



Regular Council Meeting
Council Chambers
February 19, 2019
6:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing**
 - 2.1 Public Hearing 2019-01 (Bylaw 2018-19 South West Industrial Area Structure Plan)
 - 2.2 Public Hearing 2019-02 (Bylaw 2019-03 Boundary Adjustment to Environmental Reserve)
 - 2.3 Public Hearing 2019-03 (Bylaw 2019-04 to Amend Schedule 'A' of the Land Use Bylaw District Map)
- 3. Agenda – Amendments and Adoption**
 - 3.1 February 19, 2019 Regular Council Meeting
- 4. Adoption of Previous Minutes**
 - 4.1 February 4, 2019 Regular Council Meeting Pg. 1
- 5. Delegation**
 - 5.1 Melany Sealy Pg. 5
- 6. Bylaws**
 - 6.1 Bylaw 2019-03 Boundary Adjustment to Environmental Reserve Pg. 8
 - 6.2 Bylaw 2019-04 to Amend Schedule 'A' of the Land Use Bylaw District Map Pg. 11
- 7. Old Business**
 - 7.1 Broadband Update (verbal) Pg. 14
 - 7.2 Trails/Pathway Update (verbal) Pg. 15
 - 7.3 Gazebo Project Update (verbal) Pg. 16
- 8. New Business**
 - 8.1 RFD Gas Audit 2019 Pg. 17
 - 8.2 RFD Subdivision and Development Appeal Board Training (SDAB) Pg. 28
 - 8.3 RFD Proclamation – March 6, 2019 “Hospital Futures Day” Pg. 36
- 9. Administration**
 - 9.1 Departmental Reports Pg. 39
- 10. Municipal Area Partnership (MAP)**



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11. Council Committee Reports

12. Council Invitations / Correspondence Pg. 81

- 12.1 Letter from Hon. Shaye Anderson, Minister of Municipal Affairs
- 12.2 Letter of support for Greenwood Neighbourhood Place
- 12.3 Parkland Airshed Management Zone 2019 Membership
- 12.4 Sundre Rodeo & Race Association
- 12.5 Sundre Hospital Appreciation
- 12.6 February 11, 2019 Letter to Minister Shannon Phillips, Environment and Parks;
- 12.7 Alberta Recreation & Parks Association – Support for Bighorn Country Proposal

13. Notice to Public - Closed Meeting

14. Closed Meeting

- 14.1 Local Public Body Confidences – FOIPP Section 23
- 14.2 Advice from Officials – FOIPP Section 24
- 14.3 Disclosure Harmful to Intergovernmental Relations – FOIPP Section 21 (1)
- 14.4 Disclosure Harmful to Intergovernmental Relations – FOIPP Section 21 (1)
- 14.5 Confidential Evaluations – FOIPP 19(1)

15. Return to Open Meeting

16. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 ext. 114.



Regular Council Meeting
Minutes
February 5, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Tuesday, February 5, 2019, commencing at 6:00 p.m.

IN ATTENDANCE Mayor Terry Leslie
Councillor Cheri Funke
Councillor Charlene Preston
Councillor Rob Wolfe

STAFF: Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Manager of Community Services, S. Nelson
Development Officer & Special Projects Coordinator, Ba Fountain

ABSENT: Councillor Paul Isaac
Councillor Richard Warnock
Councillor Todd Dalke

PUBLIC: 3 Members, 1 Member of the Press

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. 42-19-02-05 MOVED by Councillor Wolfe that the Agenda be approved, with the following changes:

- Broadband Update moved to February 19, 2019 Regular Council Meeting
- Trails/Pathways Update moved to February 19, 2019 Regular Council Meeting
- Gazebo Project Update moved to February 19, 2019 Regular Council Meeting
- Supplemental – New Business 8.2: Bighorn Open House Report

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 43-19-02-05 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 21, 2019, be approved as presented.

CARRIED

DELEGATION

BYLAWS **Bylaw 2019-02 Boards and Committees Bylaw**

Res. No. 44-19-02-05 Moved by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-02 “Boards and Committees Bylaw”, being a Bylaw to establish Committees and Boards of Council.

CARRIED

Res. No. 45-19-02-05 Moved by Councillor Preston that the Town of Sundre Council give Second Reading to Bylaw 2019-02 “Boards and Committees Bylaw”, being a Bylaw to establish Committees and Boards of Council.

CARRIED

Res. No. 46-19-02-05 MOVED by Councillor Funke that the Town of Sundre Council give Unanimous consent for Third Reading to Bylaw 2019-02 “Boards and Committees Bylaw”, being a Bylaw to establish Committees and Boards of Council.

CARRIED

Res. No. 47-19-02-05 MOVED by Councillor Wolfe that the Town of Sundre Council give Third Reading to Bylaw 2019-02 “Boards and Committees Bylaw”, being a Bylaw to establish Committees and Boards of Council.

CARRIED

Bylaw 2019-03 – Change the Boundaries of an Environmentyal Reserve Parcel

Res. No. 48-19-02-05 MOVED by Councillor Preston that the Town of Sundre Council give First Reading to Bylaw 2019-03, being a bylaw to change the boundaries of an environmental reserve in order to rectify an encroachment problem.

CARRIED

Bylaw 2019-04 – Redsignation of Land Use PS to C1

Res. No. 49-19-02-05 Moved by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-04 “Redesignation of Land Use PS to C1”.

CARRIED

Setting of Public Hearing

Res. No. 50-19-02-05 MOVED by Councillor Wolfe that the Town of Sundre Council set Tuesday, February 19, 2019 as the Public Hearing for Bylaws 2019-03 and 2019-04.

CARRIED

OLD BUSINESS

NEW BUSINESS

Bighorn Open House Report

Res. No. 51-19-02-05 MOVED by Councillor Funke that the Town of Sundre Council accepts the Bighorn Open House Report, as information.

CARRIED

Resignation from Intermunicipal Subdivision and Development Appeal Board

Res. No. 52-19-02-05 MOVED by Councillor Funke that the Town of Sundre Council accepts Mr. William (Willie) Logan’s Resignation from the Intermunicipal Subdivision and Development Appeal Board.

CARRIED

ADMINISTRATION**MUNICIPAL AREA PARTNERSHIP****COUNCIL REPORTS:** Report to Council - Mayor Terry Leslie

Res. No. 53-19-02-05 MOVED by Councillor Funke that the Town of Sundre accept the report from Mayor Leslie as information.

CARRIED**COUNCIL INVITATIONS / CORRESPONDENCE**

Res. No. 54-19-02-05 MOVED by Councillor Preston that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs regarding Gas Tax Fund (GTF) funding to assist with Trail Signage & GIS Identification, as information.

CARRIED

Res. No. 55-19-02-05 MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs inviting the Town to provide submissions for the 18th Annual Ministers Awards for Municipal Excellence, as information.

CARRIED

Res. No. 56-19-02-05 MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from Hon. Shannon Phillips, Minister of Environment and Parks responding to proposed West Country Public Land Use Zone (PLUZ) (Bighorn Country Proposal) , as information.

CARRIED

Res. No. 57-19-02-05 MOVED by Councillor Wolfe that the Town of Sundre Council accept the email correspondence from the Premiers' office, as information.

CARRIED**CLOSED MEETING – Notice to Public**

Mayor Leslie excused all public members at 6:20 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the Closed Meeting session concludes.

The following were in attendance for the closed meeting session:

Staff: Ms. Linda Nelson, CAO

Public: No Members

Res. No. 58-19-02-05 MOVED by Councillor Funke that Council go into Closed Meeting at 6:28 p.m.

CARRIED

CLOSED MEETING TOPICS

Local Public Body Confidences – FOIPP Section 23.1

Res. No. 59-19-02-05 MOVED by Councillor Funke that Council return to Open Meeting at 6:45 p.m.

CARRIED

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

ADJOURNMENT

Res. No. 60-19-02-05 MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 6:45p.m.

CARRIED

These Minutes approved this 19th day of February, 2019.

Mayor

Chief Administrative Officer

**REQUEST FOR DECISION**

COUNCIL DATE: February 19, 2019

SUBJECT: Melany Sealy

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL: Melany Sealy has requested an audience with Council. See attached letter.

MOTION:

That the Town of Sundre Council accept the presentation from Melany Sealy, as information.

Attachment:

February 13, 2019 letter

Date Reviewed: February 15, 2019 CAO: Linda Nelson

Mayor Terrance Leslie

February 13th, 2019

Town of Sundre

717 Main Avenue West

Box 420

Sundre, Alberta

TOM 1X0

RE: Sundre Mini Roundabouts – Highway 27 Corridor Improvements

The members of the Public are formally requesting the motion made by the Town of Sundre on January 7th, 2019, that the Town of Sundre Council support the extension of the pilot program to the time of the Hwy 27 overlay, be rescinded. Thus to allow proper full public consultation between Alberta Transportation, the Town of Sundre and the public to take place using the results of majority from this process, to decide what best suits the interest of the people using the highway and the Town.

A Memorandum of Agreement between Alberta Transportation and the Town of Sundre took place in December of 2016 to implement a year long trial of three mini roundabouts.

Reasoning behind this trial was to fill four main objectives:

- Move heavy traffic away from sidewalks
- Improve pedestrian safety in downtown Sundre
- Maintain a safe and sustainable flow of traffic through town
- Accommodate oversized and over weight vehicles

It is observed that the mini roundabout trial in Sundre, Alberta on Highway 27 has failed for many reasons in which we have attached in the public request application. Main concern is felt due to the lack of audio, visual and printed publications, notifications, requests and documentation by Alberta Transportation and the Town of Sundre that the people feel uniformed and left out. Considering that the highway in question is a major provincial highway the surrounding area residents, businesses,

industries and stakeholders feel the same being left out of the main process of decision by the Town of Sundre.

Please review the full application for call to action which has been sent to the Town of Sundre Mayor Terrance Leslie, Stuart Richardson the Infrastructure Manager, Delivery Services Division – Central Region, Alberta Transportation and Honourable Brian Mason, Minister of Transportation – Government House Leader.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Sealy'.

Melany Sealy

Public Representative

RR#1

Sundre, Alberta

TOM 1X0



REQUEST FOR DECISION

COUNCIL DATE: FEBRUARY 19, 2019

SUBJECT: BYLAW 2019-03 TO CHANGE THE BOUNDARIES OF AN ENVIRONMENTAL RESERVE PARCEL IN ORDER TO RECTIFY AN ENCROACHMENT PROBLEM

ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT

AGENDA ITEM: 6.1 (Related to Agenda Item 6.2)

BACKGROUND/PROPOSAL:

Bylaw 2019-03 changes the boundaries of the Environmental Reserve (ER) parcel described as Lot 10ER Block 1 Plan 871 1392 to address a parking lot encroachment and complete a land transaction previously approved by Council in 2017.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This bylaw changes the ER boundaries to rectify a parking lot encroachment. The southern portion of the IGA parking lot encroaches into a small portion of the the ER (0.106 ha). This portion of ER was previously sold by Council to the IGA proponents.

Bylaw 2019-03 is required to complete registration requirements at the Land Titles Office. There is no change to the area of land previously approved by Council.

ALIGNMENT WITH STRATEGIC PLAN:

This matter (process delivery) improves communication and transparency with stakeholders by correcting a previous consideration.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to Bylaw 2019-03.

COSTS/SOURCE OF FUNDING:

N/A

MOTION:

THAT the Town of Sundre Council give Second Reading to Bylaw 2019-03, being a bylaw to change the boundaries of an environmental reserve in order to rectify an encroachment problem.

THAT the Town of Sundre Council give Third Reading to Bylaw 2019-03, being a bylaw to change the boundaries of an environmental reserve in order to rectify an encroachment problem.

ATTACHMENTS:

Bylaw 2019-03

Date Reviewed: February 15, 2019 CAO: Linda Nelson



**TOWN OF SUNDRE
BYLAW NO. 2019-03**

**BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO
CHANGE THE BOUNDARIES OF AN ENVIRONMENTAL RESERVE IN ORDER TO RECTIFY
AN ENCROACHMENT PROBLEM.**

UNDER AUTHORITY of and pursuant to section 676(1)(d) of the *Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26*, which states that a Council may, by bylaw, after giving notice in accordance with section 606 and holding a public hearing in accordance with section 230, change the boundaries of an environmental reserve to rectify an encroachment problem, the Municipal Council of the Town of Sundre in the Province of Alberta, **HEREBY ENACTS AS FOLLOWS:**

The boundaries of the Environmental Reserve parcel described as Lot 10ER Block 1 Plan 871 1392 are hereby changed to rectify a parking lot encroachment problem by removing from Environmental Reserve the 0.106 ha portion of lands shown as Area 'A' on the attached Schedule 'A'.

