



Regular Council Meeting
Council Chambers
June 11, 2018
6:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing**
- 3. Agenda – Amendments and Adoption**
3.1 June 11, 2018 Regular Council Meeting
- 4. Adoption of Previous Minutes**
4.1 June 4, 2018 Regular Council - Page 1
- 5. Delegation**
5.1 Sundre and District Aquatic Society and Sundre and District Curling Club- Page 6
(information forthcoming)
- 6. Bylaws**
- 7. Old Business**
- 8. New Business**
8.1 RFD Gazebo Location and Next Steps - Page 7
8.2 RFD Protocol Agreement for Intermunicipal Collaborative Framework Discussions/Meetings - Pg 29
- 9. Administration**
9.1 Departmental Report – Legislative Services - Page 36
9.2 RFD Direction – Spring Workshop - Page 37
- 10. Notice of Motion**
- 11. Municipal Area Partnership (MAP)**
- 12. Council Committee Reports**
12.1 Council Report – May 2018, Deputy Mayor Funke - Page 44
- 13. Inquiries Between Councillors or to Administration**



Regular Council Meeting
Council Chambers
June 11, 2018
6:00 p.m.

14. Council Invitations / Correspondence

14.1 RCMP – Confirmation Letter 2018 Enhanced Policing, Sundre Detachment - Page 46

14.2 Alberta Municipal Affairs - Budget 2018 (MSI Funding), Minister Anderson - Page 48

14.3 Greenwood Neighbourhood Place Society, Invitation to Annual General Meeting - Page 50

15. In Camera

16. 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 ext. 114.



Regular Council Meeting
Minutes
June 4, 2018

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, June 4, 2018, commencing at 6:00 p.m.

IN ATTENDANCE

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

Staff:

Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Acting Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Taxes/Utilities Coordinator, D. Hilts
Legislative Executive Assistant, C. Robey

Public:

4 Members
Reeve Bruce Beattie, Mountain View County
Mr. Sam Smalldon, Mountain View Seniors' Housing

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.

Councillor Isaac arrived at 6:01 p.m.

PUBLIC HEARING

AGENDA – AMENDMENTS AND ADOPTION

Res. No. 246-18-06-04

MOVED by Councillor Funke that the agenda be approved with the following addition:

9.1 Update on Municipal Administrative Matters

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 247-18-06-4

MOVED by Councillor Wolfe that the minutes of the regular meeting of council held on May 28, 2018, be approved as presented.

CARRIED

DELEGATION

Mountain View Seniors' Housing

Council welcomed Reeve Bruce Beattie, of Mountain View County, and Mr. Sam Smalldon, Chief Administrative Officer, Mountain View Seniors' Housing.

Council was provided information on the following:

- Strategic Planning
- Capital Development Planning
- Risks and Issues
- Updating Business Model and Business Plans

BYLAWS

OLD BUSINESS

NEW BUSINESS

RFD Tender Facility Roof Upgrades

Res. No. 248-18-06-04

MOVED by Councillor Isaac that the Town of Sundre Council accepts the Tender of \$125,165.25 and 5% GST \$6,258.27 from Triumph Roofing to repair the Town Shop and SCC roofs. **CARRIED**

Report on 2018 Tax Recovery Sale

Mr. C. Albert, Acting Director of Corporate Services, provided Council with his report. Ms. D. Hilts, Taxes / Utilities Coordinator, answered Council's questions for clarification.

Res. No. 249-18-06-04

MOVED by Councillor Dalke that the Town of Sundre Council accept the 2018 Tax Recovery Sale Report, as information. **CARRIED**

RFD Tax Recovery Sale – Roll No. 1359.000

Res. No. 250-18-06-04

MOVED by Councillor Funke that the Town of Sundre Council moves to set a reserve bid of \$250,000 for Lot 24, Block 10, Plan 7611274, Sundre, AB, and furthermore;

The property identified by Roll No. 1359.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid. **CARRIED**

RFD Tax Recovery Sale – Roll No. 1818.000

Res. No. 251-18-06-04

MOVED by Councillor Dalke that the Town of Sundre Council moves to set a reserve bid of \$80,000 for Lot 18, Block 1, Plan 8910856, Sundre, AB, and furthermore;

The property identified by Roll No. 1818.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with

the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid. **CARRIED**

RFD Tax Recovery Sale – Roll No. 2115.000

Res. No. 252-18-06-04

MOVED by Councillor Wolfe that the Town of Sundre Council moves to set a reserve bid of \$263,000 for Lot 3, Block 1, Plan 9310422, Sundre, AB, and furthermore;

The property identified by Roll No. 2115.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid. **CARRIED**

RFD Tax Recovery Sale – Roll No. 2426.000

Res. No. 253-18-06-04

MOVED by Councillor Preston that the Town of Sundre Council moves to set a reserve bid of \$1,900,000 for Lot 1, Block 1, Plan 1410559, Sundre, AB, and furthermore;

The property identified by Roll No. 2426.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid. **CARRIED**

