



Regular Council Meeting  
Council Chambers  
August 20, 2018  
6:00 p.m.

- 1. Call to Order**  
Moment of Reflection
- 2. Public Hearing**
- 3. Agenda – Amendments and Adoption**  
3.1 August 20, 2018 Regular Council Meeting
- 4. Adoption of Previous Minutes**  
4.1 July 30, 2018 Regular Council Pg. 1
- 5. Delegation**  
5.1 Sundre Daycare Pg. 6  
5.2 Sundre RCMP Pg. 31
- 6. Bylaws**  
6.1 Fees Bylaw 2018-13 Pg. 34
- 7. Old Business**  
7.1 RFD To Waive the Community Centre Rental Fee for 2018 Sundre Hospital Futures Legacy Gala  
Pg. 60
- 8. New Business**  
8.1 RFD Community Centre Roof Top Units (RTU) Pg. 76
- 9. Administration**  
9.1 Departmental Reports – July 2018 Pg. 78
- 10. Notice of Motion**
- 11. Municipal Area Partnership (MAP)**
- 12. Council Committee Reports**
- 13. Inquiries Between Councillors or to Administration**  
13.1 Discussion on Gazebo Project



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August 20, 2018  
6:00 p.m.

- 14. Council Invitations / Correspondence Pg. 108**
  - 14.1 Alberta Municipal Affairs – ICF / IDP Ministerial Order No. MSL:047/18, Minister Anderson
  - 14.2 Alberta Municipal Affairs – 2018/19 Fire Services Training Program, Minister Anderson
  - 14.3 Municipal Sustainability Initiative (MSI)
  - 14.4 Grants in Place of Taxes (GIPOT)
- 15. In Camera – Notice to Public**
- 16. In Camera**
  - 16.1 Advice from Officials – FOIPP Section 24(1)
- 17. 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  
July 30, 2018

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, July 30, 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  
Economic Development Officer, J. Allan  
Special Projects Administrator/Development Officer, B. Fountain  
Legislative Executive Assistant, C. Robey

**Public:**

No Members  
Mr. Dean Orlando, and Ms. Deb Kamsteeg, Wild Rose Humane Society  
Ms. Jessica Evans, and Ms. Amanda Hunter, Sundre Daycare Centre  
Mr. Mark Kamachi, Ms. Tanya Kamachi, and Ms. Kate Bushey, AdMaki  
Mr. Simon Ducatel, Sundre Round Up

**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**

**AGENDA – AMENDMENTS AND ADOPTION**

**Res. No. 301-18-07-30**

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

- **Addition of Delegation:** Mr. Myron Thompson
- **Rescheduling of Sundre Day Care Delegation to a later date**

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

**Res. No. 302-18-07-30**

MOVED by Councillor Warnock that the minutes of the regular meeting of council held on July 9, 2018, be approved as presented.

**CARRIED**

**DELEGATION**

**Res. No. 303-18-07-30** **Wild Rose Humane Society**  
 MOVED by Councillor Warnock that the Town of Sundre Council accept the presentation from Wild Rose Humane Society, as information. **CARRIED**

**Res. No. 304-18-07-30** **Mr. Myron Thompson**  
 MOVED by Councillor Warnock that the Town of Sundre Council accept the presentation from Mr. Myron Thompson, as information. **CARRIED**

**BYLAWS**

**Res. No. 305-18-07-30** **RFD Bylaw 2018-12 Bylaw Enforcement Officer**  
 MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of Bylaw Enforcement Officers within the Town of Sundre. **CARRIED**

**Res. No. 306-18-07-30** MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of Bylaw Enforcement Officers within the Town of Sundre. **CARRIED**

**Res. No. 307-18-07-30** MOVED by Councillor Funke that the Town of Sundre Council give Unanimous Consent to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of Bylaw Enforcement Officers within the Town of Sundre. **CARRIED**

**Res. No. 308-18-07-30** MOVED by Councillor Wolfe that the Town of Sundre Council give Third Reading, to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of Bylaw Enforcement Officers within the Town of Sundre. **CARRIED**

**OLD BUSINESS**

**Res. No. 309-18-07-30** **RFD Destination Marketing Vision**  
 MOVED by Councillor Wolfe that the Town of Sundre Council endorse the conceptual destination brand marketing campaign, as presented by AdMaki.  
**Voted For:** Mayor Leslie, Councillors: Isaac, Warnock, Wolfe, Preston and Funke. **Voted Against:** Councillor Dalke **CARRIED**

**NEW BUSINESS**

**Res. No. 310-18-07-30** **RFD To Waive the Community Centre Rental Fee for the 2018 Sundre Hospital Futures Legacy Gala**  
 MOVED by Councillor Preston that the Town of Sundre Council table the RFD To Waive the Community Centre Rental Fee for the 2018 Sundre Hospital Futures Legacy Gala until the August 20, 2018 Regular Council Meeting. **CARRIED**

**RFD To Waive the Development Permit Fee for “Sasquatch & Partners” Sign**  
**Res. No. 311-18-07-30** MOVED by Councillor Funke that the Town of Sundre Council waive the development permit fee of \$80.50 for the “Sasquatch, Welcome to Our Backyard” sign to be installed at the Visitor Information Centre. **CARRIED**

**RFD Sundre School Fair Committee, Request for Monetary Support**  
**Res. No. 312-18-07-30** MOVED by Councillor Isaac that the Town of Sundre Council approves of a monetary contribution to the Sundre School Fair Committee in the amount of \$ 675.00, with funds to come from the Community Events Donations Account. **Voted For:** Mayor Leslie, Councillors: Isaac, Warnock, Wolfe, Preston, and Funke. **Voted Against:** Councillor Dalke. **CARRIED**

**Alberta Urban Municipalities Association (AUMA) Resolution Requesting Support for Fair Taxation of Cannabis Grow Operations**  
**Res. No. 313-18-07-30** MOVED by Councillor Wolfe that the Town of Sundre Council supports the request that a resolution be sent to Alberta Urban Municipalities Association (AUMA) to request that the Government of Alberta amend appropriate legislation and regulations to clearly enable municipalities to assess and tax cannabis grow operations at fair market value. **CARRIED**

**Letter to Minister Anderson**  
**Res. No. 314-18-07-30** MOVED by Councillor Wolfe that the Town of Sundre Council approve the letter to Minister Anderson to request support for fair taxation of cannabis grow operations and that the Mayor be authorized to sign the letter on behalf of Council. **CARRIED**

#### **ADMINISTRATION**

**Departmental Reports – June 2018**  
**Res. No. 315-18-07-30** MOVED by Councillor Isaac that the Town of Sundre Council accept the June 2018 Departmental Reports, as information. **CARRIED**

**RFD Overview of Municipal Accountability Program**  
**Res. No. 316-18-07-30** MOVED by Councillor Warnock that the Town of Sundre Council receive the report regarding the overview of the information provided to Alberta Municipal Affairs to support the Municipal Accountability Program Review, as information. **CARRIED**

#### **NOTICE OF MOTION**

#### **MUNICIPAL AREA PARTNERSHIP**

#### **COUNCIL REPORTS**

**INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION****Question From Councillor Funke**

Activities for pre-teens and teenage individuals

**COUNCIL INVITATIONS / CORRESPONDENCE**

1. Alberta Recreation and Parks Association, Elected Officials Workshop
2. Alberta Culture and Tourism, 2018 Stars of Alberta Volunteer Awards
3. Alberta Municipal Affairs – 2017-2018 Annual Report, Minister Pickering, and Minister Anderson
4. Clearwater County Broadband Initiative Provincial Broadband Strategy

***Res. No. 317-18-07-30***

MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence received during the period July 6, 2018 through July 25, 2018, as information.

**CARRIED****IN CAMERA – Notice to Public**

Mayor Leslie excused all public members at 7:27 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the In-Camera session concludes.

The following were in attendance for the In-Camera session:

**Staff:**

Ms. Linda Nelson, CAO

Mr. J. Hall, Manager of Operations, in attendance for Item 16.1

**Public:** No Members***Res. No. 318-18-07-30***

MOVED by Councillor Wolfe that Council go into In-Camera at 7:30 p.m.

**CARRIED****IN CAMERA****Topic(s):*****Advice from Officials – FOIPP Section 24***

Mr. J. Hall left In-Camera at 8:12 p.m.

***Local Public Body Confidences – FOIPP Section 23******Privileged Information – FOIPP Section 27 (1)******Local Public Body Confidences – FOIPP Section 23******Res. No. 319-18-07-30***

MOVED by Councillor Isaac that Council return to open meeting at 9:15 p.m.

Mayor Leslie directed Administration to invite any public members in the lobby to rejoin the meeting.

**ADJOURNMENT**

***Res. No. 320-18-07-30***

MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:15 p.m. **CARRIED**

These minutes approved this 20th day of August, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**COUNCIL DATE:** August 20, 2018

**SUBJECT:** Delegation: Sundre Daycare

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 5.1

**BACKGROUND/PROPOSAL:**

Council to welcome Ms. Jessica Evans, and Ms. Amanda Hunter.

Please refer to the Daycare's presentation material in the July 30, 2018 Regular Council Meeting Agenda Package.



SDCVK, est. 2008  
Sundre, AB

**“Our wish and our purpose is to facilitate learning through play”**



# We offer Daycare, Preschool and Out of School Care



**Location, Location, Location....**

**The Sundre Daycare is conveniently located  
in Sundre Community Centre Complex  
above GNP & Valley Kids Out of School Care  
is located in River Valley School**



# An amazing learning environment



# We are a Non-Profit Organization



# Benefits of Non-Profits

- ✿ Serve a public purpose or need
- ✿ Contribute to the quality of life for our community
- ✿ Governed by a Board of Directors (most are parents like us), who serve as trustees that ensure resources are directed toward the organizations purpose/mission....Not Private Gain

# Sundre's 1<sup>st</sup> and Only Accredited Childcare Facility



# What does Accreditation Mean to Parents?

- ✿ We go Above and Beyond Provincial Licensing Regulations and Requirements
- ✿ Our Staff are required to partake in more professional development which means more knowledge and more training!
- ✿ Accreditation = Better Standard of Care

# Playing & Learning...



# What makes us different?

- ✿ We offer it all....one stop shopping for childcare
- ✿ Licensed Preschool Program; with options to extend for full day childcare
- ✿ Accredited Daycare; with a variety of subsidy options including stay at home subsidy
- ✿ Before, After and Out of School Care through our Valley Kids Program

# We work on Kindergarten Readiness



# Our Field Trips

We aim to provide teaching moments and introduce the children to new experiences and places.



# We love Field Trips!



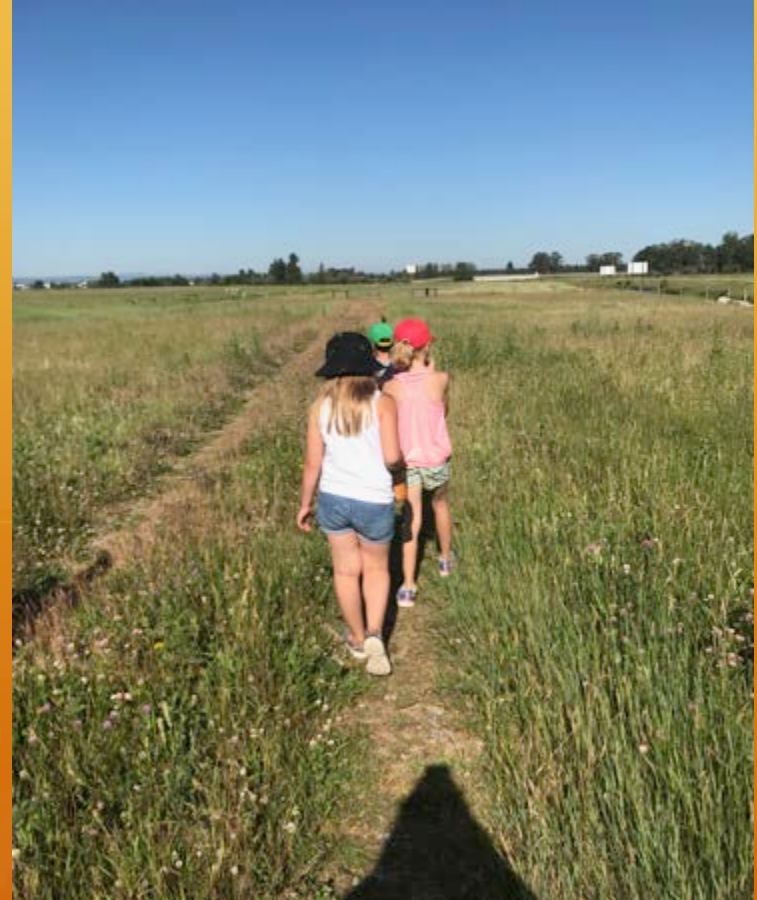
# Oh the places we go....



# Outdoor Play is the best!



# Valley Kids Summer Programs



# Trips to the Seniors Lodge



# Community Events



Chinese New Year Celebration



Super Hero & Princess Ball

# We love Art Projects!



# Our Amazing Staff



# Our Amazing Staff



# Just because you don't use the daycare doesn't mean that you don't benefit from it...

- ✿ Quality childcare spaces at reasonable prices attracts businesses and professionals (ex, doctors) to our community
- ✿ When considering a move to a new town, childcare options are on many people's lists to consider



# The End...Yipppppppeeee





**COUNCIL DATE:** August 20, 2018

**SUBJECT:** Delegation: Sundre R.C.M.P.

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 5.2

**BACKGROUND/PROPOSAL:**

Council to welcome Cpl. Mandel of the Sundre R.C.M.P. Detachment.

Council to receive information on the following:

- Annual Performance Plan – First Quarter Update
- Crime Statistics – First Quarter
- Sundre Detachment Commander Replacement Update
- Chinook Arch Victim Services Society - Sundre Coordinator Update

Cpl. Mandel will ask Council for an update concerning the half time PSE Request and new detachment.

## Crime statistics

RCMP-GRC, K Division

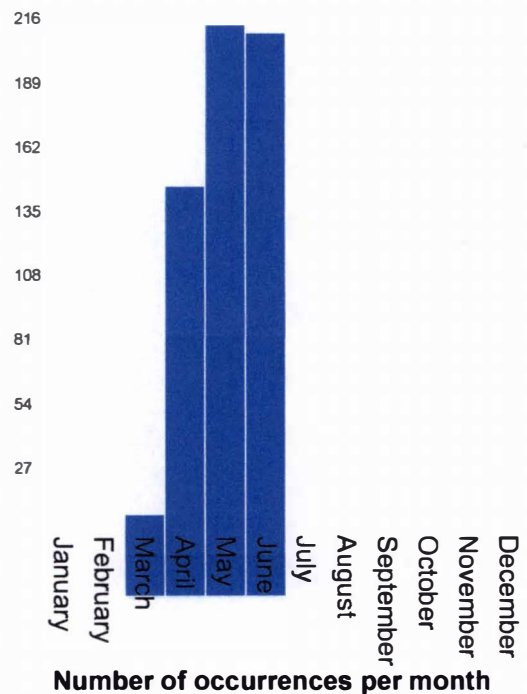
Valid as of 2018/07/25 13:00:12  
Printed by MANDEL, K.

### Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS -	<b>79</b>	<b>103</b>	<b>86</b>	<b>57</b>	<b>79</b>	<b>97</b>	<b>71</b>	<b>8</b>	<b>580</b>
>									
0:00 TO 3:59	<b>30</b>	<b>44</b>	<b>30</b>	<b>24</b>	<b>33</b>	<b>45</b>	<b>27</b>		<b>233</b>
4:00 TO 7:59	<b>3</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>3</b>		<b>28</b>
8:00 TO 11:59	<b>9</b>	<b>16</b>	<b>8</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>11</b>		<b>81</b>
12:00 TO 15:59	<b>14</b>	<b>14</b>	<b>13</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>10</b>		<b>69</b>
16:00 TO 19:59	<b>15</b>	<b>20</b>	<b>15</b>	<b>7</b>	<b>11</b>	<b>17</b>	<b>13</b>		<b>98</b>
20:00 TO 23:59	<b>8</b>	<b>5</b>	<b>15</b>	<b>7</b>	<b>14</b>	<b>7</b>	<b>7</b>		<b>63</b>
UNKNOWN HOUR								<b>8</b>	<b>8</b>

### Breakdown by month:

Month	Number of occurrences	Percentage of total
January	2	0.3%
February	2	0.3%
March	6	1.0%
April	143	24.7%
May	212	36.6%
June	206	35.5%
July	0	0.0%
August	1	0.2%
September	0	0.0%
October	0	0.0%
November	0	0.0%
December	0	0.0%
Unknown	8	1.4%
<b>Total</b>	<b>580</b>	<b>100%</b>

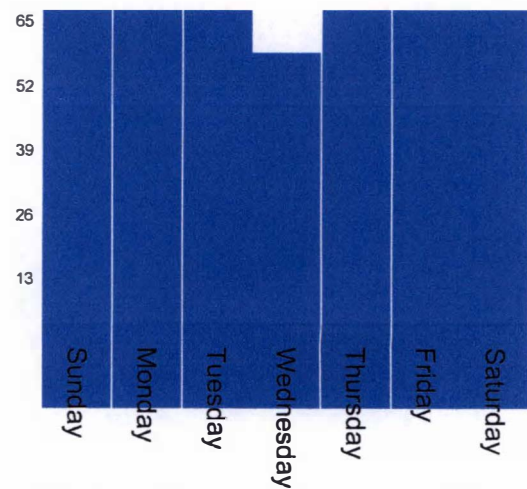


### Breakdown by day of the week:

Weekday	Number of occurrences	Percentage of total
Sunday	79	13.6%
Monday	103	17.8%
Tuesday	86	14.8%



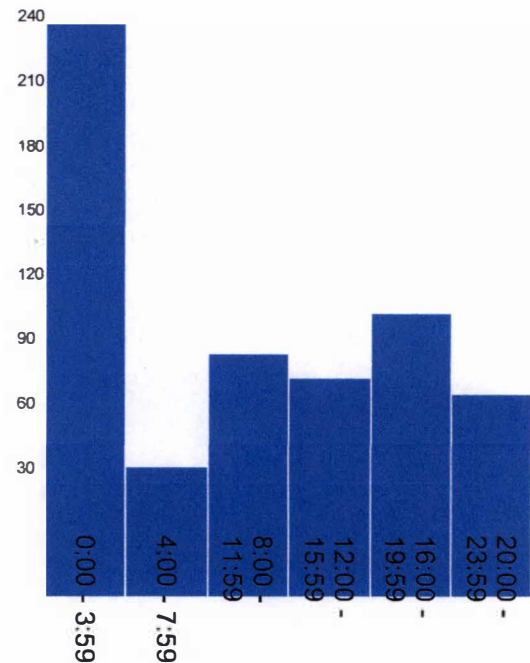
Wednesday	57	9.8%
Thursday	79	13.6%
Friday	97	16.7%
Saturday	71	12.2%
Unknown	8	1.4%
<b>Total</b>	<b>580</b>	<b>100%</b>



Number of occurrences per weekday

**Breakdown by time of day:**

<i>Time</i>	<i>Number of occurrences</i>	<i>Percentage of total</i>
0:00 - 3:59	233	40.2%
4:00 - 7:59	28	4.8%
8:00 - 11:59	81	14.0%
12:00 - 15:59	69	11.9%
16:00 - 19:59	98	16.9%
20:00 - 23:59	63	10.9%
Unknown	8	1.4%
<b>Total</b>	<b>580</b>	<b>100%</b>



Number of occurrences per time of day



## REQUEST FOR DECISION

**COUNCIL DATE:** August 20, 2018

**SUBJECT:** Bylaw 2018-13 - Fees and Charges Bylaw

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 6.1

### **BACKGROUND/PROPOSAL:**

Section 191(2) of the *Municipal Government Act, (MGA)*, being the section to Amend or Repeal Bylaws, prescribes that:

*(2) The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise.*

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

Upon review of Bylaw 18.17, the 2018 Fee Rates Bylaw, it has been determined that the Bylaw contains a clause that would allow Council to amend the Bylaw by resolution, which is contrary to Section 191(2) of the *MGA*.

### **ADMINISTRATION RECOMMENDATIONS:**

Bylaw 2018-13 amends the bylaw by removing clause 3 of the Bylaw, and renaming the Bylaw from the "2018 Fee Rates Bylaw" to the "Fees and Charges Bylaw".

### **MOTION:**

That Council give First Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre;

That Council give Second Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre;

That Council read for Unanimous Consent, Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre;

That the Town of Sundre Council give Third Reading and Final Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre;

### **ATTACHMENTS:**

Bylaw 2018-13 Fees and Charges Bylaw

Date Reviewed: <u>August 16, 2018</u> CAO: <u>Linda McNa</u>
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## **BY-LAW NUMBER 2018-13**

### **BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA TO ESTABLISH AND SET FEES AND CHARGES.**

**WHEREAS**, the Town of Sundre wishes to incorporate all rates, fees, fines and charges into one Bylaw so as to facilitate regular review and monitoring of the rates, fees, fines and charges, and

**WHEREAS**, section 7 & 8 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes the Council to repeal or amend any bylaws, and

**WHEREAS**, section 61(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to charge fees, tolls and charges for the use of its property, and

**WHEREAS**, section 481(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to establish fees payable by any person wishing to make a complaint to the Assessment Review Board, and

**WHEREAS**, section 630.1 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto authorizes a municipality to establish fees for planning functions, and

**WHEREAS**, section 6 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto gives a municipality person powers, which imply the power to charge for goods and services provided,

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE DULY ASSEMBLED AND PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26 ENACTS AS FOLLOWS:**

1. This Bylaw may be referred to as the **"2018 Fees Rates and Charges Bylaw"**.
2. That the rates specified in the Schedules attached be charged for the goods and services specified.
- ~~3. That the rates specified attached to this Bylaw may be modified and amended from time to time, as Council desires, by resolution of Council.~~
3. That this Bylaw shall come into full force and effect on Third Reading of the Bylaw and rescinds Bylaw No. 18.17-2018 Fee Rates Bylaw.

SCHEDULE A - ADMINISTRATION FEES

SCHEDULE B - UTILITY RATES

SCHEDULE B1 – UTILITY RATES

SCHEDULE B2 - GAS SERVICE RATES

SCHEDULE B3 – WATER, WASTEWATER AND SOLID WASTE SERVICE RATES

SCHEDULE C - PLANNING AND DEVELOPMENT RATES

SCHEDULE C1 - DEVELOPMENT FEES

SCHEDULE C2 - BUILDING PERMIT FEES

SCHEDULE C3 - ELECTRICAL PERMIT FEES

SCHEDULE C4 - GAS PERMIT FEES

SCHEDULE C5 - PLUMBING PERMIT FEES

SCHEDULE C6 - MAPS

SCHEDULE D - BYLAW and ANIMAL CONTROL FEES

SCHEDULE E - SPORTS and RECREATION FEES

SCHEDULE E1 – ARENA RATES

SCHEDULE E2 - BALL DIAMONDS AND SOCCER FIELD RATES

SCHEDULE E3 – CAMPGROUND RATES

SCHEDULE F - COMMUNITY CENTRE RATES

SCHEDULE G - COMMUNITY SIGN ADVERTISING RATES

SCHEDULE H - OPERATIONAL SERVICE VEHICLES RATES

SCHEDULE I - FIRE SERVICE RATES

SCHEDULE J - SPONSORSHIP RATES

Read for a first time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Read for the second time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Received Unanimous Consent for third Reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Read for the third time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE A - ADMINISTRATIVE FEES**

	<b>2018</b>
<b>ACCOUNTS RECEIVABLE</b>	
Administration Fee (inventory cost+ fee)	15%
Penalty Rate	2.50%
<b>BUSINESS LICENSES</b>	
Commercial -Resident (annual fee)	\$108.00
Commercial - Nonresident (annual fee)	\$161.00
Home Occupation (annual fee)	\$65.25
*Half the annual Fee if start up after June 30	
*1/4 of the annual fee if start up after Oct 30.	
<b>MISCELLANEOUS FEES</b>	
NSF Charge	\$42.50
Fax/Photocopying Fee	\$2.65
FOIP Application (per FOIP Act)	\$25.00
Request for Information	\$65.00
Charge-Back Fee	\$51.30
(Emergency On-Call used for non-emergency)	
<b>PLOTTER PRINTER RATES</b>	
Black (size 36x48 max) Color	\$21.50
(size 36x48 max)	\$32.25
<b>TAXES</b>	
Tax Caveat Charge for Tax Arrears	\$35.00
Tax Certificates	\$30.00
Tax Info Fee - Mortgage Company	\$15.00
Tax Information Search: Legal/Civic/Owner	\$25.00
<b>Tax Penalty: By-law No. 778</b>	
July 1st	6%
October 1st	6%
January 1st	12%
<b>Tax Assessment Appeal Fees:</b>	
Residential: Single and 3 or less Units	\$50.00
Non-Residential & 4 or more Res Units	\$650.00

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE B1 – UTILITY RATES**

**Utility Rates: 2018**

**WATER**

Water Flat (per month)	\$20.50
Water Consumption (per m <sup>3</sup> consumed)	\$2.25
Water AMR Equipment (New metered service)	\$93.85
Water Meter Measurement Testing	\$150.00
Water Reconnection Fee	\$100.00
Bulk Water Sales (per m <sup>3</sup> )	\$7.75
Bulk Water Minimum Water Charge (10 m <sup>3</sup> per month)	\$77.50

**WASTEWATER**

Wastewater Flat	\$20.50
Wastewater Consumption (per m <sup>3</sup> consumed)	\$1.35

**STORM WATER**

Storm Water Fee (per month)	\$5.25
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**SOLID WASTE**

Garbage Flat (per month)	\$25.65
Extra Green Compost Cart is requested (per month)	\$6.00
Lagoon Charge	\$50.00
Lagoon Key Lock Deposit	\$52.65
Kitchen Compost Bins (GST extra)	\$7.30
Replacement of Roll out Cart - Solid Waste (Black)	\$85.00
Replacement of Roll out Cart - Recycling (Blue)	\$85.00
Replacement of Roll out Cart - Compost (Green)	\$85.00

**GAS**

Gas Flat Rate (per month)	\$26.00
Gas Consumption (per GJ)	\$1.45 in addition to the Town's purchase price
Gas System Improvements Charge (per GJ consumed)	\$0.21

Gas AMR Equipment	\$94.85
Gas Reconnection Fee	\$100.00
Gas Meter Measurement Testing	\$150.00
Commercial Gas Meter	At cost plus 10% markup

**OTHER FEES**

Utility Arrears Final Notice Admin Fee	\$26.30
Utility Late Penalty Charge	2.50%

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE B2 - GAS SERVICE RATES**

<b>GAS</b>	<b>2018</b>	<b>2018</b>	
<b>SUMMER INSTALL LABOUR AND OPERATIONS</b>	<b>HRS REQ'D</b>	<b>Rate</b>	<b>Total</b>
Main and trench exposure with back hoe and operator	1.5	\$125.50	\$188.25
Assistant	1.5	\$53.00	\$79.50
Gas van/tooling and operator	3	\$80.60	\$241.80
Electrofusions/locating/pressure testing and meter completion	1.5	\$53.00	\$79.50
Back fill and sandbed with back hoe and operator	1	\$125.50	\$125.50
Assistant	0.5	\$53.00	\$26.50
			<b>\$741.05</b>

<b>WINTER INSTALL LABOUR AND OPERATIONS</b>	<b>HRS REQ'D</b>		
Sand bedding with back hoe/operator and assistant	1	\$178.50	\$178.50
Gas van/tooling and operator	3	\$80.60	\$241.80
Electro fusions/locating/pressure testing and meter completion	1.5	\$53.00	\$79.50
			<b>\$499.80</b>

**GAS MAIN EXPOSURE SHALL BE PERFORMED BY HYDROVAC AND WILL BE ADDED TO INSTALLATION INVOICE**

<b>COMPONENTS AND PARTS FOR PE SERVICES</b>	<b>3/4"</b>	<b>1"</b>
PE pipe	\$1.12/ft	\$1.22/ft
Average length of PE pipe @ 25 feet	\$27.55	\$29.60
Tracer wire	\$0.61/ft	\$0.61/ft
Average length of required tracer wire @25 feet	\$13.75	\$13.75
Riser	\$32.65	\$65.30
Luboseal meter valve	\$32.65	\$22.45
PE electro fusion service tee	\$32.65	\$32.65
PE electro fusion couplings x2	\$22.45	\$26.50
Meter bypass	\$80.60	\$80.60
Regulator	\$51.00	\$51.00
Meter (size 250)	\$133.60	\$133.60
Swing piping components	\$30.60	\$30.60
60w AMR water ERT (not subject to 15% M/U)	\$93.85	\$93.85
100G AMR gas ERT (not subject to 15% M/U)	\$94.85	\$94.85
<b>PARTS COST</b>	<b>\$646.20</b>	<b>\$674.75</b>
<b>PARTS WITH 15% MARKUP</b>	<b>\$743.15</b>	<b>\$775.95</b>
<b>SUMMER INSTALL TOTAL COMPONENTS AND LABOUR</b>	<b>\$1,484.20</b>	<b>\$1,517.00</b>

<b>EXISTING GAS SERVICE RELOCATIONS:</b>	<b>HRS REQ'D</b>	<b>RATE</b>	<b>TOTAL</b>
<b>SUMMER SEASON</b>			
Excavation by Back hoe and operator	1.5	\$125.50	\$188.25
Labour and squeeze off/fusions for PE service	1	\$53.00	\$53.00
Sand bedding and infill by back hoe and operator	0.5	\$125.50	\$62.75
			<b>\$304.00</b>

<b>WINTER SEASON</b>	<b>AT COST plus</b>		
Requires hydrovac service for gas main excavation	{Cost of HydroVac passed on}		
<b>COMPONENTS AND PARTS</b>	<b>3/4"</b>	<b>3/4"</b>	<b>1"</b>
Riser (if required)	\$32.00	\$32.65	\$65.30
Transition Steel to PE (if required)	\$32.00	\$32.65	\$65.30
Fusion couplings x 2	\$22.00	\$22.45	\$22.45
Parts Cost	\$86.00	\$87.75	\$153.05
Parts Cost with 15% MARKUP	\$99.00	\$100.90	\$176.00

**STEEL MAIN SERVICES (if applicable) IS AN ADDITIONAL CHARGE FOR WELDING OF APPROXIMATELY \$450.00 by Journeyman Welder**

**NOTES:** There is a working agreement with a hydrovac company and steel mains welder. These costs are monitored yearly to ensure the best price and safe practices. It is the sole choice of the Gas department as to which these companies are used as well as when it is determined that a hydrovac service is required for safety.

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE B3 – WATER, WASTEWATER AND SOLIDWASTE SERVICE RATES**

**2018**

Commercial Water Meter	Cost of Meter Plus 10%
Sewer Camera	Base rate of \$107.35 plus \$107.35 per additional hour
Base Plate Replacement	\$35.00

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C1 - PLANNING & DEVELOPMENT RATES**

**DEVELOPMENT MISCELLANEOUS FEES**

	<b>2018</b>
Compliance Letters	\$125.00
Development Extension	\$215.00
Development Appeal	\$215.00
Discharge/Registering Caveats	\$102.00
Encroachment Agreement	\$161.00
Land Title/Encumbrance Fee	\$270.00
Land Titles Search	\$27.55
Variance/Relaxation	\$270.00
Zoning Letter (Land Use Designation Letters)	\$27.55

**DEVELOPMENT PERMIT APPLICATION FEES**

\$270.00 for the first \$1,000.00  
or portion thereof plus \$1.38 per  
\$1,000.00 thereof or value over  
\$1,000.00 for all categories not  
listed otherwise

Commercial/Industrial Development to include garages/parking facility on the same permit

Residential Development to include garages applied for on the same permit

\$108.00 for first \$1,000.00 or  
portion thereof plus \$1.38 per  
\$1,000.00 thereof or value over  
\$1,000.00 for all categories not  
otherwise listed

Decks Permit Application Fee	\$53.00
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*Garages Attached or Detached:*

Single Car (16' wide)	\$108.00
Double Car (24' wide)	\$133.50
Triple Car/Workshop (36' wide)	\$161.00

Home Occupation Application Fee	\$108.00
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Minimum Fee if development is other than Deck, Shed or Sign	\$108.00
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Sheds larger than 100 sq. ft.	\$53.00
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Signs	\$80.50
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Starting Before Permit is Issued

**PLANS, STATUTORY DOCUMENTS & SUBDIVISION CHARGES**

Land Use Bylaw Amendment and Land Use Re-designation (plus costs)	\$1,610.00
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Outline Plans, Concept Plans, Non-Statutory Documents (plus costs)	\$1,610.00
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Plan Revisions - 2, 3, 4 etc. (per revision)	\$80.50
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Statutory Document Amendments (plus costs)	\$3,220.00
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Subdivision Appeal Fee	\$215.00
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Subdivision Application Fee	\$1,074.00 plus \$161.00 per lot
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Subdivision Endorsement Fee	\$108.00 per unit or lot
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Subdivision Endorsement Fee (Condominium)	\$108.00 per unit or lot
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Subdivision Extensions (per request)	\$535.00
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The applicant/owner/developer is responsible for all legal costs, fees, expenses and disbursements incurred by the Town and all Professional Engineering and/or Planning costs, fees, expenses and disbursements incurred by the Town in the negotiations for, in the preparation of, in the execution of and throughout the performance of all collateral services required to complete agreements and ensure the performance hereof with relation to the proposed development.