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME this ____ day of _____ 2019

PUBLIC HEARING HELD this ____ day of _____ 2019

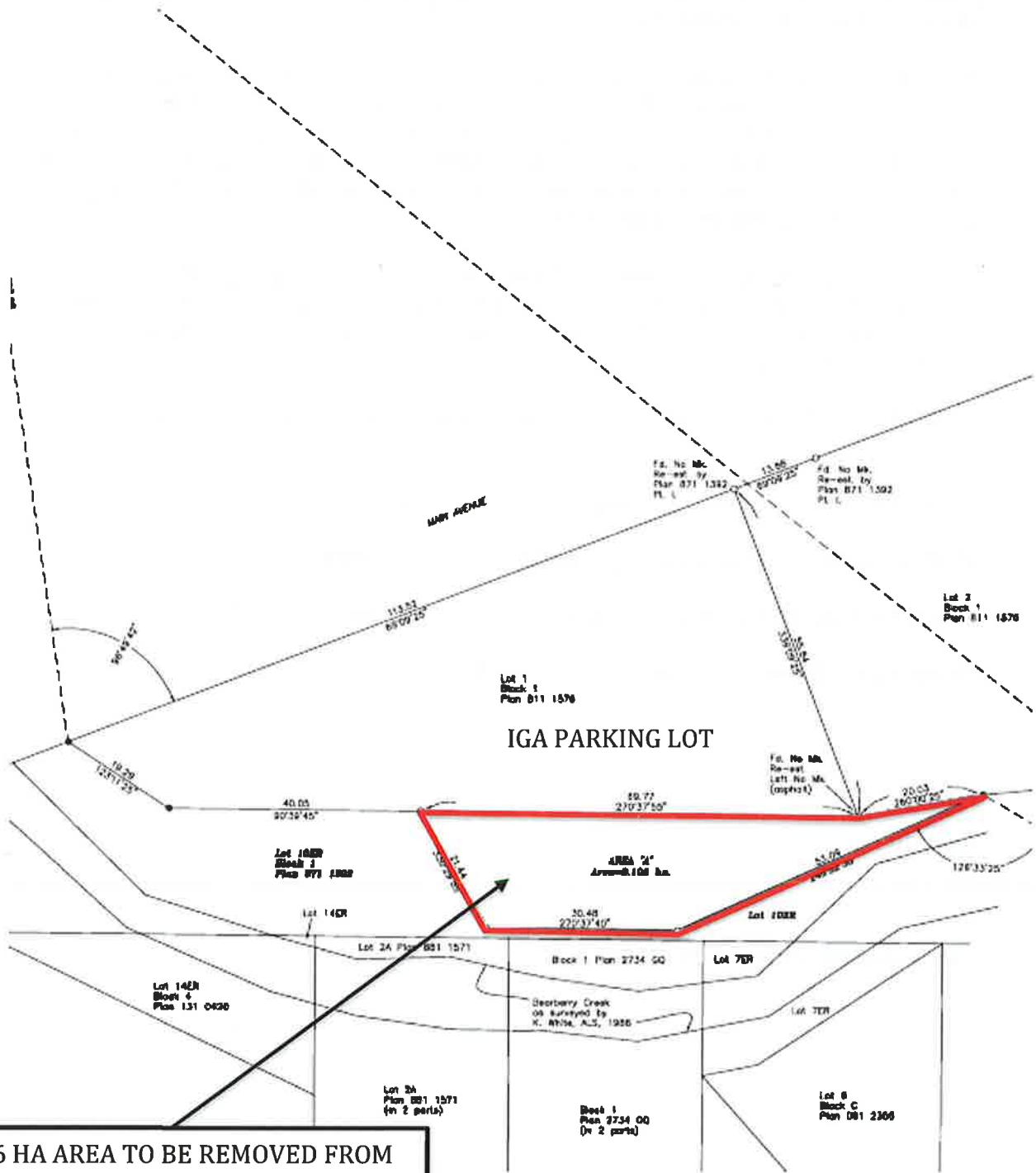
READ A SECOND TIME this ____ day of _____ 2019

READ A THIRD AND FINAL TIME this ____ day of _____ 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" **BYLAW NO. 2019-03**





REQUEST FOR DECISION

COUNCIL DATE: FEBRUARY 19, 2019

SUBJECT: BYLAW 2019-04 TO AMEND SCHEDULE 'A', THE LAND USE BYLAW MAP

ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT

AGENDA ITEM: 6._ (Related to Agenda Item 6._)

BACKGROUND/PROPOSAL:

Bylaw 2019-04 amends the Land Use Bylaw Map by changing the land use designation of a portion of Lot 10ER Block 1 Plan 871 1392 from Public Service District (PS) to Central Commercial District (C-1). The redesignation completes land transaction requirements previously approved by Council in 2017.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Bylaw 2019-04 amends the Land Use designation for the portion of lands occupied by the IGA parking lot from Public Service District (PS) to Central Commercial District (C-1). This is the proper land use district for the parking lot, which is consistent with the IGA land use designation.

Bylaw 2019-03 is required to complete the land transaction requirements for this land. A subdivision application is concurrently being processed to address the boundary adjustment between the ER parcel and the IGA lands, and Bylaw 2019-03 addresses the removal of ER from this land. There is no change to the area of land previously approved by Council.

ALIGNMENT WITH STRATEGIC PLAN:

This matter (process delivery) improves communication and transparency with stakeholders by correcting a previous consideration.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to Bylaw 2019-04.

COSTS/SOURCE OF FUNDING:

N/A

MOTION:

THAT the Town of Sundre Council give Second Reading to Bylaw 2019-04, being a Bylaw to Amend Schedule A, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

THAT the Town of Sundre Council give Third Reading to Bylaw 2019-04, being a Bylaw to Amend Schedule A, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

ATTACHMENTS:

Bylaw 2019-04

Date Reviewed: _____ CAO: _____



**TOWN OF SUNDRE
BYLAW NO. 2019-04**

**BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO
AMEND THE LAND USE BYLAW 2018-10.**

UNDER AUTHORITY of and pursuant to the provisions of the *Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26*, and amendments thereto, the Municipal Council of the Town of Sundre in the Province of Alberta, **HEREBY ENACTS AS FOLLOWS:**

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a portion of lands described as Lot 10ER Block 1 Plan 871 1392 from Public Service District (PS) to Central Commercial District (C-1), as shown as Area 'A' on the attached Schedule 'A'.

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME this ____ day of _____ 2019

PUBLIC HEARING HELD this ____ day of _____ 2019

READ A SECOND TIME this ____ day of _____ 2019

READ A THIRD AND FINAL TIME this ____ day of _____ 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

[illegible]

Bylaw to redesignate portion of Lot 10ER Block 1 Plan 871 1392



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Broadband Fibre Optic Development

ORIGINATING DEPARTMENT: Economic Development

AGENDA ITEM: 7.1

BACKGROUND/PROPOSAL:

Council requested an update on the status of broadband fibre optic development.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Information pertaining to the status of broadband fibre optic development will be provided by staff.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council accept the update as information.

COSTS/SOURCE OF FUNDING:

n/a

MOTION:

The Town of Sundre Council accept the update as information.

ATTACHMENTS:

Draft CCI Wireless roll-out map

Date Reviewed:

February 15, 2019

CAO:

Amela Nelson



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Sundre Trails and Pathways Map

ORIGINATING DEPARTMENT: Economic Development

AGENDA ITEM: 7.2

BACKGROUND/PROPOSAL:

Council requested an update on the status of the trails and pathways map.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Information pertaining to the development of the Trails and Pathways map will be provided by staff.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council accept the new Sundre Trails and Pathways map as information.

COSTS/SOURCE OF FUNDING:

n/a

MOTION:

The Town of Sundre Council accept the new Sundre Trails and Pathways map as information.

ATTACHMENTS:

New 2019 Sundre Trails and Pathways Map

Date Reviewed:

February 15, 2019

CAO:

Amida Nelson



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Gazebo Project Update

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 7.3

BACKGROUND/PROPOSAL:

The Gazebo to be located at the north end of Greenwood Campground is an ongoing project in conjunction with the Town of Sundre and community members, led by Mrs. Moe Fahey.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration will provide a verbal update on the Gazebo Project.

ALIGNMENT WITH STRATEGIC PLAN

This project aligns with Goal 2.1: Continue to promote recreational opportunities, and Goal 3: continue to promote and encourage year-round tourism opportunities for Sundre & District.

ADMINISTRATION RECOMMENDATIONS:

That the Town of Sundre Council accept the report as information.

COSTS/SOURCE OF FUNDING:

MOTION:

That the Town of Sundre Council accept the report as information.

ATTACHMENTS:

Date Reviewed: <u>February 15, 2019</u> CAO: <u>Linda Nelson</u>
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REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Federation of Alberta Natural Gas Co-op Audit Programs

ORIGINATING DEPARTMENT: Operations

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL: The Town of Sundre Gas Distribution Utility is a member of the Federation of Alberta Gas Co-ops Ltd. It is a requirement of the Town as a member, to approve and adopt the Federation's Operations and Maintenance guidelines, Integrity Management Program and Alberta Agriculture and Forestry's Rural Utilities Branch Quality Management Plan.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES: As a member of this organization it is a requirement for the utility to adhere and commit to the guidelines set forth by the Federation. These guidelines are a living document and is to be updated annually to increase performance standards and safety for operational staff, managers and the public.

The Integrity Management Program (IDP) ensures that the Town will commit to providing safe, environmentally responsible and reliable service as a natural gas distributor. The Quality Management Plan (QMP) is a document outlining the codes, and standard operating practices required by the Rural Utilities Branch.

ADMINISTRATION RECOMMENDATIONS: The Operations Department requests that Council approve the Town's Integrity Management Program, and The Rural Utilities Branch Quality Management Plan as outlined.

COSTS/SOURCE OF FUNDING: N/A

MOTION:

That the Town of Sundre Council approves the Town's Integrity Management Program, and The Rural Utilities Branch Quality Management Plan as presented.

ATTACHMENTS:

- Alberta Agriculture and Forestry Rural Utilities Branch Quality Management Plan (QMP)
- Town of Sundre Gas Utility Management Program (IDP)
- Guidelines for Operation and Maintenance Practices Manual (hard copy will be provided for Council review)

Date Reviewed:

February 15, 2019

CAO:

Amide Nelson

TOWN OF SUNDRE INTEGRITY MANAGEMENT PROGRAM

The Town of Sundre (The Utility) is committed to providing safe, environmentally responsible and reliable service as a natural gas distributor. (NI & N.3.2 (g & h))

The Utility is committed to proper design of their pipeline system through the hiring of a licensed engineer firm in CIMA+. (N.3.3 (a))

The Utility is committed to safe construction procedures by the contracting of qualified contractors with a minimum of \$2,000,000.00 liability insurance and current WCB coverage. (N.3.2 (a))

The Utility is committed to monitor the condition of the distribution system, including maintenance and repair through detailed documentation. (N.3.2 (b & c))

The Utility is committed to track failure incidents, external interference incidents, damage and deterioration, environmental protection and safety to any and all parts of its distribution system. The Utility is committed to report all such incidents to the proper governing authorities. (N.3.2 (d to h))

The Utility distribution pipelines under EUB license 3535 are included in the Pipeline Integrity Management program. (N.4)

The Utility Board of Directors ensure that the distribution system is designed, constructed, operated and maintained in a manner that will ensure the safety of its customers, employees or the general public. This is ensured by the adoption of Alberta Rural Utilities Quality Management Plan and the adoption of the Operation and Maintenance guidelines. (N.5.1)

The Utility considers anything that disrupts the service of their distribution system as significant and will take preventative measures to assure non reoccurrence. (N.5.2)

The Utility has assigned the Operations Manager the responsibility of administering the integrity management program; including the following:

- Pipeline integrity management program development and improvement;
- Records management;
- Pipeline integrity management program planning and reporting;
- Implementation of plans;
- Integrity performance indicators; and
- Integrity program audits, reviews, and evaluations. (N.5.3)

The Utility is committed to prepare and maintain a system of documentation related to all new pipeline design, construction, operation and maintenance of their distribution system. Documentation will include the following:

- Location of all pipelines through accurately surveyed as built maps;

- Identification of pipeline class locations (Z662-07 Table 4.1);
- Properly designed pipelines including operating pressure maximums, load surveys, and any other pertinent operating conditions;
- All pipeline specifications, quality assurance documents, material inspection data sheet (MIDS) test reports, joining and inspection records, pressure testing reports;
- Cathodic protection system design and performance. (N.6.1)

The Utility is committed to the upkeep of a documentation system and to also ensure an effective means of retrieval of all information. (N.6.2)

The Utility will endeavor to employ qualified personnel or contract operators and support participation in training programs as may be required to safely operate and maintain the distribution system. The skill requirements are based on system requirements, which may include but not necessarily limited to: (N.7)

- Utility Operator training;
- RMO training;
- First Aid & CPR;
- H2S;
- WHMIS;
- Transportation of Dangerous Goods;
- High energy joining;
- PE fusion;
- Olfactory testing; and
- Ground Disturbance.

The Utility maintains a spreadsheet tracking certification expiry dates and is committed to ensure the level of training meets industry requirements. This training is available through the Federation of Alberta Gas Co-ops and/or local training facilities.

The Utility is committed to a process for managing change that can affect the integrity of the distribution system. This process includes: (N.8.1)

- Maintaining current records of foreign pipelines and other facilities through yearly updating of as built maps;
- Employment training and job shadowing to ensure a continuous qualified staff;
- Staggered elections of Directors to ensure seamless policy direction;
- Scheduled maintenance on piping and control systems to identify changes that could affect the integrity of the distribution system;
- Monthly odorant checks and a yearly chemical analysis of the natural gas to confirm levels of sulfate;
- Yearly self-audit of the integrity management program and its records to ensure effective integrity management;
- Scheduled right-of-way patrolling to monitor rights-of-way, adjacent land use and development; and

- A scheduled review of the Operation & Maintenance guidelines to ensure compliance with changes in standards and regulations.

The Utility is committed to track and implement the following items in their managing change process: (N.8.2)

- Training personnel to be aware of changes and circumstances that could affect the integrity of the system;
- Through Board of Directors meetings, be able to report and receive approval on implementing changes;
- Develop a list of criteria to follow when identifying changes that could affect the integrity of the system i.e. land development, pipeline activity, change in agricultural practices, etc.;
- In conjunction with CIMA+ analysis the implications of the changes and their effects on the integrity of the system;
- Keep and open dialogue with all parties that are affected by the changes; and
- Implement changes in a timely manner.

The Utility shall follow procedures set out in the Operations & Maintenance guidelines for investigating and reporting failure and external interference incidents. Such incidents shall be documented and reported to the proper authorities immediately. Documentation shall include location, incident date and time, weather conditions, operation of pipeline, pipe design, coating condition, cathodic protection status, and external interference, joining method and volume release. An analysis of each incident shall be undertaken to seek improvements to the IMP on a per incident basis. (N9)

The Utility is committed to identifying hazards that can lead to a failure or external interference incident. The Utility will keep records of all failure or external interference incidents for the life of its pipeline system. Using this historical data will allow the identifying of hazards on a specific section of the distribution system as well as identify any repeat external interference incidents. If one section of the distribution system shows an abnormal failure rate, that section will be monitored more frequently and replaced if deemed necessary. (N.10)

The Utility is committed to reducing exposure to risk through preventative analysis, evaluation and refinement. The Utility takes into account the frequency and consequences of incidents, the significance of the estimated risk and identifying, evaluating and implementing options for reducing risk. (N.11.1 & N.11.2)

If the Utility deems the risk level to be significant, a more in depth analysis will be undertaken. The Utility will consult with a third party specialist and undertake further investigation as may be required to lower the risk level to be not significant. (N.11.4 & N.11.5)

The Utility is committed to reduce the frequency of failure incidents associated with improper operation and control system malfunction in the following manners: (N.12.1)

- Continuing personnel training;
- Improved pipeline control and monitoring methods;
- Changing the operating and maintenance practices; and
- Improvements to the pipeline and above ground facilities.

