



Regular Council Meeting  
Council Chambers  
April 15, 2019  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing - None**
3. **Agenda – Amendments and Adoption**  
3.1 April 15, 2019 Regular Council Meeting
4. **Adoption of Previous Minutes** Pg.1  
4.1 April 1, 2019 Regular Council Meeting
5. **Delegation**  
5.1 Price Waterhouse Cooper, LLP Pg. 5
6. **Closed Meeting**  
6.1 Management Letter Discussion – *FOIPP Act Section 23(1)(b)*
7. **Return to Opening Meeting**  
7.1 Approval of 2018 Audited Financial Statements, Auditor’s Report; and Pg. 6  
Financial Information Return
8. **Bylaws**  
8.1 Bylaw 2019-08 Redesignation of lands from UR to PS First Reading; and Pg. 70  
Setting of Public Hearing Date  
8.2 Borrowing Bylaw 2019-09 Pg. 73  
8.3 Water Conservation Bylaw 2019-05 Pg. 88  
8.4 Tax Rate Bylaw 2019-10 Pg. 95
9. **Old Business**  
9.1 Resource of Communities Coalition of Canada Pg. 96
- 10.. **New Business**  
10.1 Signing Authority Pg. 102  
10.2 Coalition of Canadian Municipalities for Energy Action Pg. 103  
10.3 Prairie Creek Boardwalk Crossing Pg. 107  
10.4 National Public Works Week Pg. 114  
10.5 Mutual Aid Agreement Pg. 119



Regular Council Meeting  
Council Chambers  
April 15, 2019  
6:00 p.m.

- 11. Administration**
  - 11.1 Departmental Reports Pg. 124
  - 11.2 Sundre RCMP 1<sup>st</sup> Quarter Report Pg. 156
- 12. Municipal Area Partnership (MAP) - None**
- 13. Council Committee Reports**
  - 13.1 Mayor's Report for March 2019 Pg. 159
  - 13.2 Council Report for March 2019 – Councillor Funke Pg. 167
- 14. Council Invitations / Correspondence**
  - 14.1 WCB National Day of Mourning Pg. 170
  - 14.2 Sundre Municipal Library 2018 Annual Report Pg. 172
  - 14.3 Key Messages Mountain View Seniors' Housing Pg. 173
  - 14.4 Peaks to Prairies PCN Community Better Challenge Pg. 174
- 15. Closed Meeting**
  - 15.1 Advice from Officials - FOIPP Act Section 24(1)(a)
  - 15.2 Confidential Evaluations – FOIPP Act Section 19(1)
- 16. Return to Open Meeting -**
- 17. Adjournment**

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Regular Council Meeting  
Minutes  
April 1, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, April 1, 2019 commencing at 6:00 p.m.

**IN ATTENDANCE**

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

**STAFF**

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

**PUBLIC**

There were 4 members of the public including the press in attendance.

**CALL TO ORDER**

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

**PUBLIC HEARING** – *None*

**AGENDA – AMENDMENTS AND ADOPTION**

**Res. 142-01-04-19** MOVED by Councillor Funke that the Agenda be approved as amended with the following changes:

CAO Linda Nelson noted errors in the minutes from March 18, 2019 and an error on the RFD 6.1 which should state the Red Deer River Municipal Users Group, not Red Deer River Watershed.

Councillor Isaac noted from the March 18, 2019 Minutes his last name was misspelled.

CAO Linda Nelson added item 9.2 April 29, 2019 Regular Council Meeting

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

**Res. 143-01-04-19** MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 18, 2019, be approved as amended.

**CARRIED**

**DELEGATION** - *No delegations*

**BYLAWS****Bylaw 2019-05 Water Use and Conservation**

**Res. 144-01-04-19** MOVED by Councillor Warnock that the Town of Sundre give first reading to Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.

**CARRIED**

**Res. 145-01-04-19** MOVED by Councillor Funke that the Town of Sundre give second reading to Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.

**CARRIED**

**Res. 146-01-04-19** MOVED by Councillor Wolfe that the Town of Sundre Council to remove section 2.1 to Bylaw 2019-05.

**CARRIED**

**Res. 147-01-04-10** Moved by Councillor Warnock for that the Town of Sundre Council give second reading to amended Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.

**CARRIED****Bylaw 2019-06 Exempting the Town of Sundre Natural Gas System**

**Res. 148-01-04-19** MOVED by Councillor Funke that the Town of Sundre give first reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.

**CARRIED**

**Res. 149-01-04-19** MOVED by Councillor Warnock that the Town of Sundre give second reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.

**CARRIED**

**Res. 150-01-04-19** MOVED by Councillor Warnock that the Town of Sundre give unanimous consent to proceed to a third reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.

**CARRIED UNANIMOUSLY**

**Res. 151-01-04-19** MOVED by Councillor Preston that the Town of Sundre give third and final reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.

**CARRIED****OLD BUSINESS** – None



**NEW BUSINESS****Report on Sufficiency of Mini Roundabout Petition**

- Res. 152-01-04-19** MOVED by Councillor Wolfe that the Town of Sundre Council approve the Chief Administrative Officers Sufficiency Report and the Declaration that the Petition submitted by Melany Sealy on February 19, 2019 did not meet the sufficiency test according to the *Municipal Government Act*, Sections 219 to 226.2, and sections 231 to 240, and is therefore declared insufficient.

**CARRIED**

- Res. 153-01-04-19** MOVED by Councillor Funke that the Town of Sundre Council accept the petition clarification report regarding the roundabout consultation by the Town of Sundre and Alberta Transportation prepared by the Chief Administrative Officer, as information.

**ADMINISTRATION****April 29, 2019 Regular Council Meeting**

- Res. 154-01-04-19** MOVED by Councillor Funke that the Town of Sundre Council approve to cancel the April 29, 2019 Regular Council Meeting.

**CARRIED****MUNICIPAL AREA PARTNERSHIP** – None**COUNCIL REPORTS** – None**COUNCIL INVITATIONS/CORRESPONDENCE** – None**CLOSED MEETING – Notice to Public**

Mayor Leslie excused all public members at 6:58 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:** Linda Nelson, CAO

**Public:** None

*Council took a 5 minute break*

**CLOSED MEETING****Topic of Closed Meeting**

Advice from Officials – *FOIPP Act Section 24(1)(a)*

- Res. 155-01-04-19** MOVED by Councillor Warnock that the Town of Sundre Council go into closed meeting at 7:09 p.m.

**CARRIED**

**RETURN TO OPEN MEETING**

**Res. 156-01-04-19** MOVED by Councillor Isaac that the Town of Sundre Council return to open meeting at 7:50 p.m.

**CARRIED**

**ADJOURNMENT**

**Res. 157-01-04-19** MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 7:50 p.m.

**CARRIED**

These Minutes approved this 15<sup>th</sup>, day of April 2019

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Mayor, Terry Leslie

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CAO, Linda Nelson

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Initials



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Delegation: Price Waterhouse Cooper, LLP</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

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### **BACKGROUND/PROPOSAL:**

Jill Dysievvick, Senior Manager, Assurance with Price Waterhouse Cooper LLP will be providing the Auditor's Report to Council as well as the Audited Financial Statements and Financial Information Return.

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

The Auditor's go through the Audited Financial Reports at the Council meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council

### **MOTION:**

That the Town of Sundre Council thank the representatives of Price Waterhouse Cooper, LLP and accept their presentation, as information.

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>2018 Audit Report, the 2018 Audited Financial Statements and the 2018 Financial Information Return (FIR)</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

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### **BACKGROUND/PROPOSAL:**

The 2018 Audited Financial Reports and Financial Statements and the 2018 Financial Information Return (FIR) are being presented for Council's review and information.

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

See attached Report to Council for further details.

### **ALIGNMENT WITH STRATEGIC PLAN**

1.1 Improve communication and transparency with our stakeholders

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2018 Auditor's Report, 2018 Audited Financial Statements and the 2018 Financial Information Return.

### **MOTION:**

That the Town of Sundre Council move to accept the 2018 Auditor's Report and the 2018 Audited Financial Statements and the 2018 Financial Information Return as presented by PricewaterhouseCoopers LLP; and

Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Amida Nelson</u>
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**COUNCIL DATE:** April 15, 2019

**SUBJECT:** Approval of the 2018 Audit Report, the 2018 Audited Financial Statements and the 2018 Financial Information Report (FIR)

**ORIGINATING DEPARTMENT:** Corporate Services

**AGENDA ITEM:** 7.1

**BACKGROUND/PROPOSAL:**

The following sections of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* sets out the requirements of the Town of Sundre regarding financial statements and the financial information report.

Section 276(1) states “Each municipality must prepare annual financial statements of the municipality for the immediate preceding year...”

Section 276(3) states “Each municipality must make its financial statements, or a summary of them, and the auditor’s report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.”

Section 277(1) states “Each municipality must prepare a financial information return respecting the financial affairs of the municipality for the immediate preceding calendar year.”

Section 278 requires “Each municipality must submit its financial return and the auditor’s report on the financial information return, and its financial statements and the auditor’s report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return and statements have been prepared.”

Section 280(1) requires “Each council must appoint one or more auditors for the municipality.”

Section 281(1) requires “The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.”

Council appointed PricewaterhouseCoopers LLP (PwC) to be the Town of Sundre auditors for the 2018 financial statements and financial information return. In consultation with administration, PwC developed a schedule that included a week in December and two weeks in March for the required fieldwork.

Council is receiving the auditor's report for both the financial statements and financial information return and PwC will present their findings to Council. Their management report will be presented to Council during the in-camera session.

PricewaterhouseCoopers LLP representatives will be present to make a public presentation of the 2018 audited financial statements and their auditor's report.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This supports Council's strategic priorities of improved communication and transparency with our stakeholders, as well as financial stability.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the 2018 auditor's report, 2018 audited financial statements and the 2018 financial information return.

**COSTS/SOURCE OF FUNDING:**

Not Applicable

**ATTACHMENTS:**

2018 Auditor's Reports

Draft 2018 Financial Statements

Draft 2018 Financial Information Return

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# ***Town of Sundre audit results***

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*2018 year-end report to  
the Mayor and Town  
Council*

*Prepared as of  
April 11, 2019*





## *A message from Laura Daniels*

April 11, 2019

Mayor and Town Council of Sundre  
Town of Sundre  
717 Main Avenue West, Box 420  
Sundre AB T0M 1X0

Dear Mayor and Town Council:

We have substantially completed our audit of the financial statements of the Town of Sundre (the "Town") prepared in accordance with Public Sector Accounting Standards ("PSAS") for the year ended December 31, 2018. We propose to issue an unqualified report on those financial statements, pending resolution of outstanding items outlined on page 1. Our draft auditor's report is included as Appendix A.



*Laura Daniels*  
Engagement Partner

We prepared the accompanying report to assist you in your review of the financial statements. It includes an update on the status of our work, as well as a discussion on the significant audit, accounting and financial reporting matters dealt with during the audit process.

We will review the key elements of this report at the upcoming meeting and discuss our findings with you.

We would like to express our sincere thanks to the management and staff who have assisted us in carrying out our work, and we look forward to our meeting on April 15, 2019. If you have any questions or concerns prior to the Audit Committee meeting, please do not hesitate to contact me in advance.

Yours very truly,

Laura J. Daniels, CPA, CA  
Partner  
Assurance

c.c.: Ms. Linda Nelson, Chief Administrative Officer  
Mr. Chris Albert, Director of Corporate Services

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*PricewaterhouseCoopers LLP*  
Suite 3100, 111 5th Avenue SW, Calgary, Alberta, Canada T2P 5L3  
T: 403 509 7500, F: 403 781 1825, [www.pwc.com/ca](http://www.pwc.com/ca)

"PwC" refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership.



## Communications to the Mayor and Town Council

Key matters for discussion	Comments
<b>Status of the audit</b>	<p>We have substantially completed our audit of the 2018 financial statements (the financial statements). We have included our draft auditor's report, which reflects the enhanced auditor reporting standards effective for years ending on or after December 15, 2018, in Appendix A.</p> <p>Significant outstanding items at time of mailing include the following:</p> <ul style="list-style-type: none"> <li>• Final partner and manager file review</li> <li>• Receipt of signed management representation letter</li> <li>• Mayor and Town Council's approval of final financial statements</li> <li>• Subsequent events procedures</li> <li>• Receipt of legal letters</li> </ul>
<b>Significant audit, accounting, and financial reporting matters discussed with management</b>	
<b>Matter 1 – Risk of Material Misstatement due to Management Override of Controls</b>	<p>Accounting regulatory authorities require that the risk of material misstatement due to management override of controls be considered a key risk on all audit engagements.</p> <p><b>Audit Procedures:</b></p> <ul style="list-style-type: none"> <li>• We tested significant estimates made by management, reviewed for bias and whether the estimates were reasonable and supported</li> <li>• We looked at significant and unusual transactions that were outside the normal course of business</li> <li>• We reviewed journal entries that were significant or appeared unusual in nature.</li> <li>• We inquired of management for any instances of fraud or management override of controls that they were aware of.</li> <li>• All of our staff is asked to apply professional skepticism throughout all audit procedures</li> <li>• We ensured that unpredictability was incorporated into our approach.</li> </ul> <p>Our procedures were performed without exception.</p>
<b>Matter 2 – Rebuttable Presumption of Risk of Fraud in Revenue Recognition</b>	<p>Auditing standards require auditors to address the risk of fraud related to revenue recognition on all audits. Based on our understanding of the Town's revenues, we have concluded that occurrence is the only assertion for which the risk is relevant (specific to fictitious journal entries).</p>

	<p><b><i>Audit Procedures:</i></b></p> <ul style="list-style-type: none"> <li>• We assessed the appropriateness of revenue recognition policies and compliance with those policies.</li> <li>• We performed procedures to understand and evaluate controls in place relating to the recording of revenue and deferred revenue.</li> <li>• We performed detailed tests on amounts recognized into revenue and amounts that remained in deferred revenue.</li> <li>• We have tested a combination of unusual journal entries affecting occurrence of revenue through our journal entry testing procedures.</li> </ul> <p>Our procedures were performed without exception.</p>
<p><b><i>Other accounting, auditing and reporting matters discussed with management</i></b></p>	
<p><b>Four sided entries</b></p>	<p>Management uses a system of four-sided accounting entries to record routine transactions as well as to monitor the movement of funds within the Town's reserve accounts. Accounts related to the movement of reserves are not mapped into the financial statements.</p> <p>PwC reviewed the trial balance when received and ensured that the unmapped accounts were not included within the financial statements and also ensured the unmapped accounts netted to nil. There were no exceptions noted as a result of these procedures.</p> <p>PwC has raised a management recommendation related to the use of the four-sided entries as this could lead to unbalanced financial statements as we have seen in previous years. It has been noted in the current year that progress has been made in addressing this problem and management is working towards a future solution.</p> <p>Please refer to our management recommendation letter issued to management separately.</p>
<p><b>Summary of unadjusted and adjusted items</b></p>	<p>We identified unadjusted items with an effect of \$18,964 understatement of excess of revenue over expenses for the year ended December 31, 2018.</p> <p>Unadjusted items, including disclosure exceptions or items not impacting excess of revenue over expenses can be found in Appendix B.</p> <p>In our opinion, the financial statements, taken as a whole, are free of material misstatement.</p> <p>We are also required to communicate the effects of any unadjusted items that relate to prior periods. There are none to report.</p>

<b><i>Key matters for discussion</i></b>	<b><i>Comments</i></b>
<b>Management's representations</b>	<ul style="list-style-type: none"> <li>• We need to inform you of the representations we are requesting from management. A copy of the management representation letter is included in Appendix C.</li> <li>• We requested our standard representations.</li> </ul>
<b>Internal controls recommendations</b>	<p>The purpose of our audit was so that we could express an opinion on the financial statements. The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. The matters being reported are limited to those deficiencies that the auditor has identified during the audit and that the auditor has concluded are of sufficient importance to merit being reported to those charged with governance.</p> <p>We are required to report to you any significant internal control deficiencies noted in the course of our work. There were no such deficiencies. We will issue a separate letter to management outlining other observations and recommendations with respect to the Town's internal controls.</p>
<b>Independence</b>	We confirm our independence with respect to the Town, and have not become aware of any relationships which would bear on our independence.
<b>Fraud and illegal acts</b>	<p>No fraud involving senior management, or employees with a significant role in internal control or that would cause a material misstatement of the financial statements and no illegal acts came to our attention as a result of our audit procedures.</p> <p>We wish to reconfirm that the Mayor and Town Council is not aware of any known, suspected or alleged incidents of fraud or illegal acts not previously discussed with us.</p>
<b>Subsequent events</b>	<p>No subsequent events which would impact the financial statements other than those disclosed have come to our attention.</p> <p>We would like to reconfirm that the Mayor and Town Council is not aware of any other subsequent events that might affect the financial statements.</p>

<b>Key matters for discussion</b>	<b>Comments</b>
<b>Other information in documents containing audited financial information</b>	You confirm that you are not required or do not intend to issue any documents that contain or accompany the financial statements and the auditor's report thereon.
<b>New Accounting Standards</b>	<p>During the year the Town has adopted various new accounting standards as required by the Public Sector Accounting Standards Board. These new standards included:</p> <ul style="list-style-type: none"> <li>• PSAB Section 2200, Related party disclosures</li> <li>• PSAB Section 3210, Assets</li> <li>• PSAB Section 3320, Contingent Assets</li> <li>• PSAB Section 3380, Contractual Rights</li> <li>• PSAB Section 3420, Inter-entity transactions</li> </ul> <p>Management assessed the impact of these standards on the financial statements and PwC agreed with the conclusions made by management. Overall there was no material impact relating to these new standards on the financial statements.</p>
<b>Enhanced auditor reporting standards effective for years ending on or after December 15, 2018</b>	<ul style="list-style-type: none"> <li>• Revised Canadian auditor's reporting standards is effective for the 2018 year-end audit, and includes the following changes: <ul style="list-style-type: none"> <li>- Different format, opinion will be presented first.</li> <li>- Enhanced descriptions for responsibilities of the auditor, management and those charged with governance.</li> <li>- New requirements and reporting related to other information.</li> <li>- Requirement to include name of audit partner for listed entities.</li> <li>- Enhanced requirements relating to going concern.</li> <li>- Communication of key audit matters (KAMs) is voluntary at this time with the expectation that these will be mandatory in 2020 for TSX listed entities.</li> </ul> </li> </ul> <p>A draft auditor's report for the Town is included in Appendix A.</p>

The matters raised in this and other reports that will flow from the audit are only those that have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising and, in particular, we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. Comments and conclusions should only be taken in context of the financial statements as a whole, as we do not mean to express an opinion on any individual item or accounting estimate. This report has been prepared solely for your use. It was not prepared for, and is not intended for, any other purpose. No other person or entity shall place any reliance upon the accuracy or completeness of statements made herein. PwC does not assume responsibility to any third party, and, in no event, shall PwC have any liability for damages, costs or losses suffered by reason of any reliance upon the contents of this report by any person or entity other than you.

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## ***Appendix A: Draft auditor's report***



## *Independent auditor's report*

To the Mayor and Town Council of Town of Sundre

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### *Our opinion*

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town of Sundre (the Town) as at December 31, 2018 and the results of its operations, changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### **What we have audited**

The Town's financial statements comprise:

- the statement of financial position as at December 31, 2018;
- the statement of operations and accumulated surplus for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended; and
- the notes to the financial statements, which include a summary of significant accounting policies.

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### *Basis for opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Independence**

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada. We have fulfilled our other ethical responsibilities in accordance with these requirements.

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### *Responsibilities of management and those charged with governance for the financial statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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"PwC" refers to PricewaterhouseCoopers LLP, an Ontario limited liability partnership.



In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

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### *Auditor's responsibilities for the audit of the financial statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Calgary, Alberta  
April 15, 2019

Draft



## ***Appendix B: Summary of unadjusted items***

The materiality levels previously communicated to you have changed from \$280,000 to \$270,000. As a result of our audit, we noted the following items with an impact on excess of revenue over expenses.

Under Canadian auditing standards, we are required to communicate to you the unadjusted items (including disclosures) and the effect that they may have on our opinion and to request that unadjusted items be corrected. The following unadjusted items were noted in the audit and have been left unadjusted:

	<b>Statement of Operations</b>	<b>Statement of Financial Position</b>		
<b>Description</b>	<b>Overstated (understated) \$</b>	<b>Assets (overstated) understated \$</b>	<b>Liabilities overstated (understated) \$</b>	<b>Opening Net assets overstated (understated) \$</b>
To adjust for local improvement charges collected in prior periods, which should have been recognized as revenue in the period collected.	\$18,964	\$-	\$70,097	\$89,061

We also noted an unadjusted classification item in Schedule 2 (Schedule of tangible assets) to the financial statements whereby the opening cost balances of the different asset classes are misclassified. Machinery and equipment, buildings and engineering structures are understated by \$38,000, \$3,000 and \$14,000 respectively and land improvements is overstated by \$55,000. This has no impact on the final balances presented on the statement of financial position and is only a disclosure/classification item with Schedule 2.

As a result of our audit, we conclude that the above unadjusted items are immaterial - individually and in total - to the financial statements taken as a whole.

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## ***Appendix C: Management representation letter***

April 15, 2019

PricewaterhouseCoopers LLP  
111 - 5 Avenue SW, Suite 3100  
Calgary AB T2P 5L3

We are providing this letter in connection with your audit of the financial statements of the Town of Sundre (the "Town") as at December 31, 2018 and for the year then ended for the purpose of expressing an opinion as to whether such financial statements present fairly, in all material respects, the financial position of the "Town" and results of its operations and its cash flows in accordance with Canadian public sector accounting standards (the financial statements). This letter also covers the audit of the Financial Information Return (the "FIR") as at and for the year ended December 31, 2018.