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C2 - BUILDING PERMIT FEES**

**BUILDING PERMIT FEES**

Minimum Building Permit Fee (*Construction Value is rounded to nearest \$1000*) **2018**

**New Construction**

Residential/Dwelling Units - main level and above (flat rate)

850 to 1200 sq ft	\$918.75
1201 to 1400 sq ft	\$1,023.75
1401 to 1600 sq ft	\$1,155.00
1601 to 2000 sq ft	\$1,443.75
2001 to 2500 sq ft	\$2,178.75
2501 sq ft and over	\$2,500.00

Attached garages if built at same time as home (flat rate)

*\* note: fee is added to residential fee above*

Single	\$86.60
Double	\$115.50
Triple & Larger	\$144.40

Attached garages built after new home construction & all Detached Garages (flat rate)

Single	\$157.50
Double	\$210.00
Triple	\$262.50
Residential Workshop (garages larger than 900 sqft)	\$315.00

Sheds larger than 100 sq ft (flat rate) \$78.75

Decks of any size (flat rate) \$78.75

\$78.75 for first \$5,000.00  
of value + \$5.75 per  
\$1,000.00 or portion thereafter

Residential Additions/renovations (all levels)

\$78.75 for first \$5,000.00  
of value + \$5.75 per  
\$1,000.00 or portion thereafter

Basement development (if not included in new construction)

Manufactured home – CSA A277 Same as Residential New Construction

Manufactured home – CSA Z240 \$157.50

Fireplaces (all types) if not included in new construction \$ 78.75

Swimming Pools \$105.00

Demolition (residential) \$ 78.75

Schedule C2 – Building Permit Fees Continued...

**Industrial/Commercial/Institutional**

**2018**

	\$78.75 for first \$5,000.00 of value + \$5.75 per \$1,000.00 or portion thereafter
Based on Construction Value (CV)	
Demolitions (non-residential)	\$105.00
Provincial Safety Codes Fee	As per Safety Codes Council fees

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C3 - ELECTRICAL PERMIT FEES**

<b><i>New Residential</i></b>	<b>2018</b>
Up to 1200 sq ft	\$110.25
1201-1500 sq ft	\$131.25
1501to 2000 sq ft	\$168.00
2001 to 2500 sq ft	\$183.75
	\$183.75 + \$0.10/sq ft
Over 2500 sq ft	over 2,500 sq ft
Temporary of construction service, Underground Services & Service Installation of Manufacture Homes w/o basement (flat fee)	\$52.50
Garages, small buildings & relocated building (flat fee)	\$52.50
Inspection upon request (flat fee)	\$105.00
Re-Inspection (not approved or not ready) (flat fee)	\$105.00
Permits taken out by homeowner versus permit taken by a master or journeyman electrician	Additional \$78.75
Annual Electrical Maintenance Permit	\$94.50
Penalty for construction without permit	Triple original fee
Provincial Safety Codes Fee	Additional current Safety Codes Council fee

***Other than New Single Family Residential***

Installation Cost: Total Value of electrical materials, fixtures, and supplies plus labour (in the case of a homeowner - double the value of the materials, fixtures & supplies to get installation cost)

<u>Installation Cost (\$ Value)</u>	<u>Permit Fee</u>
Up to \$1000	\$57.75
1000.01-1500	\$68.25
1500.01-2000	\$78.75
2000.01-2500	\$84.00
2500.01-3000	\$99.75
3000.01-3500	\$105.00
3500.01-4000	\$110.25
4000.01-4500	\$115.50
4500.01-5000	\$120.75
5000.01-5500	\$126.00

5500.01-6000	\$131.25
6500.01-6500	\$136.50
6500.01-7000	\$141.75
7000.01-7500	\$147.00
7500.01-8000	\$152.25
8000.01-8500	\$157.50
8500.01-9000	\$162.75
9000.01-9500	\$173.25
9500.01-10000	\$178.50
10000.01-11000	\$183.75
11000.01-12000	\$189.00
12000.01-13000	\$199.50
13000.01-14000	\$204.75
14000.01-15000	\$210.00
15000.01-16000	\$215.25
16000.01-17000	\$220.50
17000.01-18000	\$225.75
18000.01-19000	\$231.00
19000.01-20000	\$236.25
20000.01-21000	\$241.50
21000.01-22000	\$246.75
22000.01-23000	\$252.00
23000.01-24000	\$257.25
24000.01-25000	\$267.75
25000.01-26000	\$273.00
26000.01-27000	\$278.25
27000.01-28000	\$283.50
28000.01-29000	\$288.75
29000.01-30000	\$294.00
30000.01-31000	\$304.50
31000.01-32000	\$315.00
32000.01-33000	\$320.25
33000.01-34000	\$325.50
34000.01-35000	\$330.75
35000.01-36000	\$336.00
36000.01-37000	\$341.25
37000.01-38000	\$341.25
38000.01-39000	\$346.50
39000.01-40000	\$351.75
40000.01-41000	\$357.00
41000.01-42000	\$362.25
42000.01-43000	\$367.50
43000.01-44000	\$372.75
44000.01-45000	\$378.00
45000.01-46000	\$383.25
46000.01-47000	\$388.50
47000.01-48000	\$393.75
48000.01-49000	\$399.00
49000.01-50000	\$404.25
50001.01-60000	\$409.50
	\$414.75

60000.01-70000	\$451.50
70000.01-80000	\$488.25
80000.01-90000	\$525.00
90000.01-100000	\$561.75
100000.01-110000	\$598.50
110000.01-120000	\$635.25
120000.01-130000	\$672.00
130000.01-140000	\$708.75
140000.01-150000	\$745.50
150000.01-160000	\$782.25
160000.01-170000	\$819.00
170000.01-180000	\$855.75
180000.01-190000	\$892.50
190000.01-200000	\$929.25
200000.01-210000	\$966.00
210000.01-220000	\$1,002.75
220000.01-230000	\$1,039.50
230000.01-240000	\$1,076.25
240000.01-250000	\$1,113.00
250000.01-300000	\$1,218.00
300000.01-350000	\$1,323.00
350000.01-400000	\$1,428.00
400000.01-450000	\$1,533.00
450000.01-500000	\$1,638.00
500000.01-550000	\$1,743.00
550000.01-600000	\$1,848.00
600000.01-650000	\$1,953.00
650000.01-700000	\$2,058.00
700000.01-750000	\$2,163.00
750000.01-800000	\$2,268.00
800000.01-850000	\$2,373.00
850000.01-900000	\$2,478.00
900000.01-950000	\$2,583.00
950000.01-1000000	\$2,688.00
1000000.01-5000000	\$2,688.00 + \$2.60/\$1,000.00
Over5000000	\$15,750.00 + \$2.10/\$1,000.00

Temporary & Underground services conductor & feeders	\$52.50
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Penalty for construction without permit	Triple Original Fee
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Additional and/or re-inspection post construction	\$52.50
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Plan examination detailing proposed electrical work	Additional \$47.25/hr
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Provincial Safety Code Fee	Additional Current Safety Codes Council Fee
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**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C4 - GAS PERMITFEES**

	<b>2018</b>
<b>Single Family Residential</b>	
Number of Outlets 1 to 2	\$78.75
Each additional outlet over 2	plus \$10.50 for each additional outlet
Temporary Propane/Natural Gas Heating	\$78.75
Replacement Residential Water Heaters, Boilers, Furnaces, or other appliance	\$78.75
Manufactured Home Connection	\$78.75
Secondary gas line, fireplace, etc	\$78.75
Re-inspection (not approved or ready)	\$105.00
Inspection upon request	\$105.00
All gas permits when applied for by a home owner versus a certified professional except for underground secondary gas lines	Additional \$78.75
Penalty for constructing without permit	Triple Original Fee
Provincial Safety Code Fee	Additional Current Safety Codes Council Fee
<b>Propane &amp; Small Installations</b>	
Propane Tank Set Installation	\$78.75
Propane Refill Centres	\$105.00
Re-Inspection (not approved or ready)	\$105.00
Inspection upon request	\$105.00
All gas permits when applied for by a home owner versus a certified professional except for underground secondary gas lines	Additional \$78.75
Penalty for construction without permit	Triple Original Fee
Provincial safety code fee	Additional Current Safety Codes Council Fee
<b>Commercial, Industrial, Institutional &amp; Large Multi-Family Installations Including Replacement of Non-Residential Appliance</b>	
<b>BTU Input</b>	
0-150,000	\$78.75
150,001-500,000	\$131.25
500,000-1,000,000	\$157.50
Over 1,000,000	\$175.00 plus \$5.00 per 100,000 BTU (or portion of) over 1,000,000 BTUs
Temporary Gas	\$150.00 for first 500,000 BTU's plus \$5.00 per 100,000 BTU over 500,000 BTUs
Re-Inspection (not approved or ready)	\$105.00
Inspection upon Request	\$105.00
Penalty for construction without permit	Triple Original Fee
Provincial Safety Code Fee	Additional Current Safety Codes Council Fee

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C5 - PLUMBING PERMIT FEES**

**Plumbing Permit Fees Residential/Commercial/Industrial**

**2018**

Fixture - the Alberta Plumbing and Drainage Regulations define a fixture as a receptacle appliance, apparatus, or other device that discharges sewage or clear water waste and includes a floor drain and backwater valve

**Number of Fixtures**

1 to 6	\$78.75
7	\$86.10
8	\$94.50
9	\$103.95
10	\$112.35
11	\$120.75
12	\$128.10
13	\$135.45
14	\$142.80
15	\$150.15
16	\$156.45
17	\$162.75
18	\$170.10
19	\$177.45
20	\$183.75
21	\$189.00
22	\$196.35
23	\$202.65
24	\$208.95
Over 24 Fixtures	\$208.95 plus \$5.00/ fixture

Connection of a mobile home to an existing water and sewer system	\$78.75
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Installation of a sewer line - 1st 100 ft	\$49.35
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Installation of a water line - 1st 100 ft	\$49.35
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Each additional 100 ft or portion of	\$11.00
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Re-inspection fee (not approved or ready)	\$105.00
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Inspection upon request	\$105.00
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Installation of private sewage disposal system	\$157.50
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Holding Tanks	\$105.00
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Plumbing permit with more than 5 fixtures when applied for by the home owner versus a certified professional	Additional \$78.75
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Penalty for construction without permit	Triple Original Fee
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Provincial Safety Code Fee	Additional Current Safety Codes Council Fee
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**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE C6 - MAPS**

<b><i>Map Fees (GST is additional)</i></b>	<b>2018</b>
Civic Address	\$25.00
Index Map	\$25.00
Zoning Map	\$25.00
County Map	\$25.00

**Schedule of Fees and Charges**

**Effective August 20, 2018**

**SCHEDULE D - BYLAW AND ANIMAL CONTROL FEES**

<b><i>Animal Licenses - DOGS (Bylaw 08.11)</i></b>	<b>2018</b>
Purchased before Jan 31st - Altered	\$10.70
Purchased after Jan 31st - Altered	\$32.25
Purchased before Jan 31st - Not Altered	\$15.00
Purchased after Jan 31st - Not Altered	\$53.70
Animal License for Vicious Dog	\$268.40
Replacement Tag	\$5.40
Impound Fee for non-vicious dog	\$53.70
Impound Fee for Vicious Dog	\$161.02
Guide Dog	Free
Change of Owner (licensed with Town)	Free
 <b><i>Animal Licenses - CATS (Bylaw 01.13)</i></b>	
Purchased before Jan 31st - Altered	\$10.70
Purchased after Jan 31st - Altered	\$32.25
Purchased before Jan 31st - Not Altered	\$15.00
Purchased after Jan 31st - Not Altered	\$53.70
Replacement Tag	\$5.40
Impound Fee	\$53.70
Cat Trap Deposit	\$102.00

**Schedule of Fees and Charges  
Effective August 20, 2018  
SCHEDULE E1 - ARENA RATES**

Note: GST Applies to All Rental Charges

**ARENA** **2018**  
**Winter Surface**

**Rates (per hour):**

Youth Ice User Groups	\$82.90
Youth Ice User Groups - Out of Service Area	\$110.50
Adult Ice User Groups	\$127.10
Adult Ice User Groups - Out of Service Area	\$210.00

• As per Ice Allocation

\*Includes clubroom public use

**Public Skating Fees (per use):**

Adult (18+)	\$5.50
Youth (5+)	FREE
Child (under 5)	FREE
Senior (55+)	\$3.25

**Summer Surface -Accommodates 820 People**

**Rates:**

Youth and Not for Profit - Hour Rate	\$22.10
Youth - Out of Service Area Hour Rate	\$44.20
Youth and Not for Profit - Day Rate	\$176.80
Adult and For Profit - Hour Rate	\$44.20
Adult - Out of Service Area Hour Rate	\$66.30
Adult and For Profit - Day Rate	\$331.60

**Annual Arena Rental Rates:**

\*September to June - must contact Community Services Department to book

Sundre High School	\$4,421.25
River Valley School	\$4,421.25

**CLUBROOM**

**Clubroom -Accommodates 70 People (40 seated at tables)**

**Rates:**

Youth or Not for Profit - Hour Rate	\$16.60
Youth or Not for Profit - Day Rate (8hrs)	\$110.50
Adult or For Profit - Hour Rate	\$22.10
Adult or For Profit- Day Rate (8hrs)	\$165.80

1 meeting/ month (total of 12 meetings/year)	\$331.60
2 meetings/ month (total of 24 meetings/year)	\$663.20
1 AGM / season (up to 8hrs) (per season)	\$55.30

**Cleaning Fee (per event)**

	\$110.50
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•1f regular cleaning checklist duties have not been done

**Deposit**

• 1/2 of your contract rental fee - on separate cheque, not deposited until after walk-through

varies - see contract

**Cancellation Fee (per event)**

	\$27.60
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\*With less than 1 week notice

**ADVERTISING RATES**

Wall (per board)	\$190.65
Boards (per board)	\$299.65
Olympia (per unit)	\$326.85
Centre Ice Logo (per logo)	\$1,307.40
Blue Line Ice Logo's (per logo)	\$980.55
Re-installation Fee (per logo)	\$54.50

**Storage Fee (items left in facility post-rental)**

\$26.90/day

**NOTE: When booking facility please take into account set-up and take-down time**

**Schedule of Fees and Charges**

**Effective August 20, 2018**

**SCHEDULE E2 - BALL DIAMOND AND SOCCER FIELD RATES**

<b><i>Ball Diamond Rates</i></b>	<b>2018</b>
Minor Ball User Group (per season)	\$650.00
Minor Ball Tournament Fee (per tournament)	\$81.30
Adult Recreational Team (per game)	\$21.70
Adult Tournament Fee (per day)	\$162.65
 <b><i>Soccer Field Rates</i></b>	
Youth Soccer User Group (per season)	\$545.00
Youth Soccer Tournament Fee (per tournament)	\$81.30
Adult Recreational Team (per game)	\$21.70
Adult Tournament Fee (per day)	\$54.25