The Utility is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: (N.12.2)

- As a member of Alberta One-Call Corporation;
- Maintains all above ground facilities for vegetation control on a semi-annual basis;
- Performing right-of-way patrols on an annual basis;
- Use only qualified pipeline locators; and
- Erect fences and structures to protect its facilities.

The Utility is committed to reduce the frequency of failure incidents due to manufacturing and/or construction defects by the following: (N12.3)

- Participating in the quality assurance program;
- Temporarily reducing operating pressures;
- More frequent monitoring of Cathodic protection;
- Pressure testing; and
- Pipe repair and/or replacement.

The Utility is committed to reduce the frequency of failure associated with natural hazards by the following: (N12.4)

- Inspection of critical watercourse crossings after flood events;
- Performing right-of-way patrols on an annual basis;
- Erect fences and structures to protect its facilities; and
- Relocate pipelines if necessary.

The Utility is committed to reduce the consequences associated with failure incidents by the following: (N.12.5)

- Automatic meter reading on all sales taps to provide quick balancing discrepancies;
- Pressure and temperature alarms on all sales taps to detect any variance in gas delivery pressures;
- Following all emergency response procedures as adopted in the Operation & Maintenance guidelines; and
- Participating in local mock disasters and public awareness campaigns.

The Utility is committed to establishing plans and schedules related to pipeline integrity management. (N.13.1)

The Utility takes the following into consideration when planning its integrity management program: (N.13.2)

- Known existing problems that could lead to a failure incident;
- The potential of those existing problems to grow in magnitude;
- Controlling identified hazards through historical data;
- Reducing the estimated risk level through third party consultation;
- Regularly scheduled inspections, testing, patrols and monitoring;
- Annual reviews of the IMP to ensure effectiveness of the program; and
- Failure and external interference incident history of the Utility and the pipeline industry as a whole.

The Utility is committed to document all methods used to prioritize and schedule activities related to its IMP. (N.13.3)

The Utility management reviews the IMP annually to ensure its effectiveness and to identify and deficiencies in its program. Management will inform the appropriate personnel of any integrity issues. (N.13.4 & N.13.5)

The Utility is committed to follow all procedures set out in the Operation & Maintenance guidelines for inspecting, patrolling, testing and monitoring its distribution system. The Utility will adhere to all Z662 inspection frequencies and methods. This will include: (N.14.1)

- Verifying the satisfactory operation of the Cathodic protection system annually through third party inspection by PURE HM;
- Monitoring of the internal corrosion control program through visual inspection and lab analysis of cut-outs;
- Leak detection shall be performed on all pipelines on a regular interval. Methods will include daily gas volume monitoring, monthly wholesale/retail gas balancing and regularly scheduled gas detection surveys;
- Semi-annual block valve inspections;
- Pressure regulators and reliefs will be inspected on a scheduled basis; and
- Pipeline patrolling on an annual basis.

If Z662 does not specify frequencies, the Utility bases its frequency of inspections on historical data of its distribution system and industry standards. (N.14.2)

The Utility uses PURE HM to evaluate the condition of the Cathodic protection of the system and follows corrective actions as recommended. (N.14.3 & N.14.4 & N.14.6)

The Utility will perform the necessary chemically analysis of the natural gas in its distribution system to ensure the absence of corrosive agents. The results of this analysis will be documented. (N.14.5)

The Utility includes in its documentation of inspections, testing, patrolling and monitoring the following: (N.14.7)

- Dates performed;
- Methods and equipment used;
- Results and observations and subsequent acceptability of those results; and
- Recommendations and implementation of those recommendations.

If inspections indicate the presence of imperfections that might lead to a failure incident, The Utility follows the recommendations of PURE HM's engineering assessment and takes corrective actions. (N.15)

The Utility operates a small diameter sweet natural distribution system, which is not conducive to failures of significant consequences. (N.16)

The Utility annually reviews the integrity management program to ensure its effectiveness. The Utility takes into consideration the recommendations of the independent audit provided by the Federation of Alberta Gas Co-op. (N.17)

Approved and Adopted:
Bylaw or Resolution No. _____

Dated this ____ day of _____ 2019

Mayor

Chief Administrative Officer

Operations Manager

QUALITY MANAGEMENT PLAN

TOWN OF SUNDRE GAS UTILITY

This Quality Management Plan is intended to cover the design, construction and operation of a rural gas utility.

PREAMBLE

The Town of Sundre (hereinafter referred to as "the Town"), owns and operates a natural gas distribution system in Alberta and, in accordance with provisions of the *Municipal Government Act* and the *Gas Distribution Act*, it has assumed the responsibility to provide natural gas service to residents in the Town of Sundre. The Mayor and Council, with the support of the municipal administration and staff, take full responsibility for ensuring that its distribution system is designed, constructed, operated and maintained in a manner that will ensure the safety of its customers, employees, and the general public.

QUALITY MANAGEMENT PLAN FUNCTIONS

STANDARDS

The Town will design, construct, operate, and maintain its rural gas distribution system in accordance with the following standards:

- The *Gas Distribution Act*;
- The Pipeline Act and Regulations;
- The *Municipal Government Act*;
- The Water Gas and Electric Companies Act (as applicable);
- All Occupation Health and Safety Act, code and regulations, as applicable;
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard;
- Canadian Standards Association (CAN/CSA) Z731 Emergency Planning for Industry;
- Canadian Standards Association (CAN/CSA) Z246.2 Emergency preparedness and response for petroleum and natural gas industry systems;
- The Technical Standards and Specifications Manual for the Rural Gas Program, issued by Rural Utilities Branch in the Department of Agriculture and Forestry; (AF).
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd. and co-sponsored by AF.

DESIGN

The Town will ensure that its distribution system is designed to safely deliver the required volumes of gas to each consumer under the most extreme conditions by:

- Acquiring the services of a qualified gas distribution design specialist to determine system requirements;

- Working with the design specialist to establish minimum end line pressure, appropriate route selection, and design and material requirements;
- Acquiring pipe that has been inspected under the Quality Assurance Program and approved by the Rural Utilities Branch.

CONSTRUCTION TESTING AND COMMISSIONING

In order to ensure that all pipelines are constructed, tested and commissioned in the appropriate manner, the Town will:

Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, permissions and consents required and the dates each are acquired.

Ensure that all pipelines are buried to the depths specified in the applicable codes, regulations and standards by:

- Providing the contractor with the depth specifications and documenting the information and time of presentation;
- Spot checking pipeline depths during and/or after the time of installation and documenting the findings.

Establish a system for recording and auditing the location, and material information for all pipe installed.

Ensure that all pipelines are tested to the pressures and times specified in the applicable codes, regulations and standards:

- Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks;
- Record all the test, location, and material data on a test confirmation report;
- Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.

Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:

- Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer;
- Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.

Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities, after completion, to confirm the placement of signs, and document accordingly.

OPERATION, MAINTENANCE AND REPAIR

In order to ensure that the distribution system is properly operated, maintained, and repaired, the Town will:

- Employ or contract the services of qualified field staff to safely operate and maintain the

system. The level of manpower requirements will be established by developing a plan or formula, based on historical performance, system requirements and the level of service committed to by the distributor to complete these functions in accordance with industry standards;

- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Operation and Maintenance Manual), is provided, inventoried, maintained, and calibrated as required.
- Monitor the levels of gas loss by:
- Recording and comparing wholesale tap purchases on a weekly basis;
 - Comparing the wholesale purchases to the retail sales on a monthly basis;
 - Physically checking the system for leaks by performing line walks on the distribution pipe lines as per industry standards.
- Ensure that the proper levels of odorant are maintained in the system by:
- Checking the odorant levels at predetermined locations on each tap each month and recording findings;
 - Testing or monitoring for levels of detectable odorant on a regular basis, with samples being taken not less than once a month at each test location;
 - Maintaining records of monthly readings taken by contracted qualified parties, and spot checking and documenting those results at reasonable intervals.
- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
- Damage or leaks to high pressure(> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER) and a copy sent to Rural Utilities Branch (AF);
 - Damage or leaks to low pressure(< 700 kPa) pipelines or facilities must be reported to Rural Utilities Branch (AF).
- Develop and maintain a regular preventative maintenance program (i.e. line walks, cathodic protection surveys, reg. station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the Town's Operations & Maintenance program.
- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

EMERGENCY RESPONSE

To ensure that employees understand how to respond appropriately to emergency situations, the utility will:

- Develop a safety program and document the frequency and results of each employee's involvement. This program should cover the following situations:

- Gas odor calls;
 - Carbon monoxide poisoning;
 - Explosions and fires;
 - Major system outages;
 - Major ruptures on low pressure and high pressure pipelines.
- Ensure that employee orientation session include the above safety program.
- Actively participate in community and internal mock emergency response exercises, involving the above situations, and review the results of the exercise.

SURVEYING AND PLANT RECORDS

In order to ensure the completeness, accuracy and timely completion of the Town's as-built drawings and ensure that the Alberta One Call data base is current, the Town will:

- Monitor the progress of as-built surveys and mapping to ensure that the updated license/as-built plans are submitted to ARD by March 31 of the year following construction.
- Review the as-built drawings and license submission against each year's new customer location listing for completeness;
 - Complete, check and return Alberta One-Call updates forms from information contained on the as-built drawing updates or construction application drawings.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Town of Sundre Gas Utility's design, construction, operation, and maintenance programs. The Town Mayor, Council and Administration hereby accept the responsibility for compliance with this plan.

Approved and Adopted:
Bylaw or Resolution No. _____

Dated this ____ day of _____ 2019

Mayor

Chief Administrative Officer

Operations Manager



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2018

SUBJECT: Subdivision and Development Appeal Board Training

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

Council must establish a Subdivision and Development Appeal Board (SDAB) by Bylaw, pursuant to Sections 627 of the *Municipal Government Act (MGA)* and related Regulations.

Prior to the recent amendments to the MGA, SDAB members were able to voluntarily access training when available, however, were not required to do so. SDAB members and clerks are now required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.

The Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017, came into force and effect on April 1, 2018. The training requirements under the new Regulation must be complete by April 1, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that the Town of Sundre Council direct Administration to provide a report to the Minister as required under the *Municipal Government Act*, Sections 627.1(4), 627.2, 627.3 and the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017.

MOTION:

That the Town of Sundre Council direct Administration to provide a report to the Minister as required under the *Municipal Government Act*, Sections 627.1(4), 627.2, 627.3 and the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017.

Date Reviewed: <u>February 12, 2019</u> CAO: <u>Linda Nelson</u>
--



REPORT TO COUNCIL

COUNCIL DATE **FEBRUARY 19, 2109**

SUBJECT: **SUBDIVISION AND DEVELOPMENT APPEAL BOARD TRAINING**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

Council must establish a Subdivision and Development Appeal Board (SDAB) by Bylaw, pursuant to Sections 627 of the *Municipal Government Act (MGA)* and related Regulations.

Prior to the recent amendments to the MGA, SDAB members were able to voluntarily access training when available, however, were not required to do so. SDAB members and clerks are now required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. SDAB training will ensure that hearing practices are consistent across the province, and board members have a complete understanding of their role and the appeal process.

The Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017, came into force and effect on April 1, 2018. The training requirements under the new Regulation must be complete by April 1, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The relevant sections of the MGA pertaining to training requirements are as follows:

627.1 (1) A council that established a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

(4) No designated officer is eligible for appointment under this section unless that designated officer has successfully completed a training program in accordance with the regulations made under section 627.3(a).

Qualifications

627.2 A member of a subdivision and development appeal board may not participate in a hearing of the subdivision and development appeal board unless the member is qualified to do so in accordance with the regulations made under section 627.3(b).

Regulations

627.3 The Minister may make regulations:

- (a) respecting training programs for the purposes of section 627.1(4);
- (b) respecting qualifications for the purposes of section 627.2.

Administration has received requests for clarification on eligibility for membership on the SDAB, as well as an overview of the legislation related to board members. The (MGA) is very specific on who is not eligible to sit on an SDAB.

Section 627(4) states the following:

- 4) The following persons may not be appointed as members of a subdivision and development appeal board:
 - (a) an employee of the municipality;
 - (b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;
 - (c) a member of a municipal planning commission.

The MGA is silent on who may sit on an SDAB, however, in general, the following would be considered attributes in selecting board members:

- keen interest in development in the community;
- regard for the interests of property owners, developers and other parties most affected by development;
- involvement in community activities and/or knowledge in development-related areas such as architecture, engineering/construction, law or land use planning, or other types of land use related activities;
- knowledge or willingness to learn about subdivision and development processes;
- understanding or willingness to learn about the quasi-judicial function of a tribunal and of the principles of administrative law and natural justice;
- ability to understand, organize and apply complex plans, relevant legislation, statutory documents, and case law;
- good analytical and reasoning skills; and
- willingness to devote the necessary time to attend the hearings.

On the question of conflict, a potential conflict would be determined specific to each individual appeal, and there are provisions that board members follow if they believe they are in conflict. Subdivision and Development Appeal Boards must keep in mind the requirements of the law that governs them, as set out in the Municipal Government Act and SDAB Bylaw, and be aware of their jurisdiction to hear and decide on appeals. As outlined in the preceding section, Board members are expected to be willing to contribute to their communities through their involvement on an SDAB and must understand the context of the decisions they make on appeals, with regard to law, statute, and jurisdiction.

The Municipal Government Act establishes a framework for municipal planning and development that is supported by municipal statutory plans and bylaws. The SDAB evaluates each case with reference to this planning framework, plans, and bylaws. Hearings are scheduled so that both sides affected by a decision can be present. Presenting arguments in this type of forum allows all the arguments and evidence to be heard. The law also places limits on what an SDAB can do. An SDAB must:

- stay within the terms of the legislative job description, as set out by the Act and its regulations;
- act fairly and reasonably within the limits imposed by administrative law and the principles of natural justice;
- act in accordance with its enabling bylaw.

ALIGNMENT WITH STRATEGIC PLAN

This action aligns with Goal 1.1 in the Strategic Plan - Improve communication and transparency with our stakeholders.