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 18, 2018 and in particular with respect to the following responsibilities:

- the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards including disclosures;
- We are responsible for the preparation and presentation of the FIR, in accordance with the basis of accounting described in notes
- designing, implementing and maintaining an effective system of internal control over financial reporting and the FIR to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error;
- designing, implementing and maintaining an effective system of internal control to prevent and detect fraud;
- providing you with all relevant information and access, as agreed in the terms of the audit engagement; and
- ensuring all transactions have been recorded in the accounting records and are reflected in the financial statements and the FIR.

We confirm the following representations:

**Preparation of financial statements and FIR**

The financial statements are fairly presented in accordance with Canadian public sector accounting standards, and include all disclosures necessary for such fair presentation and disclosures otherwise required to be included therein by the laws and regulations to which the Town is subject. We have prepared the Town's financial statements on the basis that the Town is able to continue as a going concern.

The FIR includes all disclosures necessary for presentation in accordance with the basis of accounting described in the notes and disclosures otherwise required to be included therein by the laws and regulations to which the FIR is subject.

We have appropriately reconciled our books and records (e.g. general ledger accounts) underlying the financial statements to their related supporting information (e.g. subledger or third party data). All related reconciling items considered to be material were identified and included on the reconciliations and were appropriately adjusted in the financial statements. There were no material unreconciled differences or material general ledger suspense account items that should have been adjusted or reclassified to another account balance. There were no material general ledger suspense account items

written off to a balance sheet account, which should have been written off to a profit and loss account and vice versa. All intra-entity accounts have been eliminated or appropriately measured and considered for disclosure in the financial statements.

### **Other information**

We confirm to you that we are not required by law, regulation or custom and do not intend to issue a document (which would include or accompany the financial statements and our auditor's report thereon) with information on the Town's operations and the Town's financial results and financial position as set out in the financial statements.

### **Accounting policies**

We confirm that we have reviewed the Town's accounting policies and, having regard to the possible alternative policies, our selection and application of accounting policies and estimation techniques used for the preparation and presentation of the financial statements is appropriate in the Town's particular circumstances.

We confirm that we have reviewed the Town's accounting policies and, having regard to the possible alternative policies, our selection and application of accounting policies and estimation techniques used for the preparation and presentation of the FIR is appropriate in the Town's particular circumstances to present in all material respects the FIR in accordance the basis of accounting described in the notes.

### **Internal control over financial reporting**

We have disclosed to you all deficiencies in the design or operation of disclosure controls and procedures and internal control over financial reporting that we are aware.

### **Minutes**

All matters requiring disclosure to or approval of the Mayor and Town Council have been brought before them at appropriate meetings and are reflected in the minutes.

### **Completeness of transactions**

All contractual arrangements entered into by the Town with third parties have been properly reflected in the accounting records or/and, where material (or potentially material) to the financial statements and the FIR, have been disclosed to you. The Town has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There are no side agreements or other arrangements (either written or oral) undisclosed to you.

### **Fraud**

We have disclosed to you:

- The results of our assessment of the risk that the financial statements and the FIR may be materially misstated as a result of fraud;
- All information in relation to fraud or suspected fraud of which we are aware affecting the Town involving management, employees who have significant roles in internal control or others where the fraud could have a material effect on the financial statements; and
- All information in relation to any allegations of fraud, or suspected fraud, affecting the Town's financial statements and the FIR, communicated by employees, former employees, analysts, regulators, investors or others.

### **Disclosure of information**

We have provided you with:

- Access to all information of which we are aware that is relevant to the preparation of the financial statements and the FIR, such as records, documentation and other matters including:
  - Contracts and related data;

- Information regarding significant transactions and arrangements that are outside the normal course of business;
- Minutes of the meetings of Mayor and Town Council. The most recent meetings held were the Town Council on March 18, 2019;
- Additional information that you have requested from us for the purpose of the audit; and
- Unrestricted access to persons within the "Town" from whom you determined it necessary to obtain audit evidence.

### **Compliance with laws and regulations**

We have disclosed to you all aspects of laws, regulations and contractual agreements that may affect the financial statements and the FIR, including any known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

There have been no communications from regulatory agencies concerning non-compliance with or deficiencies in financial reporting practices.

### **Accounting estimates and fair value measurements**

Significant assumptions used by the "Town" in making accounting estimates, including fair value accounting estimates, are reasonable.

For recorded or disclosed amounts in the financial statements that incorporate fair value measurements, we confirm that:

- The measurement methods are appropriate and consistently applied;
- The significant assumptions used in determining fair value measurements represent our best estimates, are reasonable and have been consistently applied;
- No subsequent event requires adjustment to the accounting estimates and disclosures included in the financial statements and the FIR; and
- The significant assumptions used in determining fair value measurements are consistent with the Town's planned courses of action. We have no plans or intentions that have not been disclosed to you, which may materially affect the recorded or disclosed fair values of assets or liabilities.

Significant estimates and measurement uncertainties known to management that are required to be disclosed in accordance with CPA Canada Public Sector Accounting Handbook Section 2130, *Measurement Uncertainty*, have been appropriately disclosed.

### **Related parties**

We confirm that we have disclosed to you the identity of the Town's related parties as defined by CPA Canada Public Sector Accounting Handbook Section PS 2200, *Related Party Disclosures*, and all the related party relationships and transactions.

The identity and relationship of, and balances and transactions with, related parties have been properly recorded and adequately disclosed in the financial statements as required by CPA Canada Public Sector Accounting Handbook Section PS 2200, *Related Party Disclosures*. We provided support for any assertion that a transaction with a related party was conducted on terms equivalent to those prevailing in an arm's length transaction.

The list of related parties attached to this letter as Appendix A accurately and completely describes the Town's related parties and the relationships with such parties.

### **Going concern**

There are no events or conditions that, individually or collectively, may cast significant doubt on the Town's ability to continue as a going concern.

We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements and the FIR (e.g. to dispose of the business or to cease operations).

#### **Assets and liabilities**

We have satisfactory title or control over all assets. All liens or encumbrances on the Town's assets and assets pledged as collateral, to the extent material, have been disclosed in notes to the financial statements.

We have recorded or disclosed, as appropriate, all liabilities, in accordance with Canadian public sector accounting standards. All liabilities and contingencies, including those associated with guarantees, whether written or oral, under which the "Town" is contingently liable in accordance with CPA Canada Public Sector Accounting Handbook Section PS 3300, *Contingent Liabilities*, have been disclosed to you and are appropriately reflected in the financial statements.

#### **Litigation and claims**

All known actual or possible litigation and claims, which existed as at December 31, 2018 or exist now, have been disclosed to you and accounted for and disclosed in accordance with Canadian public sector accounting standards, whether or not they have been discussed with legal counsel.

#### **Misstatements**

Certain representations in this letter are described as being limited to those matters that are material. Items are also considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.

We confirm that the financial statements are free of material misstatements, including omissions.

The effects of the uncorrected misstatements in the financial statements, as summarized in Appendix B, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. We confirm that we are not aware of any uncorrected misstatements other than those included in Appendix B.

#### **Events after balance sheet date**

We have identified all events that occurred between December 31, 2018 and the date of this letter that may require adjustment of, or disclosure in the financial statements and the FIR, and have effected such adjustment or disclosure.

#### **Cash and banks temporary investments**

The books and records properly reflect and record all transactions affecting cash funds, bank accounts and bank indebtedness of the Town.

All cash balances are under the control of the Town, free from assignment or other charges, and unrestricted as to use, except as disclosed to you.

The amount shown for cash on hand or in bank accounts excludes trust or other amounts, which are not the property of the Town.

Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements have been properly disclosed.

All cash and bank accounts and all other properties and assets of the Town are included in the financial statements.

**Restricted assets and revenues**

All assets and revenues subject to externally imposed restrictions are disclosed in the financial statements.

All externally restricted inflows have been recognized as revenue in the year/period in which the resources were used for the purposes specified. All externally restricted inflows received before this criterion has been met have been reported as liabilities until the resources are used for the purposes specified.

Condensed supplementary financial information relative to internally restricted entities has been disclosed in the financial statements, by entity and as a whole.

**Statements of operations, changes in net financial assets**

All transactions entered into by the Town have been recorded in the books and records presented to you.

All amounts have been appropriately classified within the statements of operations, and changes in net financial assets.

Any changes to internal fund restrictions that are reflected in the financial statements, but not yet approved by the Mayor and Town Council will be approved prior to the Mayor and Town Council approving the financial statements.

The accounting principles and policies followed throughout the year were consistent with prior year's practices (except as disclosed in the financial statements).

**Accounts receivable**

All amounts receivable by the Town were recorded in the books and records.

All contributions receivable that are recorded in the consolidated balance sheet are reasonably assured of collection and we have made you aware of all relevant facts and circumstances in making this determination. Recognized contributions receivable do not include any bequests.

Receivables recorded in the consolidated financial statements, represent bona fide claims against debtors for sales or other charges arising on or before the consolidated balance sheet date and are not subject to discount except for normal cash discounts.

Amounts receivable amounted to \$1,027,322 and are considered to be fully collectible.

All receivables were free from hypothecation or assignment as security for advances to the Town, except as hereunder stated.

The Town has accounted for and disclosed transfers of receivables (including securitizations) that have occurred in the year.

Receivables, other than transfers receivable accounted for in accordance with the CPA Canada Public Sector Accounting Handbook Section PS 3410, Government Transfers and taxes receivable accounting for in accordance with CPA Canada Public Sector Accounting Handbook Section PS 3510, Tax Revenue, recorded in the consolidated financial statements, represent bona fide claims against debtors for sales or other charges arising on or before the consolidated balance sheet date and are not subject to discount except for normal cash discounts.

**Financial assets**

All securities and other financial assets that were owned by the Town were recorded in the accounts.

All income earned on the financial assets has been recorded in the accounts, and any interest income has been accrued using the effective interest rate method.

We are not aware of any objective evidence of impairment that would result in the recognition of an impairment loss on any financial asset.

You have been informed of the acquisition of or the formation of all government units, affiliated and subsidiary companies, partnerships, joint ventures or other participations during the year.

All transactions with subsidiaries, significantly influenced organizations, partnerships or joint ventures have been recorded in the accounts presented to you. All investments in and advances to subsidiaries, significantly influenced organizations, partnerships, joint ventures or other participations are appropriately recorded, and there is no evidence of impairment in value below the resulting balances shown in the financial statements.

There has been no activity in any dormant or inactive subsidiaries, business enterprises, partnerships, joint ventures or other participations, except as disclosed to you.

### **Tangible Capital assets**

All charges to tangible capital asset accounts represented the actual cost of additions or the fair value at the date of contribution.

All contributed tangible capital assets have been recorded at fair value at the date of the contribution.

No significant capital asset additions were charged to repairs and maintenance or other expense accounts.

Book values of capital assets sold, destroyed, abandoned or otherwise disposed of have been eliminated from the accounts.

Tangible Capital assets owned by the Town are being depreciated on a systematic basis over their estimated useful lives, and the provision for depreciation was calculated on a basis consistent with that of the previous date. During the year, we reviewed the appropriateness of the depreciation policy and estimate of useful lives for tangible capital assets, taking into account all pertinent factors. Any changes in our assessment from the prior year have been adequately disclosed and reflected in the financial statements.

All lease agreements covering property leased by or from the Town have been disclosed to you and classified in accordance with CPA Canada Public Sector Accounting Handbook Guideline PSG-02, *Leased Tangible Capital Assets*.

Assets held under capital leases are being amortized on a systematic basis over the period of expected use.

There have been no events, conditions or changes in circumstances that indicate that a capital asset no longer contributes to the Town's ability to provide goods and services or that the value of future economic benefits associated with the tangible capital asset is less than its net book value. We believe that the carrying amount of the Town's long-lived tangible capital assets is fully recoverable in accordance with CPA Canada Public Sector Accounting Handbook PS 3150.

### **Long-term debt**

All borrowings and financial obligations of the Town of which we are aware are included in the financial statements as at year end, as appropriate. We have fully disclosed to you all borrowing arrangements of which we are aware.

The Town has not violated any covenants on long-term debt during any of the periods reported. We have fully disclosed to you all covenants and information related to how we determined our compliance with the terms of the covenants.



**Deferred revenue and deferred contributions**

All material amounts of deferred revenue and deferred contributions were appropriately recorded in the books and records.

**Liabilities for contaminated sites**

No liabilities for remediation were recognized associated with contaminated sites because we believe that the Town does not have any contaminated sites that would require remediation.

**Environmental matters**

There are no liabilities or contingencies arising from environmental matters that have not already been disclosed to the auditor.

Liabilities or contingencies related to environmental matters have been recognized, measured and disclosed, as appropriate, in the financial statements.

We have considered the effect of environmental matters and the carrying value of the relevant assets is recognized, measured and disclosed, as appropriate, in the financial statements.

All commitments related to environmental matters have been measured and disclosed, as appropriate in the financial statements.

**General**

There are no proposals, arrangements or actions completed, in process, or contemplated that would result in the suspension or termination of any material part of the Town's operations. Information relative to any matters handled on behalf of the Town by any legal counsel, including all correspondence and other files, has been made available to you.

**Segment disclosures**

Pursuant to CPA Canada Public Sector Accounting Handbook Section PS 2700, *Segment Disclosures*, in identifying segments, management has considered the definition of a segment and other factors, including:

- the objectives of disclosing financial information by segment;
- the expectations of members of the community and their elected or appointed representatives regarding the key activities and accountabilities of the government;
- the qualitative characteristics of financial reporting as set out in CPA Canada Public Sector Accounting Handbook Section PS 1000, *Financial Statement Concepts*;
- the homogeneous nature of the activities, service delivery, or recipients of the services;
- whether the activities relate to the achievement of common outcomes or services as reflected in government performance reports and plans;
- whether discrete financial information is reported or available; and
- the nature of the relationship between the government and its organizations (within the reporting entity).

Management has identified following operating segments: General Government, Protective Services, Transportation Services, Planning and Development, Utility Services, and Recreation and Culture. The financial statements disclose all the relevant factors used to identify the Town's reportable segments.

Changes in accounting policies related specifically to segment reporting that have a material effect on segment information have been disclosed. The prior year's segment information presented for comparative purposes has been restated.

## **Government transfers**

### ***Transferring organization***

Transfers have only been recognized as an expense in the year the transfer has been authorized and all eligibility criteria have been met by the recipient.

### ***Recipient organization***

We have disclosed all significant terms and agreements in respect of transfers received from governments.

Transfers without eligibility criteria or stipulations have been recognized as revenue once the transfer has been authorized.

Transfers with eligibility criteria but without stipulations have been recognized as revenue once the transfer has been authorized and all eligibility criteria have been met.

Transfers with or without eligibility criteria but with stipulations have been recognized as revenue in the year the transfer has been authorized and all eligibility criteria have been met, except when, and to the extent that, the transfer gives rise to an obligation that meets the definition of a liability for the recipient government in accordance with CPA Canada Public Sector Accounting Handbook PS 3200, Liabilities.

### ***Disclosure***

The major kinds of transfers recognized have all been disclosed in the financial statements as well as the nature and terms of liabilities arising from government transfers received.

## **Budgetary data**

We have included budgetary data in our financial statements, which is relevant to the users of financial statements and consistent with that originally planned and approved by Town Council on December 5, 2016. Planned results were presented for the same scope of activities and on a basis consistent with that used for actual results.

Yours truly,

Town of Sundre

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Linda Nelson, Chief Administrative Officer

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Chris Albert, Director of Corporate Services

## **Appendix A - Related Parties**

### **Mayor**

- Terry Leslie

### **Town Councillors**

- Cheri Funke
- Paul Isaac
- Todd Dalke
- Charlene Preston
- Robert Wolfe
- Richard Warnock

### **Management**

- Mike Marko, Director of Planning
- Linda Nelson, Chief Administrative Officer
- Chris Albert, Acting Director of Finance and Administration

### **Other**

- Soul Divinity Healing & Art (owned by family member of Councillor Richard Warnock)
- Tranquility Day Spa (owned family member of Councillor Rob Wolfe)
- Fountain Tire (owned by Councillor Todd Dalke)

## Appendix B - Summary of unadjusted items

Under Canadian auditing standards, we are required to communicate to you the unadjusted items (including disclosures) and the effect that they may have on our opinion and to request that unadjusted items be corrected. The following unadjusted items were noted in the audit and have been left unadjusted:

Description	Statement of Operations	Statement of Financial Position		
	Overstated (understated) \$	Assets (overstated) understated \$	Liabilities overstated (understated) \$	Opening Net assets overstated (understated) \$
To adjust for local improvement charges collected in prior periods, which should have been recognized as revenue in the period collected.	\$18,964	\$-	\$70,097	\$89,061

We also noted an unadjusted classification item in Schedule 2 (Schedule of tangible assets) to the financial statements whereby the opening cost balances of the different asset classes are misclassified. Machinery and equipment, buildings and engineering structures are understated by \$38,000, \$3,000 and \$14,000 respectively and land improvements is overstated by \$55,000. This has no impact on the final balances presented on the statement of financial position and is only a disclosure/classification item with Schedule 2.

As a result of our audit, we conclude that the above unadjusted items are immaterial - individually and in total - to the financial statements taken as a whole.

**TOWN OF SUNDRE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**

DRAFT

Approved by Council:

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Terry Leslie, Mayor

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Chris Albert, CPA, CGA  
Director of Corporate Services

**Town of Sundre**  
**Statement of Financial Position**  
**As at December 31, 2018**

	2018 \$	2017 \$
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 4)	9,546,753	8,567,321
Receivables (Note 5)		
Taxes and grants in place of taxes	298,879	365,643
Trade and other receivables	728,442	1,339,926
Investments (Note 6)	27,700	27,700
	<u>10,601,774</u>	<u>10,300,590</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	986,721	1,581,191
Deposit liabilities	62,753	2,850
Deferred revenue (Note 7)	905,806	952,752
Long-term debt (Note 8)	5,456,862	4,379,096
	<u>7,412,142</u>	<u>6,915,889</u>
<b>NET FINANCIAL ASSETS</b>	<u>3,189,632</u>	<u>3,384,701</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 11)	41,722,955	40,406,790
Inventory for consumption	80,840	52,572
Prepaid Expense	29,315	30,366
	<u>41,833,110</u>	<u>40,489,728</u>
<b>ACCUMULATED SURPLUS (Note 13)</b>	<u>45,022,742</u>	<u>43,874,429</u>

Commitments and contingencies (Note 16 and 17)

Approved on behalf of Council by:

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**Town of Sundre**  
**Statement of Operations and Accumulated Surplus**  
**As at December 31, 2018**

	Budget \$	2018 \$	2017 \$
<b>REVENUE</b>			
Net municipal taxes (Schedule 3)	\$ 3,473,313	\$ 3,336,996	\$ 3,241,208
User fees and sales of goods	3,805,823	3,916,803	5,079,447
Government transfers for operating (Schedule 4)	665,449	1,037,935	888,904
Investment Income	20,198	141,329	79,990
Fines, penalties and cost of taxes	97,270	131,758	109,784
Licenses and permits	77,893	161,497	74,216
Rentals	50,475	105,927	107,214
Other	6,500	210,774	471,011
<b>Total Revenue</b>	<b>8,196,921</b>	<b>9,043,019</b>	<b>10,051,774</b>
<b>EXPENSES</b>			
Legislative	337,202	364,749	417,689
Administration	462,388	573,897	517,981
Protective services	535,053	619,970	604,817
Roads, streets, walks, lighting	949,095	1,355,759	1,035,089
Water supply and distribution	716,945	1,037,605	1,014,281
Wastewater treatment and disposal	537,274	744,301	719,896
Waste management	230,796	208,181	219,930
Gas distribution	1,157,969	928,751	1,092,071
Family and community support	154,779	166,258	172,673
Land use planning, zoning and development	759,575	691,216	1,845,616
Parks and recreation	1,432,928	1,604,706	1,487,753
Culture	304,672	322,364	301,798
<b>Total Expenses</b>	<b>7,578,676</b>	<b>8,617,757</b>	<b>9,429,594</b>
<b>EXCESS OF REVENUE OVER EXPENSES - BEFORE OTHER</b>	<b>618,245</b>	<b>425,262</b>	<b>622,180</b>
<b>OTHER</b>			
Government Transfers for capital (Schedule 4)	660,300	723,051	744,721
	660,300	723,051	744,721
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>1,278,545</b>	<b>1,148,313</b>	<b>1,366,901</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>43,874,429</b>	<b>43,874,429</b>	<b>42,507,528</b>
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 13)</b>	<b>45,152,974</b>	<b>45,022,742</b>	<b>43,874,429</b>

**Town of Sundre**  
**Statement of Change in Net Financial Assets**  
**As at December 31, 2018**

	2018 Budget \$	2018 \$	2017 \$
<b>EXCESS OF REVENUES OVER EXPENSES</b>	1,278,545	1,148,313	1,366,901
<b>Change in tangible capital assets</b>			
Acquisition of tangible capital assets	(3,085,514)	(3,063,545)	(2,462,292)
Contributed Tangible capital assets	-	-	-
(Gain) / Loss on sale of tangible capital assets	-	38,561	(5,147)
Amortization of tangible capital assets	-	1,708,819	1,625,389
Proceeds on disposal of tangible capital assets	-	-	26,314
	<u>(3,085,514)</u>	<u>(1,316,165)</u>	<u>(815,736)</u>
<b>Change in non-financial assets</b>			
Use (acquisition) of inventories for consumption	-	(28,269)	12,917
(Acquisition) Use of prepaid assets	-	1,052	(4,867)
	<u>-</u>	<u>(27,217)</u>	<u>8,050</u>
<b>(DECREASE) INCREASE IN NET ASSETS</b>	(1,806,969)	(195,069)	559,215
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<u>3,384,701</u>	<u>3,384,701</u>	<u>2,825,486</u>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<u><u>1,577,732</u></u>	<u><u>3,189,632</u></u>	<u><u>3,384,701</u></u>