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE E3 - CAMPGROUND RATES**

<b><i>Campground Rates (inclusive of GST)</i></b>	<b>2018</b>
Non-serviced (per night)	\$22.50
Power Service Only (per night)	\$28.50
Full Services (per night)	\$34.00
Firewood (per load)	\$10.00
Non-Registered Guest Dumping Fee (per dump)	\$10.00

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE F - COMMUNITY CENTRE RATES**

Note: GST Applies to All Rental Charges

**AUDITORIUM**

**Rates:**

	<b>2018</b>
Youth or Not for Profit - Hour Rate	\$16.10
Youth or Not for Profit - Day Rate (8hrs)	\$128.85
Adult or For Profit - Hour Rate	\$21.45
Adult or For Profit - Day Rate (8hrs)	\$161.05

Funerals \$268.40/event

- includes Auditorium, Conference Room, Sound System, Kitchen
- includes tables and chairs
- centre bar on doors to be removed upon request
- 'NO PARKING' barricades set up in Bus Parking

Weddings/ Reunions \$751.60/event

- includes Auditorium, Conference Room, Kitchen, Bar, Sound System
- includes tables and chairs
- centre bar on doors to be removed upon request
- Friday Barn set up, All day Saturday, Sunday until 3pm

Early Set up \$53.70/day

- Must be confirmed prior to booking Barn start

Family Fun Days/ Fundraisers / Charity Events (per day) \$161.05

- includes kitchen for up to 6 hours use

**Storage Fees (per month)**

Under Stage	\$10.70
Private Room	\$21.45

**Miscellaneous Rentals (per event)**

Kitchen	\$80.50
•includes all items in kitchen	
Bar	\$26.85
•requires PAL, Liquor License and Bartender Certificate	
Sound System	\$53.70
•includes DD batteries for cordless mics	
Portable Sound System	\$53.70
•includes AA batteries for cordless mics	
Coffee Urns (per urn)	\$5.40
•requires renter to supply 1/10th own coffee supplies	
8x8 Screen	\$16.10
• Does not include projector	
Stage Lights	Complementary
Volleyball Net	Complementary
Basketball Nets	Complementary
•requires renter to supply the rest of the required equipment	
Tables (per table)	\$5.40
Chairs (per chair)	\$1.10

**CONFERENCE ROOM**

- includes DVD/ CD Player, projector, bar fridge

Youth or Not for Profit - Hour Rate	\$16.10
Youth or Not for Profit - Day Rate (8hrs)	\$107.35
Adult or For Profit - Hour Rate	\$21.45
Adult or For Profit - Day Rate (8hrs)	\$161.05

1 meeting per month (total of 12 meetings per year) \$322.10

2 meetings per month (total of 24 meetings per year) \$644.20

1 AGM per season (up to 8hrs) (per season) \$53.70

Cleaning Fee (per event) \$107.35

- if regular cleaning checklist duties have not been done

**Deposit**

- 1/2 of your contract rental fee - on separate cheque, not deposited until after walk-through **Varies per Contract**

**Cancellation Fee (per event)**

- with less than 1 week notice \$26.85

**NOTE: When booking facility please take into account set-up and take-down time**

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE G - COMMUNITY SIGN ADVERTISING RATES**

Note: GST Applies to All Rental Charges

<b>Rental Rates</b>	<b>2018</b>
General	\$16.10/day
Non-Profit	\$7.55/day
Chamber Members	\$12.85/day
Sundre & District Historical	1 Free message/week
Sundre Race & Rodeo Assoc	1 Free message/week
Chinooks Edge Sundre Schools	1 Free message/week

**Tenants (Schedules 1-4) (per year)**

Library	\$107.35
GNP	\$107.35
Daycare	\$107.35
Playschool	

Note: 1 message per week

**Message Posting Options**

	<b>General</b>	<b>Non Profit</b>	<b>Chamber</b>
Monday - Friday (5 days)	\$80.50	\$37.60	\$64.40
Monday - Sunday (7 days)	\$112.75	\$52.60	\$90.20
Friday - Monday (3 days)	\$48.30	\$22.55	\$38.65

\*2 screen shots & 2 lines per screen

**DISCLAIMER**

Messages with the following content will  
NOT beposted:

- \*Political Views
- \*Religious Views
- \*Profanity
- \*Sexual Content
- \*Slanderous Messages

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE H - OPERATIONAL SERVICE VEHICLE RATES**

**Town of Sundre**  
**Schedule of Municipal Equipment**

		<b>2018</b>
		ARHCA Rate
Unit#	Make/Model	Per Hour
110	GMC 2500 3/4 ton	\$24.00
111	Chev 1500 1/2 ton 4x4	\$0.00
133	GMC C4500 1 Ton	\$32.00
136	Chev 1500 1/2 ton	\$0.00
137	Ford Ranger 1/2 ton	\$0.00
139	Chev 2500 Crew Cab	\$24.00
145	Chev Trail Blazer	\$24.00
146	Chev 1500 1/2 ton	\$24.00
147	GMC Top Kick with Water Tank	\$94.00
148	Chev 1500 1/2 ton	\$24.00
149	Chev 1500 1/2 ton 4x4	\$27.60
151	Ford F250 Supercab 4 x 4	\$27.60
152	Ford F250 Crewcab 4 x 4	\$29.90
153	Ford F250 Supercab 4 x 4	\$27.60
1121	580 SL Backhoe	\$114.00 includes operator
1139	G930 Volvo Grader	\$175.00 includes operator
1160	318D John Deere Skid Steer	\$103.00 includes operator

**Schedule of Fees and Charges  
Effective August 20, 2018**

**SCHEDULE I - FIRE SERVICE RATES**

**2018**

All Fire Units - Alberta Infrastructure (includes manpower and equipment)	\$615.00/hour
---	---------------

Command (#115) or Support (#580) (includes manpower and equipment)	\$185.00/hour
---	---------------

All other units (#520, 521, 531, 540, 561) (includes manpower and equipment)	\$615.00/hour
---	---------------

Rates to be amended upon execution of Fire Services Agreements.

**Schedule of Fees and Charges**  
**Effective August 20, 2018**  
**SCHEDULE J - SPONSORSHIP RATES**

Bench (for lifetime of bench)	\$1,750.00
-------------------------------	------------



## REQUEST FOR DECISION

**COUNCIL DATE:** August 20, 2018

**SUBJECT:** To Waive the Community Centre Rental Fee for the Sundre Hospital Futures Legacy Gala, November 10, 2018

**ORIGINATING DEPARTMENT:** Legislative Department

**AGENDA ITEM:** 7.1

### **BACKGROUND/PROPOSAL:**

Mr. Gerald Ingeveld, President of the Sundre Hospital Futures Board, respectfully requests Council waive the Community Centre rental fee of \$751.60 (gst of \$37.58 and deposit of \$250 not included) for the November 10, 2018 Legacy Gala. The Gala is held yearly to raise funds in support of building a new hospital in Sundre.

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

See Report to Council attached.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council waive the rental fee of \$751.60

### **COSTS/SOURCE OF FUNDING:**

See Report to Council attached.

### **MOTION:**

That the Council of the Town of Sundre waive the Community Centre rental fee of \$751.60 for the Sundre Hospital Futures Legacy Gala scheduled for November 10, 2018

### **ATTACHMENTS:**

Report to Council

Date Reviewed: <u>August 16, 2018</u> CAO: <u>Amide Nelson</u>
--



**COUNCIL DATE:** AUGUST 20, 2018  
**SUBJECT:** REQUEST TO WAIVE COMMUNITY CENTRE RENTAL FEE FOR SUNDRE HOSPITAL FUTURES GALA  
**REPORT WRITER:** Legislative Services

**BACKGROUND:**

The Board of the Sundre Hospital Futures has requested that Council waive the Community Centre rental fee of \$751.60 for the annual fund raising Gala planned for November 10, 2018. The motion to waive the fees was tabled at the July 30<sup>th</sup> Council meeting with a request for more information in regard to the Community Centre booking. (Attachment 1)

**DISCUSSION:**

September 2016 – the Sundre Hospital Futures Board tentatively booked the Community Centre for the Gala;

November 2016 – confirmation from the Board that the Community Centre was required for 2.5 days. Invoice states “no charge” (attachment #2), research has revealed that there was no request to Council to waive the fee;

September 2017 – Council waived the Community Centre rental fee of \$789.18 (3 full days) and digital advertising sign fee of \$55.23. The November 2017 rental included the conference room, the gym, the bar room, the kitchen and lobby area (attachment #2);

July 2018 – request from Sundre Hospital Futures Board to Council to waive the fees for a 3 day rental of the Community Centre, which includes the conference room, the gym, the bar room, the kitchen and lobby area (attachment #3):

- Invoice 2018.058 indicates 3 day fee of \$751.60 (wedding/reunion/event fee from 2017-2018 fee schedule);
- Invoice 2018.058 also includes a standard refundable deposit of \$250 to be paid by the Sundre Hospital Futures Board (deposit is held until after an inspection of the Community Centre by Community Services staff);
- 2017-2018 fee schedule has a Charity Event charge of \$161.05 which limits the use of the Community Centre for a short period of time and room usage, therefore the Sundre Hospital Futures Board, who require 3 days for set up, the event and clean-up/take down are charged under the wedding/reunion event cost of \$751.60

**RECOMMENDED ACTION:**

That Council waive the rental fee of \$751.60

**COSTS/SOURCE OF FUNDING:**

Community Events Donations:

Budget Allocation	\$5,000
Less Spending	
Olds & District Kiwanis Festival	(\$300)
Play 4 Sundre Kidz Golf Tournament	(\$500)
2018 100 <sup>th</sup> Anniversary School Fair	(\$675)
<u>Total Spent (as of July 30, 2018)</u>	<u>(\$1475)</u>
Budget Remaining	<u>\$3525</u>

**MOTION:**

That the Council of the Town of Sundre waive the Community Centre rental fee of \$751.60 for the Sundre Hospital Futures Legacy Gala scheduled for November 10, 2018

**ATTACHMENTS:**

Attachment #1: 2018 Letter of request to waive rental fees and rental booking 2018-058;

Attachment #2: 2016 Community Centre Booking 2016-081;

Attachment #3: Motion 272/17 and 2017 Community Centre Booking documents

Attachment #4: 2017-2018 Fee Schedule for Community Centre

Date Reviewed: <u>August 16, 2018</u> CAO: <u>Amelia Neba</u>
---

## *Sundre Hospital Futures*

**Sundre Hospital Futures**  
c/o Wetaskiwin Health Foundation  
6910 – 47 Street  
Wetaskiwin AB T9A 0M3  
Phone: 780-361-4130 or 780-312-3663 / Fax: 780-312-2914

*August 15, 2018*

*Dear Mayor Leslie and Sundre Town Council*

***RE: Sundre Hospital Futures GALA, November 10.***

*On behalf of the Sundre Futures Committee, we would like to express our thanks for your past support of our annual Gala event. Each year Town Council has contributed to this event through donating the use of the Community Centre, purchasing tickets, and donating their time and efforts to make this a successful event.*

*Funds raised at the Annual Hospital Futures GALA go directly toward the ongoing work to recruit and retain health professionals for our community, and to fund our community's efforts to ensure the full usage, and eventual replacement of the Sundre Hospital.*

*We are all aware of the value that a great health community brings to the economic development of our region, but our hospital is an aging structure, and needs replacement, and it is always a challenge for a rural community like ours to attract and retain health professionals. Nevertheless, our group is committed to continue to bring health professionals to Sundre, and to someday open a new Community Health Campus.*

*This year, we would like to, once again, invite you to partner with us as we plan our third annual GALA on November 10<sup>th</sup>.*

*Firstly, I ask that council resolve to grant the use of the Centre and waive the rental fee.*

*Secondly, I would ask that Mayor and Council, once again plan to attend the event, and be available for greetings, comments, award presentations, or other various activities that dignitaries do.*

*Thank you for your consideration.*

*Sincerely*



*Gerald Ingeveld,  
Sundre Hospital Futures Chairman*



## COMMUNITY CENTRE #3, 96 - 2nd AV NW

RENTAL DATE(s): November 9, 10 & 11, 2018  
GROUP/ORG: Sundre Hospital Futures Legacy Gala  
TYPE OF USE: Auditorium Wedding / Reunion  
TYPE OF USE: \_\_\_\_\_  
Contact Name(s): Sundre Health Professional Attraction and Recruitment Committee  
Contact Phone/E-mail: Gerald Ingeveld  
Billing Address: doublenranch@xplornet.com  
403-638-2356

Date: Friday, Nov 09 Date: Sunday, Nov 11  
Start Time: 9:00 AM Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_ End Time: 3:00 PM

**Auditorium Fees:**

Rental Fee:	<u>\$751.60</u>	x	<u>1</u>	<u>\$751.60</u>
Deposit:	<u>\$250.00</u>			
Subtotal:	<u>\$751.60</u>			
GST:	<u>\$37.58</u>			
Total:	<u>\$789.18</u>			

PALS Required: Yes  
Bartenders Cert: Yes  
Insurance: Yes

**Conference Room Fees:** Included

Rental Fee:	_____	Hours	<u>\$0.00</u>
Deposit:	_____		
Subtotal:	<u>\$0.00</u>		
GST:	<u>\$0.00</u>		
Total:	<u>\$0.00</u>		

Staff required: No

**Sub Total:** \$751.60  
**Plus GST:** \$37.58

**Deposit: \$0.00**

**TOTAL: \$789.18**

Notes: Please review booking dates and times to ensure they are correct. Please advise if you have any set up requirements prior to your rental. Please make sure required paper work is in our office prior to event date. We have WIFI services (no phone line) please make note for any requirements for your event accepting payments at the facility during your event. **If you have any concerns during your rental please call 403.586.3408**

*The SCC is a designated reception centre. In the event of an emergency, you may be asked to leave the facility with limited notice. Thank you*

**Confirmation / Cancellation**

The User is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

**Deposit** **\$250.00**

Permit Holder is required to submit a deposit to be used as a retainer for the use and occupancy of the Sundre Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

**Refund**

Cancellations of booking less than one week will result in a \$25.00 administration fee to be withheld from the rental payment. Any damages to the Sundre Community Centre (including confetti) will result in deposit funds being withheld.

**Cleaning Fee**

The user agrees to be responsible for any cleaning fees as laid out in the fee schedule if the facility is not left in the state required. (Cigarette/garbage mess outside included in this cleaning fee.)

**Liability**

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of its servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Community Centre by the User or their guests. The Permit Holder or designate must be available at the location for the entire rental period.

**Room Capacities**

For Maximum occupancy of rooms at the Sundre Community Centre, please contact the Community Services Department at 403.994.7061.

I have read, understood and agree to the terms and conditions and rules and regulations of this rental contract.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Renter/Date</b>	 <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <b>Town of Sundre/Date</b>
--	---

PRIVACY: The personal information on this form is collected under the authority of the Municipal Government Act (Section 3) and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of administering Town facility bookings. If you have any questions about the collection, use and protection of this information please contact:  
Town of Sundre Community Services Department, #4 - 96 2nd Avenue NW, Sundre, AB T0M1X0, (403) 638-2042.

**Keys Required:**

Allen Key	Yes	Bar Room	Yes
Main Door	Yes	Sound System	Yes
Stage Storage	Yes	Garbage Key	Yes
Kitchen	Yes	Community Sign	Yes



Booking # 2016-081 Page 1 of 2

**COMMUNITY CENTRE**

RENTAL DATE(s): **Fri, Nov 11 to Sun, Nov 13 morning, 2016**

GROUP/ORG: **Sundre Hospital Futures Legacy Gala**

TYPE OF USE: **Auditorium Family Fun Day / Fundraiser / Charity**

TYPE OF USE:

Contact Name(s): **Gerald Ingeveld 403-638-6908 doubleranch@xplornet.com**

Contact Phone/E-mail: **Tara Tooth 403-507-9664 ttooth2010@hotmail.com**

Billing Address:

Event Saturday, Nov 12 doors open 5:00

	<b>Fri. Nov 11</b>		<b>Sun, Nov 13</b>
Start Time:	<b>10:00 AM</b>	Start Time:	
End Time:		End Time:	<b>8:30 AM</b>

**Auditorium Fees:**

Rental Fee:		x	2.5	Days	\$0.00
Deposit:	<b>\$0.00</b>				
Subtotal:	<b>\$0.00</b>			PALS Required:	<b>Yes</b>
GST:	<b>\$0.00</b>			Bartenders Cert:	<b>Yes</b>
Total:	<b>\$0.00</b>			Insurance:	<b>Yes</b>

**Conference Room Fees:**

Rental Fee:		x	0	Hours	\$0.00
Deposit:	<b>\$0.00</b>				
Subtotal:	<b>\$0.00</b>				
GST:	<b>\$0.00</b>				
Total:	<b>\$0.00</b>				

**TOTAL: \$0.00**

Notes: Please review booking dates and times to ensure they are correct. Please sign and return the booking contract to facilitybookings@sundre.com. Fees waived for fundraiser. Use of entire facility. Conference room will be use to collect funds require phone line. Phone line in Vestibule is activated, or can run a phone line from CS Office through kitchen door to conference room. Keys can be picked up at the CS Office #4, 96-2nd Ave NW. Tenting is being put up around gym Friday morning and taken down Sunday evening.