CONCLUSION

Training for our new board members and clerk took place on February 6, 2019. Members attended training with Brownlee LLP for a full day session, where they learned the law related to appeals. Each participant has now been certified as an SDAB member, or as a clerk, which meets requirements under the *Municipal Government Act*, Sections 627.1(4), 627.2, 627.3 and the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017. SDAB members must take a refresher course every three (3) years to stay current on appeal matters, such as changes in law, planning and/or administration.

RECOMMENDED ACTION

Administration recommends that the Town of Sundre Council direct Administration to provide a report to the Minister as required under the *Municipal Government Act*, Sections 627.1(4), 627.2, 627.3 and the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017.

MOTION:

That the Town of Sundre Council direct Administration to provide a report to the Minister as required under the *Municipal Government Act*, Sections 627.1(4), 627.2, 627.3 and the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: <u>February 12, 2019</u> CAO: <u>Linda Nelson</u>
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Province of Alberta

MUNICIPAL GOVERNMENT ACT

SUBDIVISION AND DEVELOPMENT APPEAL BOARD REGULATION

Alberta Regulation 195/2017

Extract

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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(no amdt)

ALBERTA REGULATION 195/2017

Municipal Government Act

**SUBDIVISION AND DEVELOPMENT
APPEAL BOARD REGULATION**

Definitions

1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “clerk” means a designated officer appointed as a clerk under section 627.1 of the Act;
- (c) “subdivision and development appeal board” includes an intermunicipal subdivision and development appeal board.

Training requirements

2(1) A designated officer must

- (a) before being appointed as a clerk, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

(3) An individual who holds an appointment as a clerk or member of a subdivision and development appeal board when this section comes into force must complete the training program requirement in subsection (1)(a) or (2)(a), whichever is applicable, within one year after this section comes into force.

Report to Minister

3 A municipality must report to the Minister, in the form and manner and at the times required by the Minister,

- (a) the number of members appointed to the municipality's subdivision and development appeal board,
- (b) the number of members who, at the time the report is made, have successfully completed the training required under this Regulation,
- (c) the number of members who, at the time the report is made, are enrolled in training required under this Regulation,
- (d) the number of clerks appointed to the board,
- (e) the number of clerks who, at the time the report is made, have successfully completed the training required under this Regulation,
- (f) the number of clerks who, at the time the report is made, are enrolled in training required under this Regulation, and
- (g) any other matter, as required by the Minister, respecting the subdivision and development appeal board.

Coming into force

4 This Regulation comes into force on the day that section 61 of the *Municipal Government Amendment Act, 2015* comes into force.



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Proclamation – Hospital Futures Day, March 6, 2019

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.3

BACKGROUND/PROPOSAL:

The Sundre Hospital Futures Board of Directors is requesting Council to proclaim March 6, 2019 as “Hospital Futures Day” in Sundre, in recognition of the efforts of the Board, Hospital Staff and Volunteers to keep Sundre’s Hospital a sustainable entity in our community.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre endorse and proclaim March 6, 2019 as “Hospital Futures Day” in Sundre.

COSTS/SOURCE OF FUNDING:

n/a

MOTION:

That the Council of the Town of Sundre endorse and proclaim March 6, 2019 as “Hospital Futures Day” in Sundre.

ATTACHMENTS:

Letter - Sundre Hospital Futures

Date Reviewed: <u>February 15, 2019</u> CAO: <u>Amie Nelson</u>



“Hospital Futures Day” Proclamation

WHEREAS: On March 7, 2016 in the history of the Town of Sundre, Administration from Central Zone of Alberta Health Services announced the closing of over half the beds in Sundre’s hospital.

WHEREAS: On that day, a concept was born to take control of our own health care, design a community based health care system that would meet the needs of our most vulnerable, rather than sending them away; to seek a meeting the Health Minister to keep our hospital beds open; and to design a system to insure our hospital remains a sustainable entity in Sundre and call it “Sundre Hospital Futures”.

WHEREAS: On March 6, 2019, Sundre Hospital Futures will launch the 2019 capital campaign and host an appreciation event for hospital staff and supporters.

I, Mayor Terry Leslie, proclaim March 6, 2019 “Sundre Hospital Futures Day” in Sundre Alberta, and encourage all Sundre and District residents, organizations, agencies, and businesses to support the efforts of the Sundre Hospital Futures Board, Hospital Staff and Volunteers.

Mayor Terry Leslie



SUNDRE HOSPITAL FUTURES

Gerald Ingeveld
Box 1, Site 14, RR 2
Sundre, AB T0M 1X0
P: (403) 638-2356 F: (403) 638-5356
doublenranch@xplornet.com

February 12, 2019

Mayor Terry Leslie
Town of Sundre
Sundre, Alberta

Dear Mayor Leslie:

March the 7th 2016, was a very difficult day in the history of this great town. On that day, administration from Central Zone of AHS announced the closing of over half the beds in our hospital. This was a terrible blow to the people who work there, and an unacceptable message to those of us living here. We knew that it was only a matter of time before the health care for our community would begin to suffer, and the hospital would close for good.

On that very day, a concept was born: What if we began to take control of our own health care; what if we designed a community-based health care system that can meet the needs of our most vulnerable, rather than sending them away; what if we gather a group of community leaders and seek a meeting with the Health Minister to keep our hospital beds open, and design that system? What if we called it "Sundre Hospital Futures"?

Now as we approach the third anniversary, I would like to ask you to consider declaring one day in March "Hospital Futures Day". We would like to suggest the 6th, as that is the day we plan to hold an appreciation event at the hospital for the staff, and launch our capital campaign for 2019.

We have come a long way in three years and have much more to do as we build a community-based health care system. Thank you and your council for showing leadership and support for this important work.

Sincerely,

Gerald Ingeveld
Sundre Hospital Futures Chair



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Departmental Reports – January 2019

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

Departmental Reports for January 2019.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached reports for information.

MOTION:

That the Town of Sundre Council accept the January 2019 Departmental Reports, as information.

Attachments:

- CAO's Report
- Corporate Services
- Planning and Ec. Development
- Community Services
- Operations
- Economic Development
- Fire Department
- Peace Officer / Emergency Management

Date Reviewed: February 15, 2019 CAO: Amela Nelson



DEPARTMENTAL REPORT

DEPARTMENT: OFFICE OF THE CAO
SUBMITTED BY: CHIEF ADMINISTRATIVE OFFICER
DATE: FEBRUARY 19, 2019
FOR MONTH OF: JANUARY 2019 TO DATE

2019 To Date Council Expenses

See Spreadsheet attached as Schedule "A".

ISSUES: None

RESOLUTIONS/SUCCESES:

1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

2019 To Date Motion Log and Actions

See Spreadsheet attached as Schedule "B".

ISSUES: None

RESOLUTIONS/SUCCESES:

2. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

SCHEDULE "A"

Terry Leslie - Mayor			
Date	Description	Expense	Cost
17-Jan-19	Red Deer River Municipal Users Group AGM	Per Diem	\$ 175.00
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diem	\$ 90.00
4-Feb-19	ICC & MVSH Meeting with Deputy Minister (Olds)	Per Diem	\$ 175.00
6-Feb-19	Emerging Trends Travel (Calgary)	Per Diem	\$ 90.00
7-Feb-19	Emerging Trends Law Seminar	Per Diem	\$ 175.00
17-Jan-19	Red Deer River Municipal Users Group AGM	Mileage	\$ 178.10
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	\$ 57.61
25-Jan-19	Planning Conference Red Deer	Conference Registration	\$ 500.00
4-Feb-19	MVSH Meeting with Deputy Minister (Olds)	Mileage	\$ 36.67
7-Feb-19	Emerging Trends Law Seminar	Mileage	\$ 138.29
	2019 Total to Date		\$1,615.67

Paul Isaac-Councillor			
Date	Description	Expense	Cost
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	\$ 90.00
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	66.29
	2019 Total to Date		\$ 156.29

Richard Warnock - Councillor			
Date	Description	Expense	Cost
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	\$ 90.00
	2019 Total to Date		\$ 90.00

Cheri Funke - Councillor			
Date	Description	Expense	Cost
25-Jan-19	Planning Conference Red Deer	Conference Registration	\$ 500.00
	2019 Total to Date		\$ 500.00

Charlene Preston - Councillor			
Date	Description	Expense	Cost

Todd Dalke - Councillor			
Date	Description	Expense	Cost

Rob Wolfe - Councillor			
Date	Description	Expense	Cost

Schedule "B"

Motion #	Action Description	Action/Status
	January 7, 2019 RM	
01-19-01-21	MOVED by Councillor Wolfe that the agenda be adopted as amended	
	Emergent Item: 8.2 Bighorn Initiative (Support for a Letter to Minister Phillips)	
	Emergent Item: 8.2 Bighorn Initiative (Support for a Letter to Minister Phillips)	
	In Camera Item: 15.2 Disclosure Harmful to Business Interests of a Third Party, FOIPP Section 16	
02-19-01-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on December 17, 2018 be approved as presented.	
03-19-01-21	MOVED by Councillor Preston that Council accept the presentaion from Alberta Transportation, as information	
04-19-01-21	MOVED by Councillor Funke that Council support the extension of the pilot program to the time of Hwy. 27 Overlay.	
05-19-01-21	MOVED by Councillor Wolfe that Council accept the WQBELS Report (Lagoon Study) as information.	
06-19-01-21	MOVED by Councillor Funke that Council acccept the Mountain View Seniors' Housing Key Messages as information.	
07-19-01-21	MOVED by Councillor Funke that the Town of Sundre Coucil condemns the Provncial Government for cancelling the Open House scheduled for January 14, 2019 in Sundre, and that a letter be sent to Minister Phillips stating our motion and the dissatiscation with our belief their consultation process is unsatisfactory and there are too many unanswered questions to proceed with the proposed timeline.	<i>See Letter to Minister/Premier/MLA mailed & emailed Jan. 9/19, attached as Schedule "1"</i>
08-19-01-21	MOVED by Councillor Funke that Council authorize administration to proceed with the upgrades necessary to mitigate imminent failures.	<i>Confirmed that critical upgrades to lagoon initiated in January 2019, by Operations Manager</i>
09-19-01-21	MOVED by Councillor Dalke to accept the Mayor Terry Leslie's Council Report as information.	
10-19-01-21	MOVED by Councillor Warnock that Council accept the correspondence from Hope 4 MVC Kids Society as information.	

11-19-01-21	MOVED by Councillor Preston that Council accept the CAO's correspondence to Mountain View County regarding the Sundre Recycle Centre as information.	
12-19-01-21	MOVED by Councillor Isaac that Council accept the email from the Beam-Team Club Sundre High School as information.	
13-19-01-21	MOVED by Councillor Funke that Council accept the response to Mr. Ray Shar regarding Local Improvement Tax concerns as information.	
14-19-01-21	MOVED by Councillor Funke that Council go in-camera at 8:05 pm	
15-19-01-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:40 pm.	
16-19-01-21	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:40 pm.	
Motion #	Action Description	Action/Status
	January 21, 2019 RM	
17-19-01-21	MOVED by Councillor Funke tht the Agenda be approved as presented with the following changes:	
	Council Reports - supplemental to the agenda, December 2018, 2018, C Funke.	
	In-Camera Advance from Officials - FOIPP Section 24	
18-19-01-21	MOVED by Councillor Warnock that the Minutes of the Regular Council Meeting held January 7, 2019 be approved as presented	
19-19-01-21	MOVED by Councillor Preseton that Council accept the presentation from Sundre Rodeo and Race Association as information.	
20-19-01-21	MOVED by Councillor Warnock that Concil give First Reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
21-19-01-21	MOVED by Councillor Funke that Council give Second Reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
22-19-01-21	MOVED by Councillor Dalke that Concil give Unanimous consent for third and Final reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
23-19-01-21	MOVED by Councillor Wofe that Council give Third & Final Reading to Bylaw 2019-01 Being a Bylaw Establish Procedures for Council and Council Committee Meetings.	
24-19-01-21	MOVED by Councillor Funke that Council Rescind Bylaw 14.17 and amendments thereto.	

25-19-01-21	MOVED by Councillor Isaac that Council approve a discount to all user groups proportionate to their individual ice schedules in an amount not to exceed \$3,250.00 to be disbursed accordingly.	<i>Ongoing, refunds have been initiated and are paid as requests from individual groups are received.</i>
26-19-01-21	MOVED by Councillor Funke that Council accepts the report in regard to the change to the traffic movement for the rear lane located south of Main Avenue West between 6th Street and 7th Street SW as information.	
27-19-01-21	MOVED by Councillor Warnock that Council appoint Ms. Shelley Kohut to the Intermunicipal Subdivision and Development Appeal Board for a one (1) year term.	<i>See Letter to Ms. Kohut January 22/19 & training Feb. 4/19, attached as Schedule "2"</i>
28-19-01-21	MOVED by Councillor Wolfe that Council appointment Mr. Jon Allan as Clerk of the Intermunicipal Subdivision and Development Appeal Board for a term of one (1) year.	<i>See Letter to Mr. Allan January 22/19 & Training Feb. 4/19, attached as Schedule "3"</i>
29-19-01-21	MOVED by Councillor Wolfe that Council waive the \$169.10 Community Centre Rental Fee for "House Calls with the Dean" event scheduled for May 2, 2019.	<i>See letter to GNP & S.Nelson 22/19, attached as Schedule "4"</i>
30-19-01-21	MOVED by Councillor Issac that Council accepts the December 2018 Department Reports as information	
31-19-01-21	MOVED by Councillor Preston that Council accept Councillor Cheri Funke's Council Report as information.	
32-19-01-21	MOVED by Councillor Funke that Council accept the correspondence sent to Minister Shannon Phillips, Cancellation of Sundre Open House (Bighorn Park Proposal) as information.	
Motion #	Action Description - January 21, 2019 continued	Action/Status
33-19-01-21	MOVED by Councillor Wanock that Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs as information.	
34-19-01-21	MOVED by Councillor Dalke that Council accept the correspondence from Hon. Lori Sigurdson, Minister of Seniors' Housing (Minister's Seniors Service Awards) as information.	