**Town of Sundre  
Statement of Cash Flows  
As at December 31, 2018**

	2018 \$	2017 \$
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:</b>		
<b>OPERATING</b>		
Excess of revenues over expenses	1,148,313	1,366,901
Non-cash items included in excess (shortfall) of revenue over expenses		
Amortization of tangible capital assets	1,708,819	1,625,389
Tangible capital assets received as contributions	-	-
Loss / (Gain) on disposal of tangible capital assets	38,561	(5,147)
Non-cash charges to operations (net change)		
Decrease (Increase) in taxes and grants in place of taxes	66,763	(115,148)
Decrease (Increase) in trade and other receivables	611,484	(194,114)
(Increase) Decrease in inventory for consumption	(28,269)	12,917
Decrease (Increase) in prepaid expenses	1,052	(4,867)
(Decrease) Increase in accounts payable and accrued liabilities	(594,469)	1,031,099
Increase (Decrease) in deposit liabilities	59,903	(50)
Decrease in deferred revenue	(46,946)	(947,587)
Proceeds on disposal of tangible capital assets included in Operating	(2,550)	-
Total cash provided by operations	<u>2,962,661</u>	<u>2,769,393</u>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(3,063,545)	(2,462,292)
Proceeds on disposal of tangible capital assets	2,550	26,314
Cash applied to capital transactions	<u>(3,060,995)</u>	<u>(2,435,978)</u>
<b>FINANCING</b>		
Long-term debt repaid	(405,234)	(353,321)
Long-term debt acquired	1,483,000	1,000,000
Cash provided by financing transactions	<u>1,077,766</u>	<u>646,679</u>
<b>CHANGE IN CASH AND TEMPORARY INVESTMENTS DURING THE YEAR</b>	979,432	980,094
<b>CASH AND TEMPORARY INVESTMENTS, BEGINNING OF YEAR</b>	<u>8,567,321</u>	<u>7,587,227</u>
<b>CASH AND TEMPORARY INVESTMENTS, END OF YEAR</b>	<u><u>9,546,753</u></u>	<u><u>8,567,321</u></u>
<b>Cash and temporary investments is made up of:</b>		
Cash and temporary investments (Note 4)	8,698,243	7,739,808
Designated portion of cash (Note 4)	848,510	827,513
	<u><u>9,546,753</u></u>	<u><u>8,567,321</u></u>

**Town of Sundre**  
**Schedule of Changes in Accumulated Surplus**  
**As at December 31, 2018**  
**Schedule 1**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2018	2017
<b>BALANCE, BEGINNING OF YEAR</b>	1,037,110	6,809,625	36,027,694	43,874,429	42,507,528
Excess of revenues over expenses	1,148,313	-	-	1,148,313	1,366,901
Unrestricted funds designated for future use	(1,662,722)	1,662,722	-	-	-
Restricted funds used for operations	10,558	(10,558)	-	-	-
Restricted funds used for tangible capital assets	-	(958,663)	958,663	-	-
Current year funds used for tangible capital assets	(2,104,882)	-	2,104,882	-	-
Disposal of tangible capital assets	38,561	-	(38,561)	-	-
Annual amortization expense	1,708,819	-	(1,708,819)	-	-
Long term debt acquired	1,483,000	-	(1,483,000)	-	-
Long term debt repaid	(405,234)	-	405,234	-	-
Change in accumulated surplus	216,413	693,501	238,399	1,148,313	1,366,901
<b>BALANCE, END OF YEAR</b>	<u>1,253,523</u>	<u>7,503,126</u>	<u>36,266,093</u>	<u>45,022,742</u>	<u>43,874,429</u>

**TOWN OF SUNDRE**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**For the Year Ended December 31, 2018**  
**Schedule 2**

	Buildings	Engineered Structures	Land	Land Improvements	Machinery & Equipment	Vehicles	2018	2017
<b>COSTS:</b>								
<b>Balance, beginning of year</b>	\$ 14,688,808	\$ 28,120,618	\$ 9,297,610	\$ 1,894,940	\$ 3,013,322	\$ 1,674,019	\$ 58,689,317	\$ 56,375,336
Acquisition of tangible capital assets	141,302	2,617,809	-	-	65,432	34,487	2,859,030	1,816,224
Work-in-progress	(22,096)	7,136	-	3,000	216,475	-	204,515	646,068
Disposal of tangible capital assets	(29,338)	-	-	-	(55,329)	(16,235)	(100,902)	(148,311)
<b>Balance, end of year</b>	\$ 14,778,676	\$ 30,745,563	\$ 9,297,610	\$ 1,897,940	\$ 3,239,900	\$ 1,692,271	\$ 61,651,960	58,689,317
<b>ACCUMULATED AMORTIZATION:</b>								
<b>Balance, beginning of year</b>	\$ 5,097,173	\$ 10,465,183	\$ -	\$ 578,443	\$ 1,442,577	\$ 699,151	\$ 18,282,527	16,784,282
Annual Amortization	455,035	880,076	-	114,862	174,125	84,721	1,708,819	1,625,389
Accumulated amortization on disposals	(5,430)	-	-	-	(43,030)	(13,881)	(62,341)	(127,144)
<b>Balance, end of year</b>	\$ 5,546,778	\$ 11,345,259	\$ -	\$ 693,305	\$ 1,573,672	\$ 769,991	\$ 19,929,005	\$ 18,282,527
<b>2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 9,231,898	\$ 19,400,304	\$ 9,297,610	\$ 1,204,635	\$ 1,666,228	\$ 922,280	\$ 41,722,955	\$ 40,406,790
<b>2017 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 9,591,635	\$ 17,655,435	\$ 9,297,610	\$ 1,316,497	\$ 1,570,745	\$ 974,868	\$ 40,406,790	

**Town of Sundre**  
**Schedule of Property and Other Taxes**  
**For the Year Ended December 31, 2018**  
**Schedule 3**

	Budget \$	2018 \$	2017 \$
<b>TAXATION</b>			
Real property taxes	3,398,027	4,180,990	4,051,024
Linear property taxes	-	123,584	157,115
Grants in Lieu of Taxes	-	38,413	-
Special assessments and local improvement taxes	75,286	102,511	104,135
	<u>3,473,313</u>	<u>4,445,498</u>	<u>4,312,274</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	-	1,045,255	1,016,185
Mountain View Senior's Housing	-	62,821	54,881
Designated Industrial Properties	-	426	-
	<u>-</u>	<u>1,108,502</u>	<u>1,071,066</u>
<b>NET MUNICIPAL TAXES</b>	<u>3,473,313</u>	<u>3,336,996</u>	<u>3,241,208</u>

**Town of Sundre**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2018**  
**Schedule 4**

	Budget \$	2018 \$	2017 \$
<b>TRANSFERS FOR OPERATING</b>			
<b>FEDERAL TRANSFERS</b>			
Celebrate Canada	-	-	2,200
<b>PROVINCIAL TRANSFERS</b>			
Family & Community Services	-	71,478	71,478
Municipal Sustainability Initiative	-	29,394	33,578
River Bank Stabilization	-	16,704	52,983
Flood Mitigation	-	23,780	-
Forest Resource Improvement Association	-	-	-
Other	-	41,247	42,917
	-	182,603	200,956
<b>LOCAL GOVERNMENT TRANSFERS</b>			
Shared-cost agreements and grants	665,449	855,332	685,748
<b>Total Operating</b>	665,449	1,037,935	888,904
<b>TRANSFERS FOR CAPITAL</b>			
<b>FEDERAL TRANSFERS</b>			
Federal Gas Tax Rebate	60,300	-	114,969
<b>PROVINCIAL TRANSFERS</b>			
Municipal Sustainability Initiative	600,000	723,051	629,752
<b>LOCAL GOVERNMENT TRANSFERS</b>			
Shared-cost agreements	-	-	-
<b>Total Capital</b>	660,300	723,051	744,721
<b>TOTAL GOVERNMENT TRANSFERS</b>	1,325,749	1,760,986	1,633,625

**Town of Sundre**  
**Schedule of Expenses by Object**  
**For the Year Ended December 31, 2018**  
**Schedule 5**

	Budget \$	2018 \$	2017 \$
<b>EXPENSES BY OBJECT</b>			
Salaries, wages and benefits	3,084,487	2,819,324	2,738,284
Contracted and general services	822,601	939,134	1,963,853
Materials, goods, utilities and other	2,870,610	2,279,957	2,353,099
Transfers to local boards and agencies	622,515	694,489	618,867
Interest on long-term debt	178,463	176,034	130,102
Amortization of tangible capital assets	-	1,708,819	1,625,389
	<u>7,578,676</u>	<u>8,617,757</u>	<u>9,429,594</u>

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**Town of Sundre**  
**Schedule of Segmented Disclosure**  
**For the Year Ended December 31, 2018**  
**Schedule 6**

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Utility Services	Total \$
<b>REVENUE</b>							
Net Municipal Taxes	3,336,996	-	-	-	-	-	3,336,996
Government transfers	29,394	193,417	745,047	30,222	762,906	-	1,760,986
User fees and sales of goods	98,762	143,527	89,303	282,131	396,266	3,305,996	4,315,985
Investment income	58,870	14,005	16,394	11,933	8,389	31,738	141,329
Other revenues	173,446	26,448	-	6,630	4,250	-	210,774
	<u>3,697,468</u>	<u>377,397</u>	<u>850,744</u>	<u>330,916</u>	<u>1,171,811</u>	<u>3,337,734</u>	<u>9,766,070</u>
<b>EXPENSES</b>							
Contract & general services	170,802	96,729	160,198	149,824	72,957	288,624	939,134
Salaries & wages	405,552	209,356	261,046	376,938	763,312	803,120	2,819,324
Goods & supplies	230,364	211,544	413,196	139,716	325,703	920,874	2,241,397
Transfers to local boards	-	-	-	24,739	634,191	35,559	694,489
Long-term debt interest	21,241	-	77,705	-	5,325	71,763	176,034
Other expenses	-	3,136	2,354	-	33,070	-	38,560
	<u>827,959</u>	<u>520,765</u>	<u>914,499</u>	<u>691,217</u>	<u>1,834,558</u>	<u>2,119,940</u>	<u>6,908,938</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	<u>2,869,509</u>	<u>(143,368)</u>	<u>(63,755)</u>	<u>(360,301)</u>	<u>(662,747)</u>	<u>1,217,794</u>	<u>2,857,132</u>
Amortization expense	(110,687)	(99,205)	(441,260)	-	(258,770)	(798,897)	(1,708,819)
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u><u>2,758,822</u></u>	<u><u>(242,573)</u></u>	<u><u>(505,015)</u></u>	<u><u>(360,301)</u></u>	<u><u>(921,517)</u></u>	<u><u>418,897</u></u>	<u><u>1,148,313</u></u>

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Town of Sundre are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town of Sundre are as follows:

a) **Reporting Entity**

The financial statements reflect the assets, liabilities, revenue and expenditures, changes in fund balances and changes in financial position of the reporting entity that comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are controlled by the municipality.

The schedule of taxes levied also includes requisitions for education and seniors' lodges that are not part of the municipal reporting entity. Interdepartmental and organizational transactions and balances are eliminated.

b) **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

Revenues are recognized as they are earned and measurable. Funds from external parties and earnings thereon that are restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

c) **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles for local governments established by PSAB requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) **Government Transfers**

Government transfers are the transfers of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return. Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be determined.



**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

e) **Deferred Revenue**

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and is restricted and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

f) **Taxes and Grants in place of Taxes Receivable**

Taxes and grants in place of taxes receivable consist of current and non-current property tax levies, which remain outstanding at December 31.

g) **Investments**

Investments are recorded at amortized cost. When there is a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

h) **Prepaid Local Improvement Charges**

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight-line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

i) **Non-Financial Assets**

Non-Financial Assets are assets that are not available to discharge existing liabilities but held for use in Town operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Town operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**k) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life in accordance with Board Policy B-019 – Tangible Capital Assets as follows:

	<b><u>YEARS</u></b>
Land Improvements	15 - 25
Buildings	25 - 30
Engineered Structures	
Water System	30 - 40
Waste Water System	30 - 75
Gas System	30 - 50
Other engineered structures	5 - 40
Machinery & Equipment	3 - 40
Vehicles	10 - 25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use. Government contributions for the acquisition of capital assets are recorded as capital revenue and do not reduce the related capital asset costs.

**l) Contributions of Tangible Capital Assets**

Contributed tangible capital assets are recorded at fair value at the date of receipt and are recorded as revenue in the year of acquisition.

**m) Inventories**

Inventories of materials and supplies are valued at the lower of cost or net realizable value with cost determined by the average cost method.

**n) Reserves for Future Expenditures**

Reserves are established at the discretion of Council to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected in accumulated surplus.

**o) Leases**

Leases are classified as capital or operating leases. Leases that transfer substantially all of the benefit and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**p) Contaminated Sites**

The Town of Sundre reviews all contaminated sites for possible liabilities associated with the remediation of such sites. Management has assessed such sites and has determined there is no liability regarding the remediation of these sites.

**2. ADOPTION OF NEW ACCOUNTING STANDARDS**

**PSAB Section 2200, Related Party Disclosures**

Effective January 1, 2018, the Town adopted the new PSAB 2200 Related Party Disclosures. PS 2200 contains disclosure standards for related parties and related party transactions, including Council members, key management personnel and close family members. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and when the transactions have, or could have, a material financial effect on the financial statements. Related parties and transactions were reviewed and no disclosure is required at this time.

**PSAB Section 3210, Assets**

Effective January 1, 2018, the Town adopted the new PSAB 3210 Assets. PS 3210 provides guidance for applying the definition of assets set out in Section PS 1000, Financial Statement Concepts, and establishes general disclosure standards for assets. No additional disclosures are required by the Town at this time.

**PSAB Section 3320, Contingent Assets**

Effective January 1, 2018, the Town adopted the new PSAB 3320 Contingent Assets. PS 3320 contains standards for defining and disclosing assets. Disclosure of information about contingent assets is required when the occurrence of the confirming future event is likely. No additional disclosures are required by the Town at this time.

**PSAB Section 3380, Contractual Rights**

Effective January 1, 2018, the Town adopted the new PSAB 3380 Contractual Rights. PS 3380 contains standards for disclosure of contractual rights. Disclosure of information is required, including a description of their nature, extend and timing. No additional disclosures are required by the Town at this time.

**PSAB Section 3420, Inter-Entity Transactions**

PSAB 3420 Inter-Entity Transactions came into effect for the 2018 fiscal year and establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. Currently, the Town does not have inter-entity transactions.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**3. FUTURE ACCOUNTING POLICIES**

The Public Sector Accounting Board (PSAB) recently announced the following accounting pronouncements:

**PSAB Section 1201, Financial Statement Presentation**

This section is effective for fiscal years beginning on or after April 1, 2021, when sections PS 2601 and PS 3450 are adopted and establishes new general reporting principles and standards for the disclosure of information in government financial statements.

**PSAB Section 2601, Foreign Currency Translation**

This section is effective for fiscal years beginning on or after April 1, 2021 and establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements.

**PSAB Section 3280, Asset Retirement Obligations**

This section is effective for fiscal years beginning on or after April 1, 2021 and provides guidance on accounting for asset retirement obligations.

**PSAB Section 3400, Revenue**

This section is effective for fiscal years beginning on or after April 1, 2022 and provides greater clarity on the difference between exchange and non-exchange transactions.

**PSAB Section 3430, Restructuring Transactions**

This section is effective for the 2019 fiscal year and applies to restructuring transactions.

**PSAB Section 3450, Financial Instruments**

This accounting pronouncement establishes standards on how to account for and report all types of financial instruments including derivatives. Financial instruments include primary instruments and derivative instruments. It is effective for fiscal years beginning on or after April 1, 2019 for governments only, with early adoption encouraged. In addition, the Town will be required to assess Section 3041, Portfolio investments; Section 3050, Loans receivable; Section 3390, Contractual obligations; Section 3230, Long-term debt; Section 2500, Consolidation; and Section 3070, Investments in government business enterprises.

Management is assessing the impact of the adoption of these standards which is not known or reasonably estimable at this time.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

**4. CASH AND TEMPORARY INVESTMENTS**

	2018 \$	2017 \$
Cash	7,873,018	7,031,154
Temporary Investments	825,225	708,654
Designated Cash	848,510	827,513
	<u>9,546,753</u>	<u>8,567,321</u>

Temporary investments consist of short-term deposits with original maturities of three months or less and that can be converted to cash as required. Designated cash relates to conditional grants received that are held in separate bank accounts.

**5. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES**

	2018 \$	2017 \$
Current taxes and grants in place of taxes	298,879	365,643
Trade and other	728,442	1,339,926
	<u>1,027,321</u>	<u>1,705,569</u>

**6. INVESTMENTS**

	2018 \$	2017 \$
Investment in Gas Alberta Inc.		
Shares at cost	200	200
Debentures	27,500	27,500
	<u>27,700</u>	<u>27,700</u>

The investment in Gas Alberta Inc. consists of shares of \$200 and debenture of \$27,500 that is non-interest bearing and is due when the Gas Alberta Inc. contract expires. Expiry requires five years notice prior to service termination. Shares are not publically traded therefore fair market value is not readily available.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

**7. DEFERRED REVENUE**

	2018 Beginning \$	Additions	Utilizations	2018 End \$
Royal Bank of Canada – Learn to Play	6,784	-	-	6,784
Catalyst Changers – gazebo project	-	5,000	-	5,000
Prepaid local improvement charges	89,061	3,121	22,085	70,097
Mountain View Senior's Housing	19,028	2,202	-	21,230
	<u>114,873</u>	<u>10,323</u>	<u>22,085</u>	<u>103,111</u>
Grants				
Riverbank Stabilization	25,633	368	16,704	9,297
FRIAA FireSmart Program	35	-	-	35
Travel Alberta	-	30,222	30,222	-
Municipal Sustainability Int. - Operating	29,393	34,957	29,393	34,957
Federal Gas Tax Fund	119,862	1,712	-	121,574
Municipal Sustainability Int. - Capital	662,956	696,927	723,051	636,832
Provincial Flood Mitigation Grant	-	23,780	23,780	-
	<u>837,879</u>	<u>787,966</u>	<u>823,150</u>	<u>802,695</u>
	<u>952,752</u>	<u>798,289</u>	<u>845,235</u>	<u>905,806</u>

Deferred revenue represents amounts received or receivable which will be recognized as revenue in the period in which they are earned and corresponding expenditures are incurred.

The use of the Municipal Sustainability Initiative Grants, the Basic Municipal Transportation Grant and the Federal Gas Tax Grant is restricted to eligible capital projects as approved by the Province, which are scheduled for completion in the future.

Prepaid local improvement charges are being amortized to revenue at a rate of \$22,085 per year over the next 4 years.

**8. LONG-TERM DEBT**

	2018 \$	2017 \$
Tax supported debentures	2,974,420	1,625,993
Special levies supported debentures	900,765	1,026,217
Utility supported debentures	1,581,677	1,726,886
	<u>5,456,862</u>	<u>4,379,096</u>

The current portion of long-term debt is \$453,662 (2017 - \$405,234).

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

**8. LONG-TERM DEBT (continued)**

Principal and interest repayments are as follows:

	Principal \$	Interest \$	Total \$
2019	453,662	206,757	660,419
2020	422,501	188,753	611,254
2021	412,439	171,958	584,397
2022	275,607	156,563	432,170
2023	286,705	145,465	432,170
Thereafter	3,605,948	834,538	4,440,486
	<u>5,456,862</u>	<u>1,704,034</u>	<u>7,160,896</u>

Debenture debt is repayable to the Alberta Capital Finance Authority bearing interest rates ranging from 3.13% to 5.39% per annum, before provincial subsidy and matures in periods 2019 to 2038. For qualifying debentures, the Province of Alberta rebates interest. Debenture debt is issued on the credit and security of the Town of Sundre at large.

Interest on long-term debt amounted to \$176,034 (2017 - \$130,102).

The Town's total cash payments for interest in 2018 were \$176,034 (2017 - \$160,297).

**9. RESERVES**

Reserves for operating and capital activities are as follows:

	Beginning of Year \$	End of Year \$
<b>Operating</b>		
General Reserve	478,431	556,210
Planning & Development	341,812	461,543
Fire Donations	22,653	23,039
Fire (Operating)	54,800	55,653
	<u>897,696</u>	<u>1,096,445</u>
<b>Capital</b>		
Sundre Golf Society	53,032	53,889
Bylaw	21,476	27,823
Fire Town	514,605	482,684
Fire Mountain View County	279,754	229,058
Recreation Fields	29,251	34,864
Off-Site Levy	300,801	305,659

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

Municipal Reserve	61,259	62,248
Roads	701,637	405,668
Fleet	338,010	419,651
Water and Sewer	1,377,647	1,955,019
Solid Waste	235,280	253,903
Economic Development	96,604	96,648
Infrastructure	742,107	646,200
Sundre Community Centre	63,113	64,184
Arena	177,593	190,940
Greenwood Park	70,294	71,530
Parks	60,997	67,595
Recreation and Culture	15,280	15,432
Community Services	10,158	110,372
Trails	71,210	82,610
Gas	691,821	830,704
	<u>5,911,929</u>	<u>6,406,681</u>
Total Reserves	<u>6,809,625</u>	<u>7,503,126</u>

Capital reserves are based on a 10-year capital replacement plan that is approved by Council on an annual basis.