*The SCC is a designated reception centre. In the event of an emergency, you may be asked to leave the facility with limited notice. Thank you*

**COPY**

**Confirmation / Cancellation**

The User is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

**Deposit**

For all major events the User is required to submit a deposit to be used as a retainer for the use and occupancy of the Sundre Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

**Refund**

Cancellations of booking less than one week will result in a \$25.00 administration fee to be withheld from the rental payment. Any damages to the Sundre Community Centre (including confetti) will result in deposit funds being withheld.

**Liability**

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Community Centre by the User or their guests.

**Room Capacities**

For Maximym occupancy of rooms at the Sundre Community Centre, please contact the Community Services Department at 403.994.7061.

I have read, understood and agree to the terms and conditions and rules and regulations of this rental contract.

\_\_\_\_\_  
**Renter/Date**

*Mr. Andrew Park / Nov. 4/16*  
\_\_\_\_\_  
**Town of Sundre/Date**

The personal information requested on this form is being collected by the Town of Sundre Community Services Department, under the authority of the Freedom of Information and Protection and Privacy Act (the FOIP Act). If you have any questions about the collection or use of your personal information, contact Town of Sundre FOIP Coordinator, at 403 638 3551.

**Keys Required:**

Allen Key	Yes
Main Door	Yes
Stage Storage	Yes
Kitchen	Yes
Sound System	Yes

Bar Room	Yes
Portable Sound Sys	
Garbage Key	Yes
Conference Room	Yes
Community Sign	

**COPY**

Regular Council Minutes – September 11, 2017

as information. **CARRIED**

Fire Chief Butts left the meeting at 6:20 pm.

**FINANCE**

**PUBLIC HEARINGS**

**BYLAWS**

**ADMINISTRATION REPORTS**

**UNFINISHED BUSINESS**

Administration contacted Councillor Vardas by telephone at 6:45 p.m.

**RFD Engineering Services Agreement**

- 271/17** Councillor Thompson moved that the Town of Sundre Council approve the Engineering Services Agreement between the Town of Sundre and CIMA Canada Inc., for an initial term of two years, with the start date being April 19, 2017. **CARRIED**

**NEW BUSINESS**

**RFD Sundre Hospital Futures Legacy Gala**

- 272/17** Councillor Vardas moved that the Town of Sundre Council waive the Community Centre rental cost of \$789.18, and the Digital Sign advertising cost of \$55.23 for the Sundre Hospital Futures Legacy Gala, scheduled for November 18, 2017. **CARRIED**

**RFD Mountain View Seniors' Housing Foundation, Seventh Annual Golf Classic**

- 273/17** Councillor McFadden moved that the Town of Sundre Council receives as information, the request to support the Mountain View Senior's Housing Foundation, Seventh Annual Golf Classic Tournament. **CARRIED**

Councillor Vardas left the meeting (telephone call) at 7:53 p.m.

**MUNICIPAL AREA PARTNERSHIP (MAP)**

**COUNCIL REPORTS**

**Councillor Funke:** verbal report, acknowledgement and thank you to Town Staff and the McDougall Church Youth Group for their assistance to plant trees and shrubs.

**Councillor Thompson:**

- 274/17** Councillor Blatchford moved that the Town of Sundre Council accept the Council Reports, as information. **CARRIED**

*Pil*

*IN*  
Initials

**COPY**



## REQUEST FOR DECISION

**COUNCIL DATE:** September 11, 2017

**SUBJECT:** Sundre Hospital Futures Legacy Gala

**ORIGINATING DEPARTMENT:** Community Services

**AGENDA ITEM:** 11.1

### **BACKGROUND/PROPOSAL:**

Sundre Hospital Futures Committee has booked the Community Centre for the Legacy Gala to be held Saturday, November 18, 2017. They will use the Community Centre starting Friday, November 17 to set up for the Gala then on Sunday, November 19 they will be removing decorations/staging for the event and Community Services Staff will clean for Monday, November 20 user groups.

Last year, 2016, the event was held Saturday, November 12, and the rental fees were waived. They had access to the Community Centre on Friday, November 11 for set up but had to clean up Saturday after their event due to the Sundre Farmer's Market on Sunday, November 13, this booking was done well before the Gala was booked. While looking a dates for the 2017 Gala we worked with them to ensure they would have the facility from Friday morning to Sunday afternoon.

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

The Sundre Hospital Futures Committee has begun the journey to create a new medical facility here in Sundre. Funds raised at this event will help facilitate the continued recruitment and retention of medical professionals, as well as fund the work needed to secure a new hospital in our community.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends supporting the Sundre Hospital Futures Committee by waiving the Rental Fee of the Community Centre and the Digital Sign Advertising Fee for the 2017 Legacy Gala.

### **COSTS/SOURCE OF FUNDING:**

Schedule of Fees and Charges effective January 1, 2017, Schedule F- Community Centre Rates

Weddings/Reunions \$751.60/event plus GST \$37.58 = 789.18

\*Includes Auditorium, Conference Room, Kitchen, Bar, Sound System

\*Includes tables and chairs

\*Centre bar on doors to be removed upon request

\*Friday 8 am set up, all day Saturday, Sunday until 3 pm

Schedule of Fees and Charges effective January 1, 2017, Schedule G- Community Sign Advertising Rates

**COPY**

Monday – Sunday (7 days) Non Profit \$52.60 plus GST \$2.63 = \$55.23

**MOTION:**

The Town of Sundre Council moves to waive the Community Centre rental cost \$789.18, and Digital Sign advertising cost \$55.23 for the Sundre Hospital Futures Legacy Gala, scheduled for November 18, 2017.

**ATTACHMENTS:**

Letter dated September 6, 2017, Tara Tooth Sundre Hospital Futures Committee

Sundre Hospital Futures Legacy Gala – Event Details

Community Centre Booking #SCC 2017.097

Schedule F- Community Centre Rates

Schedule G – Community Sign Advertising Rates

Date Reviewed: _____ CAO: _____
---------------------------------

**COPY**



## COMMUNITY CENTRE #3, 96 - 2nd AV NW

RENTAL DATE(s): **November 17, 18 & 19, 2017**  
GROUP/ORG: Sundre Hospital Futures Legacy Gala  
TYPE OF USE: Auditorium Wedding / Reunion  
TYPE OF USE:  
Contact Name(s): Sundre Health Professional Attraction and Recruitment Committee  
Contact Phone/E-mail: Tara Tooth 403.507.9664 ttooth2010@hotmail.com  
Billing Address:

Date: Friday, Nov 17 Date: Sunday, Nov 19  
Start Time: 9:00 AM Start Time:  
End Time: End Time: 3:00 PM

**Auditorium Fees:**

Rental Fee:	\$751.60	x	1	\$751.60
Deposit:				
Subtotal:	\$751.60			
GST:	\$37.58			
Total:	\$789.18			
		PALS Required:	Yes	
		Bartenders Cert:	Yes	
		Insurance:	Yes	

**Conference Room Fees:**

Included

Rental Fee:		Hours	\$0.00
Deposit:			
Subtotal:	\$0.00		
GST:	\$0.00		
Total:	\$0.00	Staff required:	No

Sub Total: \$751.60

Plus GST: \$37.58

**TOTAL: \$789.18****Deposit: \$0.00**

Notes: Please review booking dates and times to ensure they are correct. Please advise if you have any set up requirements prior to your rental. Please make sure required paper work is in our office prior to event date. We have WIFI services (no phone line) please make note for any requirements for your event accepting payments at the facility during your event. **If you have any concerns during your rental please call 403.586.3408**

The SCC is a designated reception centre. In the event of an emergency, you may be asked to leave the facility with limited notice. Thank you

**COPY**

**Confirmation / Cancellation**

The User is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

**Deposit** **\$0.00**

Permit Holder is required to submit a deposit to be used as a retainer for the use and occupancy of the Sundre Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

**Refund**

Cancellations of booking less than one week will result in a \$25.00 administration fee to be withheld from the rental payment. Any damages to the Sundre Community Centre (including confetti) will result in deposit funds being withheld.

**Cleaning Fee**

The user agrees to be responsible for any cleaning fees as laid out in the fee schedule if the facility is not left in the state required. (Cigarette/garbage mess outside included in this cleaning fee.)

**Liability**

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Community Centre by the User or their guests. The Permit Holder or designate must be available at the location for the entire rental period.

**Room Capacities**

For Maximum occupancy of rooms at the Sundre Community Centre, please contact the Community Services Department at 403.994.7061.

I have read, understood and agree to the terms and conditions and rules and regulations of this rental contract.

Gerald Ingevald Sept. 5/2017 Barb Rah Sept 6/2017  
**Renter/Date** **Town of Sundre/Date**

PRIVACY: The personal information on this form is collected under the authority of the Municipal Government Act (Section 3) and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of administering Town facility bookings. If you have any questions about the collection, use and protection of this information please contact:  
 Town of Sundre Community Services Department, #4 - 96 2nd Avenue NW, Sundre, AB T0M1X0, (403) 638-2042.

**Keys Required:**

Allen Key	<u>Yes</u>	Bar Room	<u>Yes</u>
Main Door	<u>Yes</u>	Sound System	<u>Yes</u>
Stage Storage	<u>Yes</u>	Garbage Key	<u>Yes</u>
Kitchen	<u>Yes</u>	Community Sign	<u>Yes</u>

**COPY**

# *Sundre Hospital Futures Legacy Gala*

September 6, 2017

To: Sundre Town Council

Regarding: Waiving of Rental fees for Community Centre November 17-19, 2017  
Waiving of Digital Sign Advertising Fees for Legacy Gala Event

The Sundre Hospital Futures Committee would like to request that the Town of Sundre Council, consider waiving the rental cost for our event.

All funds raised at this event will help facilitate the continued recruitment and retention of medical professionals, as well as fund the work needed to secure a new hospital in our community.

Regards,



Tara Tooth

Director, Hospital Futures Committee

[ttooth2010@hotmail.com](mailto:ttooth2010@hotmail.com)

(403)507-9664

**COPY**

# Sundre Hospital Futures Legacy Gala

*In Celebration of Dr Michelle Warren*

81

50 years ago, a dedicated group of Sundre and area residents began the work of campaigning for a hospital. One year later the ground was broken, and in another year, a new hospital was built.

On November 12, the First Annual Hospital Futures Legacy Gala will take place in Sundre. Once again we begin the journey to create a new medical facility here in Sundre. Funds raised at this event will help facilitate the continued recruitment and retention of medical professionals, as well as fund the work needed to secure a new hospital in our community.

This year we will pay special tribute to our own Dr. Michelle Warren, who is the recipient of the Alberta Rural Physician Action Plan (RPAP) Rural Physician Award of Distinction.

**How can you be involved?** Businesses and individuals are encouraged to consider sponsoring the event through cash donations, silent and live auction items, and through purchasing tickets.

Please contact Tara Tooth at 403-507-9664 or Heidi Overguard @ 403-507-6590

## Event Details

**Tickets:** \$30.00 each, or table of 8: \$200.00

**Available at:** Dougans Farm & Feed Supplies

**Doors open:** 5:00pm (cocktails)

**Roast Beef Dinner:** 6:00 pm

**Awards & Presentations:** 7:00 pm

**Silent Auction:** 5:00 – 8:30 pm

**Live Auction:** 9:00 pm

**COPY**

## Attachment 4

### Schedule of Fees and Charges Effective January 1, 2018 SCHEDULE F - COMMUNITY CENTRE RATES

Note: GST Applies to All Rental Charges

#### AUDITORIUM

##### Rates:

Youth or Not for Profit - Hour Rate	2018 \$16.10
Youth or Not for Profit - Day Rate (8hrs)	\$128.85
Adult or For Profit - Hour Rate	\$21.45
Adult or For Profit - Day Rate (8hrs)	\$161.05

Funerals \$268.40/event

- includes Auditorium, Conference Room, Sound System, Kitchen
- includes tables and chairs
- centre bar on doors to be removed upon request
- 'NO PARKING' barricades set up in Bus Parking

#### Weddings/ Reunions

\$751.60/event

- includes Auditorium, Conference Room, Kitchen, Bar, Sound System
- includes tables and chairs
- centre bar on doors to be removed upon request
- Friday Barn set up, All day Saturday, Sunday until 3pm

#### Early Set up

\$53.70/day

- Must be confirmed prior to booking Barn start

#### Family Fun Days/ Fundraisers / Charity Events (per day)

\$161.05

- includes kitchen for up to 6 hours use

#### Storage Fees (per month)

Under Stage	\$10.70
Private Room	\$21.45

#### Miscellaneous Rentals (per event)

Kitchen	\$80.50
•includes all items in kitchen	
Bar	\$26.85
•requires PAL, Liquor License and Bartender Certificate	
Sound System	\$53.70
•includes DD batteries for cordless mics	
Portable Sound System	\$53.70
•includes AA batteries for cordless mics	
Coffee Urns (per urn)	\$5.40
•requires renter to supply their own coffee supplies	
8x8 Screen	\$16.10
• Does not include projector	
Stage Lights	Complementary
Volleyball Net	Complementary
Basketball Nets	Complementary
•requires renter to supply the rest of the required equipment	
Tables (per table)	\$5.40
Chairs (per chair)	\$1.10

#### CONFERENCE ROOM

- includes DVD/ CD Player, projector, bar fridge

Youth or Not for Profit - Hour Rate	\$16.10
Youth or Not for Profit - Day Rate (8hrs)	\$107.35
Adult or For Profit - Hour Rate	\$21.45
Adult or For Profit - Day Rate (8hrs)	\$161.05

1 meeting per month (total of 12 meetings per year)	\$322.10
2 meetings per month (total of 24 meetings per year)	\$644.20
1 AGM per season (up to 8hrs) (per season)	\$53.70

#### Cleaning Fee (per event)

\$107.35

- if regular cleaning checklist duties have not been done

#### Deposit

- 1/2 of your contract rental fee - on separate cheque, not deposited until after walk-through

Varies per Contract

#### Cancellation Fee (per event)

\$26.85

- with less than 1 week notice

NOTE: When booking facility please take into account set-up and take-down time

**COPY**



## REQUEST FOR DECISION

**COUNCIL DATE:** August 20, 2018  
**SUBJECT:** Community Centre – Roof Top Units (RTU)  
**ORIGINATING DEPARTMENT:** Community Services  
**AGENDA ITEM:** 8.1

### BACKGROUND/PROPOSAL:

May 2018 the Town entered into an Agreement with Bells Plumbing & Heating for Annual and Semi-annual General Maintenance Plumbing, Heating, Ventilation, and Air Conditioning (HVAC) for Town facilities. In mid-July 2018 the HVAC inspection was completed and the following RTU were condemned:

- Community Centre Roof Top Units 1, 4, 5, 7 and 8.

The heat source is confined and A.C. is operational. Repairs are required to the units to provide heat to the building.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

January 2018 a Request for Quotation (RFQ) for Annual and Semi-annual General Maintenance Plumbing, Heating, Ventilation, and Air Conditioning (HVAC) for Town facilities, including the Community Centre was sent out. A past agreement for these services was held by a Red Deer company. It appears the Community Centre was not included in the maintenance. The Community Centre was repaired on a “as needed” basis.

Inspection of the Community Centre roof top units occurred in mid-July by Bells Plumbing & Heating. The result of that inspection clearly identified that repairs are required for the 5 roof top units for the Community Centre.

### ADMINISTRATION RECOMMENDATIONS:

Repairs to the roof top units are of an urgent nature as the Community Centre has rental bookings, and tenants who require HVAC services.