35-19-01-21	MOVED by Councillor Wolfe that Council accept the Parkland Regional Library Board Report from Ms. Pat Toone as information.	
36-19-01-21	MOVED by Councillor Warnock that Council determine a response to the "AG for Life" correspondence at Council's discretion.	
37-19-01-21	MOVED by Councillor Preston that Council accept the Mountain Rose Women's Shelter Association as information and direct Administration to invite them to present as a delegation to Council.	See letter inviting delegation to Council 22/19, attached as Schedule "5"
38-19-01-21	MOVED by Councillor Funke that Council accept the Alberta Order of Excellence correspondence as information.	
39-19-01-21	MOVED by Councillor Isaac that Council go in-camera at 7:40 pm	
40-19-01-21	MOVED by Councillor Dalke that Council return to open meeting at 8:30 pm	
41-19-01-21	MOVED by Councillor Wolfe that being that the agenda matters have been concluded the meeting adjourned at 8:30 pm	
February 5, 2019 RM		
42-19-02-05	MOVED by Councillor Wolfe that the Agenda be approved, with the following changes: Broadband Update moved to February 19, 2019 Regular Council Meeting; Trails/Pathways Update moved to February 19, 2019 Regular Council Meeting; Gazebo Project Update moved to February 19, 2019 Regular Council Meeting; Supplemental - New Business 8.2: Bighorn Open House Report	
43-19-02-05	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 21, 2019 be approved as presented.	
44-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
45-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council give Second Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
46-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give Unanimous consent for Third Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
47-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council give Third Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
48-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council give First Reading to Bylaw 2019-03, being a bylaw to change the boundaries of an environmental reserve in order to rectify an encroachment problem.	
49-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-03 "Redesignation of Lands Use PS to C1.	
50-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council set Tuesday, February 19, 2019 as the Public Hearing for Bylaws 2019-03 and 2019-04.	

51-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council accepts the Bighorn Open House Report, as information.	
52-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council accepts Mr. William (Willie) Logan's Resignation from the Intermunicipal Subdivision and Development Appeal Board	
53-19-02-05	MOVED by Councillor Funke that the Town of Sundre accept the report from Mayor Leslie, as information	
54-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs, regarding Gas Tax Fund (GTF) funding to assist with Trail Signage and GIS Identification, as information	
55-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs inviting the Town to provide submissions for the 18th Annual Ministers Awards for Municipal Excellence, as information	
56-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from Hon. Shannon Phillips, Minister of Environment and Parks responding to proposed West Country Public Lands Use Zone (PLUZ) (Bighorn Country Proposal), as information	
57-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council accept the email correspondence from the Premier's office, as information	
58-19-02-05	MOVED by Councillor Funke that Council fo in to Closed Meetig at 6:28 p.m.	
59-19-02-05	MOVED by Councillor Funke that Council return to Open Meeting at 6:45 p.m.	
60-19-02-05	MOVED by Councillor Funke that being that the agenda matters have been concluded the meeting adjourned at 6:45 p.m.	
February 19, 2019 RM		



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

FROM THE DESK OF THE MAYOR

January 9, 2019

Honorable Shannon Phillips, Minister of Environment and Parks
Environment and Parks
208 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

E-MAILED
Jan 9, 2019

COPY

Dear Minister Phillips,

I am writing to you to plead that you reverse your decision to cancel the public Open House, regarding the Bighorn Country proposal, in Sundre, previously scheduled for January 14th. I respectfully ask that you reconsider the paramount importance of public engagement in putting forward your Ministry proposal that has the possibility to leave a legacy for generations to come. I urge you to trust in Albertans who are genuinely interested in hearing about the proposal, and who may have legitimate questions and suggestions to improve the initial proposal.

At the Sundre Town Council meeting Monday, January 7th, the following motion was passed by our Council:

Res. No. 07-19-01-07 MOVED by Councillor Funke that the Town of Sundre condemns the Provincial Government for cancelling the Open House scheduled for January 14, 2019 in Sundre, and that a letter be sent to Minister Phillips stating our Motion and the dissatisfaction with our belief their consultation process is unsatisfactory and there are too many unanswered questions to proceed with the proposed timeline. **CARRIED**

There was much discussion about the wording of the motion and I must convey to you in the strongest terms that Council is outraged and condemns, in the strongest possible language, the decision to refuse to engage in face to face public consultation with our community. Your proposal to have a "technology Town Hall" is completely unacceptable to our community.

At our Monday meeting, representatives from Alberta Transportation were in attendance to review a 3 year process, we have been working on together, to do a pilot project on highway 27 involving 3 roundabouts with a design to enhance pedestrian safety and slow down traffic on this "high load corridor" highway that runs through Sundre. Alberta Transportation held 3 public engagement Open Houses almost three years ago, and their staff has worked diligently with Town of Sundre administration and staff for those 3 years, to address issues and concerns brought forward by residents, the transportation industry

and our business community. This has been "stellar" public engagement. It has also been a very controversial project.

Almost 3 years ago, Alberta Health Services announced they would close 15 long term care beds in our hospital – in effect, half our hospital. Community outrage was the result. Jason Nixon held a Town Hall, attended by close to 500 people from our community. Alberta Health Services representatives outlined why the decision had been made, and community members questioned – and grilled – those representatives. This was a civil Open House with our community wanting information and understanding – and the chance to be heard. A group of community members formed the Sundre Hospital Futures Committee, approached Minister Sarah Hoffman, and asked to be included in solutions and work with Alberta Health Services, to improve patient care, staffing conditions and facility renovation enhancements at the Hospital. CAO, Dr. Verna Yiu attended meetings here at the hospital, and the accomplishments of working together have given Sundre the reputation of "the way public engagement should be" with Alberta Health Services. Please walk down the hall and talk with Minister Hoffman to check out our reputation. This was, again, stellar public engagement.

If you reverse your decision – and if you champion the public meeting on January 14th, you "run the risk" of seeing another "stellar" example of public engagement – listening to Albertans about issues that they are passionate about – and moving the Bighorn proposal to a reality with public buy in. Hold your current position, and ...

Leadership is hard – be a leader anyway. This decision has gone sideways on you – correct it – re-establish your credibility with the public – hold the Open House. I will be there to recognize, and support, your change of heart.

Sincerely,



Terry Leslie, Mayor
Town of Sundre

cc. Honorable Rachel Notley, Premier
Jason Nixon, MLA UCP



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

COPY

January 22, 2019

Ms. Shelley Kohut (Harder)
PO Box 1476
Sundre, AB T0M 1X0

Re: Appointment to Inter-municipal Subdivision & Development and Appeal Board (ISDAB)

Dear Shelley,

Thank you for your interest and commitment to the Town of Sundre. Your time is valued and appreciated.

During the January 21, 2019 Regular Council Meeting, Council approved your appointment to the ISDAB:

Motion: 27/19 "MOVED by Councillor Warnock that the Town of Sundre Council appoint Ms. Shelley Kohut to the Inter-municipal Subdivision and Development Appeal Board for a one (1) year term."

Under the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulations, you are required to receive training as a member of the Board. You have been registered to attend a training session scheduled for:

February 6, 2019
8:00 a.m. – 4:30 p.m.
The Best Western Premier Calgary Plaza Hotel
(formerly the Coast Plaza)
1316 – 33 ST NE, Calgary

If you have any questions, please contact me at 403.638.3551 or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file



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January 22, 2019

COPY

Mr. Jon Allan
PO Box 1019
Sundre, AB T0M 1X0

Re: Appointment as Clerk to the Inter-municipal Subdivision & Development and Appeal Board (ISDAB)

Dear Jon,

Thank you for your interest and commitment to the Town of Sundre. Your time is valued and appreciated.

During the January 21, 2019 Regular Council Meeting, Council approved your appointment as Clerk to the ISDAB:

Motion: 28/19 "MOVED by Councillor Wolfe that the Town of Sundre Council appoint Mr. Jon Allan as Clerk of the Inter-municipal Subdivision and Development Appeal Board for a term of one (1) year."

Under the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulations, you are required to receive training as the Clerk to the Board. You have been registered to attend a training session scheduled for:

February 6, 2019
8:00 a.m. – 4:30 p.m.
The Best Western Premier Calgary Plaza Hotel
(formerly the Coast Plaza)
1316 – 33 ST NE, Calgary

If you have any questions, please contact me at 403.638.3551 or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

January 22, 2019

Renate de Bruijn
Community Outreach Coordinator
Greenwood Neighbourhood Place
PO Box 1846, Sundre, AB T0M 1X0

Re: Request to Waive Rental Fee for the "House Calls with the Dean"

Dear Ms. De Bruijn

This letter is to inform you of Council's decision relative to the waiving of the Community Centre Rental Fee for the above noted event.

Motion: 29-19-01-21 "MOVED by Councillor Wolfe that the Town of Sundre Council waive the \$169.10 Community Centre Rental Fee for the "House calls with the Dean" event scheduled for May 2, 2019.

The motion was carried.

If you have any questions regarding this decision please feel free to contact Sue Nelson, Community Services Manager with the Town of Sundre.

Warm regards,



Luana G. Smith, CLGM
Legislative Assistant (Temporary)

/file

January 22, 2019

Ms. Sue Nelson, Community Services Manager
Town of Sundre
PO Box 420, Sundre, AB T0M 1X0

Re: Request to Waive Rental Fee for the "House Calls with the Dean"

Dear Ms. Nelson

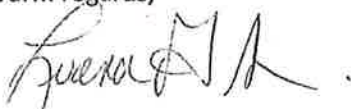
This letter is to inform you of Council's decision relative to the waiving of the Community Centre Rental Fee for the above noted event.

Motion: 29-19-01-21 "MOVED by Councillor Wolfe that the Town of Sundre Council waive the \$169.10 Community Centre Rental Fee for the "House calls with the Dean" event scheduled for May 2, 2019.

The motion was carried.

I will be sending out a letter informing Ms. Renate de Bruijn, Community Outreach Coordinator with Greenwood Neighbourhood Place of this decision.

Warm regards,



Luana G. Smith, CLGM
Legislative Assistant (Temporary)

/file

COBY

January 22, 2019

Cindy Easton
Executive Director
Mountain Rose Women's Shelter Association
Box 325, 5110 – 50 Avenue
Rocky Mountain House AB T4J 1A3

Re: Meeting with the Town of Sundre Council

Dear Ms. Easton

Thank you for your letter and information on the Mountain Rose Women's Shelter Association. The Town of Sundre Council reviewed the information at their January 21, 2019 Regular Council Meeting.

Council has directed Administration to invite your organization to attend a future council meeting and give a short presentation on the Mountain Rose Women's Shelter Association.

The Town of Sundre holds their Regular Council meetings the first and third Monday's of each month unless it lands on a statutory holiday, then the meeting is held the next day on a Tuesday.

If you are interested in presenting to Council, we request sufficient notice to the Legislative Executive Assistant the Wednesday prior to the meeting by noon at the latest. Further, if a PowerPoint presentation is to be given, please email the presentation in a PDF Format so that it can be included in Council Meeting Agenda Package.

If you have further question, please do not hesitate to contact me.

Warm regards,



Luana G. Smith, CLGM
Legislative Executive Assistant

/file



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: February 12, 2019
FOR MONTH OF: January 2019

Roll-Over to 2019:

On January 2, 2019 the accounting software was rolled-over to the new year and was ready to process 2019 transactions, which includes resetting the numbering for business and pet licenses, applying tax penalties and adjusting for changes in federal and provincial tax rates.

ISSUES: None

RESOLUTIONS/SUCCESSSES:

- 117 accounts applied with tax penalties (Jan 2018 = 131)
- 616 tax accounts now on TIPP (Jan 2018 = 592)
- 56 annual renewal letters for Bulk Water & Lagoon use
- 183 Business Licenses (2018: Jan = 185; Total = 276)
- 430 Animal Licenses (2018: Jan = 336; Total = 538)

2019 – 2022 Budgeting:

Following the adoption of an interim budget for the beginning of 2019, an afternoon Council Workshop session has been scheduled for March 9, 2019 to answer outstanding concerns and provide information in order to progress adoption of the full Four-Year Operating Budget and Ten-Year Capital Plan.

In addition, a weekend Council Spring Workshop has been scheduled for April 6th and 7th to begin discussions regarding 2020, including levels of service requirements for departments and anticipated future projects.

ISSUES: None

RESOLUTIONS/SUCCESSSES: work in progress

Fiscal 2018 and audit:

Continued progress towards completing Fiscal 2018 reporting and gathering a variety of information, in preparation for the audit to occur in March 2019.

ISSUES: None

RESOLUTIONS/SUCCESSSES: work in progress

Staffing:

Began the search process to fill two vacant positions, Administrative Assistant – Front Desk and Grants / Finance Coordinator (Part-Time). Advertisements were put in the local paper and on the Town website towards the end of January and postings are open until early February.

ISSUES: None

RESOLUTIONS/SUCCESES: work in progress

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.

Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources.

ISSUES: Older software versioning

- Older operating systems
- Inconsistencies with individual computer setups and locations of user files creating issues for staff.
- A worldwide shortage of Intel processor chips has created significant delays in delivery of PC systems by up to one month.

RESOLUTIONS/SUCCESES: ongoing diagnostics and testing



DEPARTMENTAL REPORT

DEPARTMENT: Planning and Development
SUBMITTED BY: Mike Marko, Director of Planning and Economic Development
DATE: February 01, 2019
FOR MONTH OF: January 2019

Brief Outlines Please

TOPIC # 1: Staff Welcome

The department wishes to welcome Chelsea Mather in her new position as Development Assistant. Chelsea has expressed her desire to grow in this role and expand her knowledge and skill base as part of the Planning and Development team. Welcome aboard!

TOPIC # 2: Development and Building Permits (January)

ISSUES:

Permits Received:

- Development Permits – 4
- Building Permits – 2
- Electrical Permits – 2
- Gas Permits – 0
- Plumbing Permits – 0

RESOLUTIONS/SUCCESSSES:

- Development Permits included: Home Occupation (1), Temporary Signage (1), Deck (1) and Accessory Suite – Discretionary Use (1)
- Building permits were for basement development and deck

TOPIC # 3: Policy Plans

ISSUES:

Area Structure Plan (ASP) review continues for the future industrial area affecting the SW-33-32-5-5 (Rolling Mix lands). The proposed ASP Bylaw was given first reading on December 17, 2018. Circulation of the ASP for public and technical input occurred in January 2019. The applicant is holding a Public Open House on February 13, 2019. Comments on the plan are being reviewed by both Administration and the applicant. The ASP will be presented at a Public Hearing on February 19, 2019.

RESOLUTIONS/SUCCESSSES:

The ASP will provide a framework for redesignation, subdivision and development for industrial lands, which supports Council's strategic priorities on financial stability and diversifying the Town's tax base.