## 10. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the Town of Sundre be disclosed as follows:

	2018 \$	2017 \$
Total debt limit	<u>13,564,528</u>	<u>15,077,661</u>
Total debt	<u>5,456,862</u>	<u>4,379,096</u>
Amount of debt limit unused	<u>8,107,666</u>	<u>10,698,565</u>
	2018 \$	2017 \$
Debt servicing limit	<u>2,260,755</u>	<u>2,512,944</u>
Debt servicing	<u>660,418</u>	<u>581,268</u>
Amount of debt servicing limit unused	<u>1,600,337</u>	<u>1,931,676</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue.



**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

**10. DEBT LIMITS (continued)**

Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**11. TANGIBLE CAPITAL ASSETS**

	Net Book Value	
	2018	2017
	\$	\$
Land	9,297,610	9,297,610
Land Improvements	1,204,635	1,316,497
Buildings	9,231,898	9,591,635
Engineered Structures	19,400,304	17,655,435
Machinery, equipment and furnishings	1,666,228	1,570,745
Vehicles	922,280	974,868
	<u>41,722,955</u>	<u>40,406,790</u>

There were contributed assets of NIL in 2018 (2017 - NIL); and the total contributed assets value is \$977,607 (2017 - \$977,607).

**12. EQUITY IN TANGIBLE CAPITAL ASSETS**

	2018	2017
	\$	\$
Tangible Capital Assets (Schedule 2)	61,651,960	58,689,317
Accumulated Amortization (Schedule 2)	(19,929,005)	(18,282,537)
Long-term Debt (Note 8)	(5,456,862)	(4,379,096)
	<u>36,266,093</u>	<u>36,027,694</u>

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**13. ACCUMULATED SURPLUS**

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2018 \$	2017 \$
Equity in tangible capital assets (Note 12)	36,266,093	36,027,694
Unrestricted surplus (Schedule 1)	1,253,523	1,037,110
Restricted surplus		
Operating Reserve (Note 9)	1,096,445	897,696
Capital Reserve (Note 9)	6,406,681	5,911,929
	<u>45,022,742</u>	<u>43,874,429</u>

**14. LOCAL AUTHORITIES PENSION PLAN**

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP serves about 253,862 people and 417 employers. It is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

The Town of Sundre is required to make current service contributions to the plan of 10.39% of the pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 14.84% for the excess. Employees of the Town are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP in 2018 were \$197,581 (2017 - \$213,287). Total current service contributions by the employees of the town to the LAPP in 2018 were \$180,124 (2017 - \$195,964).

At December 31, 2017 LAPP disclosed an actuarial surplus of \$4.84 billion (2016 - \$637 million deficit).

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

**15. SALARY AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers are required by Alberta Regulation 313/2000 are as follows:

	2018		2017
	\$		\$
	Salary <sup>1</sup>	Benefits & Allowances <sup>2</sup>	Total
Mayor & Councilors:			
Mayor, Leslie	29,227	1,264	29,088
Councilor, Warnock	16,720	649	4,510
Councilor, Isaac	16,545	640	16,422
Councilor, Dalke	15,930	610	2,671
Councilor, Funke	15,630	595	16,605
Councilor, Wolfe	15,315	580	3,771
Councilor, Preston	15,067	568	3,410
Councilor, Thompson	-	-	12,123
Councilor, McFadden	-	-	11,768
Councilor, Vardas	-	-	11,702
Councilor, Blatchford	-	-	11,634
	124,434	4,906	123,704
Chief Administrative Officer	140,107	27,704	94,691

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, and per diem payments.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**16. COMMITMENTS**

The Town of Sundre has an agreement with Wild Rose Assessment Services Inc. to provide assessment services. Assessment services are required by the municipality in order to carry out the assessment of property within each municipality, primarily for taxation purposes. Under the terms of the agreements the Town of Sundre is committed to the following minimum payments until the end of March 31, 2020.

April 1, 2018 – March 31, 2019	\$38,220
April 1, 2019 – March 31, 2020	\$38,220

The Town of Sundre has entered into a lease agreement with Brandt Tractor Ltd. in regards to a John Deere 524K Wheel Loader. Under the terms of the lease the Town of Sundre is committed to the following payments until December 19, 2021

January 19, 2019 – December 19, 2019	\$28,322
January 19, 2020 – December 19, 2020	\$28,322
January 19, 2021 – December 19, 2021	\$28,322

The Town of Sundre has an agreement with Jane Finney to provide animal control services. Under the terms of the agreements the Town of Sundre is committed to the following minimum payments until the end of December 31, 2019.

January 1, 2019 – December 31, 2019	\$24,000
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The Town of Sundre has agreements with Can Pak Environmental Inc. to provide for the residential collection and processing of solid waste, recyclables and compost/organics services. Under the terms of the agreements the Town of Sundre is committed to the following monthly charges:

Residential Solid Waste	October 1, 2018 – September 30, 2019 - \$1.27 per household
	October 1, 2019 – September 30, 2020 - \$1.27 per household
Compost/Organics	October 1, 2018 – September 30, 2019 - \$1.27 per household
	October 1, 2019 – September 30, 2020 - \$1.27 per household
Recyclables	June 1, 2018 – May 31, 2019 - \$1.35 per household

The Town of Sundre has agreements with Angela's Janitorial Services to provide custodial services to the Town of Sundre firehall, town office and town shop facilities. Under the terms of the agreements the Town of Sundre is committed to the following charges:

Firehall	January 1, 2019 – December 31, 2019	\$15,225
	January 1, 2020 – January 31, 2020	\$ 1,269
Town Office	January 1, 2019 – December 31, 2019	\$27,615
	January 1, 2020 – January 31, 2020	\$ 2,301
Town Shop	January 1, 2019 – December 31, 2019	\$19,646
	January 1, 2020 – January 31, 2020	\$ 1,637

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**16. COMMITMENTS (continued)**

The Town of Sundre has eight agreements with ADT Canada Inc to provide security monitoring services to each of the Town owned facilities. Under the terms of the agreements, the Town of Sundre is committed to the following charges:

January 1, 2019 – December 31, 2019	\$5,179
January 1, 2020 – December 31, 2020	\$5,179
January 1, 2021 – December 31, 2021	\$5,179
January 1, 2022 – December 31, 2022	\$5,179
January 1, 2023 – March 31, 2023	\$1,295

**17. CONTINGENCIES**

The Town of Sundre, in the conduct of its normal activities can be named as a defendant in legal proceedings. The ultimate outcome of these proceedings can often not be determined until the proceedings are completed. Should any loss result from the resolution of these proceedings or if the amount of the loss can be determined, such amount would be expensed as they become known to the Town.

The Town was served with a civil claim in March 2016 alleging damage to a residence during excavation and tramping work carried out by a contractor on behalf of the Town on March 19, 2013. The claim is for \$11,000.

The Town of Sundre is a member of the Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE). Under the terms of the membership, the town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**18. FINANCIAL INSTRUMENTS**

The town's financial instruments consist of cash and temporary investments, receivables, investments, accounts payable and accrued liabilities, deposit liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial statements.

The town is subject to credit risk with respect to taxes, utilities and other accounts receivables. Credit risk arises from the possibility that some taxpayers and other customers may experience financial difficulty and be unable to fulfill their obligations. The Town's customers and taxpayers are diverse which minimizes this risk.

Other than long-term debt or otherwise noted, the carrying value of the financial instrument approximates fair value.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**19. SEGMENTED DISCLOSURE**

The Town is a diversified municipal government that provides a wide range of services to its citizens, including bylaw, fire, water, wastewater and gas management.

For management reporting purposes, the Town's operations and activities are organized and reported by functions and services provided. Certain functions that have been disclosed in the segmented information, along with services provided are as follows:

**a) General Government**

This category encompasses General revenue which includes taxes, government transfers, investment income, and franchise fees as well as Legislative Services which pertains to Town Council, Chief Administrative Officer and Legislative Services and also includes Corporate Services which oversees Financial Services, Taxation Administration, Utilities Administration, Accounts Payable, Accounts Receivable, Payroll, Insurance and Risk Management, Human Resources, and Information Technology.

**b) Protective Services**

Protective services includes Bylaw Enforcement, Animal Control, Disaster Services and Fire Services.

**c) Transportation Services**

This category includes Roads, sidewalk maintenance, street lighting, fleet management and Shop.

**d) Planning and development**

This category includes municipal planning, development and economic development.

**e) Utility Services**

This category includes water supply and distribution, water treatment, wastewater treatment and disposal, waste and recycling and the purchase and distribution of gas services for the Town.

**f) Recreation and Culture**

Parks and recreation includes the Sundre Community Centre, Arena, Greenwood Campground, Baseball, Parks, Recreation & Culture grants, Community Services, Trails, Outdoor Rinks, Recreation Fields, funds provided to the Sundre Municipal Library, and funds provided to Greenwood Neighbourhood place to provide Family and Community Support Services (FCSS).

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segments and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. The accounting policies used in these segments are consistent with those followed in the preparation of financial statements as disclosed in Note 1. For additional information see the Schedule of Segmented Disclosure (Schedule 6).

**20. REVOLVING LINE OF CREDIT**

The Town has a \$750,000 revolving demand facility. Use of the line of credit is limited to funding current expenditures and obligations of the Town until such time as the taxes levied or to be levied are collected. It is secured by the assets of the Town. The balance outstanding at December 31, 2018 is nil (2017 – nil). This line of credit bears interest at a rate of prime plus 0.25% per annum and is payable on a monthly basis.

**Town of Sundre**  
**Notes to Financial Statements**  
**For the Year Ended December 31, 2018**

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**21. BUDGET AMOUNTS**

The 2018 Budget of the Town of Sundre was approved by Council on December 5, 2016, has been reported in the financial statements for information purposes only and does not include amortization of tangible capital assets. The following information compares the 2018 actual expenditures less actual amortization of tangible capital assets to the 2018 budgeted amounts.

<u>Actual</u> <u>Expenses</u>	<u>Actual</u> <u>Amortization</u>	<u>Actual</u> <u>Expenses less</u> <u>Amortization</u>	<u>Budgeted</u> <u>Expenses</u>
\$ 8,617,757	\$ 1,708,819	\$ 6,908,938	\$ 7,578,676

**22. APPROVAL OF FINANCIAL STATEMENTS**

The Council and Management have approved these financial statements.

**23. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform to the current year's presentation.

**MUNICIPAL FINANCIAL INFORMATION RETURN**

For the Year Ending December 31, 2018

**Municipality Name:** Town of Sundre

**CERTIFICATION**

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

\_\_\_\_\_  
Signature of Duly Authorized Signing Officer

**Chris Albert**  
\_\_\_\_\_  
Print Name

**April 16, 2018**  
\_\_\_\_\_  
Date



## FINANCIAL POSITION

## Schedule 9A

		Total 1
<b>Assets</b>	0010	
Cash and Temporary Investments .....	0020	9,546,753
Taxes and Grants in Place of Taxes Receivable	0030	
. Current .....	0040	200,265
. Arrears .....	0050	98,615
. Allowance .....	0060	
Receivable From Other Governments .....	0070	207,825
Loans Receivable .....	0080	
Trade and Other Receivables .....	0090	520,617
Debt Charges Recoverable	0095	
Inventories Held for Resale	0130	
. Land .....	0140	
. Other .....	0150	
Long Term Investments	0170	
. Federal Government .....	0180	
. Provincial Government .....	0190	
. Local Governments .....	0200	
. Other .....	0210	27,700
Other Current Assets .....	0230	
Other Long Term Assets .....	0240	
	0250	
<b>Total Financial Assets</b>	0260	10,601,775
	0270	
<b>Liabilities</b>	0280	
Temporary Loans Payable .....	0290	
Payable To Other Governments .....	0300	986,721
Accounts Payable & Accrued Liabilities .....	0310	62,753
Deposit Liabilities .....	0340	905,806
Deferred Revenue .....	0350	5,456,862
Long Term Debt .....	0360	
Other Current Liabilities .....	0370	
Other Long Term Liabilities .....		
	0380	
<b>Total Liabilities</b>	0390	7,412,142
	0395	
<b>Net Financial Assets (Net Debt)</b>	0395	3,189,633
<b>Non Financial Assets</b>	0400	41,722,955
Tangible Capital Assets.....	0410	80,840
Inventory for Consumption.....	0420	29,314
Prepaid Expenses .....	0430	
Other .....		
	0440	41,833,109
<b>Total Non-Financial Assets</b>		
	0450	45,022,742
<b>Accumulated Surplus</b>		

# CHANGE IN ACCUMULATED SURPLUS

# Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	1,037,110	6,809,625	36,027,694	43,874,429
Net Revenue (Expense) .....	0505	1,148,313			1,148,313
Funds Designated For Future Use	0511	-1,662,722	1,662,722		
Restricted Funds - Used for Operations ..	0512	10,558	-10,558		
Restricted Funds - Used for TCA ..	0513		-958,663	958,663	
Current Year Funds Used for TCA	0514	-2,104,882		2,104,882	
Donated and Contributed TCA	0516				
Disposals of TCA	0517	38,561		-38,561	
Annual Amortization Expense	0518	1,708,819		-1,708,819	
Long Term Debt - Issued	0519			-1,483,000	-1,483,000
Long Term Debt - Repaid	0521	-405,234		405,234	
Capital Debt - Used for TCA	0522			1,483,000	1,483,000
	0523				
Other Adjustments ..	0524	1,483,000		-1,483,000	
Accumulated Surplus - End of Year	0525	1,253,523	7,503,126	36,266,093	45,022,742

## FINANCIAL ACTIVITIES BY FUNCTION

## Schedule 9C

	Revenue		Expense	
		1		2
<b>Total General</b>	0700	3,336,996		
<b>Function</b>	0710		1150	
General Government	0720		1160	
Council and Other Legislative .....	0730		1170	364,749
General Administration .....	0740	360,472	1180	573,897
Other General Government.....	0750		1190	
Protective Services	0760		1200	
Police .....	0770		1210	
Fire .....	0780	323,178	1220	435,322
Disaster and Emergency Measures .....	0790	23,780	1230	61,445
Ambulance and First Aid .....	0800		1240	
Bylaws Enforcement .....	0810	23,646	1250	97,363
Other Protective Services.....	0820	6,793	1260	25,840
Transportation	0830		1270	
Common and Equipment Pool .....	0840		1280	
Roads, Streets, Walks, Lighting .....	0850	850,744	1290	1,355,759
Airport .....	0860		1300	
Public Transit .....	0870		1310	
Storm Sewers and Drainage .....	0880		1320	
Other Transportation .....	0890		1330	
Environmental Use and Protection	0900		1340	
Water Supply and Distribution .....	0910	939,077	1350	1,037,604
Wastewater Treatment and Disposal .....	0920	760,391	1360	744,301
Waste Management .....	0930	334,001	1370	208,181
Other Environmental Use and Protection .....	0940		1380	
Public Health and Welfare	0950		1390	
Family and Community Support .....	0960	133,488	1400	166,258
Day Care .....	0970		1410	
Cemeteries and Crematoriums .....	0980		1420	
Other Public Health and Welfare .....	0990		1430	
Planning and Development	1000		1440	
Land Use Planning, Zoning and Development .....	1010	260,558	1450	391,105
Economic/Agricultural Development .....	1020	70,358	1460	300,113
Subdivision Land and Development .....	1030		1470	
Public Housing Operations .....	1040		1480	
Land, Housing and Building Rentals .....	1050		1490	
Other Planning and Development.....	1060		1500	
Recreation and Culture	1070		1510	
Recreation Boards .....	1080		1520	
Parks and Recreation .....	1090	843,120	1530	1,604,705
Culture: Libraries, Museums, Halls .....	1100	195,203	1540	322,364
Convention Centres .....	1110		1550	
Other Recreation and Culture.....	1120		1560	
Other Utilities	1125		1565	
Gas .....	1126	1,304,265	1566	928,751
Electric .....	1127		1567	
Other .....	1130		1570	
<b>Total Revenue/Expense</b>	1140	9,766,070	1580	8,617,757
<b>Net Revenue/Expense</b>			1590	1,148,313

## FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total 1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal) .....	1720	3,336,996
Business .....	1730	
Business Revitalization Zone .....	1740	
Special .....	1750	
Well Drilling .....	1760	
Local Improvement .....	1770	
Sales To Other Governments .....	1790	
Sales and User Charges .....	1800	3,916,803
Penalties and Costs on Taxes .....	1810	
Licenses and Permits .....	1820	161,497
Fines .....	1830	131,758
Franchise and Concession Contracts .....	1840	
Returns on Investments .....	1850	141,329
Rentals .....	1860	105,927
Insurance Proceeds .....	1870	
Net Gain on Sale of Tangible Capital Assets .....	1880	
Contributed and Donated Assets .....	1885	
Federal Government Unconditional Transfers .....	1890	
Federal Government Conditional Transfers .....	1900	
Provincial Government Unconditional Transfers .....	1910	
Provincial Government Conditional Transfers .....	1920	905,654
Local Government Transfers .....	1930	855,332
Transfers From Local Boards and Agencies .....	1940	
Developer Agreements and Levies .....	1960	
Other Revenues .....	1970	210,774
<b>Total Revenue</b> .....	1980	9,766,070
Expenses	1990	
Salaries, Wages, and Benefits .....	2000	2,819,324
Contracted and General Services .....	2010	939,134
Purchases from Other Governments .....	2020	
Materials, Goods, Supplies, and Utilities .....	2030	2,241,397
Provision For Allowances .....	2040	
Transfers to Other Governments .....	2050	
Transfers to Local Boards and Agencies .....	2060	694,489
Transfers to Individuals and Organizations .....	2070	
Bank Charges and Short Term Interest .....	2080	
Interest on Operating Long Term Debt .....	2090	
Interest on Capital Long Term Debt .....	2100	176,034
Amortization of Tangible Capital Assets .....	2110	1,708,819
Net Loss on Sale of Tangible Capital Assets .....	2125	38,560
Write Down of Tangible Capital Assets .....	2127	
Other Expenditures .....	2130	
<b>Total Expenses</b> .....	2140	8,617,757
<b>Net Revenue (Expense)</b> .....	2150	1,148,313

## REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

## Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative .....	2210				
General Administration .....	2220	8,040		110,687	21,241
Other General Government.....	2230				
Protective Services	2240				
Police .....	2250				
Fire .....	2260	103,434		80,584	
Disaster and Emergency Measures .....	2270			11,716	
Ambulance and First Aid .....	2280				
Bylaws Enforcement .....	2290			6,906	
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320				
Roads, Streets, Walks, Lighting .....	2330	5,651		441,260	77,705
Airport .....	2340				
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360	83,652			
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390	939,078		490,799	71,763
Wastewater Treatment and Disposal .....	2400	743,030		274,634	
Waste Management .....	2410	331,002		6,241	
Other Environmental Use and Protection .....	2420				
Public Health and Welfare	2430				
Family and Community Support .....	2440	3,003			
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460				
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490	127,227			
Economic/Agricultural Development .....	2500				
Subdivision Land and Development .....	2510				
Public Housing Operations .....	2520				
Land, Housing and Building Rentals .....	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards .....	2560				
Parks and Recreation .....	2570	158,131		258,770	5,325
Culture: Libraries, Museums, Halls .....	2580	141,055			
Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas .....	2606	1,273,500		27,222	
Electric .....	2607				
Other .....	2610				
<b>Total</b>	2620	3,916,803		1,708,819	176,034

## TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

## Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative .....	2710				
General Administration .....	2720	95,248			66,884
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750				
Fire .....	2760	202,761			
Disaster and Emergency Measures .....	2770	28,401			
Ambulance and First Aid .....	2780				
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820	44,131			26,563
Roads, Streets, Walks, Lighting .....	2830	1,034,738		1,483,000	146,808
Airport .....	2840				
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890	1,106,747			133,925
Wastewater Treatment and Disposal .....	2900	293,331			
Waste Management .....	2910				
Other Environmental Use and Protection .....	2920				
Public Health and Welfare	2930				
Family and Community Support .....	2940				
Day Care .....	2950				
Cemeteries and Crematoriums .....	2960				
Other Public Health and Welfare .....	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development .....	2990				
Economic/Agricultural Development .....	3000				
Subdivision Land and Development .....	3010				
Public Housing Operations .....	3020				
Land, Housing and Building Rentals .....	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060				
Parks and Recreation .....	3070	258,188			31,054
Culture: Libraries, Museums, Halls .....	3080				
Convention Centres .....	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas .....	3106				
Electric .....	3107				
Other .....	3110				
<b>Total</b>	3120	3,063,545		1,483,000	405,234