### COSTS/SOURCE OF FUNDING:

Bells Plumbing & Heating August 13, 2018, \$8,997.95 plus \$449.90 GST  
Source of funding Community Centre Reserves

### ALIGNMENT WITH STRATEGIC PLAN:

The Community Centre serves a variety of recreational and culture opportunities.

### MOTION:

The Town of Sundre Council accept the quote of \$8,997.95 and 5%GST \$449.90 from Bells Plumbing & Heating to repair Roof Top Units 1, 4, 5, 7, and 8 at the Community Centre 96-2<sup>nd</sup> Avenue NW, funding for the repairs are from the Community Centre Reserves.

### ATTACHMENTS:

Community Centre Roof – identification of RTU's

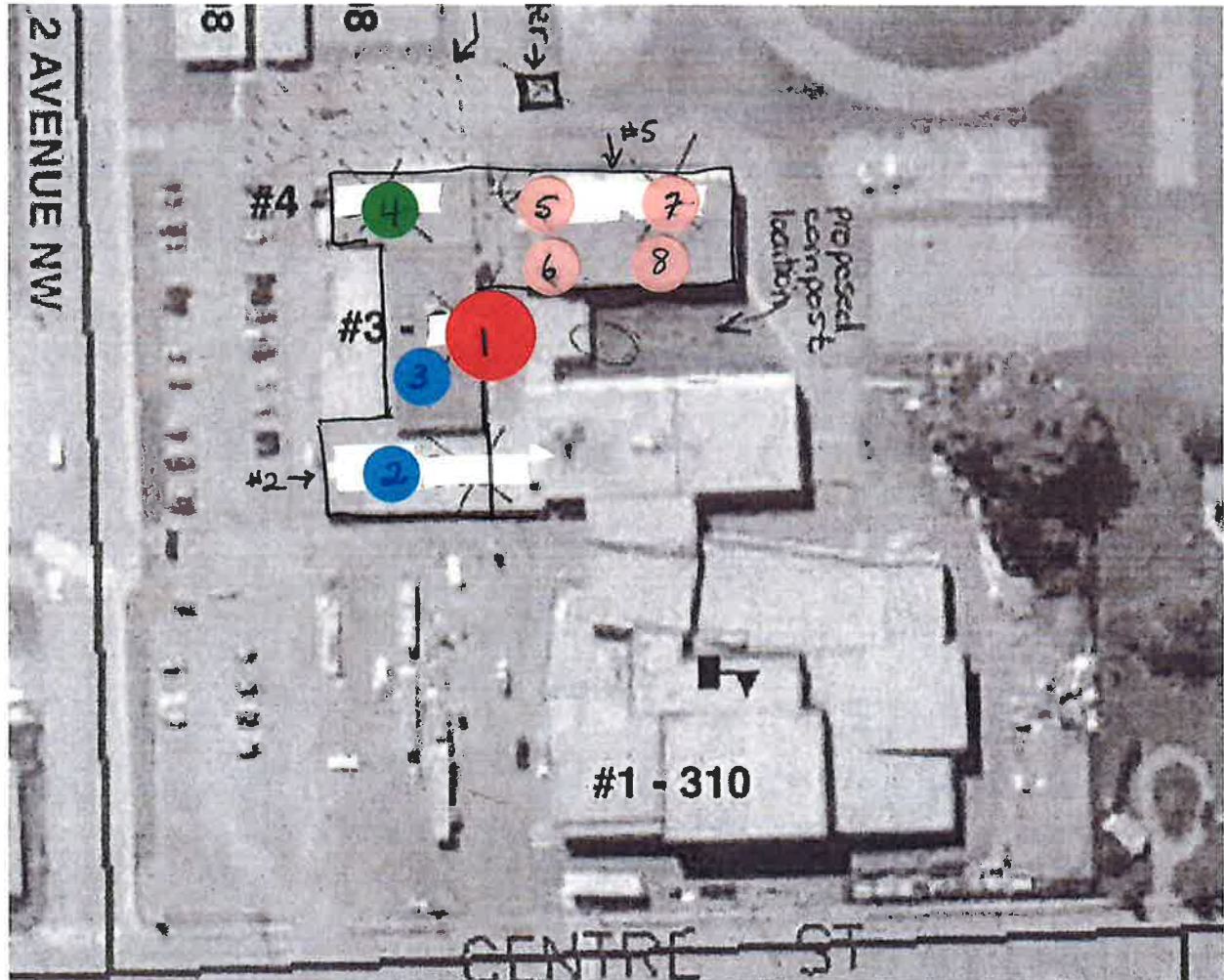
Date Reviewed: August 16, 2018 CAO: dmide Nelson

1 - above sym

1 - above gym  
2 & 3 - above Library and Community Centre Lobby

4-Community Services Office

S, 6, 7, 8 - above G.N.P and Daycare



## # 2. Library

#3 - Gym, Conference Rm.

#4- Community Services Office

#5 A - downstairs GNP

B - upstairs Daycare



**REQUEST FOR DECISION**

**COUNCIL DATE:** August 20, 2018

**SUBJECT:** Departmental Reports – July 2018

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 9.1

**BACKGROUND/PROPOSAL:**

Departmental Reports for July 2018.

**ADMINISTRATION RECOMMENDATIONS:**

That council accept the attached reports for information.

**MOTION:**

That the Town of Sundre Council accept the July 2018 Departmental Reports, as information.

Date Reviewed: <u>August 16, 2018</u> CAO: <u>Andre Nuber</u>
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## DEPARTMENTAL REPORT

**DEPARTMENT:** Planning and Development  
**SUBMITTED BY:** Mike Marko, Director of Planning and Economic Development  
**DATE:** August 01, 2018  
**FOR MONTH OF:** July 2018

### **Brief Outlines Please**

---

#### **TOPIC # 1: Development and Building Permits (July)**

##### **ISSUES:**

###### Permits Received:

- Development Permits – 4
- Building Permits – 2
- Electrical Permits – 4
- Gas Permits – 3
- Plumbing Permits – 3

##### **RESOLUTIONS/SUCCESSSES:**

###### Development Permits were for:

- Micro Distillery (1)
- Sign at Visitor Information Centre (1)
- Tree Removal (Sundre Hills proposed subdivision and residential development)

Building Permits were for residential improvements with total construction value of \$11,000.

Electrical, gas and plumbing permits were issued for various projects.

## **TOPIC # 2: Land Use Bylaw Amendments and Update**

### **ISSUES:**

- Land Use Bylaw 2018-10 (comprehensive amendment to replace the existing Land Use Bylaw)
- Land Use Bylaw Amendment 2018-11 (legalization of cannabis and cannabis production facilities and cannabis retail stores)

### **RESOLUTIONS/SUCCESS:**

- First reading was given to these bylaws on July 9, 2018
- Staff review of these Land Use Bylaw Amendments continues
- Land Use Bylaw 2018-10 was circulated to stakeholders including developers, builders, Chamber of Commerce, realtors, several central business property owners and Mountain View County
- Land Use Bylaw 2018-11 was circulated to stakeholders including Health Authority, RCMP, Mountain View County, Chamber of Commerce, larger multi-unit residential properties and School Board
- preparation of these bylaws for consultation continues (Public Information Session on August 22 and Public Hearing on September 10)
- An ad has been placed in the Roundup and will continue to run up to August 21 and a Facebook announcement has been made with

reminders each Monday up to August 20 for the Public Information Session

- Pending further input and review, any amendments to these proposed bylaws will be presented to Council for consideration prior to second and third reading of the bylaws (NOTE: WEBSITE IS NOT AVAILABLE AT THIS TIME)

### **TOPIC # 3: Real Property Reports**

#### **ISSUES:**

Four (4) real property reports with requests for Stamp of Compliance were reviewed and processed at the request of property owners.

#### **RESOLUTIONS/SUCSESSES:**

Processing real property reports are a service to land owners to support the sale of real estate. Financial Institutions require a real property report prior to approving mortgages and other forms of loans against property.

### **TOPIC # 4: Enforcement**

#### **ISSUES:**

A non-compliance matter relating to a subdivision/development issue is pending review and investigation involving the Safety Codes Act, Alberta Building Code, Subdivision Conditions of Approval and Land Use Bylaw.

#### **RESOLUTIONS/SUCSESSES:**

An inspection of the subject property was undertaken with the landowner, Town's CAO, Development Officer, Peace Officer, Safety

Codes Officer and Assessor in attendance. The goal is to seek a satisfactory resolution to this matter with all parties concerned.

**LIST & PROVIDE ATTACHMENTS:**  
**(project documents/reports/graphs/correspondence)**

1. No attachments.



## DEPARTMENTAL REPORT

**DEPARTMENT:** Community Services  
**SUBMITTED BY:** Barbara Rock  
**DATE:** August 13, 2018  
**FOR MONTH OF:** July 2018

### Brief Outlines Please

---

#### TOPIC # 1:

Community Centre - Vandalism to roof

#### ISSUES:

- Town took over building 2006, new roof was installed over the old roof.
- Tuesday morning July 2<sup>nd</sup>, upon checking the Community Centre and staff starting to clean up from July 1<sup>st</sup> event I noticed water on the floor in the Women's washroom, I checked out the Men's washroom more water and I could see that it was leaking from the ceiling. I then opened up the Gymnastics and Tae Kwon Do storage rooms and they also had water leaking in.
- Triumph roofing had just started roof repairs at the Town Shop, so we called them over to check the roof. Triumph came right over, staff Dean Thompson went up on the roof with them. They discovered a location where someone had burnt holes in the roof and the water from the rain Monday had run through the hole's entering the old roof and into the gym storage/washrooms. Triumph applied a temporary fix to stop the leak and then did a complete repaired on July 17. Ivan, from Triumph, said some type of torch would have to be used to burn holes that size; there was also some pieces of paper on the roof that appeared to have been lit on fire. Ivan said the tar roof would have just melted and not caught on fire. We questioned him if fireworks could have caused the holes and he said absolutely not, had to have been a torch.
- On or about June 25 to July 1, someone accessed the roof and burnt holes through the roofing to the old roof, around the area above the Gymnastics Storage/Men's washroom. I talked to Ian Mulholland, RVS, and they have cameras on the roof and have video of someone dropping concrete blocks off of the roof onto the sidewalk in front of their entrance doors. All they have on the video is the concrete falling and breaking up on impact, no footage of persons.

## **RESOLUTIONS/SUCSESSES:**

On going investigation into the vandalism. Still getting quotes on repairing light outside of the CS Office entrance, replace cover on furnace vent on roof, Triumph roof repair invoice not received to date. Sundre Gymnastics is still gathering quotes on repairing/replacing-damaged equipment. We were able to accommodate the Gymnastics Club with use of the Arena ice surface to clean and dry large matts, there equipment was moved back into Community Centre storage on Sunday, August 12. Working with Kevin Heerema on possible solutions to deter access to roof. Working with Gymnastics to submit complete report to RCMP for cost to damage. Gymnastics has insurance and are working on a claim.

### **TOPIC # 2:**

Building Security - RMS Plus/ADT

#### **ISSUES:**

- July 18 meeting with RMS James Feuser, Chris A., Laurie P., Dawn T., Kevin H., Dean T., regarding troubles with the system.
- Reviewed troubles and requirements to have the system operating properly.
- Set up follow up with technician to come and check out Arena, Town Shop, and Community Services Office.
- Discussion regarding the proposed code door locks.
- Met with another Door Lock company July 26, different options, just waiting for quote.

## **RESOLUTIONS/SUCSESSES:**

Still working with RMS on troubleshooting problems. Replaced security panel at Community Services Office on July 24. Troubleshoot Arena security system August 9<sup>th</sup>, staff needs to coordinate test with Fire Department. Still require some equipment for Town Shop. With staff on Vacation and RMS work schedule it has been difficult to coordinate training and review of the system.

### **TOPIC # 3:**

Greenwood Campground

#### **ISSUES:**

- Campground is very busy and the camp hosts believe it is due to the great job Brad Frank did last year as everyone asks where Brad is and Jack is able to tell them he is employed full time now with the Town.
- Campers prefer power sites, will bring forward quote to service more sites in the upcoming budget.

## **RESOLUTIONS/SUCSESSES:**

Increase in revenue:

July 2017 YTD \$22, 224.67

July 2018 YTD \$27,232.35, up \$5,000 from last year.

## **TOPIC # 4:**

Parks/Green spaces/Trails/Weed Inspection & Control

### **ISSUES:**

- Staff busy mowing/whipping grass, rough-cutting areas with landpride mower (eg. TransCanada pipeline, lagoon).
- Trails – mowing grass trails, trimming trees, removing fallen trees from trails.
- Weed Inspection – we have an agreement with Mountain View County and have been working with them to control Town property and report private property with noxious weeds. Full report is usually presented to the Town in October.
- Pruning/removing wire mess from trees – Linear Park, Playgrounds, boulevards, Greenwood Campground.

### **RESOLUTIONS/SUCCESSSES:**

Staff was very dedicated to identifying areas that had not been groomed in May and June, by the end of July they felt very proud of their work, and it truly showed. When the Communities In Bloom judging day happened, Friday, August 3<sup>rd</sup>, the Town looked great. The Hanging Flower Baskets look great, the water reservoirs have really helped to keep the flowers fresh.

## **TOPIC # 5:**

Facility Rentals

Community Centre:

July: July 1<sup>st</sup> Celebration, Wedding Celebration, Jamanimusic Drumming Camp, Family Reunion, Boys Basketball Camp, Private rental for Basketball

Upcoming in August: Flying Bob Circus Camp, Girls Basketball Camp, Thursday morning Pickle ball starts Aug. 16

Arena:

July: No rentals

Upcoming in August: Emergency Shelter for Ride to Conquer Cancer

Ball Diamonds:

July: SMB practice to prepare for Provincials, Family Reunion

August: No rentals

### **ISSUES:**

- Preparing Community Centre for rentals after vandalism. We had scheduled our yearly cleaning/maintenance for the week of July 3 to 6<sup>th</sup> but had to postpone it until August 20 to 24.

### **RESOLUTIONS/SUCCESSSES:**

Staff worked as a team to ensure facilities were cleaned, opened/closed for renters. Staff work schedules were adjusted to avoid overtime while



## DEPARTMENTAL REPORT

**DEPARTMENT:** Corporate Services  
**SUBMITTED BY:** Chris Albert  
**DATE:** August 14, 2018  
**FOR MONTH OF:** July 2018

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### **Questica Budgeting Software:**

The project has been restarted and is scheduled to be completed by August 31, 2018. Currently, the schedule is on track.

### **ISSUES:**

- Cost estimate for original project did not include enough licenses or integration with the existing accounting system. I am working with both providers to minimize financial impacts

### **RESOLUTIONS/SUCCESSSES:**

- work in progress
- work with Questica has progressed extremely well and with the ability to perform some preliminary work utilizing Town staff we have been able to stay well within the allotted hours, which can allow for additional training and customizations.
- All historical data is uploaded and we are moving onto user setups and final deployment / integration

- Conversations have begun with both external IT groups to ensure a smooth installation of the software and integration with our accounting system to minimize manual intervention.

### **Taxes & Utilities:**

Tax Recovery Sales: the process for recovering delinquent taxes through auction sale of properties is continuing, with the auction scheduled to occur on October 16/18. This is an annual process that is mandated through the MGA and it is our sincere hope, as well as past experience, that the delinquent accounts are rectified before sale action is ultimately required.

**ISSUES:** None

### **RESOLUTIONS/SUCCESES:**

- 1 of the 6 accounts has been brought up to date

### **Information Technology:**

There are daily minor issues related to technology support, including loss of connectivity, e-mail problems, server access, password changes and software updates. There are also some on-going major issues as listed below.

### **ISSUES:**

- Older software versioning on about half the computers is causing saving issues and has required establishing a frustrating temporary work-around for users until a final solution can be determined.

- Older operating systems that can no longer be updated on most computers are not allowing for the full utilization of the server functionality. The primary affect this is having on most users is the inability to update passwords and a few users, who are required to move between computers, need technical support to allow that movement.
- Inconsistencies with individual computer setups and locations of user files creating issues for staff.

**RESOLUTIONS/SUCCESES:** ongoing diagnostics and testing

- We are currently undertaking a software & hardware inventory to develop a robust evergreening plan.
- 2 new Dell PCs have been ordered for use by Legislative Services, once they are deployed the existing iMacs will be distributed to replace other aging systems.