TOPIC # 4: Real Property Reports

ISSUES:

One (1) real property report with request for Stamp of Compliance was reviewed and processed.

RESOLUTIONS/SUCCESSSES:

Real Property Reports are required to secure funding from financial institutions for real estate purchases.

TOPIC # 5: Subdivision of Land

ISSUES:

Sundre Hills subdivision approval involving the creation of a 4.55 ha parcel in NE ¼ 9-33-5-W5 continues to be processed for endorsement with the preparation of required caveats and agreements (deferred servicing agreement and deferred reserve caveat).

RESOLUTIONS/SUCCESSSES:

Once registered, this subdivision will allow the developer to secure financing for the development of the 56 residential unit bareland condominium subdivision.

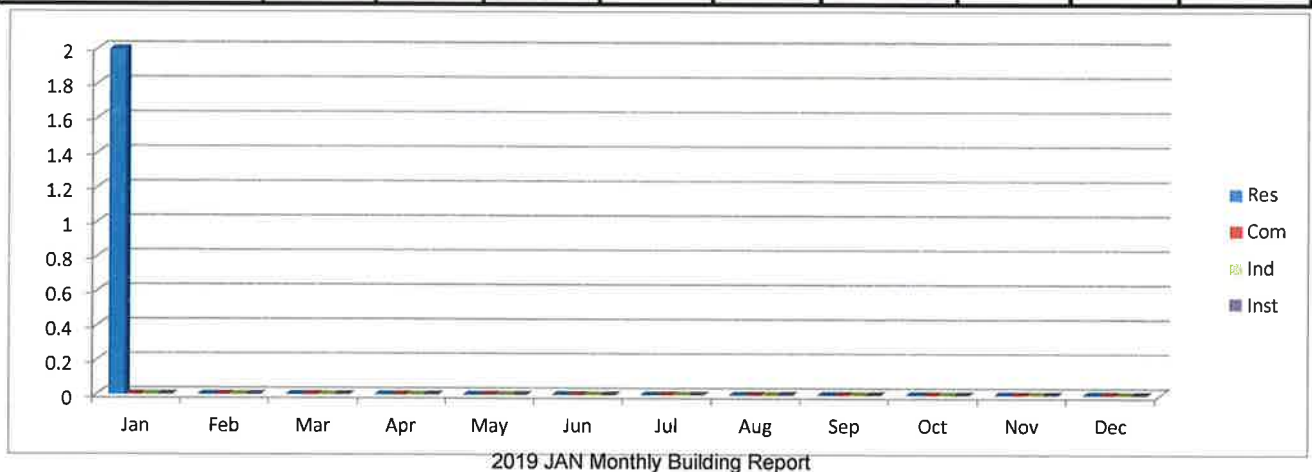
LIST & PROVIDE ATTACHMENTS:

(project documents/reports/graphs/correspondence)

1. Monthly Building Report for January 2019

MONTHLY BUILDING REPORT FOR THE MONTH OF JANUARY 2019

	January, 2019			2019 Year To Date			2018 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows Bi-Level			\$ -	0	0	\$ -			
						\$ -			
						\$ -			
						\$ -			
Duplex/Semi Det.			\$ -	0	0	\$ -			
Multi-Family						\$ -			
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		0	\$ -			
Renovation/Addition		2	\$ 6,300		2	\$ 6,300		0	\$ -
Sub-Total	0	2	\$ 6,300	0	2	\$ 6,300	0	0	\$ -
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -			
					0	\$ -			
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
					0	\$ -			
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	2	\$ 6,300	0	2	\$ 6,300	0	0	\$ -





DEPARTMENTAL REPORT

DEPARTMENT: Community Services

SUBMITTED BY: Sue Nelson

DATE: February 13, 2019

FOR MONTH OF: January 2019

With the holidays over we are back to the regular schedules for the arena and community services rentals. January was about the same as December for Rental's. PyroTec performed their annual fire Alarm and Emergency light inspection . Cimco performed the mid-season Inspection for the Arena ice plant.

TOPIC # 1: Community Centre Rentals

RESOLUTIONS/SUCSESSES:

Another busy month with our regular users Taekwondo, Gymnastics, Parent Link, Pickle Ball and Indoor Walking Group. GNP has added a family night on every other Friday "a Family night Pickle ball." Also had a couple Birthday party rentals. *Big Horn open house was cancelled Jan. 14th *

TOPIC # 2: Arena

ISSUES:

The makeup air unit was not working properly, the fan in the concession would keep shutting off. We need to look into getting a quote for a new one before this one breaks down per permanently .

Olympia broke down Jan.6

RESOLUTIONS/SUCSESSES:

The good news is that the electrician was able to get a replacement part for the makeup air unit. (Honeywell manual reset Aquastat L4006E). Unfortunately, this makeup unit is so old that there are no more parts available to fix it the next time it malfunctions.

We are back to regular practices and games for Minor hockey, Rec hockey we had 2 Minor hockey tournaments, the Pee wee's and the Bantams. The Showers seem to be work good, had to play with the Mixing Value to get it to the right temperature.
Cimco came on Jan.3rd and did their midseason Inspection on the ice plant, everything checked out good.
Big hill picked up the Olympia on Jan.6th and returned it on Jan. 8th

We had Pyrotec out on the 23rd to do the Annual Inspection for the Fire alarm and emergency lighting. Replaced a battery and a double remote head.

TOPIC # 3: Parks & Trails

ISSUES:

With the lack of snow in January The Bike & Ski club have had a slow start in setting tracks for cross county Skiing

RESOLUTIONS/SUCCESES:

We did get some snow at the end of January and they were able to get out and set some tracks .

Proud to say that we were able to save the out door rink . It opened the weekend of the 11th.

TOPIC # 4: Greenwood Campground

RESOLUTIONS/SUCCESES:

Jack Goodall has been receiving calls and emails for campground rentals . Since Jan. 2 he has received around 88 emails and received/called back approximately 80 Calls.

TOPIC # 5: Facilities

ISSUES

Fire hall had issues with their furnace .

RESOLUTIONS/SUCSESSES:

Brad has made up a maintenance schedule for all the Facilities to have their furnaces checked.

TOPIC # 6: Administrative

ISSUES:

RESOLUTIONS/SUCSESSES:

- Had a meeting with the Daycare & Jon Allan
- Returned phone call and talked with Bev Hallett, We are going to get together this spring and talk about a memorial flower/shrub bed in more detail.
- Had a meeting with Moe Fahey in regards to the Gazebo at Greenwood Camp ground
- Regular daily administrative work. Answer Emails, phone calls, ECT.
- Worked with Paul Shippy in booking some Shiny Hockey of adults in the evenings
- Did up December's Monthly Departmental report. And Year end report.
- Started working on Spring Work Shop report.
- Working on a spreadsheet for all parks, green spaces, boulevards and Playgrounds.

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

Attachment # 1: January 2019 Greenwood Campground Reservations chart.

Attachment # 2: January 2019 Reservation Summary spreadsheet.

Attachment #3:

Attachment #4:

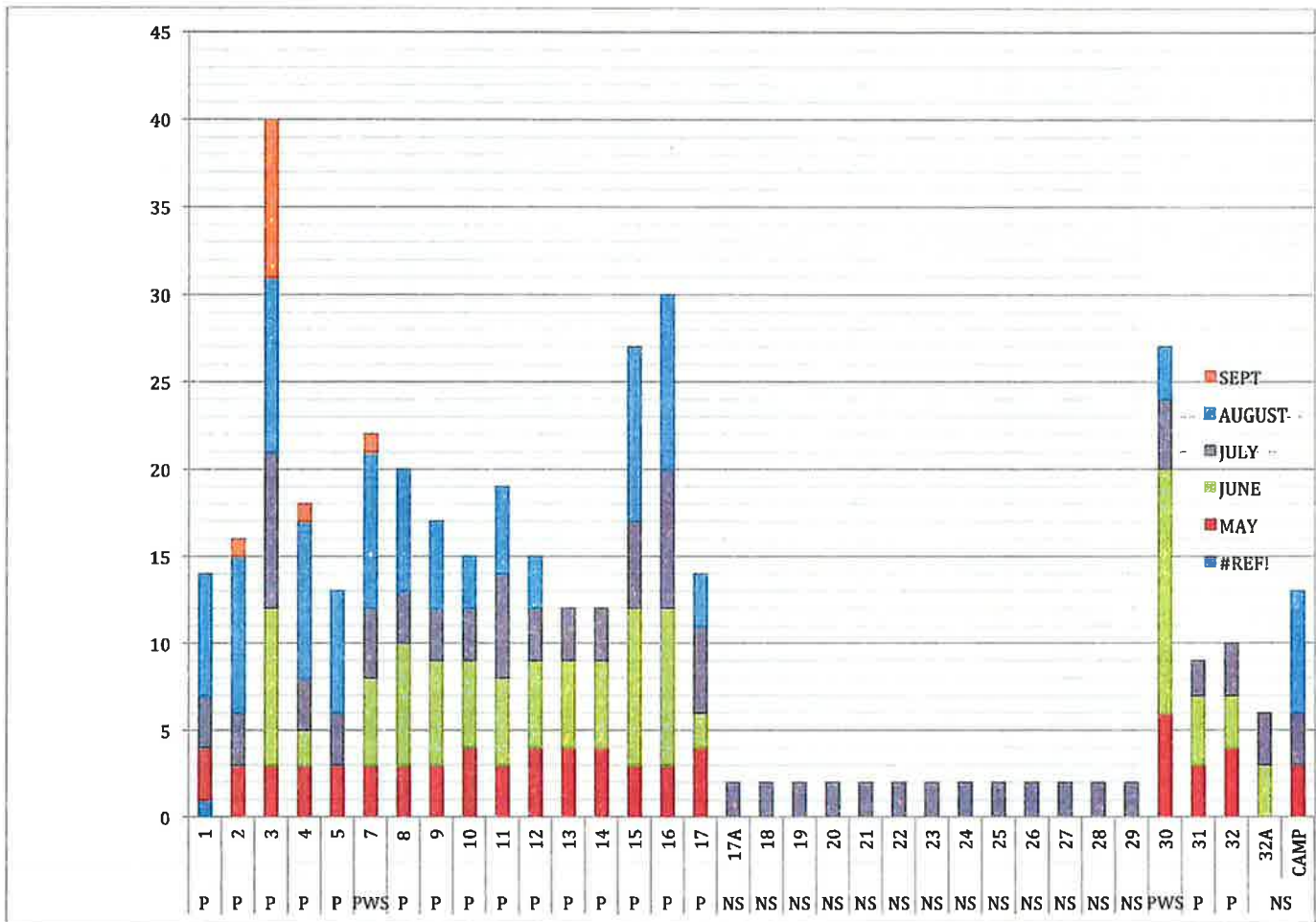
Attachment #5:

January 2019 Reservation Summary

SERVICES	SITE	Season Totals	MAY	JUNE	JULY	AUGUST	SEPT
P	1	13	3	0	3	7	0
P	2	16	3	0	3	9	1
P	3	40	3	9	9	10	9
P	4	18	3	2	3	9	1
P	5	13	3	0	3	7	0
Host	6	0	0	0	0	0	0
PWS	7	22	3	5	4	9	1
P	8	20	3	7	3	7	0
P	9	17	3	6	3	5	0
P	10	15	4	5	3	3	0
P	11	19	3	5	6	5	0
P	12	15	4	5	3	3	0
P	13	12	4	5	3	0	0
P	14	12	4	5	3	0	0
P	15	27	3	9	5	10	0
P	16	30	3	9	8	10	0
P	17	14	4	2	5	3	0
NS	17A	2	0	0	2	0	0
NS	18	2	0	0	2	0	0
NS	19	2	0	0	2	0	0
NS	20	2	0	0	2	0	0
NS	21	2	0	0	2	0	0
NS	22	2	0	0	2	0	0
NS	23	2	0	0	2	0	0
NS	24	2	0	0	2	0	0
NS	25	2	0	0	2	0	0
NS	26	2	0	0	2	0	0
NS	27	2	0	0	2	0	0
NS	28	2	0	0	2	0	0
NS	29	2	0	0	2	0	0
PWS	30	27	6	14	4	3	0
P	31	9	3	4	2	0	0
P	32	10	4	3	3	0	0
NS	32A	6	0	3	3	0	0
NS	The Rock	0	0	0	0	0	0
NS	Playground	0	0	0	0	0	0
NS	Day Use	0	0	0	0	0	0
NS	Day Use	0	0	0	0	0	0
	CAMP HOUSE	13	3	0	3	7	0
	TOTAL RENTAL	394	69	98	108	107	12
	Days Open	136	16	30	31	31	28

January 2019 Greenwood Campground Reservations, total 394

Camp Host taking reservations by email/phone, then phoning for CC to secure reservation. 88 emails, approx. 80 phone calls





DEPARTMENTAL REPORT

DEPARTMENT: Operations

SUBMITTED BY: Jim Hall

DATE: February 13, 2019

FOR MONTH OF: January 2019

TOPIC # 1: Snow Removal and Maintenance

With the warmer weather trend this month staff have had a typical snow season. We are experiencing 2-5 cm snow falls and are following our set procedures for priority. The round a bouts were cleared 4 times this month

ISSUES: Ice on road surface has been an issue this month and subsequent daily sanding has occurred to keep roads safe as well as sidewalks.

RESOLUTIONS/SUCCESES:

At this time our contactor has kept a excellent schedule for sidewalk and trail clearing with ice control. Community Services has taken on clearing the 2 bridges as operations equipment will not fit the bridge

TOPIC # 2: Annual reports for both water and wastewater. There are 4 reports due. These indicate system issues from testing regimes throughout the year of 2018.

ISSUES: Some sludge removal occurred during a cleansing program in the wastewater mains which spiked our TDS (total solids) in the system affecting the effluent.

RESOLUTIONS/SUCCESES: Due to some repairs to the air diffusers the increased levels tapered off thus allowing the average level to be under limits set by our approval.

TOPIC # 3: Blower Oil Leak

ISSUES:

The # 1 Blower at the lagoon had a seal that begin to severely leak. Roads/Fleet staff repaired this in house with positive savings to budget.

RESOLUTIONS/SUCCESES: Roads/Fleet staff repaired this in house with positive savings to budget.