## CHANGE IN TANGIBLE CAPITAL ASSETS

## Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Tangible Capital Assets - Cost</b>					
Engineered Structures	3200				
Roadway Systems	3201	9,735,399	1,238,581		10,973,980
Light Rail Transit Systems	3202				
Water Systems	3203	7,494,236	1,106,747		8,600,983
Wastewater Systems	3204	10,482,144	279,617		10,761,761
Storm Systems	3205				
Fibre Optics	3206				
Electricity Systems	3207				
Gas Distribution Systems	3208	408,839			408,839
Total Engineered Structures	3210	28,120,618	2,624,945		30,745,563
Construction In Progress	3219				
Buildings	3220	14,688,808	119,206	29,338	14,778,676
Machinery and Equipment	3230	3,013,322	281,907	55,329	3,239,900
Land	3240	9,297,610			9,297,610
Land Improvements	3245	1,894,940	3,000		1,897,940
Vehicles	3250	1,674,019	34,487	16,235	1,692,271
<b>Total Capital Property Cost</b>	3260	58,689,317	3,063,545	100,902	61,651,960
<b>Accumulated Amortization</b>					
Engineered Structures	3270				
Roadway Systems	3271	3,767,234	384,783		4,152,017
Light Rail Transit Systems	3272				
Water Systems	3273	2,562,100	213,498		2,775,598
Wastewater Systems	3274	3,879,559	271,750		4,151,309
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278	256,290	10,045		266,335
Engineered Structures	3280	10,465,183	880,076		11,345,259
Buildings	3290	5,097,173	455,035	5,430	5,546,778
Machinery and Equipment	3300	1,442,577	174,125	43,030	1,573,672
Land	3310				
Land Improvements	3315	578,443	114,862		693,305
Vehicles	3320	699,151	84,721	13,881	769,991
<b>Total Accumulated Amortization</b>	3330	18,282,527	1,708,819	62,341	19,929,005
<b>Net Book Value of Capital Property</b>	3340	40,406,790			41,722,955
<b>Capital Long Term Debt (Net)</b>	3350	4,379,096			5,456,862
<b>Equity in Tangible Capital Assets</b>	3400	36,027,694			36,266,093

# LONG TERM DEBT SUPPORT

# Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Long Term Debt Support</b>	3405			
Supported by General Tax Levies .....	3410		2,974,420	2,974,420
Supported by Special Levies .....	3420		900,765	900,765
Supported by Utility Rates .....	3430		1,581,677	1,581,677
Other .....	3440			
<b>Total Long Term Debt Principal Balance</b>	3450		5,456,862	5,456,862

# LONG TERM DEBT SOURCES

# Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority ..	3500		5,456,862	5,456,862
Canada Mortgage and Housing Corporation .....	3520			
Mortgage Borrowing .....	3600			
Other .....	3610			
<b>Total Long Term Debt Principal Balance</b>	3620		5,456,862	5,456,862

# FUTURE LONG TERM DEBT REPAYMENTS

# Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Principal Repayments by Year</b>	3700			
Current + 1 .....	3710		453,662	453,662
Current + 2 .....	3720		422,501	422,501
Current + 3 .....	3730		412,439	412,439
Current + 4 .....	3740		275,607	275,607
Current + 5 .....	3750		286,705	286,705
Thereafter .....	3760		3,605,948	3,605,948
<b>Total Principal</b>	3770		5,456,862	5,456,862
<b>Interest by Year</b>	3780			
Current + 1 .....	3790		206,757	206,757
Current + 2 .....	3800		188,753	188,753
Current + 3 .....	3810		171,958	171,958
Current + 4 .....	3820		156,563	156,563
Current + 5 .....	3830		145,465	145,465
Thereafter .....	3840		834,538	834,538
<b>Total Interest</b>	3850		1,704,034	1,704,034



**PROPERTY TAXES AND GRANTS IN PLACE**
**Schedule 9K**

		Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900			
Residential Land and Improvements .....	3910	3,210,678		3,210,678
Non-Residential	3920			
Land and Improvements (Excluding M & E) ...	3935	1,071,134	38,413	1,109,547
Machinery and Equipment .....	3950	882		882
Linear Property .....	3960	123,584		123,584
Railway .....	3970			
Farm Land .....	3980	807		807
Adjustments to Property Taxes .....	3990			
 Total Property Taxes and Grants In Place	4000	4,407,085	38,413	4,445,498
 Requisition Transfers	4010			
Education				
Residential/Farm Land .....	4031		750,341	
Non-Residential .....	4035		294,914	
Seniors Lodges .....	4090		62,821	
Other .....	4100		426	
Adjustments to Requisition Transfers .....	4110			
 Total Requisition Transfers	4120		1,108,502	
 Net Municipal Property Taxes and Grants In Place	4130		3,336,996	

**GRANTS IN PLACE OF TAXES**
**Schedule 9L**

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government .....	4200				
Provincial Government .....	4210	38,413			38,413
Local Government .....	4220				
Other .....	4230				
 Total	4240	38,413			38,413

**DEBT LIMIT****Schedule 9AA**

		1
Debt Limit .....	5700	13,564,528
Total Debt .....	5710	5,456,862
Debt Service Limit .....	5720	2,260,755
Total Debt Service Costs .....	5730	660,418

DRAFT

Enter prior year Line 3450 Column 2 balance here:

4,379,096
-----------

DRAFT



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Bylaw 2019-08 To Amend Schedule 'A', The Land Use Bylaw District Map</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.1</b>

---

### **BACKGROUND/PROPOSAL:**

The purpose of Bylaw 2019-08 is to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve District (UR) to Public Service District (PS), as shown in Schedule "A" attached to Bylaw 2019-08.

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

The Land Use Amendment will facilitate the subdivision of SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M and consolidation with Block 1, Plan 891 1424 of ±9.66 ha. (±23.87 ac) for the owners of the Sundre Golf Course. Details of this proposed redesignation will be provided at the Public Hearing and subsequent Council meeting together with the related subdivision application.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2019-08 and set a Public Hearing date.

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

N/A

### **MOTION:**

THAT the Town of Sundre Council give First Reading to Bylaw 2019-08, being a Bylaw to Amend Schedule A, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Urban Reserve District (UR) to Public Service District (PS).

THAT the Town of Sundre Council schedule a Public Hearing for Bylaw 2019-08 on May 13, 2019.

### **ATTACHMENTS:**

Key Map

Bylaw 2019-08

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
---



**TOWN OF SUNDRE  
BYLAW NO. 2019-08**

**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 SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve (UR) to Public Service District (PS), 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

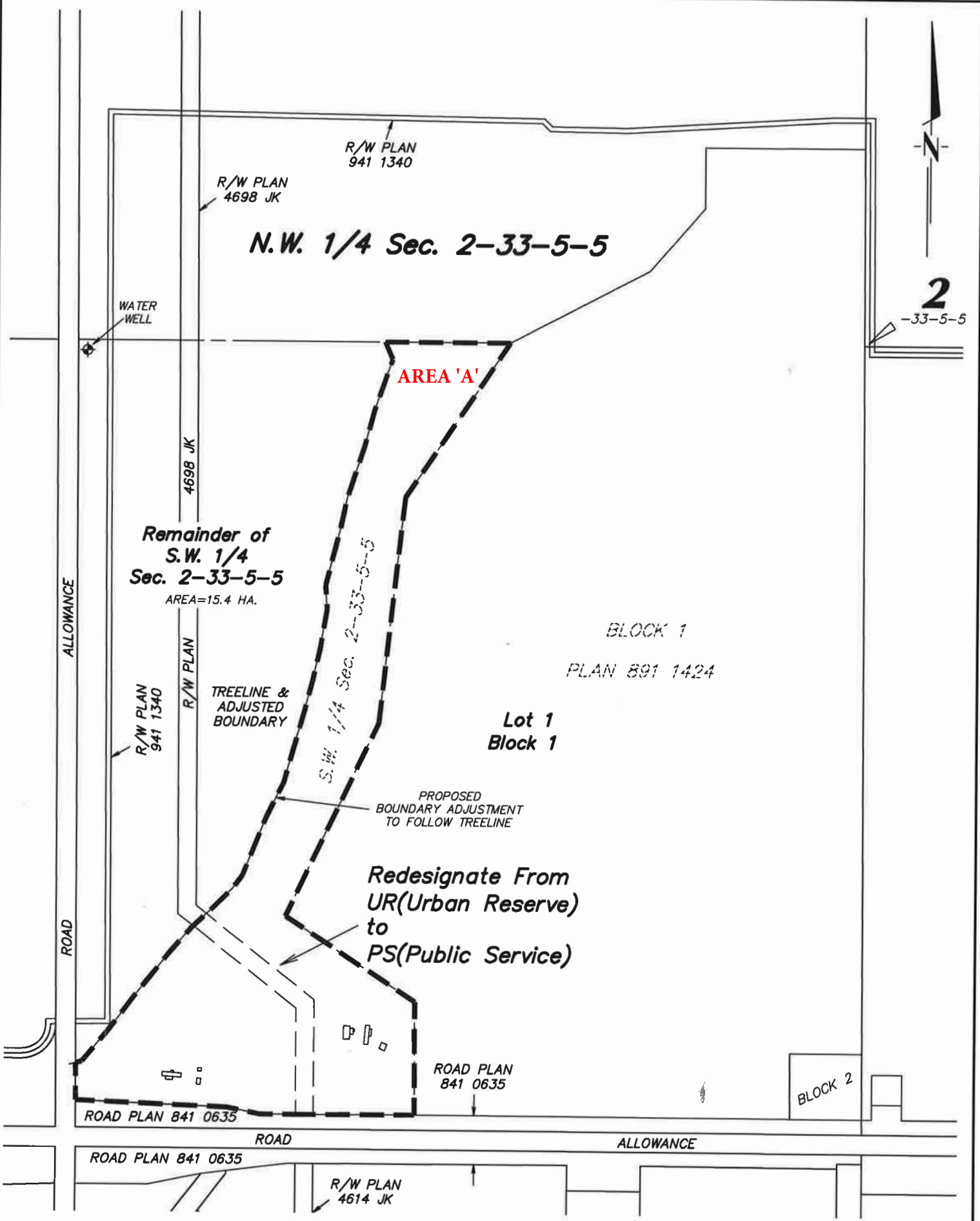
**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_ 2019

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_ 2019

**READ A THIRD AND FINAL TIME** this \_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Borrowing Bylaw 2019-09</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>8.2</b>

---

### **BACKGROUND/PROPOSAL:**

See Report to Council for further details

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

See Report to Council for further details

### **ADMINISTRATION RECOMMENDATIONS:**

To access the September 16<sup>th</sup> draw from ACFA, Council should begin the process with first reading of Bylaw No. 2019-09 at the April 15<sup>th</sup> Council meeting.

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

See Report to Council for further details

### **MOTION:**

That Town of Sundre Council give first reading of Bylaw No. 2019-09, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
---



**COUNCIL DATE: April 15, 2019**

**SUBJECT: Debenture Borrowing Bylaw 2019-09**

**ORIGINATING DEPARTMENT: Corporate Services**

**AGENDA ITEM: 8.2**

**BACKGROUND/PROPOSAL:**

Council at the March 18<sup>th</sup> Regular Council meeting passed Motion No. 124-18-03-19 in regards to the Four-Year Operating Budget and Ten-Year Capital Plan.

A portion of the Ten-Year Capital Plan included Phase 2 of the Main Avenue Upgrade project. In addition to the \$400,065 Restricted Surplus allocation and \$280,000 MSI – Capital funding, is the requirement to borrow from the Alberta Capital Finance Authority (ACFA) \$1,307,200.

A new estimate for the project has been obtained, which also includes proposed scope changes to the project for added value. The proposed scope changes are to be presented to Council as a separate agenda item in this meeting and will not affect the anticipated required borrowings for this project

Whenever a municipality is going to borrow funds it must adhere to the requirements laid out in the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* Sections 251 – 263.

Section 251 sets out the requirements of a borrowing bylaw. It must include the following:

- the amount of money to be borrowed
- the purpose for the borrowing
- maximum rate of interest
- the term of the borrowings
- the terms of repayment
- the sources of monies to be used to repay the principal and interest
- the borrowing bylaw must be advertised

Section 258(1) states “This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing exceeds 5 years.”

Section 606 requires the borrowing bylaw to be advertised at least once a week for two consecutive weeks in at least one newspaper circulating within the Town of Sundre. Such advertising must include the following:



a statement of the general purpose of the proposed bylaw  
address where a copy of the proposed bylaw can be inspected  
the procedures for any one wishing to file a petition  
the date, time and place when it will be approved

Finally, Section 273 recognizes the borrowing bylaw as being valid after receiving all three readings provided “no application has been made to the Court of Queen’s Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed.”

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

In consideration of cash flow purposes, the anticipated project start date will precede the receipt of the debenture funding. This cash flow planning is accepted under the current regulations.

During the 2019 Fiscal Year, two existing debentures with a combined annual payment requirement of approximately \$44,000 will be retiring. The effect of those retiring debts on the 2019 cash requirements of the municipality, as well as the resulting increased payment costs of the new debenture, have been incorporated into the respective 2019 and 2020 budget years of the Four-Year Operating Budget.

The following schedule ensures that Council meets all the requirements as laid out in the MGA.

April 15, 2019 Council provides first reading of Bylaw No. 2019-09  
April 23, 2019 Proposed borrowing bylaw advertised in the Sundre Roundup  
April 30, 2019 Proposed borrowing bylaw advertised in the Sundre Roundup  
May 15, 2019 Completion of 15-day period elector can petition to have a vote on the bylaw  
May 27, 2019 Council provides second and third readings of Bylaw No. 2019-09  
June 27, 2019 Thirty-day period expired.  
July 2019 Documents submitted to ACFA for processing  
August 15, 2019 submission deadline for ACFA processing  
September 16, 2019 Debenture proceeds of \$1,307,200 received by Town of Sundre

Currently, the Alberta Capital Finance Authority interest rates for 20-year debentures is 2.930%. This may change for the September 16<sup>th</sup> draw as final rates are normally set within a couple of weeks of the draw down date. Using the current rate of 2.930% the semi-annual payments will be \$43,417.24 or \$86,834.48 annually. The annual cost is the approximate equivalent of 0.225 mills and was incorporated into the 2020 forecast year of the Four-Year Operating Budget. As the debenture funds will be forwarded to the Town on September 16<sup>th</sup> the annual debenture payments will begin in March and September 2020.

## **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.
4. Financial Stability

## **ADMINISTRATION RECOMMENDATIONS:**

To access the September 16<sup>th</sup> draw from ACFA, Council should begin the process with first reading of Bylaw No. 2019-09 at the April 15<sup>th</sup> Council meeting.

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

Any advertising cost for the two weeks of ads to be recovered from the capital project.

## **ATTACHMENTS:**

- Proposed Bylaw No. 2019-09
- Advertising for April 23<sup>rd</sup> and 30<sup>th</sup>
- Draft of Application to Sell Debentures to Alberta Capital Finance Authority
- Draft of Alberta Capital Finance Authority Debt Limit Worksheet

**TOWN OF SUNDRE  
BYLAW NO. 2019-09**

**A BYLAW OF THE TOWN OF SUNDRE TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$1,307,200 FOR THE PURPOSE OF MAIN AVENUE WEST UPGRADE (PHASE 2).**

**WHEREAS,**

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of Phase 2 of the Main Avenue West Upgrade.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$2,138,721 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$400,065
Provincial Grants	\$431,456
Debenture(s)	\$1,307,200
Total Cost	\$2,138,721

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,307,200, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 20 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$5,456,862 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of constructing the Main Avenue West Upgrade (Phase 2) the sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) is to be paid by the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Main Avenue West Upgrade (Phase 2).
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

Read for a first time on this 15th day of April 2019; Motion # \_\_\_\_\_ .

Read for the second time on this 27th day of May 2019; Motion # \_\_\_\_\_.

Read for the third time on this 27th day of May 2019; Motion # \_\_\_\_\_.

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Mayor

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Chief Administrative Officer

# PUBLIC NOTICE TO ELECTORS OF THE TOWN OF SUNDRE

BYLAW 2019-09<sup>[1-1]</sup><sub>[SEP]</sub>

## SECTION 251 - THE MUNICIPAL GOVERNMENT ACT

TAKE NOTICE that the Council of the Town of Sundre, in the Province of Alberta, has given first reading to borrowing Bylaw No. 2019-09 which will, upon final passage and approval, authorize the proper officer of the said Town to borrow monies from the Alberta Capital Finance Authority by way of debenture issue, to pay for the cost of the following municipal purpose, namely Main Avenue West Upgrade (Phase 2) in Sundre;

The total cost of the aforesaid project amounts to \$2,138,721. After deducting from this cost the amount of \$431,456 to be received by way of grants from the Alberta Government and \$400,065 from Municipal reserves, the new amount to be borrowed on the credit and security of the municipality at large by the issue of debentures is \$1,307,200. The debentures are to be repayable to the Alberta Capital Finance Authority in forty (40) equal consecutive semi-annual installments of combined principal and interest, the annual interest not to exceed eight per centum (8%), or the interest rate as fixed from time to time by the Alberta Capital Finance Authority;

NOW THEREFORE NOTICE is hereby given by the Council of the Town of Sundre that, unless a petition of the owners for a vote on By-law No. 2019-09 is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may pass the said borrowing by-law at the Council meeting held on May 27, 2019 at 6:00 pm in the Council Chambers located in the Town Office.

All persons interested are hereby notified and they are required to govern themselves accordingly.

A copy of Bylaw No. 2019-09 can be inspected by the public at the Town Office, 717 Main Avenue West, Sundre, Alberta.

DATED at the Town of Sundre, in the Province of Alberta, this 15th day of April, 2019.

## INFORMATION FOR ELECTORS

Pursuant to Section 1(1) of the Municipal Government Act an “elector” means:

A person who is eligible to vote in the election for a councilor under the Local Authorities Election Act.

Pursuant to section 47(1) of the Local Authorities Election Act a person is eligible to vote in an election if he:

- a) is at least 18 years old,
- b) is a Canadian citizen, and
- c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is resident in the area on election day.

A poll may be demanded in the Town of Sundre by electors equal in number to at least

a) In the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population,

in accordance with the provisions of section 223 of the Municipal Government Act and in accordance with the provisions of section 251 of the Municipal Government Act.

The petition for a vote must be received by the Chief Administrative Officer within 15 days of the last publication of this notice and shall contain on each page “an accurate and identical statement of the purpose of the petition”. (Further requirements of the petition are provided in section 224 of the Municipal Government Act.)

DATE of the last publication of this notice is the 30th day of April, 2019.

**ALBERTA CAPITAL FINANCE AUTHORITY  
LOAN APPLICATION – MUNICIPAL AUTHORITIES**

Borrower Name: Town of Sundre

Loan Date: September 16, 2019 (Please visit <http://www.acfa.gov.ab.ca/nav/loans.html> for a list of scheduled loan dates)

Description of Project: Main Avenue West Upgrade (Phase 2)  
Remove existing road carriage way and replace or install water and wastewater main extensions as well as new road surface with featured boulevard pedestrian features.

(A separate application will be required for each capital project)

Loan Amount: \$1,307,200

Loan Term: 20 years (Cannot exceed estimated life of project and up to a maximum of 40 years)

Estimated Cost of Project: \$ 2,138,721

Estimated Life of Project: 20 years

Loan Type (Please check ONE of the following. For the description of loans, please see [ACFA Loan types](#)):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Blended Amortization (most common) | <input type="checkbox"/> Disbursement *                                     |
| <input type="checkbox"/> Forward Rate Loan *                           | <input type="checkbox"/> Fixed Principal* (also known as Declining Payment) |
| <input type="checkbox"/> Bullet *                                      | <input type="checkbox"/> Structured *                                       |

Loans with an asterisk (\*) are dependent on market availability. Please contact ACFA at [webacfa@gov.ab.ca](mailto:webacfa@gov.ab.ca) to confirm availability and for guidance on loan structuring. You may also attach a desired payment schedule using our [Loan Calculator](#) based on estimated interest rates. The loan calculator calculates the payment schedule based on the current indicative rates but terms and rates can be modified by the user. The interest rate of the loan will be finalized approximately one week before the debenture issue date. Please note that loans are repaid on a semi-annual basis.

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**CERTIFICATE**

**THE CHIEF ADMINISTRATIVE OFFICER (OR DESIGNEE) AND CHIEF ELECTED OFFICIAL  
(OPTIONAL) OF the Town of Sundre HEREBY CERTIFIES:**

1. That Bylaw No. 2019-09, passed on May 27, 2019, meets all of the requirements of the *Municipal Government Act*, including but not limited to, Sections 251 – 268, and is a valid bylaw pursuant to Section 273.
2. The either:
  - (a) Bylaw No. 2019-09 has been advertised pursuant to Section 606 of the *Municipal Government Act*;  
or
  - (b) Bylaw No. 2019-09 does not have to be advertised pursuant to Section 257(4), 262(4) or 263(2) of the *Municipal Government Act*.

3. That either:
  - (a) the debt limit of \$13,564,528 is calculated based on regulation pursuant to Section 271 of the *Municipal Government Act* and will not be exceeded by this borrowing; or
  - (b) the Minister of Municipal Affairs has approved this borrowing pursuant to Section 252.
4. That there is sufficient authority remaining under Bylaw No. 2019-09 to issue this debenture in the amount of \$1,307,200.
5. That the Municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations, including but not limited to the *Municipal Government Act*, which apply to this borrowing and project.
6. That loan funds received under this borrowing application will be utilized solely for the capital project described in this application and that the project is a current and/or on-going capital project of the municipality.

This application is signed and dated this 1 day of August, 2019.