RFD Tax Recovery Sale – Roll No. 2525.000

Res. No. 254-18-06-04

MOVED by Councillor Warnock that the Town of Sundre Council moves to set a reserve bid of \$170,000 for Lot 17, Block 3, Plan 9610892, Sundre, AB, and furthermore;

The property identified by Roll No. 2525.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

CARRIED

RFD Tax Recovery Sale – Roll No. 2671.000

Res. No. 255-18-06-04

MOVED by Councillor Funke that the Town of Sundre Council moves to set a reserve bid of \$63,000 for Unit 71, Condo Plan 9711313, Sundre, AB, and furthermore;

The property identified by Roll No. 2671.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 16th, 2018 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

CARRIED

ADMINISTRATION

Update on Municipal Administrative Matters

Administration updated Council on the following:

- Alberta Municipal Health & Safety Pilot Project to start June 18th.
- Safety Codes Council regarding participation in a training program for Quality Management Plan Managers in the administration of Municipal Quality Management Plans.
- Alberta Municipal Affairs – Municipal Accountability Program Review to start July 9th.

Res. No. 256-18-06-04

MOVED by Councillor Dalke that the Town of Sundre Council accept the update from Administration concerning Municipal Administrative matters.

CARRIED

NOTICE OF MOTION

MUNICIPAL AREA PARTNERSHIP

COUNCIL REPORTS

1. Mayor's Report to Council – May 2018

Res. No. 257-18-06-04

MOVED by Councillor Wolfe to accept the Council Report, as information.

CARRIED

INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION

Mr. J. Hall, Manager of Operations, provided Council an update concerning the road line painting.

COUNCIL INVITATIONS / CORRESPONDENCE

1. *West Country Senior Centre, CAO Letter of Support*
2. *Alberta Recreation and Parks Association, Honour Outstanding Work in the Community*
3. *2018 Alberta Recreation and Parks Association, Annual Conference and Energize Workshop*
4. *Alberta Culture Days Grant, CAO Letter of Support to Library, Museum, and River Valley School*

Res. No. 258-18-06-04

MOVED by Councillor Wolfe that Council accept the correspondence, for information. **CARRIED**

IN CAMERA

ADJOURNMENT

Res. No. 259-18-06-04

MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:10 p.m. **CARRIED**

These minutes approved this 11th day of June, 2018.

Mayor

Chief Administrative Officer



COUNCIL DATE: June 11, 2018

SUBJECT: Delegation: Sundre and District Aquatic Society and Sundre and District Curling Club

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

Council to welcome Ms. Leona Bennett, representative.

****Please be aware that due to her computer technical difficulties, Ms. Bennett will bring copies of her presentation to the meeting.**



REQUEST FOR DECISION

COUNCIL DATE: June 11, 2018
SUBJECT: Gazebo Location and Next Steps
ORIGINATING DEPARTMENT: Economic Development
AGENDA ITEM: 8.1

BACKGROUND/SUMMARY:

Town staff were approached by West Fraser personnel in 2017 with an idea to construct a community gazebo and bandstand. \$10,000 was put toward the project in the 2018 Community Services budget by Council. Economic Development and Community Services will be working as a team on this project.

To get the project underway with community buy-in, those organizations and individuals that have pledged contributions to the project were invited to be part of an *ad hoc* working group. The working group has met on at least two occasions and narrowed down the location options to within Greenwood campground.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached staff presentation.

Council is being requested to participate in the selection of one of three location options in Greenwood Campground, and to support the allocation of a portion of the \$10,000 budget toward the funding of architectural design and engineering of the facility. Remaining funds would be allocated toward materials, as necessary.

ADMINISTRATION RECOMMENDATIONS:

The working group is in favour of Option 3, in the northeast section of Greenwood Campground adjacent to the Red Deer River bridge, as the place to develop Sundre's new community gazebo. They are additionally requesting support for utilizing a portion of the existing gazebo budget toward the design and engineering of the facility and site, as required.

COSTS/SOURCE OF FUNDING:

- \$10,000 in capital funding, already budgeted for within Community Services budget.
- Lost future revenue opportunities resulting from losing approx. 3 to 5 camping sites.

MOTION:

That Council support location Option 3, in the northeast section of Greenwood Campground adjacent to the Red Deer River bridge, as the place to develop Sundre's new community gazebo, and to support allocating a portion of the existing gazebo budget toward the design and engineering of the facility and site, as required.

ATTACHMENTS:

Staff Presentation to Council
Greenwood campground map

Date Reviewed: June 7, 2018 CAO: Linda Nebus



Community Gazebo Development

Presentation to Council – June 11, 2018



Gazebo Development Background Information



- Approached by West Fraser employee in 2017 about developing community gazebo.
- \$10,000 Placed into capital budget.
- Manager of Community Services retired, project taken over by Economic Development.
- Ad hoc working group made up of Staff and donors.
- Multiple potential donors expressing interest, including:
 - West Fraser
 - Home Hardware
 - Catalyst Changers
 - Mike Beukeboom
 - Tanas Concrete

Purpose of Gazebo

- Become a community icon
- Events space
- Community gathering spot
- Town beautification and “place” building
- Downtown “anchor”



Location Options

- Working group has narrowed it down to three locations, all located within Greenwood Campground.
- Other locations considered include:
 - Old MVC Shop lands
 - Municipal Reserve lands on Centre St. N
 - Greenspace on north bank of Bearberry Creek
 - Lions Park, near pedestrian bridge.