**2019 to 2022 Budgeting:**

Administration is committed to developing a robust, informative, and useful 4-year Operating Budget and 5-year Capital Spending Plan that aligns with Council's Strategic Plan and Vision. This will also include an involved process to assist with continued documentation, accountability and refinement. It is anticipated that a completed budget would be ready for Council approval in late November / early December 2018.

On July 25/18 a budget process meeting was held with all Managers. The purpose of the meeting was to outline the goals, expectations, responsibilities and processes that are involved with developing a 4-year budgeting cycle.

Next steps: Managers have been requested to have Functional Area Business Plans, encompassing the next four years, submitted to the CAO for review by the end of August 2018

**ISSUES:** None

**RESOLUTIONS/SUCCESES:** ongoing

- A tentative timeline has been established with the following guidelines
  - August / September – Business Plans, preliminary budget submissions, preliminary costings, Questica training
  - October – preliminary information for Council / Questica input
  - Late October / Early November– consultations with Council / Public Consultations
  - Late November – Council approval



## DEPARTMENTAL REPORT

**DEPARTMENT: Fire**

**SUBMITTED BY: Marty / Patty**

**DATE: Aug 13, 2018**

**FOR MONTH OF: July**

**Brief Outlines Please**

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### **TOPIC # 1:**

- **Total calls for July was 28. Total call volume for Jan-July is 168**
- **Jet boat was used in July for a river rescue**
- **Work is continuing on the Station Check system for hall - equipment and apparatus inventory.**

### **ISSUES:**



## DEPARTMENTAL REPORT

**DEPARTMENT:** Economic Development and Communications  
**SUBMITTED BY:** Jonathan Allan  
**DATE:** August 3, 2018  
**FOR MONTH OF:** July 2018

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### TOPIC # 1: Community Development, Business Development and Vacancy Rates

#### ISSUES/UPDATE:

- July C1 downtown vacancy: 7.9% (unchanged from June)
- Greater Downtown vacancy: 9.6% (unchanged from June).
- Continued working with and meeting with area municipalities and advertising consultants funded through MAP toward development of new investment attraction brochures.
- Met with multiple small businesses downtown to discuss business development.
- Met with developer about new home building possibilities.
- New economic development website(s) “officially” went live: [www.GrowSundre.com](http://www.GrowSundre.com) and <https://MountainviewCorridor.ca> (which were created in partnership with area municipalities).

### TOPIC # 2: Tourism and Advertising

#### ISSUES/UPDATE:

- Continued work on Destination branding development for tourism campaign.
- Photographed a couple of businesses as part of the Explore Sundre Proprietors’ Series, and helped generate thousands of impressions in free advertising for them.
- Communicated with Chamber of Commerce about VIC statistics. Statistics have shown that visitation is down year-over-year since April 2018, likely due to a change in opening hours.

### **TOPIC # 3: Broadband Development**

#### **ISSUES/UPDATE:**

- Communicated with CCI Wireless about their plan to move forward with their potential investment into Sundre. CCI Wireless advised that they will be moving forward with a high-level architecture plan to determine the business model and deployment they would need to undertake, before completing a detailed deployment plan during Q4 of 2018. Their goal is to begin construction in 2019.

### **TOPIC # 4: Other Projects**

#### **ISSUES/UPDATE:**

- Worked on gazebo development project by hiring two separate designers to create designs that will be placed head to head in public voting.
- Worked on trails mapping and signage strategy with trails working group.
- Finalized way-finding location placement with input from Operational services; Placed way-finding signage order, including posts. Three signs this year will be placed in the vicinity of the South West Industrial Area.
- Continued work on draft proposal/report for Campus Alberta Central about feasibility of providing post-secondary courses in Sundre.

### **TOPIC # 5: Committees, Meetings, Conferences and Professional Development**

#### **ISSUES/UPDATE:**

- DAR Committee approved two Storefront Improvement Program grants. One for 104 6 St. NW, and one for Cowboy Trail Liquor Store.
- Continued corresponded with MVC and Chamber regarding new signage at VIC.
- Continued assisting DARC toward preparation for Communities in Bloom.

### **TOPIC # 6: Communications**

#### **ISSUES/UPDATE:**

- Signed contract with website development firm; began work toward development and design of new municipal website, tourism website and mobile app.
- Town website experienced major disruption after external hack attack; dealt with this situation to the best of our ability; added a new 'splash page' to advise residents that website is currently under development. This website hack took many hours of work to try and resolve through communications with web hosting company.
- Issued monthly email update.



## DEPARTMENTAL REPORT

**DEPARTMENT:** EMERGENCY MANAGEMENT  
**SUBMITTED BY:** KEVIN  
**DATE:** AUGUST 02, 2018  
**FOR MONTH OF:** JULY 2018

### Brief Outlines Please

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#### TOPIC #1:

Update to ERP

#### ISSUES:

Discussed update information with the consulting company.  
Met with regional partners on the update committee to discuss changes and review a draft update.

#### RESOLUTIONS/SUCSESSES:

#### TOPIC #2:

2018 Flood Preparedness Grant

#### ISSUES:

Work continues on this grant as we procure the items we have ordered.

## **RESOLUTIONS/SUCSESSES:**

### **TOPIC # 3**

Severe Weather

### **ISSUES:**

EM continues to monitor Severe Weather in the Sundre area. To date this year we have not seen any Significant damages as a result of the storms. We did experience an extended power outage to the west side of town that was cleared up in less then 2 hours.

## **RESOLUTIONS/SUCSESSES:**

### **TOPIC # 4**

### **ISSUES:**



## DEPARTMENTAL REPORT

**DEPARTMENT:** Peace Officer / Animal Control  
**SUBMITTED BY:** KEVIN  
**DATE:** AUGUST 02, 2018  
**FOR MONTH OF:** JULY 2018

### Brief Outlines Please

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#### TOPIC #1:

Joint Health and Safety Committee

#### ISSUES:

Kevin is a member of the newly formed JHS committee. Some training has been done for this position, site inspections and committee meetings as we lay the foundation for the program.

#### RESOLUTIONS/SUCSESSES:

#### TOPIC #2:

Hot Weather and Animals

#### ISSUES:

Calls have increased for concerns of animals in vehicles during warm / hot weather. We are happy to report that all concerns have been addressed quickly and no animals have been found in duress.

## **RESOLUTIONS/SUCSESSES:**

### **TOPIC # 3**

Building Security

### **ISSUES:**

Kevin has been involved with discussion on access control to our buildings as he has extensive knowledge on the topic from past employment.

## **RESOLUTIONS/SUCSESSES:**

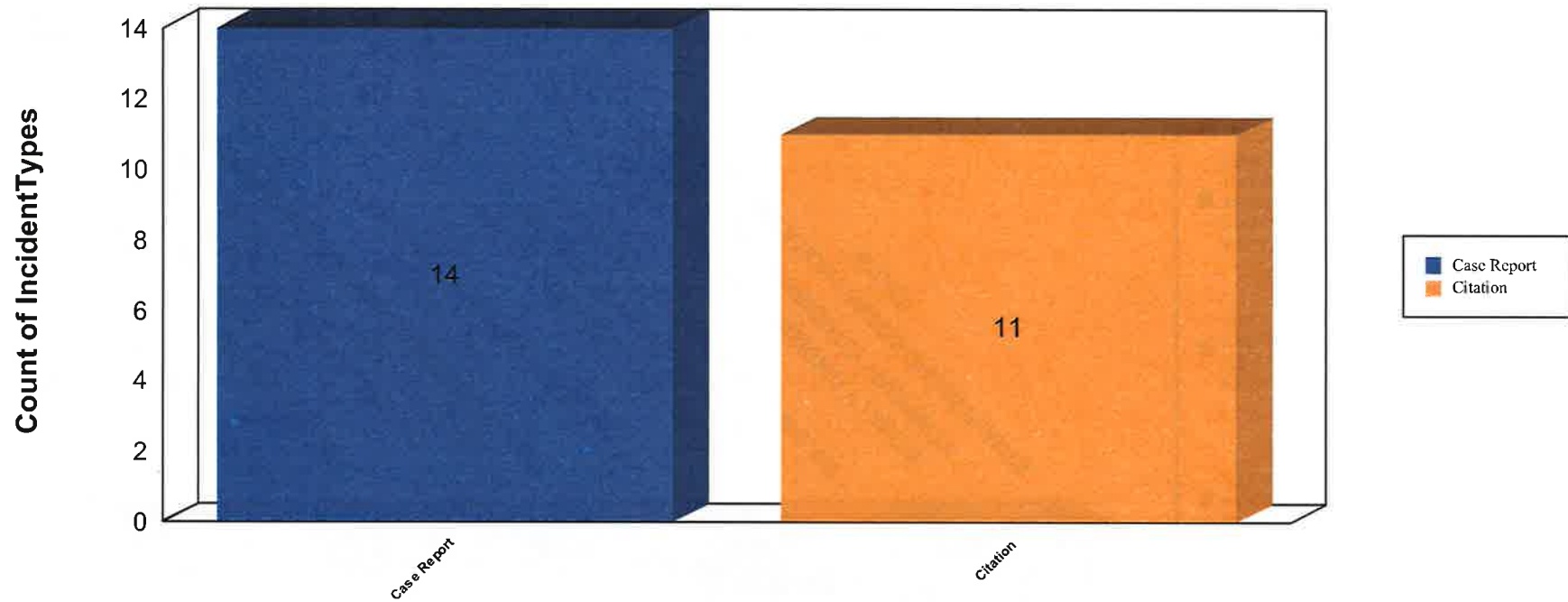
### **TOPIC # 4**

### **ISSUES:**

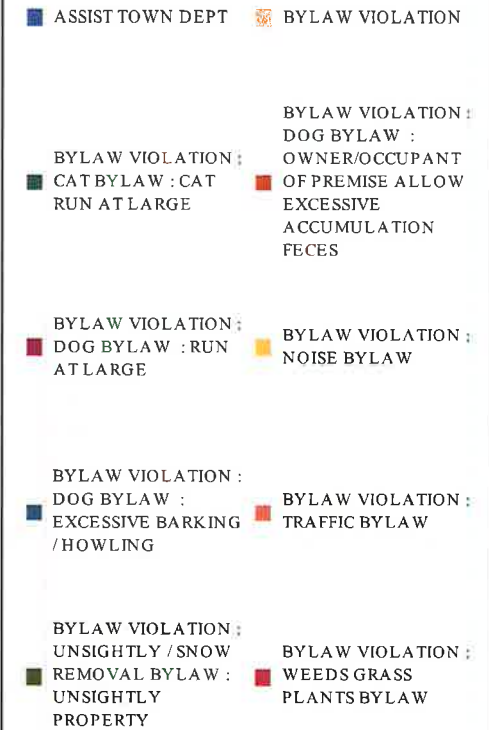
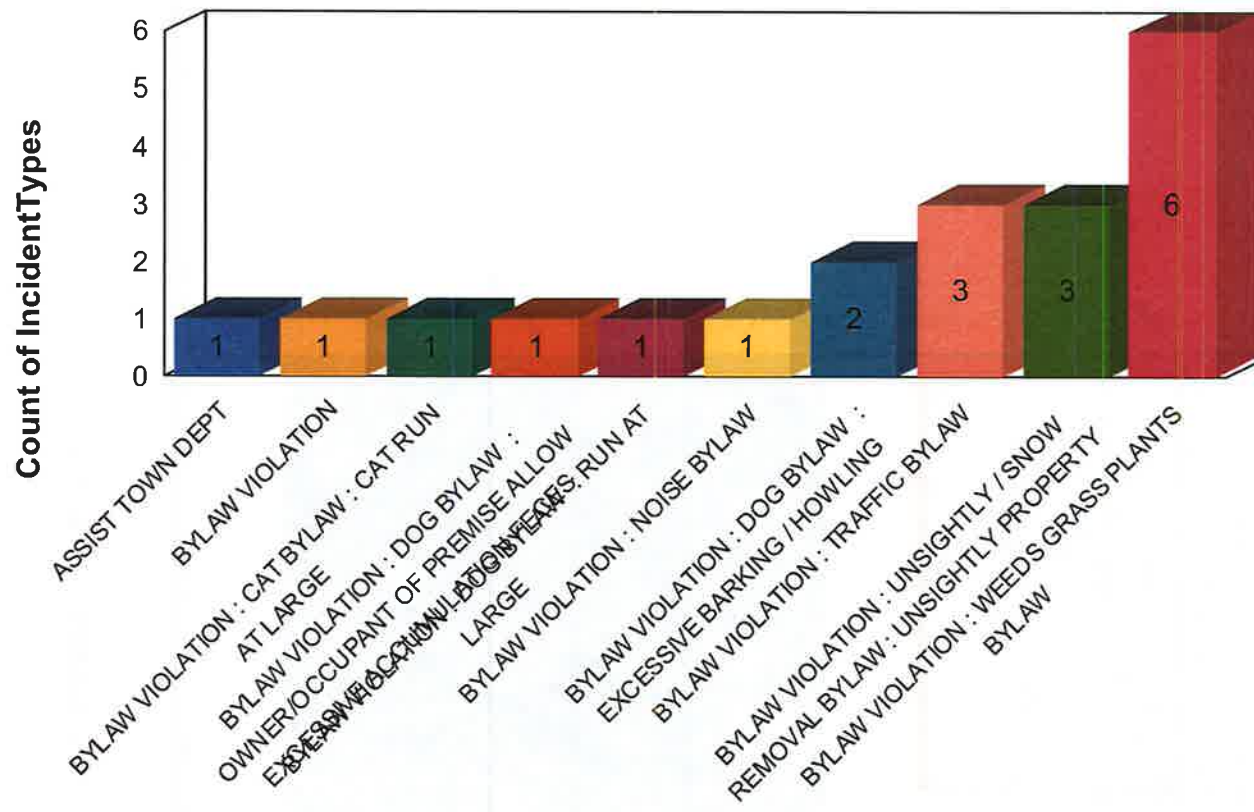
## Town of Sundre

Statistics from: 7/1/2018 12:00:00AM to 7/31/2018 11:59:00PM

### Count of Reports Completed



# Count of Incident Types



3.70% # of Reports: 1 Case Report ASSIST TOWN DEPT

3.70% # of Reports: 1 Case Report BYLAW VIOLATION

3.70% # of Reports: 1 Case Report BYLAW VIOLATION : CAT BYLAW : CAT RUN AT LARGE

**3.70% # of Reports: 1 Case Report BYLAW VIOLATION : DOG BYLAW : OWNER/OCCUPANT OF PREMISE ALLOW EXCESSIVE ACCUMULATION FECES**