Per:

Name: Terry Leslie

Title: **Chief Elected Officer (Optional)**

Per:

Name: Linda Nelson

Title: **Chief Administrative Officer or Designee  
(Mandatory)**

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#### CONTACT INFORMATION

Name: Chris Albert

Title: Director of Corporate Services

Phone: 403-638-3551

E-mail: chris.a@sundre.com

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#### SUPPORTING DOCUMENTS REQUIRED

1. A certified copy of Bylaw No. 2019-09 dated May 27, 2019 and amending ByLaw No n/a dated n/a (if applicable), if not previously submitted.
2. A copy of the latest audited financial statement (or a projected financial statement for the past year if borrowing is at the beginning of the year) and the financial information return prepared pursuant to Section 277 of the *Municipal Government Act*. (submit one per year only).
3. A copy of the Debt Limit Worksheet – Municipal Authorities and Regional Services Commissions as at the date of application or for municipalities rated "A" or better, a copy of the rating agency report (submit any rating changes immediately). If the debt limits are exceeded the Ministerial Order approving the borrowing must be attached.
4. Any supporting documents to verify amounts reported in the debt limit worksheet that are not supported by the latest audited financial statement or financial information return.
5. Master Loan Agreement
  - If previously submitted, please indicate agreement date: July 27, 2017



- If NOT previously submitted, please provide Master Loan Agreement (MLA) with signatures. Upon receipt, ACFA's President will also sign the MLAs and return one copy to the shareholder. ACFA requires only one MLA be kept on file and up to date for each shareholder. All future debentures will reference the current MLA on file for that shareholder.
6. For municipalities that are within 25% of debt or debt service limit (if applicable), the following documents are required:
- Last three years audited financial statements and financial information return.
  - Next three to five years operating and capital budgets if available. Otherwise, please confirm in writing if there is any plan to borrow for capital projects in the next few years.
  - Population trends for the last ten years to present.
  - A demographic brochure (i.e. latest annual report or a profile of surrounding businesses) that describe the municipality.
7. For municipalities borrowing for land development (land purchase or development of owned land for resale), please provide all items listed in #6 plus the following additional items:
- The purpose and description of the project and whether the land is intended for resale.
  - For development of owned land, provide a diagram of the parcels/lots that will be serviced and identify which parcels will be developed and/or intended for resale.

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### SUBMISSION

Please send the application and supporting documents by ONE of the following methods:

- Email to [webacfa@gov.ab.ca](mailto:webacfa@gov.ab.ca) (no hard copies are required to be submitted); or
- Mail to Alberta Capital Finance Authority  
2160, Sun Life Place  
10123 - 99 Street NW  
Edmonton, Alberta, Canada T5J 3H1

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All out-of-pocket expenses and costs incurred by ACFA in relation to the granting and disbursement of a loan shall be reimbursed to ACFA within 30 days of the receipt of the written notice by the Borrower.

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### ACFA USE ONLY

Loan Amount \$ \_\_\_\_\_ Loan Account No. \_\_\_\_\_

Term Approved \_\_\_\_\_ Years Interest Rate \_\_\_\_\_ %

Issue Date \_\_\_\_\_ Maturity Date \_\_\_\_\_

Semi Annual Payment \$ \_\_\_\_\_ Loan Swap No. L- \_\_\_\_\_

Loan Purpose Code \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_

**ALBERTA CAPITAL FINANCE AUTHORITY  
DEBT LIMIT WORKSHEET (DLW) - APPENDIX C**  
[\(Alternatively, click here for interactive program\)](#)

Please read the instructions (below) and fill in the shaded grey cells in absolute values.

For the Town of Sundre  
(Select from drop down box) (Enter Jurisdiction Name)

Calculation of Debt Limit and Debt Service Limit as at: September 16, 2019  
(Enter Today's Date / Calculation Date)

Bylaw Number(s): 2019-09

Loan Amount: \$ 1,307,200.00  
(If there is more than one application (Appendix A) for the same borrowing date, please include the aggregate loan amount.)

**Part 1**

Total debt as at December 31, 2018 (prior year) being the aggregate of (a)+(b)-(c):

(a) Principal balances outstanding on borrowings as defined in Section 241(a) of the *Municipal Government Act*: \$ 5,456,862.00

(b) Principal outstanding at the calculation date on loans guaranteed by the municipality that are in good standing, plus the amount (principal and interest) that the municipality is liable to pay between January 1, 2019 (current year) to September 16, 2019 (calculation date) on loans it has guaranteed that are not in good standing:

**Less:**

(c) Amounts recoverable from another municipality in respect of (a)+(b) above: ( )

Sub-total: \$ 5,456,862.00  
(calculated)

(d) Principal repayment of debt from January 1, 2019 (current year) to September 16, 2019 (calculation date): ( \$ 296,000.00 )

(e) Early payout of debt (principal only) occurring from January 1, 2019 (current year) to September 16, 2019 (calculation date): ( )

**Plus:**

(f) Debt issued from January 1, 2019 (current year) to September 16, 2019 (calculation date):

(g) Less amount recoverable from another municipality in respect of (f) if applicable: ( )

(h) Debt issue applied for under By-law Number(s): 2019-09 \$ 1,307,200.00  
(same as Loan Amount)

**Total debt for calculation of debt limit as at September 16, 2019 (calculation** \$ 6,468,062.00 **(i)**  
(calculated)

**Part 2**

Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2018 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue:

\$	9,043,019.00
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**Debt limit:**

Most Municipalities: 1.5 times revenue

City of Calgary, City of Edmonton, City of Medicine Hat, and Regional Municipality of Wood Buffalo: 2 times revenue

Regional Services Commissions

- providing public utility services: 2 times revenue
- providing non-public utility services: 0.5 times revenue

\$	13,564,528.50	(ii)
	(calculated)	

**Part 3**

Service on debt being the aggregate of:

- (a) Total payments of principal and interest on borrowing to December 31, 2018 (prior year) required to be paid to ACFA between January 1 and December 31, 2019 (current year):

\$	660,418.00
----	------------

- (b) Total payments of principal and interest required to be paid on all other loans (including demand loans) between January 1 and December 31, 2019 (current year):

\$	-
----	---

- (c) [Pro-rata \(Go to Part 5 Pro-rata Calculation\) portion of principal and interest amount in respect of borrowing where no principal payments are required during the next 12 months:](#)

\$	-
	(calculated)

- (d) Amount estimated to become due during the next 12 months as a result of guarantees referred to in Section 266 of the Municipal Government Act that are not in good standing:

\$	-
----	---

**Less:**

- (e) Amounts recoverable from another municipality in respect of (a)+(b)+(d) above:

( \$	-	)
------	---	---

- (f) Total payments of principal and interest on ACFA loans that matured between January 1, 2019 (current year) and September 16, 2019 (calculation date):

( \$	-	)
------	---	---

**Plus:**

- (g) Annual payment of principal and interest payable on ACFA debt issued between January 1, 2019 (current year) and September 16, 2019 (calculation date):

\$	-
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- (h) Less amount recoverable from another municipality in respect of (g):

( \$	-	)
------	---	---

- (i) Annual payment of principal and interest payable on the debt issue under Bylaw Number(s): 2019-09

\$	43,500.00
----	-----------

[\(Click here for Loan Calculator to generate an estimated annual payment calculated at current lending rate. Please enter annual payment amount manually\)](#)

**Total service on debt for calculation of service on debt limit as at September 16, 2019 (calculation date):**

\$	703,918.00	(iii)
	(calculated)	

#### Part 4

Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2018 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue:

\$	9,043,019.00
(same as Part 2)	

#### Service on debt limit

Most municipalities: 0.25 times revenue

City of Calgary, City of Edmonton, City of Medicine Hat, and Regional Municipality of Wood Buffalo: 0.35 times revenue

Regional Services Commissions

- providing public utility services: 0.35 times revenue
- providing non-public utility services: 0.1 times revenue

\$	2,260,754.75	(iv)
(calculated)		

#### Part 5 - Pro-Rata Calculation as at the calculation date (if required, i.e., if loan outstanding is more than 12 months)

This Part 5 is in reference to Part 3(c) if required. Pro-rata calculation includes, for example, a loan where only interest payments are required for a portion of the term.

Pro-rata amount to be included in the debt service calculation being the aggregate of:

- (a) Principal balance outstanding at the calculation date on borrowings that do not require any principal payments during the next 12 months:

--

#### Plus:

- (b) Interest payments required from the calculation date to the end of the amortization period (If the actual rate of interest under a borrowing is not known at the calculation

--

#### Less:

- (c) Amounts recoverable from another municipality in respect of (a) or (b):

(		)
---	--	---

#### Equals:

- (d) Total principal and interest from the calculation date to the end of the amortization period (a)+(b)-(c):

\$	-
(calculated)	

- (e) Number of months from the calculation date to the end of the amortization period:

--

**Pro-rata amount equals (d) multiplied by 12 divided by (e):**

\$	-
(calculated)	

Summary of Debt Limit and Debt Service (calculated)		
Debt Limit (ii)	\$ 13,564,528.50	100.00%
Total Debt (i)	(6,468,062.00)	47.68%
Debt Limit Remaining	<u>\$ 7,096,466.50</u>	<u>52.32%</u>
Service on Debt Limit (iv)	\$ 2,260,754.75	100.00%
Total Service on Debt (iii)	(703,918.00)	31.14%
Total Service on Debt Limit Remaining	<u>\$ 1,556,836.75</u>	<u>68.86%</u>
Does total debt for calculation of debt limit (i) exceed debt limit (ii)?	<u>No</u>	
Does total service on debt (iii) exceed service on debt limit (iv)?	<u>No</u>	
If answer to either question is yes, please attach approval of the borrowing by the Minister of Municipal Affairs.		



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 1, 2019</b>
<b>SUBJECT</b>	<b>Water Use and Conservation Bylaw 2019-05</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.3</b>

---

### **BACKGROUND/PROPOSAL:**

Bylaw 2019-05 is being presented to Council for third and final reading.

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

Water Use and Conservation Bylaw encourages water conservation to sustainably manage the natural resource of fresh water and to protect the hydrosphere, and to meet the current and future human demand.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance  
1.2 Promote water-smart conservation

### **ADMINISTRATION RECOMMENDATIONS:**

That the Town of Sundre Council give third and final reading of Bylaw 2019-05.

### **MOTION:**

That the Town of Sundre Council give third and final reading to Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.

### **ATTACHMENTS:**

Water Conservation Bylaw

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
---

**BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO GOVERN WATER USE AND WATER CONSERVATION MEASURES DURING EVENTS OF WATER SHORTAGE**

**WHEREAS** the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 2000, and any amendments thereto, provides authority for a Municipal Council to pass a Bylaw pursuant to Section 7 respecting the services provided by or on behalf of the municipality, including public utilities; and

**WHEREAS** the Municipal Government Act also provides authority for a Municipal Council to pass a Bylaw pursuant to Section 8 allowing Council to regulate or prohibit; and

**WHEREAS** the Town of Sundre has a license to draw water from Alberta Environment & Parks and the Province of Alberta, and

**WHEREAS** the Council of the Town of Sundre, in the Province of Alberta, deems it advisable and necessary to make provisions for the conservation and restriction of the use of water and for the protection of the supply of water, and

**WHEREAS** the Council of the Town of Sundre encourages water conservation to sustainably manage the natural resource of fresh water, to protect the hydrosphere, and to meet the current and future human demand;

**NOW THEREFORE**, the Municipal Council of the Town of Sundre, in the Province of Alberta duly assembled, hereby enacts as follows:

**SECTION I: DEFINITIONS**

- 1.01 This Bylaw may be cited as “**Water Use and Conservation Bylaw**” and will be taken to apply within the corporate limits of the Town of Sundre.
- 1.02 “**By-law Enforcement Officer**” means a person or persons employed by the Town of Sundre and authorized to enforce the Bylaws of the Town of Sundre, including a Peace Officer or a member of the RCMP.
- 1.03 “**Chief Administrative Officer**” means the Chief Administrative Officer of the Town of Sundre, in the Province of Alberta, as appointed by resolution of Council.
- 1.04 “**Council**” means the Municipal Council of the Town of Sundre, in the Province of Alberta.
- 1.05 “**Parks and Open Spaces**” refer to any of the Town designated to be a park, or where the Town maintains grassed or garden areas.
- 1.06 “**Non-Essential Water Use**” means the use of water that does not have a health or safety impacts, is not required by regulation or is required by the Town for municipal purposes, and includes but is not limited to:

- Washing of vehicles (also applies to commercial car and truck/RV washes).
  - Washing/pressure washing of streets, sidewalks, parking lots and other paved areas or building exteriors, unless necessary for maintaining public sanitation/safety.
  - Irrigation of lawns, trees, athletic fields and ornamental plants (including through timed or programmed sprinkler systems).
  - Filling of recreational or decorative fountains, swimming pools, hot tubs, or public recreational facilities (skating, curling, pools, etc.).
  - Water for construction purposes, such as grading and compacting.
  - Any other uses deemed non-essential by the Chief Administrative Officer on an event specific basis, given the severity and specific circumstances of the specific event.
- 1.07 **“Person”** means any individual, corporation, society, association, partnership or firm.
- 1.08 **“Town”** means the Town of Sundre in the Province of Alberta.
- 1.09 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act. R.S.A. 2000, Chapter P-34, and amendments made thereto, and any Regulations made there under.
- 1.10 **“Water”** means the supply of potable water delivered to customer’s parcel or premises through the water system.
- 1.11 **“Water System”** means the entire infrastructure owned by the Town of Sundre for the purpose of the collection of source water and delivery of potable water to customers.
- 1.12 **“Water Restriction”** means the applicable restriction on water use imposed by the Chief Administrative Officer (Level 1, Level 2, or Level 3,) as described in Schedule “A”.

## **SECTION 2 WATER CONSERVATION AND RESTRICTION STRATEGIES**

- 2.1 Where the Chief Administrative Officer or designate determines it necessary to impose restrictions on the amount of water used within the Town of Sundre, the Chief Administrative Officer may declare a state of water shortage.
- 2.2 The determination as to declare a water shortage shall be solely at the discretion of the Chief Administrative Officer, upon consultation with the Director of Emergency Management, and/or the Fire Chief or their designates and the Operations Department-having regard to factors effecting the water system.
- 2.3 When the Chief Administrative Officer has declared a state of water shortage:
- 2.3.1 The Chief Administrative Officer may impose a Level 1, Level 2, or Level 3 Water Restriction as set out in Schedule “A”.
  - 2.3.2 The Chief Administrative Officer shall not be required to impose levels of restriction in successive stages, but may proceed to impose any level of restriction the Chief Administrative Officer has determined is warranted in the circumstances.
- 2.4 The Town shall provide notices of the state of water shortage and the Water Restriction imposed through whatever media sources the Chief Administrative Officer or designate determines sufficient and may include but not limited to, signage, website, social media and bulk mail notification, and/or local radio/television/newspapers.



- 2.5 When the Chief Administrative Officer has imposed a Level 2 or Level 3 Water Restriction, no Person shall use Town-supplied water contrary to the restriction as set out in Schedule "A". This shall apply equally to all regional customers outside the Town limits, unless alternative arrangements are made between regional customers and the Town.
- 2.6 The state of Water Restriction once imposed shall remain in effect until the Chief Administrative Officer declares that the risk to the overall water supply has improved to an acceptable level and the water restriction has ended.
- 2.7 Regardless of any Water Restriction in effect, water conservation measures will be promoted by encouraging the following conservation activities including, but not limited to:
- Flushing toilets only as required for solids.
  - Not running partial loads in washing or dishwashing machines.
  - Curtailment of all non-essential maintenance operations that require large volumes of water for recreational swimming pools, or other high water use recreational facilities.
  - Refraining from non-essential maintenance operations (those that do not impact public health and safety).
- 2.8 Exceptions:
- 2.8.1 Council may by resolution, choose to exempt certain water users from provisions of all or portions of this bylaw.
- 2.8.2 Water that a Person can establish is not supplied by the Town is not subject to these restrictions. Examples of alternate water supplies include, but are not limited to, rain barrels filled by natural precipitation, private wells, or water purchased from resources other than Town-supplied water.

### **SECTION 3 BYLAW ENFORCEMENT**

- 3.1 A Person who violates any Section of this Bylaw is guilty of an offense and liable, upon summary conviction, to a fine as set out in schedule "B" of this Bylaw.
- 3.2 A By-Law Enforcement Officer who has reasonable grounds to believe a contravention of this Bylaw has occurred or is occurring is authorized and empowered to:
- 3.2.1 Issue a verbal and/or written warning to the Person violating this Bylaw; and/or
- 3.2.2 Issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedures Act the Person violating this Bylaw, with or without having issued any such warning.
- 3.3 If a Violation Ticket is issued in respect of an offense, the Violation Ticket may:
- 3.3.1 Provide that the Person who committed the offense may, within a specified period of time, pay a specified penalty as listed in schedule "B" of this Bylaw; or
- 3.3.2 Require a Person to appear in court without the alternative of making a voluntary payment.

### **SECTION 4 PENALTIES**

- 4.1 A Person committing a breach of any of the provisions of this Bylaw, upon conviction of breach thereof, may forfeit the right to be supplied the right to be supplied with water, and shall be liable to penalty as outlined below.

## **SECTION 5 ENFORCEMENT PART 13 OF MUNICIPAL GOVERNMENT ACT**

- 5.1 In addition to any penalty which may be imposed under this Bylaw, the Town may seek a court order granting relief in the nature of an injunction or any other order necessary to enforce compliance (including pursuant to Part 13 of the Municipal Government Act).

## **SECTION 6 TRANSITION**

- 6.1 This Bylaw will take force and effect upon the final reading thereof.
- 6.2 Bylaw 844 and all amendments thereto are hereby repealed.

READ a first time this 1<sup>st</sup> day of April, 2019

READ a second time this 1<sup>st</sup> day of April, 2019

READ a third time and finally passed this 15<sup>th</sup> day of April A.D. 2019

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Mayor

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Chief Administrative Officer

## **SCHEDULE A**

### **LEVEL 1**

#### **VOLUNTARY CONSERVATION WATERING SCHEDULE**

All Persons are encouraged to conserve water by restricting outdoor water use, including watering lawns, washing vehicles, sidewalks, pads, exteriors of building, filling of tubs/Jacuzzis, recreational use of sprinklers and like water toys, to the following schedule:

#### **ODD AND EVEN WATERING DAYS:**

Using the last number of your address (odd or even) determines the days you are permitted outdoor water use.

**ODD:** numbered addresses may use water for these purposes Thursdays and Sundays.

**EVEN:** numbered addresses may use water for these purposes Wednesdays and Saturdays.

**WATERING:** may occur only on such permitted days during the following hours:

6:00am-9:00am; and 7:00pm-11:00pm

Flowerbeds and vegetable gardens may be watered by hand, at any time, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.

### **LEVEL 2**

#### **MANDATORY CONSERVATION WATERING SCHEDULE**

All outdoor water use including watering lawns, washing vehicles, sidewalks, pads, exteriors of building, filling of tubs/Jacuzzis, recreational use of sprinklers and like water toys, is restricted to the following schedule:

**ODD AND EVEN WATERING DAYS:** Using the last number of your address (odd or even) determines the days you are permitted outdoor water use:

**ODD:** numbered addresses may use water for these purposes Thursdays and Sundays.

**EVEN:** numbered addresses may use water for these purposes Wednesdays and Saturdays.

**WATERING:** may occur only on such permitted days during the following hours:

6:00am-9:00am; and 7:00pm-11:00pm

Flowerbeds and vegetable gardens may be watered by hand, during prescribed times, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.

Requests for site and condition specific irrigation scheduling for commercial or industrial operations using a metered irrigation system may be approved in writing by the CHIEF ADMINISTRATIVE OFFICER.

Requests for water conservation exemption permit for newly seeded lawns or freshly planted sod may be applied for at the Municipal Office.

### **LEVEL 3**

#### **EMERGENCY WATER RESTRICTIONS**

All outdoor water use and Non-Essential Water Use is prohibited. Council may shut or constrict water services at their discretion.

**Schedule B**

<b><u>LEVEL</u></b>	<b><u>1<sup>ST</sup> OFFENSE</u></b>	<b><u>2<sup>ND</sup> OFFENSE</u></b>	<b><u>3<sup>RD</sup> OFFENSE</u></b>
1	N/A	N/A	N/A
2	\$100.00	\$250.00	\$800.00
3	\$250.00	\$800.00	\$1,500.00



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Tax Rate Bylaw 2019-10</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.4</b>

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### **BACKGROUND/PROPOSAL:**

Every year Council must set out the rates of taxation for the upcoming year through passing of a bylaw.

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

The Tax Rate Bylaw will be presented at the Council Meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve Tax Rate Bylaw 2019-10.

### **MOTION:**

That the Town of Sundre Council grant first reading to Bylaw 2019-10 being a bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019 taxation year.

That the Town of Sundre Council second first reading to Bylaw 2019-10 being a bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019 taxation year.

That the Town of Sundre Council grant unanimous consent to proceed to a third reading to Bylaw 2019-10 being a bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019 taxation year.

That the Town of Sundre Council grant third and final reading to Bylaw 2019-10 being a bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019 taxation year.

Date Reviewed: <u>April 11, 2019</u>	CAO: <u>Donna Nelson</u>
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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Resource Communities of Canada Coalition</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

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### **BACKGROUND/PROPOSAL:**

Barry Morishita, President of the AUMA met with sister municipalities across Western Canada to discuss forming a **Resource Communities of Canada Coalition (RCCC)**.

It was agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry;
- Ensure municipal perspectives are being heard on issues impacting resource development; and
- Share factual information regarding resource development interests.

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

The attached email is inviting municipalities to get involved in this movement and the first three major activities.

An additional information piece from the AUMA website is also provided for a little more clarification.

Mayor Leslie, Councillor Dalke and CAO Linda Nelson attended the Leadership Caucus on March 27 and 28, 2019 where President Morishita presented further information on the Resource Communities of Canada Coalition.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 6 – Regional Cooperation

6.1 – Build upon and improve our relationships with our regional partners.

### **ADMINISTRATION RECOMMENDATIONS:**

A recommended resolution was provided by the AUMA and is found on the second page of this RFD.

**MOTION:**

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT THE TOWN OF SUNDRE COUNCIL: approve the Town of Sundre to support the Resource Communities of Canada Coalition.