Location Option I

Centre circle of land near cookhouse



Location Option 1

Centre circle of land near cookhouse

Pros

- Great welcoming view as soon as park is entered.

Cons

- Confined to small circle, lots of traffic around it.
- Optics of river behind it will be blocked by campers in sites 2 and 3.
- Hard to see from bridge for travelling public.

Photos of Location Option I



Photos of Location Option I



Location Option 2

Campsite 3 – next to river



Location Option 2

Campsite 3 – next to river

Pros

- Near cookhouse, which is good for events
- No pooling of water in this area
- Close to parking in day-use area
- Excellent optics with river behind

Cons

- Cannot see from bridge
- No natural sitting area nearby
- Loss of revenue since campsite is one of most popular.

Photos of Location Option 2



Photos of Location Option 2



Location Option 3

North east of campground by Red Deer River Bridge



Location Option 3

North east of campground by Red Deer River Bridge



Pros

- Great sight from bridge for travellers to see
- Larger space
- Excellent natural amphitheatre setting due to berm
- Excellent optics with river behind
- Excellent accessibility opportunity to Downtown.
- Loss of revenue would be less substantial since campsites affected are unserviced and underutilized. They are currently some of the least popular in campground.

Cons

- Closer to bridge noise
- At far end of campground
- Potential loss of more campground sites than Option 2
- Potential water pooling

Photos of Location Option 3



Photos of Location Option 3



Photos of Location Option 3



What will it look like?

- Need to know where it will go before designing site-appropriate gazebo.
- Once location is confirmed, we will have professional design options made, taking into consideration its setting and uses.
- Possible design themes could include:
 - Classical / Victorian
 - Modern
 - Unique to Sundre / Timber framed, etc.
 - Creativity of options provided by architect
- Requesting minimum 2 or 3 options to be submitted by designer.