TOPIC # 4: Gas Usage at New Candre Site

ISSUES: The Candre building is utilizing large volumes of gas for construction heat. The gas operators are monitoring this usage to ensure delivery pressures and volumes

RESOLUTIONS/SUCCESES: The ability to supply gas for Candre has decreased their construction heat costs due to reduction in need for propane heat.

TOPIC # 5: Critical Lagoon infrastructure Project.

ISSUES:

This project has kicked off this month due to the emergent situation for our aging blower units. There are minimal parts for repairs

available. The sound operation of this system is crucial to the lagoon biologic system functioning.

RESOLUTIONS/SUCCESSES:

CIMA+ and operations have worked on the scope of work listing priority items to be addressed. These upgrades will ensure that our system continues and reduces the chances of contraventions with our license.

TOPIC # 6: Concern Form and work order Improvements

ISSUES: For immediate concerns such as an icy road section or damaged sign, operations send the concern to the appropriate staff member and the task is completed with quicker priority if possible. Work orders from administration are now sent by email tracking to the manager and staff members responsible.

RESOLUTIONS/SUCCESSES: This has increased customer satisfaction and positive comments in social media. Work orders now have a positive tracking system for follow up.

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



DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications
SUBMITTED BY: Jonathan Allan
DATE: February 14, 2019
FOR MONTH OF: January 2019

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

ISSUES/UPDATE:

- Estimated January C1 downtown vacancy (based on total square footage available, not numbers of units vacant): 9%. Based on units available, vacancy rate is closer to 12%.
- Met with at least four separate businesses to coach them one on one, on digital marketing techniques and website development.
- Corresponded with potential investor by submitting traffic and trade area data.
- Met with potential entrepreneur interested in establishing a small business.
- Attended tour of Candre's 43,000 square foot cannabis production facility under construction;
- Met with existing local business about business development and event opportunities.
- Department processed 100+ business licenses.
- Corresponded with local commercial plaza owner about potential storefront improvement beautification and grants available.

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

- Submitted Explore Sundre grant report for funding reimbursement toward 2018 campaign; learned that the video production component will be eligible for up to 75% reimbursement.
- Began preparing with ad channels (radio, tv, magazine, etc.) for 2019 campaign.
- Provided professional photos to partners and area non-profits, taken during production for ad campaign.

- Met with local business (Cedar's Pub and Original T's) to discuss them becoming an Explore Sundre tourism partner and sponsor.
- Continued work developing new video promotional content.
- Continued work developing new brochures and magazine ads for use this season.
- Trails map completed after multiple revisions following meetings with Bike & Ski Club; map currently under print production.
- Registered for Calgary Outdoor Adventure and Travel Show in March; registered for Calgary Home and Garden Show in February-March.
- Sought out and ordered unique branded promotional items for use at trade shows, etc.
- Continued work updating and maintaining tourism website.

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

- Received notification from CCI Wireless that their deployment cost into Sundre will be significantly less than originally estimated, based on their survey of local infrastructure in November. Their goal is deploy in Town in early 2020. Conversations about ways to generate revenue for the Town are still open and ongoing.
- Supported O-Net's planning efforts by discussing number of poles requiring replacement for aerial deployment.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

- Introduced Red Deer College / Campus Alberta Central and West Fraser to discuss potential new course alignment that could be taught directly in Sundre.

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

ISSUES/UPDATE:

- Postponed Downtown Area Revitalization Committee meeting.
- Met with SPOG, Ag society member, and Dr. Recruitment Committee member to discuss multiple items, including alignment with them to promote Neighbour's Day, workforce retention and attraction and other items.
- Met with Chamber of Commerce to discuss VIC funding and data collection.
- Met with Sundre Daycare and Community Services.

TOPIC # 6: Communications

ISSUES/UPDATE:

- Issued monthly email update.
- Dealt with issue created by Apple about mobile app development and Town app.
- Maintained website as usual.



DEPARTMENTAL REPORT

DEPARTMENT: FIRE

SUBMITTED BY: Fire Department

DATE: January 2019

January call volume was 22

Date
Feb 15 19

Mountain View Regional Fire Chiefs

Totals by Geographic Location From Jan 1 19 to Jan 31 19

Response Type

of Incidents

Rural - Mountain View

10	Fire	3
14	Controlled Burn - Arrived On Scene	1
31	Motor Vehicle Collision	1
37	Medical Assist	2
70	Alarm No Fire - accidental miscellaneous	1

Total For Rural - Mountain View:	8
---	----------

Urban - Sundre

36	Medical Assist - Echo	1
37	Medical Assist	8
39	Medical - Stood Down	1
70	Alarm No Fire - accidental miscellaneous	3

Total For Urban - Sundre:	13
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Rural - Clearwater County

31	Motor Vehicle Collision	1
----	-------------------------	---

Total For Rural - Clearwater County:	1
---	----------

Total Number of Responses	22
----------------------------------	-----------



DEPARTMENTAL REPORT

DEPARTMENT: Municipal Enforcement / Animal Control
SUBMITTED BY: Kevin
DATE: February 1, 2019
FOR MONTH OF: January, 2019

Brief Outlines Please

TOPIC #1:

Year end Reports

ISSUES:

RESOLUTIONS/SUCSESSES:

2018 year end reports completed for council and the Alberta Solicitor General's office as required by the Peace Officer Program

TOPIC #2:

Alarm Training

ISSUES:

RESOLUTIONS/SUCSESSES:

Conducted alarm training for the town office staff.

Met with CS staff to discuss issues, concerns and procedures for alarms and alarm issues.

TOPIC # 3

CPO Hazard Assessment

ISSUES:

RESOLUTIONS/SUCSESSES:

Began working on the Job Hazard Assessment for the CPO position

TOPIC # 4

Court Trial

ISSUES:

RESOLUTIONS/SUCCESES:

Attended court for a trial from a July 2018 traffic offense.

TOPIC # 5

ISSUES:

RESOLUTIONS/SUCCESES:

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

ATTACHMENT # 1	<hr/>
ATTACHMENT # 2	<hr/>
ATTACHMENT # 3	<hr/>
ATTACHMENT # 4	<hr/>
ATTACHMENT # 5	<hr/>



DEPARTMENTAL REPORT

DEPARTMENT: Emergency Management
SUBMITTED BY: Kevin
DATE: February 1, 2019
FOR MONTH OF: January 2019

Brief Outlines Please

TOPIC #1:

Olds Table Top Exercise

ISSUES:

RESOLUTIONS/SUCCESSES:

Was invited to monitor and mentor Olds staff in an Emergency Management Table Top Exercise.

TOPIC #2:

Sundre Table Top Exercise

ISSUES:

RESOLUTIONS/SUCSESSES:

Kevin and Jim are working on a table top exercise for staff. Details are limited as we intend to test our call out procedure during this exercise.

TOPIC # 3

Water Treatment Plant Tour

ISSUES:**RESOLUTIONS/SUCSESSES:**

Assisted with a tour of the water treatment plant for an interested commercial property owner. Provided EM feedback.

TOPIC # 4**ISSUES:**

RESOLUTIONS/SUCSESSES:

TOPIC # 5

ISSUES:

RESOLUTIONS/SUCSESSES:

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

ATTACHMENT # 1	<hr/>
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ATTACHMENT # 4	<hr/>
ATTACHMENT # 5	<hr/>



REQUEST FOR DECISION

COUNCIL DATE: February 19, 2019

SUBJECT: Correspondence

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM:

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services during the period February 4, 2019 to February 14, 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence from the Hon. Shaye Anderson pertaining to MSI Capital Program, as information.

That the Town of Sundre Council accept the letter of support for Greenwood Neighbourhood Place, as information.

That the Town of Sundre Council determine a response to Parkland Airshed Management Zone, at Council's discretion.

That the Town of Sundre Council accept the correspondence from Sundre Rodeo and Race Association pertaining to the annual "message from the Mayor and photo", as information.

That the Town of Sundre Council determine a response to Mountain View Publishing Inc. (Sundre Round Up), at Council's discretion.

That the Town of Sundre Council accept the correspondence sent to the Hon. Shannon Phillips, Minister of Environment and Parks, in regard to the Bighorn Park Initiative Open House, held February 4, 2019 in Sundre, as information.

That the Town of Sundre Council accept the correspondence from Alberta Recreation & Parks Association – Support for Bighorn Country Proposal, as information.

ATTACHMENTS:

Date Reviewed: February 15, 2019 CAO: Amide Neba



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

01-02-2019

AR95860A

January 24, 2019

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

Dear Mayor Leslie,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-11021	Main Avenue Upgrade Phase 1	\$650,000
CAP-11022	Main Avenue Upgrade Phase 2	\$280,771

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

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

FROM THE DESK OF THE CAO

January 29, 2019

Marita Stermann
Executive Director
Greenwood Neighbourhood Place
Sundre Family and Community Support Services
#5,96 2nd Avenue NW
Sundre, AB T0M 1X0

marita@mygnp.org

COPY
E-MAILED

To Whom It May Concern:

RE: LETTER OF SUPPORT FOR GREENWOOD NEIGHBOURHOOD PLACE

Greenwood Neighbourhood Place is a charitable organization, formed in 2000 by a dedicated group of community minded people. These early leaders had a vision to create a Resource Centre that would foster and strengthen the community, engage people of all ages and promote collaboration and volunteerism.

The Town of Sundre works closely and collaboratively with Greenwood Neighbourhood Place who provide programs that meet the vital needs of Sundre and area.

The application to Mountain View County for 2019 funding to conduct a Social Needs Assessment is a resource that the Town feels would be a benefit to the community. This project aligns with the Town of Sundre's Strategic Plan item 3.3 which is to continue to work with and value the community groups.

The Town of Sundre supports the application by Greenwood Neighbourhood Place and ask that you consider funding this project in the requested amount of \$5,800.00.

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer



06-02-2019

February 4, 2019

Town of Sundre
P.O Box 420
Sundre, AB
T0M 1X0

Attn: Mayor Leslie & Town Council

Re: Parkland Airshed Management Zone 2019 Membership

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, provincial government departments, local government, and environmental non-government organizations. It was formed in 1997 to monitor and manage air quality within the west central region of Alberta.

In 2018, PAMZ's achievements included:

- completion of the nineteenth year of operating the PAMZ Regional Air Quality Monitoring Program
- issues-based air quality monitoring in Red Deer and Sundre
- community-based air quality monitoring in Lacombe
- the second edition of the Blue Skies Awards that recognizes individuals and organizations taking exemplary steps to improve air quality in the PAMZ region
- participation on a Clean Air Strategic Alliance (CASA) project team reviewing existing and developing new provincial ambient air quality objectives for implementation by Alberta Environment and Parks (AEP)
- collaboration with AEP and other regional stakeholders, focusing on understanding and addressing fine particulate matter exceedences in the region
- providing feedback to AEP throughout the development of a provincial five-year monitoring plan

At this time we are extending an invitation to the Town of Sundre to join other local municipalities such as Red Deer, Clearwater, Lacombe, Mountainview & Red Deer Counties, Caroline and others and join PAMZ. These municipalities have recognized the benefits of participating in a multi-stakeholder consensus-based process aimed at ensuring the air quality in our region is maintained or improved as it undergoes future growth.

We have taken the liberty of enclosing an invoice for the Town of Sundre's membership fee for 2019, should it decide to become a member of PAMZ. The fee is based on a per capita calculation that is detailed in the attached calculation sheet. If you have any questions about membership in PAMZ please contact the undersigned at your convenience.

Regards,


Kevin Warren
Executive Director



Sundre Rodeo & Race Association

Box 1218
Sundre, Alberta
T0M 1X0

08-02-2019

February 8th, 2019

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

Attention: Mayor Terry Leslie:

RE: Request for a Message From the Mayor of Sundre - 2019 Round Up Sundre Pro Rodeo Program

The 40th **Annual Sundre Pro Rodeo** will be held June 21st - June 23rd, 2019 in Sundre, Alberta.

I am writing on behalf of the Rodeo Program Committee to request a Message from the Mayor and a digital photo in western attire that would be added into the 2019 Round Up Sundre Pro Rodeo Program acknowledging Sundre's 40th Annual Pro Rodeo. The rodeo weekend means so much to the residents of Sundre and immediate surrounding community for a host of reasons. This is a true community celebration of our western heritage.

Your letter would be added into the rodeo program with the other welcome letters from the Premier of Alberta and the President of the Sundre Rodeo and Race Association. Your letter and photo would be a great addition to this year's rodeo program as we celebrate the 40th Annual Professional Rodeo in Sundre, Alberta.

Thank you in advance for your consideration of this request and we look forward to your favorable response prior to March 8, 2018. Correspondence can be forwarded to my email address as follows:

scottjsmith@shaw.ca

Should you have any questions I can be contacted on my cell at 403-830-0659 or by email at scottjsmith@shaw.ca.

Yours truly,

Scott Smith
Program Committee
Sundre Rodeo and Race Association



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

Fwd: Sundre Hospital Appreciation

Betty Ann Fountain <bettyann.f@sundre.com>
Draft

Mon, Feb 11, 2019 at 3:46 PM

----- Forwarded message -----

From: **Karla Stilborn** <kstilborn@sundre.greatwest.ca>

Date: Mon, Feb 11, 2019 at 3:22 PM

Subject: Sundre Hospital Appreciation

To: Ronda Edwards <ronda.e@sundre.com>

Good Afternoon Ronda,

The Sundre Round Up has teamed up with the Sundre Hospital Futures Committee to bring you a brand new feature in Appreciation and Recognition of the Sundre Hospital.

Did you know that the Town of Sundre declared March 7th to be Sundre Hospital Appreciation Day? In honor of this we are going to be getting to know the Doctors who help this community a little better. Photos and a short bio will be included in all sponsored ads. This feature will be published in the March 5th issue of the Sundre Round Up and will contain information regarding our hospital, its daily operations and it's future!

Please show your support for the Sundre Hospital by sponsoring one of the ads in this section. Ads are \$200.00 and will show the Town of Sundre's logo and information on the page below all of our fantastic physicians.

Ad booking deadlines are Feb 28th, 2019. Please respond to this email and let me know if you would like to participate.

Thank you in advance for your support.

Karla Stilborn - Advertising

Mountain View Publishing Inc.