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
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## Linda Nelson

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**From:** President <President@auma.ca>  
**Sent:** Thursday, February 28, 2019 8:58 AM  
**Subject:** Amplify Our Municipal Voice For Responsible Resource Development  
**Attachments:** Resource Communities of Canada Template Motion.docx

Hello municipal colleagues,

Earlier this month, I met with our sister municipal associations across Western Canada to discuss forming a **Resource Communities of Canada** Coalition. We agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry.
- Ensure municipal perspectives are being heard on issues impacting resource development.
- Share factual information regarding resource development interests.

I invite you all to become involved in this movement. The Canadian resource industry is the backbone of our economy and is key to Canada's future prosperity. Whether you are a summer village or a large urban center, there are direct and indirect economic benefits that will impact your community. I ask that you pass a motion at your next Council meeting to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard. I have attached a motion template for you to use.

Our first three major activities are:

### 1. Education Campaign at FCM Conference in Quebec

We want to enhance the support of energy infrastructure projects by educating elected officials and the public about the benefits of the resource and energy industry at the FCM Conference. We are currently working with a group of experts to solidify the messages and approach for the educational campaign. Stay tuned in the coming weeks for more information on the campaign and how you can get involved.

### 2. Bill C-69 Advocacy

Although many people have termed Bill C-69 as the "pipeline" bill, we very are concerned that the proposed amendments to Bill C-69 will have a significant impact on municipalities, such as:

- Directly impacting municipal land-use planning, construction and maintenance of infrastructure.
- More municipal infrastructure projects falling under federal review.
- Additional financial and administrative costs being added to municipal operations.

I met with a group of independent Canadian senators on February 1st to discuss Bill C-69. This was important because the Canadian Senators can propose amendments before the House of Commons votes on the bill, likely during this session of parliament. We have also requested another meeting with the Senators in the near future.

### 3. Formally Establish the Resource Communities of Canada

Although activities are already underway, we do want to formalize our group with a detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.



There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

Please support the Resource Communities of Canada to ensure our municipal perspectives are heard by passing a motion at your next council meeting. Please let me know if your council passed the motion or if you have any questions by emailing [president@auma.ca](mailto:president@auma.ca).

Best regards,

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)





# Amplifying our municipal voice for responsible resource development

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March 20, 2019

Responsible resource development is essential for the future of all municipalities. We are working with our members and other municipal associations to form a **Resource Communities of Canada Coalition (RCCC)**. There is a need to coordinate our Canadian municipal voice to ensure municipal perspectives are being heard on issues impacting resource development.

There are other municipally-focused groups that are joining together to advocate for Bill C-69, but the RCCC is different in the following ways:

## **We are asking for your support, not money.**

AUMA President Barry Morishita invited our members to become involved on February 28 by passing a motion at their next council meeting to support the Resource Communities of Canada Coalition. We have already heard back from many of our members and appreciate the show of support to make sure our voices are heard. This show of support has already gained media interest.

If your municipality hasn't passed a motion yet, [here is a template motion](#) that can be used.

## **We are focused on more issues.**

The RCCC's first three major activities are:

### **Education campaign at FCM Conference in Quebec.**

We are encouraged by the recent resolution that the FCM Board passed last week to call on the Government of Canada to support the further development of nation-building energy infrastructure projects. We are finalizing our education campaign plan and will be sending out more information soon.

### **Bill C-69 Advocacy.**

We recently met with Amarjeet Sohi, MP for Edmonton Millwoods and Minister of Infrastructure and Communities and Matt Jeneroux, MP Edmonton Riverbend, Shadow Minister of Infrastructure, Communities and Urban Affairs, to discuss this Bill. We are completing a legal analysis of the bill and will share more information with you once it has been completed. We are also investigating a coordinated approach for testifying at the Senate Committee hearings by sharing messaging and key information with sister associations.

**Formally establish the Resource Communities of Canada.**

Although activities are already underway, we do want to formalize our group with detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.

**We are taking a strategic approach.**

We are partnering with our sister municipal associations and municipalities across the country with the intent to formalize the RCCC so there is a strategic and long-term approach to ensure our unified municipal voice is heard on responsible resource development.

**Please show your support by passing a motion at your next council meeting to support the Resource Communities of Canada!**

[Back to news](#)

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AUMA / AMSC 300, 8616 - 51 Ave, Edmonton, AB, T6E 6E6

Main line: 780-433-4431

Toll-free within Alberta: 310-AUMA (2862)



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Signing Authority</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Corporate Services</b>
<b>AGENDA ITEM</b>	<b>10.1</b>

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### **BACKGROUND/PROPOSAL:**

Section 213(4)(a) of the *Municipal Government Act* states:

Agreements and cheques and other negotiable instruments must be signed or authorized  
(a) by the chief elected official or by another person authorized by council to sign them, and  
(b) by a designated officer,

Currently the Mayor and Deputy Mayor are the only members on Council who have been designated to have signing authority.

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

Identification of approved designated administrative signatories is required for signing documents which will legally bind the Town.

It is common practice that all members of Council have signing authority.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Goal 1: Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council designate all of Council to have signing authority for the Town of Sundre.

### **MOTION:**

That the Town of Sundre Council designate the following Council members to have signing authority for the Town of Sundre:

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

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Linda Nelson</u>
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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Coalition of Canadian Municipalities for Energy Action</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.2</b>

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### **BACKGROUND/PROPOSAL:**

Richard Mullin, with Municipal Advocacy Solutions provided the following email to pass to Council:

On behalf of Mayor Gene Sobolewski of the town of Bonnyville, we would like to invite you to join the growing coalition of municipalities who are engaging with political decision-makers in Ottawa regarding the proposed Bill C-69. This Bill could potentially remove some of the current decision-making powers from municipalities as well as creates a host of unintended consequences. This grassroots-led coalition of municipalities across Canada is speaking up to ensure that these concerns are heard and reforms or changes to the Bill are made. Timing is critical and the coalition is well underway on its direct engagement with government, media, and the public.

**Let's be clear, this Bill affects every municipality in Canada. It may impact your local economy, decision-making authority, and families.**

By joining the growing number of coalition members, you will add your voice and municipality to the following:

- Parliament Hill Day May 1<sup>st</sup> and 2<sup>nd</sup> with widescale meetings with political stakeholders, national and local media, and others on C-69;
- Appearances before the Senate committee on Energy to outline the unique position of municipalities on this legislation; impacts on local economies, decision-making powers, and families;
- Media engagement support;
- Addition of your town to [www.Energytowns.ca](http://www.Energytowns.ca), which includes a contact widget for your constituents to engage with the right Senators and decision-makers in Ottawa on this Bill;
- Regular coalition updates and other avenues for your municipality to voice concerns, as available.

The cost to join is \$1000. The coalition is being coordinated by Municipal Advocacy Solutions, a full-service firm that supports municipalities across Canada with grant/funding requests, communications and media relations, strategic planning, and advocacy with government. You can read more about us at [www.municipaladvocacysolutions.ca](http://www.municipaladvocacysolutions.ca).

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

Please find attached an article 10 Reasons to Kill Bill C-69.

The Coalition of Canadian Municipalities for Energy Action consists of individual municipalities who are engaging the federal government and the broader public to discuss our unique municipal concerns with Bill C-69, *'An Act to enact the Impact Assessment Act and the Canadian Energy Regulator Act, to amend the Navigation Protection Act and to make consequential amendments to other Acts'*.

As municipal leaders, they are concerned with the impacts this legislation may have on our own communities; local business, families, and workers. They are bringing this message to the federal government in the Senate, House of Commons and political leaders to ensure that our reasoned voice on this issue is heard. They strongly feel it important that we as municipalities, who are on the front line in working with the public, speak up about what impacts may be felt locally if this legislation is passed in its current form, including unintended consequences.

In view of this, a number of concerned municipalities in Canada have come together to form the Coalition of Canadian Municipalities for Energy Action: a grassroots campaign to deliver their concerns to decision-makers in Ottawa over the coming weeks and months.

While there are other stakeholders currently involved on this issue, the Coalition feels it is vital that we as independent municipalities can bring our own voice forward on this issue, focused solely on discussing C-69 and its impact on our local municipalities.

**ALIGNMENT WITH STRATEGIC PLAN**

No alignment with the Strategic Plan.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the invitation to join the Coalition of Canadian Municipalities for Energy Action (Bill C-69) as information.

**MOTION:**

That the Town of Sundre Council accept the invitation to join the Coalition of Canadian Municipalities for Energy Action (Bill C-69) as information.

OR

That the Town of Sundre Council approve to accept the invitation to take part in the Coalition of Canadian Municipalities for Energy Action (Bill C-69) at the cost of \$1000.

**ATTACHMENTS:**

10 Reasons to Kill Bill C-69

Date Reviewed:

April 11, 2019

CAO:

Amida Neba

## 10 Reasons to Kill Bill C-69 in Canada's Senate

**Posted on: September 9, 2018**

**by Rick Peterson**

---

The future of Canada's resource industry today sits in the hands of Canada's 95 Senators.

Bill C-69, known as the "Impact Assessment Act", is the federal government's attempt to impose new "environmental assessment" measures on Canada's resource sector.

It's terrible legislation.

It will further delay and discourage investment in Canadian pipelines, mines and other resource infrastructure. It imposes a "green agenda", new layers of bureaucracy, higher costs, longer delays and more uncertainty on Canada's resource sector.

Nobody is against tough, fair and clear resource regulation. Investors, provincial energy ministers, "suits" and "boots" in the mining and energy sectors, think-tanks and key stakeholders in Canada all agree on that.

But that's not what they find in C-69. Instead, they get a short-sighted, confused and terribly written proposal. And that's why these stakeholders have unanimously given C-69 a thumbs-down.

Yet, this Bill sailed through the House of Commons before the summer break, assured of passage with the current Liberal government majority.

We must kill this Bill in the Senate of Canada – where it currently sits. If not, Bill C-69 will be the hammer that nails shut the coffin on resource sector investment in our country.

The Senate indeed has the power to kill C-69 in the next few weeks. The Senate has a track record in this domain. It's used this power to kill or turn back more than 200 bills since Confederation.

In 1988 it opposed the Free Trade Bill, forcing a general election that year. It opposed the GST. It rejected the Commons bill restricting abortion (C-43), a proposal to streamline federal agencies (C-93), and a bill to redevelop Pearson airport (C-28). And in December 2010 it rejected Bill C-311 on greenhouse gas regulation – the majority Conservatives beat it on a vote of 43-32.

Today there are 95 sitting Senators, so 48 Senate votes are needed to kill this Bill. There are 31 Conservative Senators who will all very likely oppose C-69.

That means that an additional 17 Senate votes only are needed from the remaining 64 Senators – 11 Liberal, 45 Independent and 8 Non-Affiliateds.

It's not enough to send this Bill back to the House with amendments. As Senator Doug Black recently told the Financial Post, "this bill is so seriously flawed – you'd have to have hundreds of amendments." He points out strong resistance to C-69 from energy, mining, forestry and port expansion projects.

So, *Suits and Boots* and its supporters have been calling each and every one of these 64 Senators urging them to Kill Bill C-69. Here's why:

1. The proposed law was introduced by the Minister of Environment and Climate Change – not by the Minister of Natural Resources. It was reviewed by the House environment committee rather than the energy committee, and only had minimal witness hearings from the energy department.
2. The Bill also contains a clause that will require new resource projects to be scrutinized according to “the intersection of sex and gender with other identity factors.” Seriously.
3. This Bill clearly gives the federal Environment Minister added discretionary power on deciding whether a project goes ahead or not. Foreign investors will clearly see this for what it really is: a vague, long, expensive and politically motivated decision making process.
4. The Business Council of BC says this proposed law will lead to “greater difficulty securing permits... heightened uncertainty among company managers, project developers and investors.” The Council says Bill C69 will help “accelerate outflows of business investment to other jurisdictions”.
5. Project review timelines will be extended from an already slow 4 years, on average, by another 8-10 months. All this while American regulators are moving to two-year timelines.
6. Bill C-69 imposes new geographic and upstream/downstream criteria on Greenhouse Gas Emission standards. This effectively takes away provincial government authority on natural resource development or exploration and is largely out of control of pipeline companies.
7. Fuzzy scientific standards being imposed by Bill C-69 make it unclear if they are the same for both indigenous and non-indigenous bodies who will be doing assessments.
8. New and relaxed public input standards for participation in hearings sets the bar so low that it's easy to see a huge influx of poorly informed, politically stacked and repetitive presentations. This obviously favours opponents of resource projects who have the time, money and support from offshore sources.
9. The Bill contains a clause that sets a dangerous precedent by turning Canada's voluntary commitments in climate change into legal obligations that could be used against us by our trading partners.
10. Bill C-69 falls far short of setting enough support for proponents of resource development during the review process. The Trans Mountain Expansion Project Application had 8,800 pages describing the negative effects on local communities – but just two pages on its economic, fiscal and energy benefits. This won't change under C-69.





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Main Avenue Phase 2 Scope Additions – Prairie Creek Boardwalk Crossing</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Operations</b>
<b>AGENDA ITEM</b>	<b>10.3</b>

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### **BACKGROUND/PROPOSAL:**

The Operations Department has studied the need for improved pathway connectivity from the Prairie Creek path to 6<sup>th</sup> street (Corner Brook) and during the scope process of the phase 2 project a design has been produced by CIMA.

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

The lack of connectivity for this described section has been an issue for pedestrians in Sundre for many years. With the development of Corner Brook available right of way was further diminished. This area is very dangerous as pedestrians and scooters must use the highway to reach the pathways. With the completion of the Main Avenue West regional path it is anticipated that more pedestrian traffic will be put at risk to gain access to/from this path. To accommodate the restrictive area of right of way CIMA has proposed an elevated boardwalk style of path over top of the new storm piping installation.

In addition, Phase 1 of the Main Avenue Upgrade project included an estimate for an oil grit separator to be installed for the management of storm water and to prevent harmful particulate from entering our waterways. The installation of this unit was ultimately not included in the tender for Phase 1, as it was determined to have an increased benefit to be utilized further down the storm water collection cycle. As such, the oil grit separator reduced the funding, and budget, required for Phase 1 but was not included in the anticipated costs of Phase 2.

### **ALIGNMENT WITH STRATEGIC PLAN**

These scope changes align with Council's Strategic Priorities of Promoting Water Conservation and Promoting Recreational Opportunities

### **ADMINISTRATION RECOMMENDATIONS:**

Council approves the proposed Phase 2 project scope changes to install the Prairie Creek boardwalk and oil grit separator.

**COSTS/SOURCE OF FUNDING:**

Cost increase of \$151,456, which will be funded through use of MSI-Capital funds

**MOTION:**

That the Town of Sundre Council approve the proposed Phase 2 scope changes to install the Prairie Creek Boardwalk and oil grit separator at an additional estimated cost of \$151,456 with funding to be drawn from the MSI – Capital grant.

Date Reviewed: April 11, 2019 CAO: Linda Nelson

**Order of Magnitude Cost Estimate**  
**Main Ave (East) from 7th St. to 6th St.**

Construction Cost Summary

## CONSTRUCTION COST ESTIMATE

CONSTRUCTION SUMMARY (ONSITE)	AMOUNT
SITE WORKS & STREET LIGHTS	\$ 489,175
UNDERGROUND	\$ 602,000
ASPHALT	\$ 541,330
CONCRETE	\$ 120,545
<b>A. CONSTRUCTION SUB-TOTALS</b>	<b>\$ 1,753,050</b>
<b>ENGINEERING</b>	
* CIVIL & GEOTECHNICAL QA/QC - Assume 12% of (A)	\$ 210,366
* TOPOGRAPHIC SURVEY (see note 2)	\$ -
<b>B. ENGINEERING SUB-TOTALS</b>	<b>\$ 210,366</b>
<b>C. CONTINGENCY ALLOWANCE - Assume 10% of (A)</b>	<b>\$ 175,305</b>
<b>TOTAL COSTS (A+B+C)</b>	<b>\$ 2,138,721</b>

**Notes:**

- 1) Excludes GST.
- 2) Estimate is subject to adjustments following finalization of detailed design work.
- 3) Additional engineering studies such as BIA, ESA, and other approvals such as DFO, Water Act, Wetlands may need to be undertaken if it is identified as a requirement during the detailed design phase. Costs associated with these studies and/or approvals shall be confirmed at that time and submit to the Town of Sundre for approval. For budgetary purposes, allocate a minimum of **\$100,000** to account for these expenses.

**Town of Sundre**  
**Order of Magnitude Cost Estimate**  
**Main Ave (East) from 7th St. to 6th St.**

**SITE WORKS & STREET LIGHTS**

Description of Work	Unit	Quantity	Unit Price	Amount
<b>Site Works</b>				
Mobilization	LS	1	\$ 15,000.00	\$ 15,000
Prepare Traffic Accomodation Strategy	LS	1	\$ 5,000.00	\$ 5,000
Stripping	CM	3,300	\$ 5.50	\$ 18,150
Asphalt Sawcutting	LM	250	\$ 12.50	\$ 3,125
Remove and dispose offsite asphalt	SM	5,200	\$ 12.00	\$ 62,400
Common excavation	CM	1,500	\$ 6.50	\$ 9,750
Waste Excavation	CM	1,000	\$ 12.50	\$ 12,500
Import Clean fill	CM	1,000	\$ 15.00	\$ 15,000
Remove and dispose offsite existing lights	EA	5	\$ 2,500.00	\$ 12,500
Hydrovac Utility Locates	HR	15	\$ 300.00	\$ 4,500
Dewatering / Pumping	LS	1	\$ 5,000.00	\$ 5,000
Reloaming	CM	3,300	\$ 7.00	\$ 23,100
Hydroseed Stripped Area	SM	11,000	\$ 2.85	\$ 31,350
Install Silt Fence	LM	800	\$ 7.25	\$ 5,800
Elevated Pathway - Boardwalk	LS	1	\$ 75,000.00	\$ 75,000
<b>Sub-Total For Site Works</b>				<b>\$ 298,175</b>

**Streetlight Installation Works**

Conduit installation	LM	400	\$ 50.00	\$ 20,000
Streetlight Bases	EA	6	\$ 1,000.00	\$ 6,000
3rd Party Streetlight Installation	EA	6	\$ 7,500.00	\$ 45,000
Allowance for moving of PP and SL on HWY 27	LS	1	\$ 120,000.00	\$ 120,000
<b>Sub-Total For Street Lights Installation</b>				<b>\$ 191,000</b>

**TOTAL FOR SITE WORKS & STREET LIGHTS \$ 489,175**

Note:

1) Unit rates from the Main Avenue West Tender Prices were used where applicable.

**Town of Sundre**  
**Order of Magnitude Cost Estimate**  
**Main Ave (East) from 7th St. to 6th St.**

UNDERGROUND WORKS				
Description of Work	Unit	Quantity	Unit Price	Amount
Mobilization	LS	1	\$ 15,000.00	\$ 15,000
Connect W400mm PVC to existing W400mm PVC	LS	1	\$ 2,100.00	\$ 2,100
W400 PVC DR18 c/w fittings and thrust blocks	LM	360	\$ 440.00	\$ 158,400
W700 Steel Casing	LM	65	\$ 2,500.00	\$ 162,500
400mm Valves	EA	1	\$ 8,000.00	\$ 8,000
Hydrant c/w fittings and thrust blocks	EA	1	\$ 12,000.00	\$ 12,000
ST 600mm concrete pipe	LM	200	\$ 425.00	\$ 85,000
(4) Type 5A SRC Manholes	VM	12	\$ 2,100.00	\$ 25,200
Flared Concrete outlet structure	EA	1	\$ 15,000.00	\$ 15,000
Oil & Grit Separator	LS	1	\$ 100,000.00	\$ 100,000
Dewatering / Pumping	LS	1	\$ 10,000.00	\$ 10,000
Additional Granular Fill	CM	100	\$ 40.00	\$ 4,000
Trench Stabilization Below Utility Grade	CM	100	\$ 48.00	\$ 4,800
<b>TOTAL FOR UNDERGROUND</b>			<b>\$</b>	<b>602,000</b>

## Notes:

1) Subject to detailed design analysis, this Option assumes that the roadway cross falls to the north side. Storm runoff is then captured via curb cuts provided at different locations along the curb & gutter, discharge via concrete swale and channel crossing under the 3.0m wide regional pathway and into the MR (grass area) between Main Avenue and Highway 27.

2) Subject to detailed design analysis, it is assumed that any storm runoff from Phase 2 that does not infiltrate on the MR and/or dry pond will have to be disposed via controlled discharge through a pipe and into Prairie Creek.

3) Unit rates from the Main Avenue West Tender Prices were used where applicable.

**Town of Sundre**  
**Order of Magnitude Cost Estimate**  
**Main Ave (East) from 7th St. to 6th St.**

ROADWAY PAVING WORKS				
Description of Work	Unit	Quantity	Unit Price	Amount
Mobilization	LS	1	\$ 15,000.00	\$ 15,000
Stripping existing topsoil	CM	300	\$ 14.00	\$ 4,200
Common Excavation	CM	5,000	\$ 9.00	\$ 45,000
Subgrade Preparation	SM	6,400	\$ 3.50	\$ 22,400
100mm of 25mm crushed gravel	SM	5,400	\$ 6.50	\$ 35,100
400mm of 80mm base gravel	SM	6,400	\$ 17.50	\$ 112,000
Prime Coat	SM	5,400	\$ 1.50	\$ 8,100
100mm of hot mix 'A'	SM	5,400	\$ 29.50	\$ 159,300
Tack Coat	SM	5,400	\$ 1.00	\$ 5,400
40mm of hot mix 'B'	SM	5,400	\$ 13.50	\$ 72,900
75mm hot mix 'B'- 3.0m Regional Pathway	LM	340	\$ 140.00	\$ 47,600
Additional 25mm crushed gravel	CM	200	\$ 71.65	\$ 14,330
<b>TOTAL FOR ROADS</b>			<b>\$</b>	<b>541,330</b>

Note:

1) Unit rates from the Main Avenue West Tender Prices were used where applicable.