Next Steps

Target timeline

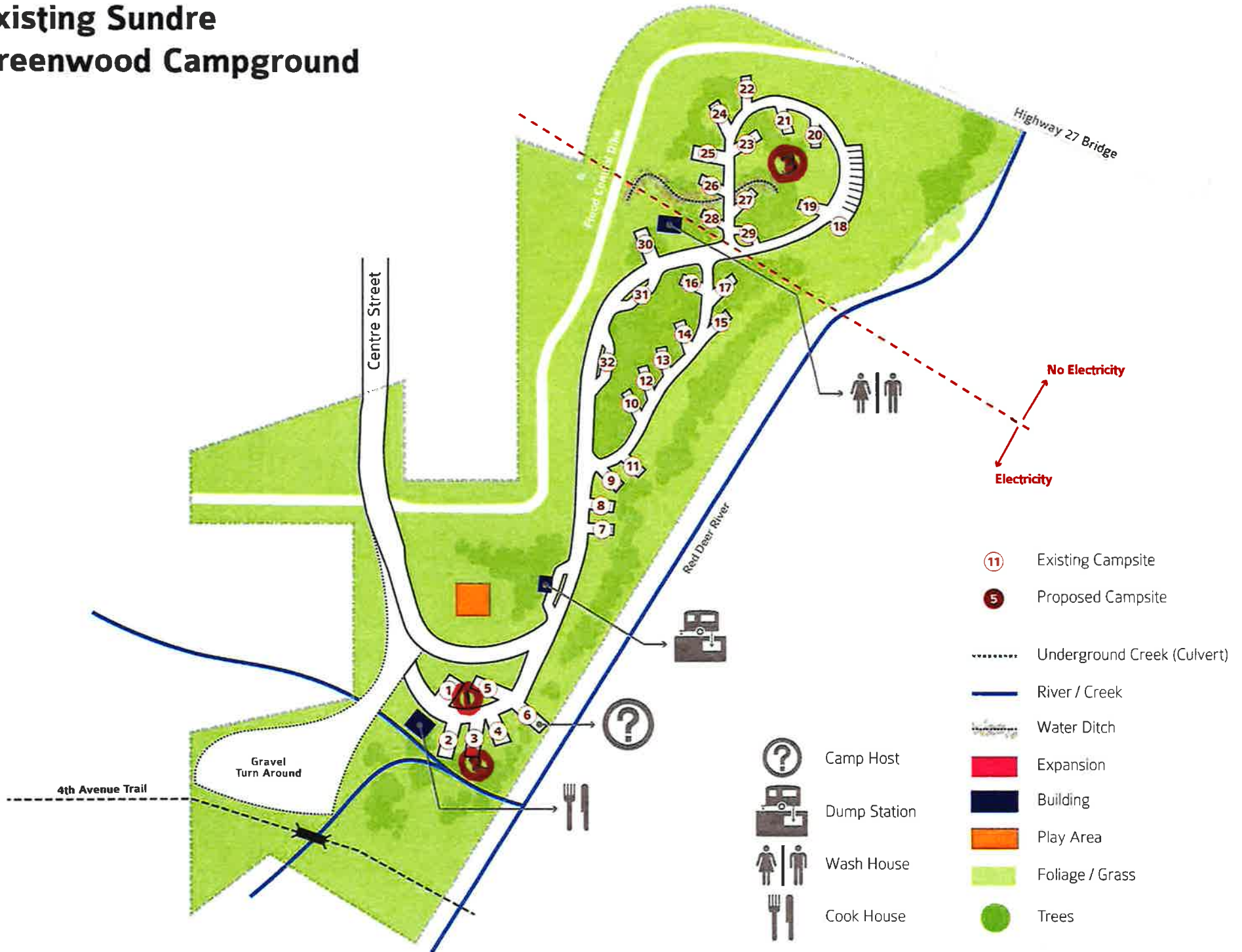


- June 11: Selection of Gazebo **location**
- June 12 – 22: Seek out **quotes** from local architectural designers and make contract with them using some of \$10,000 allocated to project.
- June 25 – July 6: Gazebo and **site design options** to be completed.
- July 9 – 21: **Public survey** to gain public input on favourite design.
- July 30: Present **results** to Council.
- Aug – Sept: Prepare **engineering and materials list** for donors; work with Planning and Development.
- Sept – Oct: Once campground is closed for season, if weather permits and we're on schedule, begin **construction**.

The Big Decision

- Council must now decide which of the locations they would like to see Sundre's new iconic community gazebo developed.
 - Option 1: Centre circle near cookhouse
 - Option 2: Campsite 3 – next to river
 - Option 3: North east of campground by RR Bridge
- In consultation with Gazebo working group, Administration Recommendation is **Option 3**

Existing Sundre Greenwood Campground





REQUEST FOR DECISION

COUNCIL DATE: June 11, 2018

SUBJECT: Protocol Agreement for Intermunicipal Collaboration Framework
Discussions/Meetings

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

On May 8, 2018, the Town of Sundre and Mountain View County Intermunicipal Collaboration Framework (ICF) Committee met to begin the discussions on the drafting of a Master Agreement for the ICF that all municipalities must adopt with each municipality they share a common border with.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The ICF Committee reviewed a Protocol Agreement at the May 8th meeting, and minor edits were suggested. The majority of the amendments were in relation to a mediated process; the Committee felt that mediation is not required for process, so all details pertaining to mediation were removed.

The Agreement sets out processes and terms around how discussions will take place, and focuses on working together in a collaborative, respectful manner.

See attached Agreement

MOTION:

That the Town of Sundre Council approves the Protocol Agreement between the Town of Sundre and Mountain View County as presented, and that the ICF Committee be authorized to sign the agreement on behalf of the Town of Sundre.

Date Reviewed: June 6, 2018	CAO: Linda Nelson
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TOWN of SUNDRE / MOUNTAIN VIEW COUNTY

Inter-municipal Collaboration Initiative

DISCUSSION PROTOCOLS

CONTEXT

1. These Protocols have been agreed to by the Town of Sundre and Mountain View County in support of and to enable their shared desire to work collaboratively together to achieve mutual benefit for both municipalities. In so doing they want to better understand each other and each other's aspirations while recognizing that neither can exist nor succeed in isolation of the other. Together they want to better position themselves to meet the challenges and take advantage of the opportunities that the future will inevitably hold.

PARTIES

2. The parties to this inter-municipal collaboration initiative and the discussions/negotiations flowing from it are the Town of Sundre ("the Town") and Mountain View County ("the County").

AGREEMENT to NEGOTIATE

3. The parties agree that they will participate in good faith to discuss and negotiate ways to collaborate more effectively together while taking into account the interests of each municipality and their unique relationship with each other.

NEGOTIATING TEAMS and NEGOTIATING COMMITTEE

4. The Councils for the Town and the County have appointed their representatives for the purposes of the discussions/negotiations related to this Initiative. If a permanent vacancy occurs, Councils for the respective municipality can appoint a new member of its Negotiating Team in their place.
5. The negotiations will be conducted by Negotiating Teams composed of the following elected officials and the Chief Administrative Officer for each of the parties:

a) For the Town of Sundre:

- i. Mayor Terry Leslie;
- ii. Councillor Richard Warnock;
- iii. Councillor Cheri Funke; and
- iv. CAO Linda Nelson.

b) For Mountain View County:

- i. Reeve Bruce Beattie;
- ii. Councillor Angela Aalbers;
- iii. Councillor Peggy Johnson; and
- iv. CAO Jeff Holmes

ALTERNATES and OBSERVERS

6. There will be no observers except by agreement between the parties.

ROLE and ATTENDANCE of ADMINISTRATIVE SUPPORT and/or TECHNICAL or EXTERNAL PARTIES

7. Either party may, with the agreement of the other, invite external parties to attend a session with no less than 14 days' notice to the other party. Confirmation of agreement to the requested attendance is to be provided by the other party no less than seven (7) days prior to the session. Administrative support shall be supplied at the discretion of the CAO's.