Sundre Round Up

P: 403-638-3577 F: 403-638-3077

Email: kstilborn@sundre.greatwest.ca

If you no longer wish to receive promotional emails from Great West Newspapers, please send an email to opt-out@greatwest.ca. Thank-You



Betty Ann Fountain

Special Projects Administrator

Development Officer

T. 403-638-3551

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

FROM THE DESK OF THE MAYOR

February 11, 2019

Honorable Shannon Phillips, Minister of Environment and Parks
Environment and Parks
208 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

COPY

E-MAILED
Feb 12, 2019 [Signature]

Dear Minister Phillips,

Thank you for rescheduling the public Open House regarding the Bighorn Country proposal in Sundre, originally scheduled for January 14th, to February 4, 2019. On a frigidly cold day in Sundre, where school buses did not run, over 300 people showed up in the first 20 minutes of the Open House to learn more about the proposal, ask questions and provide input and suggestions. My information is that there were close to 500 people who attended the 3 hour Open House.

Your staff was accommodating and helpful. I stayed after the public had left to thank them for their efforts to bring clarity about the proposal to our community and to listen to our resident concerns. They thanked me for the support of our Council, who were all in attendance, and commented that the Open House was “great” with many thoughtful conversations between staff and the people of Alberta they want to serve. There was not one reported incident where anyone felt unsafe.

At our Council meeting on February 5, 2019, the following compilation of comments and questions, heard by Council members and staff, were accepted for information:

- What is the plan for enforcement, and what department would be responsible for such a large area?
- What are the future costs to Albertans after implementation of the proposal?
- The importance of forestry and West Fraser’s importance to the municipality and the greater area was discussed, and concerns of lost employment were raised.
- Why the rush, and why were stakeholders not consulted?
- There was no consultation with Alberta Health Services, Search and Rescue, or local fire departments.
- Concern that there were no discussions with Municipalities related to infrastructure impacts, project grant assistance or economic development needs.
- County residents with lease agreements expressed concern about losing current programs for their cattle grazing as they have heard of similar closures.
- It is rumoured that the current location for Fish and Wildlife in Sundre may face closure. When will the municipality be informed of any changes?
- Residents requested details of ecological/biological improvements, or target species or areas.

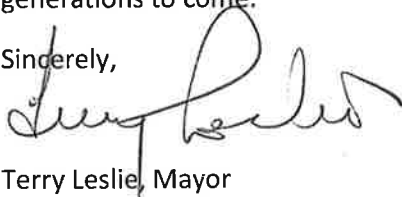
- Random campers and ATV users are concerned that this proposal will slowly restrict these uses. Two individuals have purchased land in privately owned RV areas that will be surrounded and potentially impacted. When will they be contacted for their concerns?
- The event was described by some to be tourism based without eco/bio aspects or details and some felt it will become similar to Kananaskis Country with casinos, golf courses and hotels. This was echoed by outfitting, guiding and trapping groups. The hunting community that uses the back country need to be assured of continued activity.
- There was no mention of the pine beetle and old growth forest management.
- The North Saskatchewan Regional Plan provided 4 years of stakeholder engagement (at a taxpayer cost) yet minimal aspects were taken from this plan without any further stakeholder engagement.
- Stakeholders in the Planning area zones adjacent to Sundre, Caroline and many others were provided with minimal information.
- The rushed schedule to approve the land use changes concerns residents and creates suspicion of the future direction from the government agencies plans; it is critical to keep residents and municipalities informed on future plans prior to approvals.
- There is concern with a potential moratorium for Search and Rescue agencies to enter Parks to conduct rescue or search activities. Who will address these future issues, and who makes the decisions on entrance approvals for agencies such as search and rescue, which ultimately negatively impacts access to grants?
- The province must learn to engage openly about proposed changes from a full stakeholder view and engagement so that all Albertans can be heard.
- Many comments were related to confusion, and lack of knowledgeable answers, leaving people wondering why the rush and how can we afford this?
- "Do not proceed with pending taxpayers' money on this proposal. Our province is hurting with job losses and crumbling infrastructure and cannot afford this right now."
- One elderly gentleman stated that his concern is that "he has lived in this area for 75 years and he worries that when government produces these changes, it fixes nothing and creates issues far into the future." He asked that his concern be recognized by Council.
- Concern from local business owner that sales pertaining to off-road vehicle use will disappear with restrictions.
- This proposal is economy neutral, it will not increase tourism dollars for the Province, but will decrease revenue for local businesses who depend on this use for sales.

When some of our Council members mentioned, to members of the public, that our Council had the opportunity to have a "presentation" delivered to us, with an opportunity for questions and feedback, people were furious. The public in our community expects public consultation to be delivered by presentation, followed by questions, answers, where possible, and an opportunity for face to face dialog. People in our community believe democracy is practiced face to face, not by "managing a one way message" of government making changes, with, what our community sees as superficial and shallow public engagement.

Our community has said the public engagement process for the Bighorn Country proposal has been flawed and rushed. This is too important a proposal to get wrong. There are too many unanswered questions and concerns about jobs, the impact to the forestry, oil and gas, tourism and agricultural industries, and the possible impacts to municipalities, that have not been considered. There are legitimate questions about conservation, species at risk, and the biological and environmental impacts of this proposal. The people served by the Government of Alberta in our community are requesting years of public consultation – not months.

The people of our community ask you to pause on your rush to propel this proposal through, prior to the election. Please have enough faith in the proposal to allow 2 years of public consultation to get it right for generations to come.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry Leslie', written over a horizontal line.

Terry Leslie, Mayor

Town of Sundre.

Cc Premier Notley,
MP Earl Dreeshan
MLA Jason Nixon,
Reeve Bruce Beattie, Mountain View County,
Mayor Tammy Burke, Rocky Mountain House,
Reeve Jim Duncan, Clearwater County,
Reeve Bart Guyon, Brazeau County



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

LETTER TO MINISTER PHILLIPS

1 message

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

Tue, Feb 12, 2019 at 12:47 PM

To: AEP.Minister@gov.ab.ca

Cc: premier@gov.ab.ca, Rimbey RockyMountainHouse Sundre <rimbey.rockymountainhouse.sundre@assembly.ab.ca>, earl.dreeschen.c1a@parl.gc.ca, Terry Leslie <terry.l@sundre.com>, Paul Isaac <paul.i@sundre.com>, Richard Warnock <richard.w@sundre.com>, Charlene Preston <charlene.p@sundre.com>, Rob Wolfe <rob.w@sundre.com>, Todd Dalke <todd.d@sundre.com>, Cheri Funke <cheri.f@sundre.com>, tburke@rockymtnhouse.com, jduncan@clearwatercounty.ca, bgyon@brazeau.ab.ca, Linda Nelson <linda.n@sundre.com>

Good Afternoon,

On behalf of Mayor Terry Leslie and Council of the Town of Sundre, attached is a copy of a February 11, 2019 letter to The Honorable Shannon Phillips, Minister Environment and Parks in regard to the Bighorn Country Initiative Open House, held on February 4, 2019 in Sundre.

The original letter has been mailed to Minister Phillips today.

Thank you,
Betty Ann

--

**Betty Ann Fountain**

Special Projects Administrator

Development Officer

T. 403-638-3551

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

**Letter to Minister Phillips Bighorn Country Initiative Sundre Open House Feb 11, 2019.pdf**

179K



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

Fwd: A Letter in Support of the Bighorn Country Proposal

1 message

Sundre Townmail <townmail@sundre.com>

Thu, Feb 14, 2019 at 8:00 AM

To: Betty Ann Fountain <bettyann.f@sundre.com>

----- Forwarded message -----

From: **Alberta Recreation and Parks Association** <news@arpaonline.ca>

Date: Wed, Feb 13, 2019 at 2:50 PM

Subject: A Letter in Support of the Bighorn Country Proposal

To: <townmail@sundre.com>

Having trouble viewing this email? [Click here](#)

Alberta
Recreation & Parks
Association

A Letter in Support of the Bighorn Country Proposal

The Government of Alberta recently put forward their **Bighorn Country Proposal**, intended to create a mix of parks and public lands that would conserve important natural landscapes while encouraging economic, recreation and tourism opportunities.

We recognize and support the establishment of the **Bighorn Country Proposal**, as its creation reflects a considered initiative that will ensure an appropriate balance between conservation and recreation. In response, we have drafted a letter to the Honourable Shannon Phillips, Minister of Environment and Parks, in support of the proposal, as we feel it is consistent with many of the goals outlined in ***Parks For All: An Action Plan for Canada's Parks Community***, the ***Framework for Recreation in Canada 2015: Pathways to Wellbeing***, as well as the Association's strategic plan.

A link to the full letter can be found at the bottom of this newsletter.

In general, the Proposal would expand, amend or create four parks, four recreation areas and two public land use zones to better support:

1. Conservation and protection of habitats, landscape connectivity, sensitive headwaters, critical wetlands and rare plant community types and sensitive wildlife;
2. Appropriate management of a range of recreation activities such as hunting, fishing, camping, hiking, off-highway vehicle use, horseback riding, ice climbing and cross-country skiing;
3. Recognizing existing industrial activity on public lands east of the Bighorn Backcountry including agriculture, coal, forestry, oil and gas

We believe this proposal supports the need to provide viable tracts of land and waterways, ensuring future generations will be able to experience an Alberta that has retained the essential bio-diversity necessary for healthy citizens, healthy communities and a healthy environment.

If you have any questions about the Bighorn Country Proposal or our letter of support, please contact us at news@arpaonline.ca

Read our letter in
support of Bighorn
Country

Alberta Recreation and Parks Association | 11759 Groat Road | Edmonton, AB | T5M 3K6
ph: 780.415.1745 | fax: 780.451.7915 | email: arpa@arpaonline.ca

Alberta Recreation and Parks Association, 11759 Groat Road, Edmonton, Alberta T5M 3K6 Canada

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February 15, 2019

Honourable Shannon Phillips
Minister of Environment and Parks
208 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6



Dear Minister Phillips

On behalf of the Alberta Recreation and Parks Association (ARPA) I am writing to you to add our voice in support of the ***Bighorn Country Proposal***. This proposal would expand, amend or create four parks, four recreation areas and two public land use zones to better support:

- A. *conservation and protection of habitats, landscape connectivity, sensitive headwaters, critical wetlands and rare plant community types and sensitive wildlife;***

Globally, and in Canada, we are experiencing the consequences of a century of thinking big and acting small when it comes to protecting our environment. The commensurate loss of habitats arising from this willful underachievement, combined with an inability or unwillingness to understand how essential the connectivity of nature is to the survival of any aspect of the natural environment, has been proven repeatedly to contribute to the decline and extinction of numerous species of flora and fauna, and denies future generations the right to see the wonders, and experience the benefits of, the natural environment.

This is a huge step forward for conservation in Alberta, as these lands contain the source of clean drinking water for over 2.5 million Canadians and critical wildlife habitats for vulnerable species like the grizzly bear, bull trout and wolverine.

This ***Bighorn Country Proposal*** objective is consistent with **Goal #3** of the ***Framework for Recreation in Canada 2015: Pathways to Wellbeing*** and the goal to **Conserve** stated in ***Parks For All: An Action Plan for Canada's Parks Community***. These two documents have been endorsed and supported by Federal, Provincial, Territorial and municipal governments and are reflected in ARPA's strategic plan.

- B. *appropriate management of a range of recreation activities such as hunting, fishing, camping, hiking, off-highway vehicle use, horseback riding, ice climbing and cross-country skiing;***

There is no shortage of evidence and research that confirms the role that the natural environment plays in our physical and mental health. We also know that people are less likely to value something they cannot easily access and enjoy. In summary, a healthy and accessible environment that we can all appreciate is central to our quality of life as a species. But it must be emphasized and ensured that we cannot abuse or destroy that environment. All of the possible recreational activities can be accommodated in the ***Bighorn Country Proposal*** but not at the expense of environment. Appropriate planning, regulation and enforcement are essential to ensuring that a small percentage of individuals cannot deny the vast majority of citizens a sustainable environment. Indifference or ignorance of the few cannot deny the many of these assets going forward.

We also want to commend the government for the commitment to invest \$40 million into infrastructure, trails, and enforcement to increase accessibility and support tourism services, which is great news for the outdoor recreation community.

This ***Bighorn Country Proposal*** objective is consistent with **Goal #5** of the ***Framework for Recreation in Canada 2015: Pathways to Wellbeing*** and the **Connect and Collaborate** goals stated in ***Parks For All: An Action Plan for Canada's Parks Community***. These two documents have been endorsed and supported by Federal, Provincial, Territorial and municipal governments and are reflected in ARPA's strategic plan.

C. *recognizing existing industrial activity on public lands east of the Bighorn Backcountry including agriculture, coal, forestry, oil and gas*

We appreciate that existing industrial activities have been recognized in the planning of the ***Bighorn Country Proposal***. While it is possible for certain industrial developments to continue and to occur in defined areas, we believe that applicable industries will embrace an environmentally responsible tenure in the context of ***Bighorn Country Proposal***. We believe that the designation of these lands by the people of Alberta through the Government of Alberta as critical and valued habitats will be honoured by industry.

In Summary

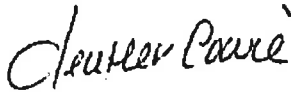
We recognize and support the establishment of the ***Bighorn Country Proposal***, as its creation reflects a considered initiative that will ensure an appropriate balance between conservation and recreation. Our comments should not be interpreted as a conclusive list of all that needs to be done, but rather an important step in the right direction. We believe that most Albertans understand and support the need to provide viable tracts of land and waterways, ensuring future generations will be able to experience an Alberta that has retained the

essential bio-diversity necessary for healthy citizens, healthy communities and a healthy environment.

We also wish to commend the provincial government for engaging Indigenous communities in the consultation process. This ***Bighorn Country Proposal*** engagement is consistent with **Goal #2** of the ***Framework for Recreation in Canada 2015: Pathways to Wellbeing*** and the **Collaborate** goal stated in ***Parks For All: An Action Plan for Canada's Parks Community***. These two documents have been endorsed and supported by Federal, Provincial, Territorial and municipal governments and are reflected in ARPA's strategic plan.

We appreciate that, for virtually all Albertans, these parks will mean little or no change to the recreational activities currently allowed in the area. More importantly, they will result in significant public investments in infrastructure to ensure that conservation and recreation activities are sensitively planned and meaningfully enforced to the benefit of all.

Yours sincerely,

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

Heather Cowie
President