ice has intermittently continued to build up throughout winter temperature fluctuations and snow fall events
Next Steps	Staff have continued to complete maintenance of excess snow. Clearing will continue in February for residential streets and hubs
TOPIC # 3:	HWY 27
Progress	Preparation and site details for wastewater/manhole upgrades completed for upcoming 2024 construction
Next Steps	Final construction of water works, wastewater and gas pipeline crossing schedule under development.
TOPIC # 4:	Department PM'S
Progress	The gas department has noted several PM projects for 2024. Planning schedules underway.
Next Steps	Projects include, Dairy Queen gas service, Brookside residential service, Aspen phase2 gas loop, scope and plan SW gas loop for emergency additional supply, critical valve maintenance and GIS, and management of HWY 27 gas crossing project
TOPIC # 5:	Gas Audit
Progress	Documentation and record management have been sent to the Fed Gas auditor
Next Steps	Staff will continue to complete operational requirements for preparation of field audit in April
TOPIC # 6:	Roads Department Equipment
Progress	The spray patching unit has been ordered
Next Steps	Staff are preparing target areas for repairs utilizing the snow removal zone map for public information and reporting



REQUEST FOR DECISION

COUNCIL DATE	February 26, 2024
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Council have provided reports for Council’s review and information for the month of January 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock’s report for January 2024 as presented.

That Council accept Councillor Isaac’s report for January 2024 as presented.

MOTION:

That the Town of Sundre Council accept Mayor Warnock’s report for January 2024 as information.

That the Town of Sundre Council accept Councillor Isaac’s report for January 2024 as information.

ATTACHMENTS:

11.1a Mayor Warnock’s report

11.1b Councillor Isaac’s report

Date Reviewed: February 26, 2024

CAO: *Donna Nabeu*

*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 January 2024

Bylaw Policy Review Committee

Date of Meeting:

No January Meeting

Emergency Management Advisory Committee

Date of Meeting:

No January Meeting

Intermunicipal Collaboration Committee

Date of Meeting: January 26

ICC Meeting was held in Town of Sundre Council Chambers. Two very important documents were reviewed by the committee and approved for presentation to both Councils for debate and approval.

Mountain View Senior's Housing

Date of Meeting: January 17

MVSH Foundation Board of Directors held their first 2024 regular meeting with agenda items of: Director recruitment for MtnViewCounty – Allan Miller was selected, Planning committee was set up for the annual Golf Classic – being held at Carstairs, Radio-Thon fund raiser, Donate a car program, strategic planning framework and the treasurers report.

Mountain View Regional Waste Management Committee

Date of Meeting:

No January Meeting

Intermunicipal Planning Commission

Date of Meeting:

No January Meeting

Red Deer River Municipal Users Group

Date of Meeting: January 18

RDRMUG Annual meeting was held prior to the Board Meeting, with a presentation by Alberta Environment and Protected Areas on the expected 2024 drought. Next, the First Board meeting of 2024 as held with agenda items: Financial Statements of Dec 31,2023, 2024 operating budget, South Saskatchewan River Operation Model update on final report with Mr Bill Shaw's summary report.

Red Deer River Watershed Alliance

No January Meeting

Sundre Petroleum Operators Group

Date of Meeting:

No January Meeting

Sundre Wellness Advocacy Committee

Date of Meeting: January 29

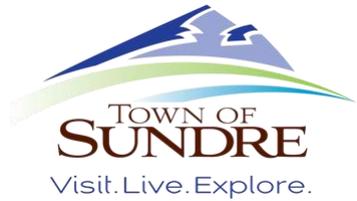
Wellness Committee meeting was held at Sundre Council Chambers with a presentation by Sundre Hospital Site Administrator Chantal Crawford. After her presentation discussion topics were presented on Rotating ER Closures, Sundre Community Health Services and Sundre Campus of Care. The committee choose to send a letter to AHS regarding service area and populations to update them as they make decisions on replacing the Sundre Health Services building.

Other:

Date of Meeting: January 2024

January 08 – Sundre Regular Council Meeting – Agenda and minutes @ www.sundre.com
January 09 - attended the MtnViewCounty South McDougall Flats area structure plan meeting to review all feed back from the two open house sessions.
January 10 - attended the Sundre Ministerial meeting to have preliminary discussions regarding the annual Mayor’s Breakfast.
January 12 - attended by zoom the MTMC (Mid Sized Towns Mayors Caucus) to discuss this new committee’s terms of reference.
January 17 - completed the 2023 CAO annual review with Deputy Mayor Jaime Marr.
January 18 - attended by zoom the ABMunis webinar on the GOA Local Government Fiscal Framework.
January 19 - attended by zoom the MTMC meeting to complete the Terms of Reference and prepare a motion to be presented by all participating small towns to their Councils for approval.
January 20 - invited and attended the Sundre Legion 223 Instillation of offices dinner event.
January 22 – Sundre Regular Council Meeting – Agenda and minutes @ www.sundre.com
January 23 – invited and attending the GOA and AHS Sundre Myron Thompson Health Center tour that included a full review of our hospital condition as well as the Sundre Health Centre Building.
January 23 – Attended by zoom the AHS webinar meeting on the needs assessment for the Sundre Health Centre.
January 24 - Attended the Sundre and District Chamber of Commerce meeting with Councillor Paul Isaac.
January 25 - Invited and attended the Red Deer Polytechnic 2024 strategic plan breakfast presentation and this was very well attending by Municipal Elected Officials.
January 26 – attended the Sundre West Country Centre annual meeting.
January 20 – attended by teleconference the Minister of Environment and Protected Areas update on the pending 2024 Alberta Drought that included an update on the Provinces next steps.

COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR ISAAC



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 JANUARY 2024

Bylaw Policy Review Committee

Date of Meeting:

No meeting

Emergency Management Advisory Committee

Date of Meeting:

No Meeting

Sundre Forest Products/West Fraser

Date of Meeting:

No meeting

Other:

Date of Meeting: Monday, January 22 – Regular Meeting of Council

Date of Meeting: Wednesday, January 24

Attended the Sundre & District Chamber of Commerce AGM at the Visitor’s Information Centre;

The year-end budget was presented (copy of report when received will be shared with Council);

New executive:

President – Sarah Kennedy;

Vice-President – Josh Henger

Secretary/Treasurer – Meagan Bret

Directors: Nicci Doyle, Tom King, Andrea Grass, Breanna Boulton, Chris Newton, and

Connie Anderson

General Discussion: contributions of the Chamber and VIC to Sundre;

Presentation by Mayor Warnock – ongoing projects and future plans.

General Correspondence: Highway 27 Construction Projects

Responded to resident’s concerns regarding 2024 Hwy 27 construction projects;

Recommended concerns be sent to consultant and to monitor the Town’s website for updates.



REQUEST FOR DECISION

COUNCIL DATE February 26, 2024
SUBJECT Council Key Messages
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 11.2

BACKGROUND/PROPOSAL:

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

ALIGNMENT WITH SRATEGIC PLAN

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

MOTION:

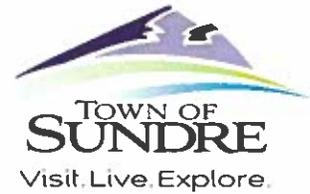
That the Town of Sundre Council accept the Key Messages of Council for the month of January j2024 as information.

ATTACHMENTS:

11.2a Key Messages from the Office of Council for January 2024.

Date Reviewed: February 26, 2024

CAO: Linda Naba



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FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH OF January 2024

January 8, 2024

Council received a letter from the province indicating the potential for drought conditions in 2024. Council provided direction to the CAO to commence work on a water shortage plan.

January 22, 2024

A Board Member of the Red Deer River Watershed Alliance who's members serve as the designated Watershed Planning and Advisory Council for the Red Deer River watershed, under the Government of Alberta's Water for Life Strategy, provided Council with information regarding several water awareness sessions being planned for Sundre in May. The first session scheduled for May 2, is for students of River Valley School, the second session, May 3rd is for the public. More information regarding these educational sessions will be posted on the Town's website.

Council heard year-end reports from all departments, of the amazing successes, projects and initiatives that were completed in 2023. Administration will prepare a copy of the report which will be placed on the Town's website so that citizens have an opportunity to view the accomplishments.

Council was provided with a year-end report from Planning & Development regarding building permit statistics, which includes a comparison of the number of projects and construction values from 2022 and 2023. In 2022, 8 commercial, industrial and institutional renovations were completed at a total value of \$175,000. In 2023, 6 commercial, industrial and institutional projects (renovations and new builds) were completed or are under construction with values equaling \$7,934,870. Overall, along with 25 residential projects, the total construction values for 2023 equaled \$9,501,670 compared to \$1,938,385 in 2022.

FROM THE DESK OF THE MAYOR

January, the first month of 2024 has come and gone, the time goes by so quickly, and to me this means that spring and summer is just around the corner. The Town of Sundre has received a letter from the Minister of Environment and Protected Areas, Rebecca Schulz, regarding the potential of a severe drought heading our way this year.

Sundre council has asked administration to review the current Water Conservation Bylaw and update it to include a four stage process and preparation of a water shortage plan to ensure our residents can be proactive if this challenging time becomes crucial to our water supply. We recognize we are still in winter season, but your Town Council wants to ensure that water conservation best practices will be on everybody's mind early. Please raise the awareness about the importance of conserving water because informed and engaged communities are more likely to adopt sustainable practices.

As responsible stewards of our environment and community, Sundre, the first town on the Red Deer River, has always been a leader whose values have been pristine waters in and pristine waters out. Council thanks you all for the future conservation measures that ensure a sustainable future.

Respectfully
Mayor Richard Warnock