REPRESENTATION at SESSIONS and QUORUM

8. Both parties agree that attending all sessions is a priority for all representatives recognizing that personal circumstances may preclude attending a session in whole or in part.
9. All Negotiating Team members will have a voice at the table. External Parties when in attendance will only speak on technical advice and only when requested to do so by one of the Negotiation Teams.
10. A quorum is any two (2) elected officials of the Negotiating Team and the CAO's, from each party. Quorum will be established at the start of the meeting. If there is no quorum within a reasonable period of time after the time set for the meeting, as determined by the Chair, the meeting will be adjourned to the time of the next meeting.

DECISION-MAKING AUTHORITY

11. The parties acknowledge and agree that any issue agreed to in discussions/negotiations is an agreement in principle that is subject to approval by the Councils for the Town and County.

RESOLUTION of ISSUES by NEGOTIATING TEAMS

12. The Negotiating Teams will work to achieve consensus on the issues or package of issues before them. Consensus is defined as: *"I can live with it"* for purposes of the discussions/negotiations. The parties agree that each Negotiating Team will own the consensus achieved through the discussions/negotiations and will represent it to their respective Councils.

FREEDOM to SPEAK and CONFIDENTIALITY

13. Except as set out elsewhere in these Protocols or unless the parties have specifically agreed to release information, all discussions/negotiations, summary notes of discussions/negotiations and all other records or information generated for the purposes of the discussions/negotiations are to be kept confidential recognizing that:
 - a) other Council members will be informed about discussions/negotiations on a confidential basis;
 - b) any information that is in the public domain but not the confidential negotiation discussions about that information, may be used by either party; and
 - c) disclosure of information associated with the discussions/negotiations can be made to external consultants and/or administrative support. This will only be done on a "need to know basis" and the person(s) will be required to keep all associated information confidential in accordance with these Protocols.

WITHOUT PREJUDICE DISCUSSIONS, FULL DISCLOSURE and NO ATTRIBUTION

14. Full disclosure is essential to coming to an understanding and resolution of issues in the discussions/negotiations. Both parties agree that all negotiation/discussions are made "Without Prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the other party. Both parties also agree that what is said in the discussions/negotiations is not to be attributed to any individual.

ACCESS to INFORMATION

15. Both parties will make best efforts to provide requested information to the Negotiating Teams.

REPORTING to COUNCILS

16. After each session, each Negotiating Team will report back to their respective Councils during in camera meetings. The parties acknowledge and agree that any confidential negotiation discussions with the other party presented to Council during in camera meetings will not be disclosed by the Council, any individual councillor or municipal staff member to the media or any other person unless agreed to by the Negotiating Teams.

RESPECTFUL DISCUSSION and BEHAVIOUR

17. Negotiating Team members agree to engage in respectful behaviour at all times throughout the discussions/negotiations. As needed, any representative on the Negotiating Teams, or the Chair, may call for a “time out”.

CAUCUSING

18. Both parties agree that caucusing will be used as needed and that either party or the Chair may call a caucus during the course of a session. A separate meeting room for caucusing will be made available to each party.

COMMUNICATION with the MEDIA

19. The parties may agree to prepare and distribute a joint media release at various times throughout the discussions/negotiations. The Mayor and Reeve will act as the spokesperson for each party. Key messages to be released to the media and/or to the public will be discussed and finalized at the end of each negotiation session.

COMMUNICATION with the PUBLIC

20. Any consultation, communication or dissemination of information with or to the public will be done jointly. Each party’s logos and authorized signatures are required on each joint communication with the public. Each municipality will act as the post office for joint communication to their respective ratepayers.

CHAIRING SESSIONS

21. The parties agree that an Elected Official from the Town of Sundre will chair the sessions.

RECORD KEEPING

22. The **Town of Sundre** will provide confidential summary session notes that will summarize the Committee's discussion and need for information for the next session within seven (7) calendar days of the end of a session. Specifically, the Committee will, at the conclusion of each session, review the items discussed, and summarize the consensus achieved or still to be achieved by Negotiating Teams on the items discussed. In addition, if any information has been requested during a session, the Chair will outline the requests and specify responsibilities for providing the information requested. Both Negotiating Teams will indicate their approval of this summary, or provide clarification at the conclusion of the session. The written summary session notes will be reviewed as one of the first orders of business at the next scheduled session.

SCHEDULE, LOCATION and HOSTING of SESSIONS

23. The intention is to meet every 4-6 weeks until discussions/negotiations are concluded. Session dates and times may be changed by mutual agreement of the parties.

24. Unless otherwise agreed by the parties, sessions will take place in Sundre.

SESSION AGENDAS

25. The parties agree that the CAO's will develop the agenda for each session. Session agendas will be distributed by the CAO's, along with any supporting material, no less than five (5) days prior to the date of the session.