**3.70% # of Reports: 1 Case Report BYLAW VIOLATION : DOG BYLAW : RUN AT LARGE**

**3.70% # of Reports: 1 Case Report BYLAW VIOLATION : NOISE BYLAW**

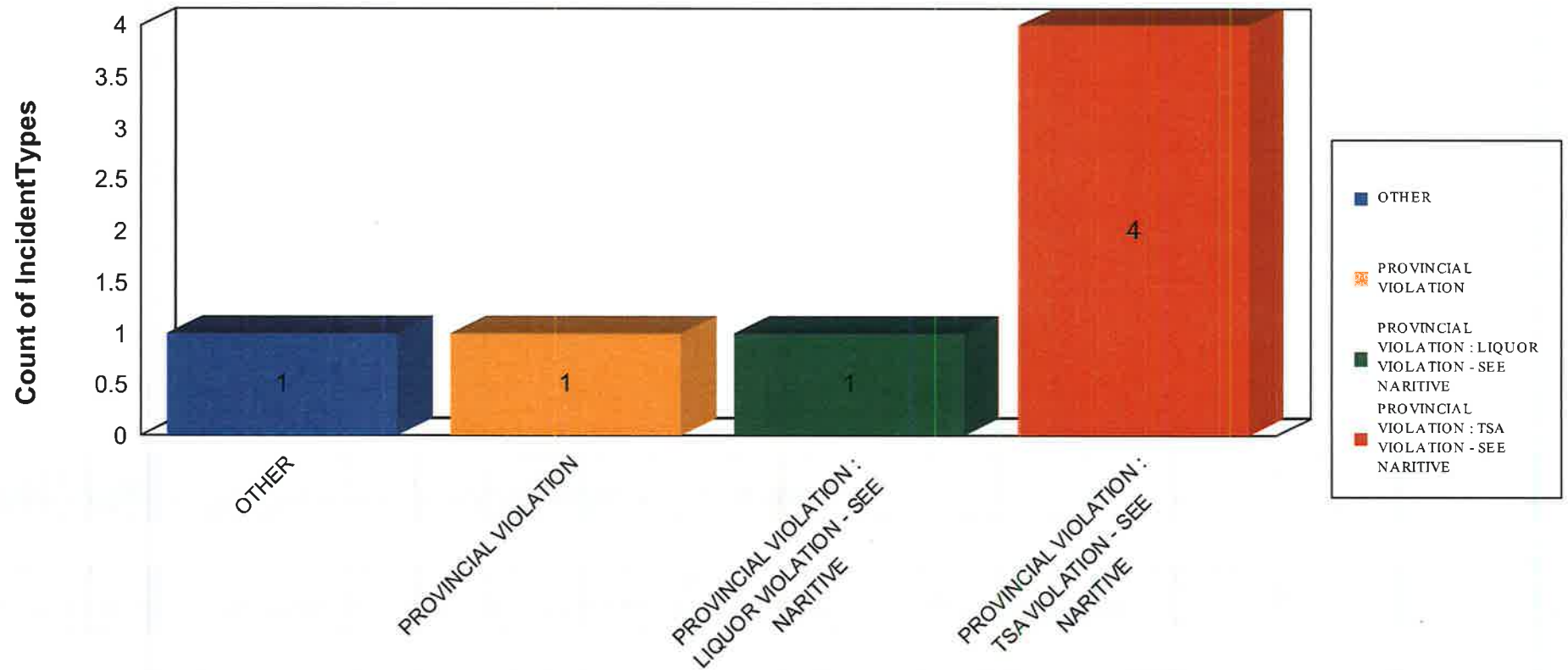
**7.41% # of Reports: 2 Case Report BYLAW VIOLATION : DOG BYLAW : EXCESSIVE BARKING / HOWLING**

**11.11% # of Reports: 3 Case Report BYLAW VIOLATION : TRAFFIC BYLAW**

**11.11% # of Reports: 3 Case Report BYLAW VIOLATION : UNSIGHTLY / SNOW REMOVAL BYLAW : UNSIGHTLY PROPERTY**

**22.22% # of Reports: 6 Case Report BYLAW VIOLATION : WEEDS GRASS PLANTS BYLAW**

## Count of Incident Types



3.70% # of Reports: 1 Case Report OTHER

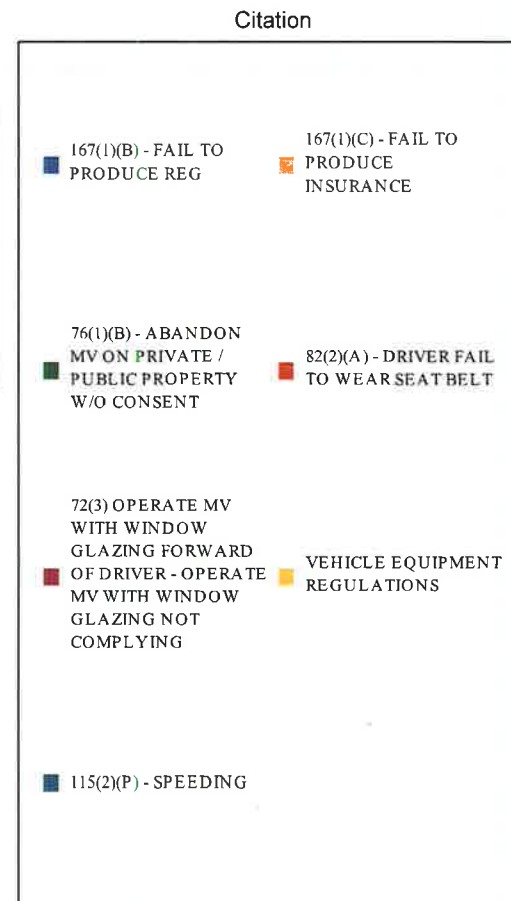
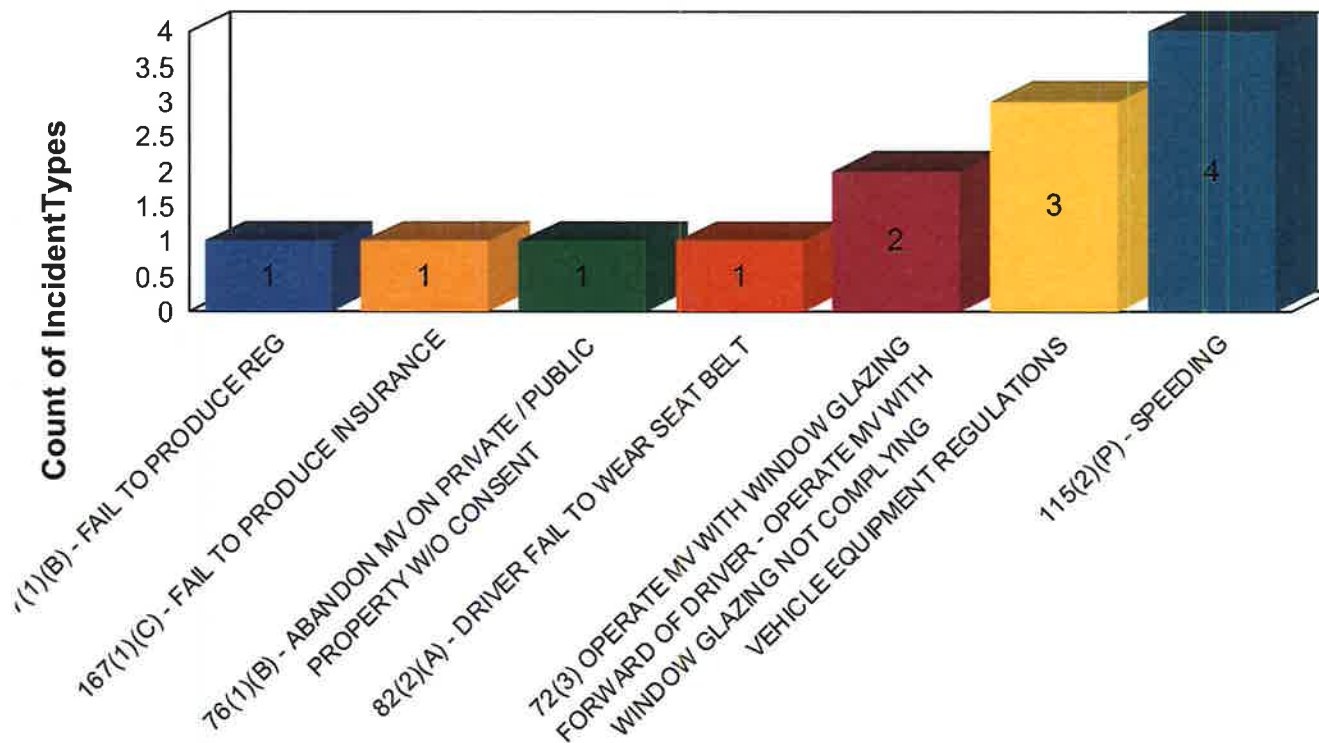
3.70% # of Reports: 1 Case Report PROVINCIAL VIOLATION

3.70% # of Reports: 1 Case Report PROVINCIAL VIOLATION : LIQUOR VIOLATION - SEE NARITIVE

14.81% # of Reports: 4 Case Report PROVINCIAL VIOLATION : TSA VIOLATION - SEE NARITIVE

**Grand Total: 100.00% Total # of Incident Types Reported: 27 Total # of Reports: 14**

## Count of Incident Types



7.69% # of Reports: 1 Citation 167(1)(B) - FAIL TO PRODUCE REG

7.69% # of Reports: 1 Citation 167(1)(C) - FAIL TO PRODUCE INSURANCE

7.69% # of Reports: 1 Citation 76(1)(B) - ABANDON MV ON PRIVATE / PUBLIC PROPERTY W/O CONSENT

7.69% # of Reports: 1 Citation 82(2)(A) - DRIVER FAIL TO WEAR SEAT BELT

15.38% # of Reports: 2 Citation 72(3) OPERATE MV WITH WINDOW GLAZING FORWARD OF DRIVER - OPERATE MV WITH WINDOW GLAZING NOT COMPLYING

23.08% # of Reports: 3 Citation VEHICLE EQUIPMENT REGULATIONS

30.77% # of Reports: 4 Citation 115(2)(P) - SPEEDING

**Grand Total: 100.00% Total # of Incident Types Reported: 13 Total # of Reports: 11**

Grand Total: 100.00% Total # of Incident Types Reported: 40



## DEPARTMENTAL REPORT

**DEPARTMENT: Operations**

**SUBMITTED BY: Jim Hall**

**DATE: August 7, 2018**

**FOR MONTH OF: July 2018**

### **Brief Outlines Please**

---

#### **TOPIC # 1: Wastewater Lagoon**

**ISSUES:** The wastewater lagoon system has seen issues to the treatment levels this summer. It was noted that the dissolved oxygen component had decreased dramatically causing concern for the complete treatment of the final effluent. The sludge issue in June was remedied by some maintenance.

**RESOLUTIONS/SUCCESES:** Operators have initiated a complete maintenance over haul of the compressed air system that feeds the pond bacteria. The results have been positive and has increased our dissolved oxygen levels to proper values and are operating optimally.

#### **TOPIC # 2: Centre Street North Capital Project Final Phase**

**The Centre street north project is underway for completion of the remaining tasks. Streetlights, path and street paving and landscaping**

**is estimated to be completed end of August. Of these tasks some major trimming and tree removals were required.**

**RESOLUTIONS/SUCCESES:** The roads staff organized the removal of dead and conflict trees as well as trimming to allow for path installation. The routing was successfully altered to reduce the amount of potential tree loss.

### **TOPIC # 3:**

#### **Main Ave capital project**

**ISSUES:** The tender for Main has been r scheduled for release August 7 due to complications with the approvals and biological study detail for the water looping portion of the project.

**RESOLUTIONS/SUCCESES:** The information has been received and the tender will be released with both portions of work as planned thus saving overages. The project will take 6-8 weeks to complete. This fits into our construction season with reduced ground water.

### **TOPIC # 4: GIS Trails and Infrastructure**

**ISSUES:** There has been confusion with the trails mapping and designation with the bike and ski club as well as the general public.

**RESOLUTIONS/SUCCESES:** Operations has joined the working group in collaboration with bike and ski, the trails committee and community services to begin mapping all designated trails, proposed,

and non sanctioned trails with plans for re-established riparian planting program.

#### **TOPIC # 5: Road Closure completion HWY 27 and 1<sup>st</sup> Ave NW**

**ISSUES:** In May 2018 operations sought approval to close off access between hwy 27 and the NW area of 5<sup>th</sup> street due to liability and maintenance difficulties.

**RESOLUTIONS/SUCCESES:** this was completed quickly by operations utilizing concrete bollards. These have since been removed and replaced with more aesthetic post and cable.

#### **TOPIC # 6: Lift station replacement Capital project**

**ISSUES:** The Garnum Park lift pump system has been targeted for replacement in the capital plan. \$12,500 has been allocated to complete this task. The pump style would only replace the same system which receives debris and would continue to clog requiring continued non scheduled maintenance.

**RESOLUTIONS/SUCCESES:** Operations has researched a better option for pump that will move large debris and reduce maintenance. The electrical panel is planned to be re wired for the pump. Saved budget \$ will be requested to be added to the next future lift pump project.

**LIST & PROVIDE ATTACHMENTS:**  
**(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/  
CORRESPONDENCE)**

**Attachment # 1:**

**Attachment # 2:**

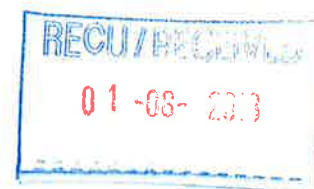
**Attachment #3:**

**Attachment #4:**

**Attachment #5:**



*Office of the Minister  
MLA, Leduc-Beaumont*



AR93928

July 25, 2018

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

Dear Mayor Leslie,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

.../2

- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Shaye Anderson', written in a cursive style.

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

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



**ALBERTA**  
**MUNICIPAL AFFAIRS**

*Office of the Minister*  
*MLA, Leduc-Beaumont*

**MINISTERIAL ORDER NO. MSL:047/18**

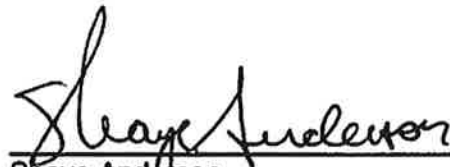
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

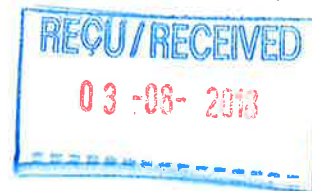
- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19<sup>th</sup> day of July, 2018.

  
Shaye Anderson  
Minister of Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR94263

**Subject: 2018/19 Fire Services Training Program Grant**

Dear Elected Officials,

It is my pleasure to announce Municipal Affairs is providing \$500,000 in grant funding for the 2018/19 Fire Services Training Program.

This grant provides a supplemental funding mechanism to encourage increased training availability and support fire service personnel in their duty to protect Albertans and respond to emergency incidents. Courses that may be approved for delivery under this grant will focus on programs that may lead toward certification to internationally recognized standards.

In order to maximize resources, collaboration involving multiple municipalities is encouraged, with one municipality applying as the grant's administrator. Please encourage your fire officials to work closely with the fire and rescue departments within your area when applying.

The grant guidelines and project application form are available on the Office of the Fire Commissioner's website at: [www.ofc.alberta.ca/grant-funded-training](http://www.ofc.alberta.ca/grant-funded-training). Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form.

Regional technical advisors from the Office of the Fire Commissioner are available to assist municipalities with the application process upon request. Should you have any questions regarding the grant applications or the program guidelines, please feel free to contact the Grants Coordinator at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

I wish you all the best with your fire service training projects.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

**Grants and Education  
Property Tax Branch**  
15th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Telephone 780-422-7125

AR94783

August 8, 2018

Ms. Linda Nelson, Chief Administrative Officer  
Town of Sundre  
PO Box 420  
Sundre Alberta T0M 1X0



Dear Ms. Nelson:

Thank you for submitting the Municipal Sustainability Initiative (MSI) – 2017 Conditional Operating Funding Statement of Funding and Expenditures (SFE).

This letter confirms that the municipality's certified SFE report has been submitted as required. We have reviewed your report and are satisfied that it meets the reporting requirements of the MSI Memorandum of Agreement. All reported expenditures have been accepted by the Minister.

Based on the reported amounts, your municipality has a funding carry-forward at the end of 2017 in the amount of \$32,418.

In addition, the funding agreements state that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site, any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such expenditure related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All expenditure related documents shall be kept for a minimum of three years.

If you have any questions, please contact a grant advisor by dialing 310-0000 toll-free, then 780-422-7125.

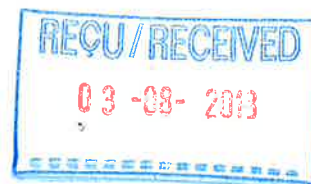
Sincerely,

A handwritten signature in black ink, appearing to read "Susan McFarlane".

Susan McFarlane  
Director, Grant Program Delivery

**Grants and Education  
Property Tax Branch**  
15th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-422-7125

July 23, 2018



Ms. Linda Nelson  
Chief Administrative Officer  
Town of Sundre  
PO Box 420  
Sundre, AB T0M 1X0

Dear Ms. Nelson:

Thank you for your application(s) under the Grants in Place of Taxes (GIPOT) program. I am pleased to inform you that the roll numbers on the attached schedule have been approved. A payment in the total amount of \$4,230.58 has been processed for these roll numbers.

For further information or assistance, please contact a grants administrator, by dialing 310-0000 toll free, then 780-422-7125 or e-mail, [GIPOT@gov.ab.ca](mailto:GIPOT@gov.ab.ca).

Regards,

A handwritten signature in black ink, appearing to read "Heather McDonald".

Heather McDonald  
Manager, Grants in Place of Taxes

Attachment

cc: Tax Department