Signed this ____ day of _____, **2018** at _____, Alberta

For the Town of Sundre:

Mayor Terry Leslie _____

Councillor Richard Warnock _____

Councillor Cheri Funke _____

CAO Linda Nelson _____

For Mountain View County:

Reeve Bruce Beattie _____

Councillor Angela Aalbers _____

Councillor Peggy Johnson _____

CAO Jeff Holmes _____



COUNCIL DATE: June 11, 2018

SUBJECT: 9.1 Project: Digital Preservation of Council Meeting Minutes

ORIGINATING DEPARTMENT / REPORT WRITER: Legislative Services / Cynthia Robey

BACKGROUND

Council and Council Committee Minutes are important and vital documents. The Minutes of a Council or Council Committee Meeting form the legal record of Council actions, and provide the authorization for administration to implement decisions. As a public record, Minutes also provide an open and transparent disclosure of Council actions to the municipal residents and stakeholders. The Minutes of Council Meetings provide a basis for the accountability of Councils to their electors, and promote public confidence and trust in the leadership and governance of the local government.

Council or Council Committee Meeting Minutes are a legal document which must be preserved *indefinitely*. They can only be destroyed if authorized by Council and if the originals are recorded on microfiche or on an electronic system that will allow copies to be made. Therefore, it is highly recommended to have both electronic and paper files of the documents. It is also recommended to consider having the paper copy on good quality bond paper, bound in a sturdy binder, and stored in a fireproof area, ideally a safe or a fire-rated cabinet.

Section 208 of the *Municipal Government Act* places the responsibility for the Minutes of Council and Council Committee Meetings with the Chief Administrative Officer. The CAO is required to ensure that the Minutes of Council or Council Committee Meetings be kept safe.

CONTENT / DISCUSSION

In May I initiated the task to digitally save the Town's Minutes onto the network server. Prior to beginning this project, the only Minutes saved on the server were from 2008 – 2018. I am pleased to report that this project was completed on June 4, 2018, with the further addition of 53 years of Minutes now safely preserved on the network server.

All digital Council Meeting Minutes are available for viewing on the network *Public Folder* under "*Approved Minutes*," and categorized into the following chronological order:

2010 – 2020
2000 – 2009
1990 – 1999
1980 – 1989
1970 – 1979
1960 – 1969
1950 - 1959

Date Reviewed: May 6, 2018 CAO: Amie Nelson



REQUEST FOR DECISION

COUNCIL DATE: June 11, 2018

SUBJECT: Direction – Spring Workshop

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.2

BACKGROUND/PROPOSAL:

On June 2nd Council participated in a Staff/Council workshop to discuss staff goals and objectives for 2018, and projects that may come forward in future years, dependent on direction from Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

MOTION:

That the Town of Sundre Council provide direction to administration on proceeding with the projects under category two. That Council provide direction/support for the projects under category three.

Date Reviewed: <u>June 7, 2018</u> CAO: <u>Linda Nelson</u>



REPORT TO COUNCIL

COUNCIL DATE **JUNE 11, 2108**

SUBJECT: **DIRECTION-SPRING WORKSHOP**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

On June 2nd Council participated in a Staff/Council workshop to discuss staff goals and objectives for 2018, and projects that may come forward in future years, dependent on direction from Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Staff reviewed Council's platform goals, including a platform matrix, and discussed the key observations resulting from the Strategic Planning session that took place on May 25th and 26th , 2018.

Each department prepared and presented reports on projects approved in the 2018 budget as an update for Council, items that may be outside of budget for 2018, and projects that staff are proposing for the fall workshop.

CONCLUSION

The attached list is a compilation of the information provided to Council at the workshop. The list is compiled according to department, and further described under three categories. The first category is a description of projects that staff are working on in 2018 and are for Council's information only.

Category two details projects that may be outside of budget, or projects that were not considered in the previously approved 2018 budget, but should be considered by Council. Category three is a description of projects that staff anticipate bringing to the fall workshop for Council's consideration.

Administration is requesting Council direction on the projects listed in categories two and three. Support for category two items will provide administration with direction to prepare a report to be presented a regular Council meeting for approval, if a cost is attached to the project. Support for a category two project without a dollar value will provide staff with direction to move forward on the plan/project. ·

Support for a category three project will provide staff with direction to proceed with research and preparation required for the fall workshop.

MOTION:

That the Town of Sundre Council provide direction to administration on proceeding with the projects under category two. That Council provide direction/support for the projects under category three.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Attachment Schedule "A"

Date Reviewed: <u>June 7, 2018</u>	CAO: <u>Linda Nelson</u>
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SCHEDULE "A"

Planning and Development

Category 1

Provided to Council for Information

- Land Use Bylaw Update
- New Development Permit Checklists
- Administrative (Accounting) Procedure for Off-site Levies and Development Securities
- New Planning and Development Website
- Development Standards Implementation (Commence consultation process)
- New Intermunicipal Development Plan
- New Area Structure Plans
- Existing Municipal Development Plan and Area Structure Plan Updates

Category 2

Direction for 2018

- Continue with Master Servicing Study Update (may be outside of budget)
- Road and Subdivision Naming Policy (initiate draft policy)

Category 3

2019 Goals and Objectives for Fall Workshop

- Off-site Levies Study
- Planning Fees Update

Economic Development

Category 1

Provided to Council for Information

- Business Training Seminars
- Fibre optic development
- Continuation of storefront improvement, landscape improvement, and event development grants.
- Ongoing post-secondary satellite campus development
- Continue way-finding signage implementation
- Continue Explore Sundre tourism marketing campaign

- Joint tourism development initiatives (with MVC, Clearwater County, etc.), such as trails development, etc.
- Maintenance and ongoing funding of new municipal website and mobile application
- Continue and expand upon partnerships (i.e. with Mountain View County, Olds College, etc.)

Category 3

2019 Goals and Objectives for Fall Workshop

- Business license review/fees and procedures
- Hire consultant to complete Commercial Study to determine capital leakage
- Neighborhood banners to be installed (supporting way-finding)
- Business retention strategy
- Redesign and redevelopment of Centre Street from Greenwood Campground to Bearberry Creek
- Redevelopment of Mountain View County shop lands next to Museum (potentially done via trilateral partnership)
- Begin streaming Council meetings online (once broadband and new website are developed)

Operations

Category 1

Provided to Council for Information

- Wastewater 2018-2020
- Main Avenue West phase 1
- Centre Street North capital project update

Category 2

Direction for 2018

- Priority repair of Centre Street North and HWY27
- Future location and design changes to the current recycle centre

Category 3

2019 Goals and Objectives for Fall Workshop

- Eco tourism
- Road maintenance crack sealing
- -does council have any fore thought to potential changes to the approved 5 year capital plan
- Stormwater management east side
- Main avenue west phase old town shop remediation
- Emergency services tri service project
- Bearberry creek bridge upgrades
- Foothills gas supply connection

Community Services

Category 1

Provided to Council for Information

- Gazebo project
- Enhanced trail connections
- GIS mapping of trails
- Town shop and community centre roof upgrades
- Royal Purple park
- Public events
- Town events
- Facility rentals and user groups
- Arena ice allocation
- Sports field bookings for 2018
- Campground bookings for 2018
- Memorial benches
- Ball diamond outfield maintenance

Category 3

2019 Goals and Objectives for Fall Workshop

- Fire Hall roof upgrade
- New flooring in the girl's dressing room in arena
- Chiller and condenser replacement
- Paint Gym area
- Purchase speakers for Community Centre
- Gym floor repairs vs gym floor replacement
- Landscape/rough cut mower

Corporate Services

Category 1

Provided to Council for Information

- New procedures for contributed assets, offsite levies, reserves and cash flow management

Category 2

Direction for 2018

- Support for format and budget amount allocation for Report on Councillors' Expenditures

Category 3

2019 Goals and Objectives for Fall Workshop

- Upgrades to IT infrastructure
- Approval of 4-year Operating Budget concept / process (annual review only, minimal amendments)

Emergency Management

Category 1

Provided to Council for Information

- Complete train the trainer courses for BEM, ICS100.
- Continue with Staff EM training and ICS Role Specific Training.
- Complete train the trainer courses for 200 & 300 levels of ICS
- Review Hazard Assessment

Category 3

2019 Goals and Objectives for Fall Workshop

- Investigate Mass Notification Systems (Siren?)
- Investigate need for Boat Launch on RDR
- Plan for EOC Relocation

Peace Officer/Bylaw

Category 1

Provided to Council for Information

- Complete Bylaw Review Project with Administration
- Create a Policy and Procedure for "Responsible Pet Owner Program"
- Review Peace Officer Policies

Category 3

2019 Goals and Objectives for Fall Workshop

- Review new and Additional Equipment to increase officer safety and productivity.

Council Report

May 2018

Deputy Mayor Cheri Funke

May 5 – Tri-Services Gala

Continuing to wait on the final numbers for the fundraising, currently we believe that funds raised are in excess of \$12,000.

May 7 – Post Council Firehall Tour

May 8 – Intermunicipal Collaboration Meeting

May 9 – Ministerial Lunch

I was particularly interested in the fact that the Ministerial Association is interested in assisting with the Town in the case of an emergency, the ESS aspect of Emergency Management has become a focus for the Municipal Affairs department, so I think they will be an integral part when our Community is experiencing an emergency. They are very open to working with the Town to assist us where ever we ask.

May 16 – Meeting with the President of the Sundre Daycare

The Daycare and all our non-profits are struggling, I have asked to have a Community of the Whole discussion at the next Council meeting surrounding non-profit funding/assisting where we can. I believe that it is essential for the Town to attempt to put into place a policy around non-profits. I also think the funding that we currently give some of our non-profits needs to be in the form of agreements so that these non-profits have a steady known source of funding every year.

May 22 – Fire Advisory

The Regional Fire Chiefs meet every month to month and a half, there is a representative from MVC but no other CAO or reps from any other municipality. The Chiefs are requesting more information on the standardization/regionalization that has been discussed by the municipalities. There is a new Alberta Structure Protection Program Operational Guidelines from the government, a lot of lessons have been learned from the fires in Wood Buffalo and Slave lake. There is a request for a letter of support from the CAO to allow the ability for the Fire Chief the permission to dispatch help to fire emergencies in the province, there was extra assurance from the Fire Chief that our municipality would never be placed in a position that we would not have the coverage available in our community. The Regional Chiefs have put out the request for departments to purchase a fit testing device for the SCBA gear, our Operations/Community Service departments also have this equipment so they will also be able to utilize the device if it is purchased.

May 25 – ATB Jail n’ Bail Fundraiser

This is an annual event where the local RCMP arrest local politicians/business people and we raise funds for the Children’s Hospital. I believe most of my funds raised were to keep me in not to bail me out

May 25-26 – Council Strategic Planning

This was a learning experience for me, I struggle with things that are not black and white, but I was pleasantly surprised with the fact that this process was easier than I first anticipated. I am very proud of that fact that Council seems to be in the same frame of mind of what the Council should be working on for the next 3 and a half years. We were also able to design a Mission and Vision Statement that we can all be proud of.



Protected "A"



May 29, 2018

Mr. Terrance Leslie
Mayor
Town of Sundre
717 Main Avenue West
P.O. Box 420
Sundre, Alberta
T0M 1X0

Dear Sir:

Re: Enhanced Policing Agreement, Sundre Detachment

The RCMP "K" Division has received an Enhanced Policing Agreement, dated the 2nd day of May, 2018, indicating the Town of Sundre has agreed to pay the Alberta Justice and Solicitor General Department for an enhanced level of RCMP provincial policing.

This correspondence confirms that the RCMP, through the Sundre Detachment, will provide the Town of Sundre an enhanced level of police service from the dates of June 22, 2018 to June 24, 2018. This enhanced initiative will be governed by the following considerations:

1. The maximum overtime hours incurred by police members of the RCMP will relate to the actual paid overtime and any directly related costs, which will not exceed a total of \$5,000.00. This is based on approximately 56 hours of enhanced policing services.
2. The Sundre RCMP Detachment Commander will be solely responsible for determining the appropriate operational and administrative use of the dedicated RCMP personnel and the hours of overtime associated with this enhanced policing initiative; any questions or concerns relative to this agreement should be directed accordingly.
3. Any issues that cannot be resolved by the Sundre RCMP Detachment Commander and the Town of Sundre representative shall be referred to the RCMP Southern Alberta District Commander and the Alberta Justice and Solicitor General representative for resolution.

4. The Detachment Commander will provide the Town of Sundre with an account of overtime hours and any directly related costs incurred through this initiative.

On behalf of Deputy Commissioner Todd Shean, Commanding Officer, RCMP "K" Division, I wish you and the Town of Sundre all the best in this initiative.

Yours Truly,



Mike Good, Superintendent
Officer in Charge
Operations Strategy Branch
"K" Division RCM Police

11140 - 109 Street
Edmonton AB T5G 2T4

telephone: 780- 412-5304
fax: 780- 412-5277

cc: Sgt. James Lank, NCO i/c Sundre Detachment



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR93652

May 29, 2018

His Worship Terrance Leslie
Mayor
Town of Sundre
PO Box 420
Sundre AB T0M 1X0

Dear Mayor Leslie,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Linda Nelson, Chief Administrative Officer, Town of Sundre

Appendix A

Town of Sundre

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$474,235
	MSI Capital Component	\$310,495
	BMTG Component	\$163,740
	Operating Funding	\$34,494
	Total MSI	\$508,729
Gas Tax Fund (GTF)		\$150,515

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.



Greenwood Neighbourhood Place

Address: #5 96 2nd AVE NW

Sundre AB T0M 1X0

Phone: 638-1011 | **Fax:** 638-1012,

Email: info@mygnp.org

Web: www.mygnp.org

Invitation



Please join us for our

Annual General Meeting

of

Greenwood Neighbourhood Place Society

Consider becoming a Team Member

GNP Board Members

The GNP board is meeting monthly, excluding July and August. Meetings start at 5:30pm and are on an average 2 hours. Remote participation via skype or teleconference is possible especially during the winter.

GNP Committee Members

The organization has set up a variety of committees that are focus driven within a certain timeframe. If you are a task oriented individual, you may enjoy working with us on any of our current projects:

- ◆ *CCR, Coordinated Community Response*
developing a strategy to address Elder Abuse
- ◆ *Fundraising & Events Committee*
Teepee Snow, July 29, 2019
- ◆ *Communication*
- ◆ *Community Garden (seasonal)*
- ◆ *Adult Leadership (pole walking, 55+trips)*
- ◆ *Sundre Santas (seasonal)*
- ◆ *Volunteer Development*

**Our vision of community
is guiding our work as a team!**

Please Join Us

Wednesday June 13, 2018, 5:30pm

GNP Board Room

5 96 2nd Ave NW Sundre AB

The staff and board members are proud of last years accomplishments and invite you to our
Annual General Meeting.

A short presentation, coffee
and refreshments are prepared
for your enjoyment.

Everyone Welcome