**Town of Sundre**  
**Order of Magnitude Cost Estimate**  
**Main Ave (East) from 7th St. to 6th St.**

CONCRETE WORKS				
Description of Work	Unit	Quantity	Unit Price	Amount
Mobilization	EA	3	\$ 1,800.00	\$ 5,400
0.25m STD Curb and Gutter	LM	800	\$ 95.00	\$ 76,000
0.25m STD Curb (Cut) & Gutter	LM	36	\$ 120.00	\$ 4,320
1.0m wide concrete swale	LM	36	\$ 210.00	\$ 7,560
(4) 7.20m Commercial aprons	SM	100	\$ 201.00	\$ 20,100
Miscellaneous Crushed Gravel	CM	100	\$ 71.65	\$ 7,165
<b>TOTAL FOR CONCRETE</b>				<b>\$ 120,545</b>

Note:

a) Unit rates from the Main Avenue West Tender Prices were used where applicable.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>National Public Works Week</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.4</b>

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### **BACKGROUND/PROPOSAL:**

The American Public Works Association (APWA), Alberta Chapter is seeking Council's support to recognize and promote National Public Works Week May 19-25, 2019.

This year's theme is "It Starts Here."

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

Please find attached a letter from Peter McDowell, APWA President.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 3. Community Well-being  
3.3 Continue to work with and value community groups.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council proclaim May 19-25, 2019 as National Public Works Week.

### **MOTION:**

That the Town of Sundre Council proclaim the week of May 19-25, 2019 as "Public Works Week" on behalf of the citizens of Sundre.

### **ATTACHMENTS:**

Letter of March 29, 2019  
Proclamation

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Amida Nebu</u>
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March 29, 2019

**Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers**

**Re: National Public Works Week, May 19-25, 2019 – "It Starts Here"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 19-25, 2019 as National Public Works Week in your community. This year's theme is "It Starts Here."

National Public Works Week is observed each year during the third full week of May and this is the 59th year. The theme for the 2019 National Public Works Week is "It Starts Here." This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? Infrastructure starts with public works... Growth and innovation starts with public works... Mobility starts with public works... Security starts with public works... Healthy communities start with public works... The bottom line is that citizens' quality of life starts with public works. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read "Peter McDowell".

Peter McDowell, APWA President





## Celebrate Public Works Week May 19-25, 2019 It Starts Here – Public Works

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation  
[www.publicworks.ca](http://www.publicworks.ca)

## What You Can Do

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

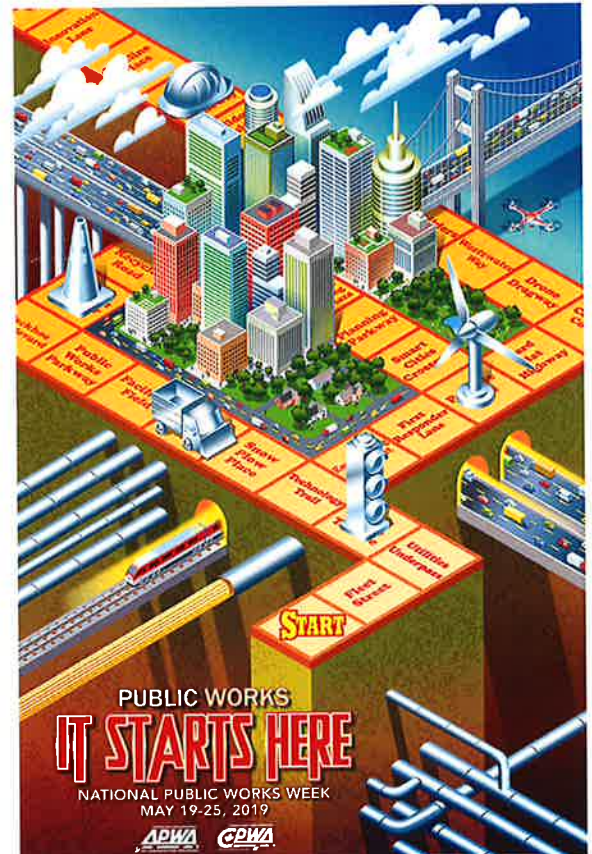
- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members' opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

**For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)**

**Or contact Jeannette Austin**

**Executive Director**

**[admin@publicworks.ca](mailto:admin@publicworks.ca)**



*"It Starts Here"*

PROCLAMATION

PUBLIC WORKS WEEK

May 19 – 25, 2019

- WHEREAS:** public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Sundre; and,
- WHEREAS:** these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,
- WHEREAS:** it is in the public interest for the citizens, civic leaders and children in the Town of Sundre, to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,
- WHEREAS:** the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,
- RESOLVED,** I, Terry Leslie, in the Town of Sundre in the Province of Alberta do hereby designate the week May 19 - 25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Dated this 15<sup>th</sup> day of April 2019

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Terry Leslie, Mayor





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Mutual Aid Agreement for Fire Services</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>10.5</b>

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### **BACKGROUND/PROPOSAL:**

As one of the deliverables on the ACP grant for the fire review the Regional Municipalities agreed to update the Mutual Aid Agreement.

The current agreement has expired.

A DRAFT copy is attached for Council's review.

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

The Regional CAOs recommended changes to the dates and added an extension clause. The changes are in red for easy reference.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 6. Regional Cooperation

6.1 Build upon and improve our relationships with our regional partners.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Mutual Aid Agreement for Fire Services as presented.

### **MOTION:**

That the Town of Sundre Council approve the Mutual Aid Agreement for Fire Services between the Towns of Carstairs, Didsbury, Olds, Sundre, the Village of Cremona and Mountain View County dated May 1, 2019 as presented.

### **ATTACHMENTS:**

Mutual Aid Agreement for Fire Services dated May 1, 2019.

Date Reviewed: <u>April 11, 2019</u>	CAO: <u>Denise Nelson</u>
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## **MUTUAL AID AGREEMENT for FIRE SERVICES**

**THIS AGREEMENT** entered into this 1<sup>st</sup> day of May, 2019,

**BETWEEN:**

**THE TOWN OF CARSTAIRS**

and

**THE VILLAGE OF CREMONA**

and

**THE TOWN OF DIDSBURY**

and

**THE TOWN OF OLDS**

and

**THE TOWN OF SUNDRE**

and

**MOUNTAIN VIEW COUNTY**

(HEREINAFTER COLLECTIVELY REFERRED TO AS "Municipalities")

**WHEREAS**, each of the Municipalities hereto has an interest in the control of fire, fire prevention, emergency medical services, hazardous materials control, and/or other emergency support; and

**WHEREAS**, each of the parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in the control of fire, fire prevention, emergency medical service equipment and personnel, hazardous materials control, and/or other emergency support; and

**WHEREAS**, in the event of a major fire, disaster or other emergency, either party may need the assistance of the other party to this agreement to provide fire suppression, emergency medical service, equipment and personnel, hazardous materials control, and/or other emergency support; and

**WHEREAS**, each of the parties may have the necessary equipment and personnel available to enable it to provide such services to the other party to this agreement in the event of such a major fire, disaster, or other emergency; and

**WHEREAS**, the facilities of each party are located in such a manner as to enable each party to render mutual assistance to the other; and

**WHEREAS**, each of the parties to this agreement has determined that it is in the best interests of each party to set forth guidelines for providing mutual assistance to each other in the case of a major fire, disaster or other emergency; now, therefore,

**IT IS HEREBY AGREED AS FOLLOWS:**

## **SECTION 1:** PURPOSE

- 1.1 The stated purpose of this Mutual Aid Agreement is to provide mutual assistance to the parties for control of fire, fire prevention, emergency medical services, hazardous materials control, and/or other emergency support in the event of a major fire disaster or other emergency.

## **SECTION 2:** REQUEST FOR ASSISTANCE

- 2.1 The Fire Chief or authorized designate of the requesting party (also known as the Requesting Party) at the scene of an incident or emergency and within its geographic boundaries, or in situations where the agency is engaged in an area in which it has a pre-established mutual aid agreement, is hereby authorized to request assistance from another party to this agreement.

## **SECTION 3:** RESPONSE TO REQUEST

- 3.1 Upon receipt of a request as provided for in section 2.1 of this agreement the Fire Chief or designate of the party receiving the request (also known as the Responding Party) shall immediately take the following actions:
- (a) Determine if the Responding Party has equipment and personnel available to respond to the request of the Requesting Party and determine the type of the equipment and number of personnel available.
  - (b) Determine what available equipment and what available personnel should be dispatched in accordance with the plans and procedures established by the parties.
  - (c) In the event the requested equipment and/or personnel are available, then the Responding Party's Fire Chief or designate shall dispatch such equipment and personnel to the scene of the emergency with proper operating instructions.
  - (d) In the event the requested equipment and/or personnel are not available, then the Fire Chief shall immediately advise the Requesting Party of such fact.

## **SECTION 4:** COMMAND RESPONSIBILITY AT EMERGENCY SCENE

- 4.1 The Fire Chief or designate of the Requesting Party at the scene of the emergency, to which the response is made, shall be in command of the operations under which the equipment and personnel sent by the Responding Party shall serve; provided, however, that the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus. If the Fire Chief or designate specifically requests a senior officer of the Responding Party to assume command, then the Fire Chief or designate shall not, by relinquishing command, be relieved of responsibility for the operation.

## **SECTION 5:** LIABILITY

- 5.1 The parties agree that the Requesting Party shall assume liability for and hold the Responding Party harmless from all liabilities, which arise out of command decisions or judgments. However, each party hereto agrees to assume responsibility for liabilities arising out of the actions of its own personnel and to hold the other party hereto harmless there from as to action relating to performance under this agreement.

## **SECTION 6:** POST RESPONSE RESPONSIBILITY

- 6.1 Upon completion of the rendering of assistance, such assistance and help as is necessary will be given by the parties to locate and return any items of equipment to the fire department owning said equipment. All equipment and personnel used under the terms of this agreement shall be returned to the Responding Party upon being released by the Requesting Party, or upon demand being made by the Responding Party for return of said equipment and personnel.

## **SECTION 7:** COMPENSATION

- 7.1 Unless otherwise billable, each party agrees that it will not seek from the other party compensation for services rendered under this Agreement. Each party hereto shall at all times be responsible to its own employees for the payment of wages and other compensation and for carrying workmen's compensation upon said employees; and each party shall be responsible for its own equipment and shall bear the risk of loss therefore, irrespective of whether or not said personnel and equipment are being used within the area of primary responsibility of that party.

## **SECTION 8:** INSURANCE

- 8.1 Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.

## **SECTION 9:** PRE-INCIDENT PLANNING

- 9.1 The Fire Chiefs or designates of the parties may, from time to time, mutually establish pre-incident plans which shall indicate the types of and locations of potential problems areas where emergency assistance may be needed, the type of equipment that should be dispatched under such circumstances, the number of personnel that should be dispatched under such circumstances, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responding Party of its own geographical jurisdiction. The parties hereto agree to take such steps as are feasible to standardize equipment such as couplings, hose, and apparatus, so that said equipment can be fully utilized by either of the parties hereto.

## **SECTION 10:** TERMINATION

- 10.1 This agreement shall remain in full force and effect until **April 30, 2029** unless sooner terminated as follows;
- (a) **The Term of this Agreement may be extended by the written agreement of the parties.**
  - (b) A party desiring to terminate this agreement shall serve written notice upon the other party of its intention to terminate this agreement. Such notice shall be served not less than thirty calendar days prior to the termination date set forth in said written notice. Said written notice shall automatically terminate this agreement on the date specified therein unless rescinded prior in writing.



**SECTION 11: AGREEMENT NOT EXCLUSIVE**

- 11.1 This agreement is not intended to be exclusive as between parties hereto. Any of the parties may, as that party deems necessary or expedient, enter into a separate mutual aid agreement or agreements with any other party or parties pursuant to the governing bylaw of each party. Entry into such separate agreements shall not change any relationship or covenant herein contained unless the parties hereto mutually agree in writing to such change.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement on the date as specified on page one (1) above.

**VILLAGE OF CREMONA**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**

**TOWN OF OLDS**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**

**MOUNTAIN VIEW COUNTY**

\_\_\_\_\_  
**Reeve**

\_\_\_\_\_  
**CAO**

**TOWN OF CARSTAIRS**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**

**TOWN OF DIDSBURY**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**

**TOWN OF SUNDRE**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**CAO**



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Departmental Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.1</b>

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### **BACKGROUND/PROPOSAL:**

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

- Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Mike Marko, Director of Planning & Economic Development
- Barb Rock, Community Services Assistant
- Emergency Management/Peace Officer
- Jim Hall, Operations
- Jon Allen, Economic Development Officer
- Marty Butts, Fire Chief and Patty LaPointe, Fire Assistant

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

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached Departmental Reports as information.

### **MOTION:**

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

### **ATTACHMENTS:**

Department Reports (8)

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Amide Nelson</u>
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**SCHEDULE "A"**

	<b>Terry Leslie - Mayor</b>		
<b>Date</b>	<b>Description</b>	<b>Expense</b>	<b>Cost</b>
17-Jan-19	Red Deer River Municipal Users Group AGM	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	Per Diem	\$ 90.00
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	\$ 57.61
25-Jan-19	Planning Conference Red Deer	Registration	\$ 500.00
04-Feb-19	ICC & MVSH Meeting with Deputy Minister (Olds)	Per Diem	\$ 175.00
04-Feb-19	MVSH Meeting with Deputy Minister (Olds)	Mileage	\$ 36.67
06-Feb-19	Emerging Trends Travel (Calgary)	Mileage	\$ 90.00
07-Feb-19	Emerging Trends Law Seminar	Per Diem	\$ 175.00
07-Feb-19	Emerging Trends Law Seminar	Mileage	\$ 138.29
01-Mar-19	Municipal Area Partnership (MAP) MVC Office	Per Diem	\$ 90.00
01-Mar-19	MAP Mileage to MVC Office	Mileage	\$ 51.92
21-Mar-19	Red Deer River Municipal Users Group AGM	Per Diem	\$ 175.00
21-Mar-19	Red Deer River Municipal Users Group AGM	Travel Expense	\$ 90.00
21-Mar-19	Red Deer River Municipal Users Group AGM	Mileage	\$ 181.24
25-Mar-19	Deltal Hotel for EOEP Course Edmonton	Accommodation	\$ 152.32
26-Mar-19	Elected Officials Education Program - AUMA	Registration	\$ 357.00
26-Mar-19	Elected Officials Education Program - AUMA	Per Diem	\$ 175.00
25-Mar-19	Elected Officials Education Program - AUMA	Mileage	\$ 131.48
27-Mar-19	Leadership Caucus	Registration	\$ 173.25
27-Mar-19	Leadership Caucus	Accommodation	\$ 489.45
27-Mar-19	Leadership Caucus	Per Diem	\$ 175.00
28-Mar-19	Leadership Caucus	Per Diem	\$ 175.00
28-Mar-19	Leadership Caucus	Travel Expense	\$ 24.46
09-Apr-19	Central AB Mayor's Prayer Breakfast	Registration	\$ 35.00
	<b>2019 Total to Date</b>		<b>\$ 4,091.79</b>

	<b>Paul Isaac-Councillor</b>		
<b>Date</b>	<b>Description</b>	<b>Expense</b>	<b>Cost</b>
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	\$ 90.0
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	\$ 66.3
14-Mar-19	Budget Meeting	Per Diems	\$ 112.5
	<b>2019 Total to Date</b>		<b>\$ 268.79</b>

	<b>Richard Warnock - Councillor</b>		
<b>Date</b>	<b>Description</b>	<b>Expense</b>	<b>Cost</b>
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	\$ 90.00
14-Mar-19	Budget Meeting	Per Diems	\$ 112.50
04-Apr-19	Spring Workshop	Per Diems	\$ 175.00
	<b>2019 Total to Date</b>		<b>\$ 377.50</b>

	Cheri Funke - Councillor		
Date	Description	Expense	Cost
24-Jan-10	Didsbury Meeting at Town Office	Mileage	\$ 52.97
25-Jan-19	Planning Conference Red Deer	Conference Registration	\$ 500.00
04-Feb-19	Intermunicipal Collaboration Committee	Per Diem	\$ 90.00

SCHEDULE B

2019 MOTION LOG

Motion #	Action Description - February 19, 2019 continued	Action/Status
81-19-02-19	MOVED by Councillor Preston 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.	Letter written by Mayor...
82-19-02-19	MOVED by Councillor Issac that the Town of Sundre Council determine a response to Mountain View Publishing Inc. (Sundre Roundup) at Council's discretion	Photo sent in...
83-19-02-19	MOVED by Councillor Funke 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.	
84-19-02-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Alberta Recreation & Parks Association - Support for Bighorn Country Proposal as information.	
85-19-02-19	MOVED by Councillor Dalke that Council go into Closed Meeting at 8:10 p.m.	
86-19-02-19	MOVED by Councillor Warnock that Council return to open meeting at 9:25 pm	
87-19-02-19	MOVED by Councillor Issac that being that the agenda matters have been concluded the meeting adjourned at 9:25 p.m.	
	<b>March 4, 2019 RM</b>	
88-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council appoint Councillor Richard Warnock as the Acting Deputy Mayor in the absense of Mayor Terry Leslie, and Deputy Mayor Paul Issac.	
89-04-03-19	MOVED by Councillor Funke that the Agenda be approved as presented.	
90-04-03-19	MOVED by Councillor Preston that the Minutes of the Regular Council Meeting held on February 19, 2019 be approved as presented.	
91-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council thank Colt Needham for presentation on the Bergen 4-H Club and accept it as informaiton.	
92-04-03-19	MOVEVD by Councillor Funke that the Town of Sundre Council set the March 9, 2019 Budget Plan Meeting to begin at 12:00 p.m. with no lunch provided.	
93-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council thank Leona Bennett and Cindy Orr for their service to the community and accept their resignation from the Downtown Area Revitalization Committee with our deep appreciation.	LS to send letters to with appreciation. LN Terms of Reference.
94-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council appoint Ms. Wendy Botheras to the Sundre Municipal Library Board for a Term of three (3) years ending at the Organizational Meeting in 2022.	LS to send letter to Library Board Chair & Ms. Botheras on appointment.

# 2019 MOTION LOG

Motion #	Action Description - March 4, 2019 continued	Action/Status
95-04-03-19	MOVED by Councillor Preseton that the Town of Sundre Council have all requests for funding go to the the Council Review Committee.	LS to send letter to groups. LN/CA to Disucss further at Budget Mtg.
96-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with the process to sell ± 0.127 ha (.0314 acres) of municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M, based on the appraised fair market value of the land.	LN to get appraisal.
97-04-03-19	MOVED by Councillor Preston WHEREAS responsible resource development is essential for the future of Canadian Municipalities. WHEREAS there is a need to coordinate the Canadian municipal voice to: 1. Advocate for a responsible resource industry. 2. Ensure municipal perspectives are being heard on issues impacting resource development. 3. Share factual information regarding resource development interest. WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country. WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition. NOW THEREFORE BE IT RESOLVED THAT the Town of Sundre Council approve to support the Resource Communities of Canada Coalition. (DEFEATED)	
98-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council direct AUMA President Barry Morishita to provide a clear statement and clarification for the Terms of Reference of the Resource Communities of Canada Coalition.	LS to do up letter to President Morishita giving Council's request.
99-04-03-19	MOVED by Councillor Dalk that the Town of Sundre Council approve and direct Mayor, Leslie and Chief Administrative Officer, Linda Nelson to sign the Municipal Sustainability Initiative (MSI) Memorandum of Agreement to receive funding for the planned conclusion of the program in 2021-2022	Mayor & LN to sign.
100-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council approve to send Councillor Dalke to attend the 2019 Leadership Caucus in Edmonton, Alberta March 27-28, 2019.	BA to change hotel room booking.
101-04-03-10	MOVED by Councillor Funke that the Town of Sundre Council accept the verbal update from CAO Linda Nelson regarding the March 1, 2019 Municipal Area Partnership meeting, as informaiton.	
102-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Report Council submitted by Mayor Terry Leslie, as information.	
103-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the request for the Town of Sundre Council to pass a bylaw to stop the pet trade for exotic speicies in Alberta from Nadine Cardon, as information.	

# 2019 MOTION LOG

Motion #	Action Description - March 4, 2019 continued	Action/Status
104-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Subdivision and Development Appeal Board Training Board correspondence by Brownlee LLP on February 26, 2019, as information.	LN to inform M.A. of those who passed training.
105-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the Correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs regarding MSI funding planned conclusion of the program in 2021-22, as information.	
106-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council accept the Parkland Regional Library 2018 Statisitcal Review, as information.	
107-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the Mountain View Seniors' Housing Key Messagees from the February 7, 2019 Regular Board Meeting, as information.	
108-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council go into closed meeting at 6:43 pm.	
109-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council return to open meeting at 7:03 pm.	
110-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the CAO's response to the Performance Review, as information.	
111-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council approve the following CAO Goals for 2019: Priority 1. Work with CIMA on initiating Grant Process for lagoons - 2019-2020 Priority 2 Continue to work on sub-agreements within the ICF - Ongoing Priority 3 Work with Emergency Management to ensure completiton of CEMP - by January 2020. Priority 4 Ongoing • Continue working with Eagle Ridge Developer, • Continue working on a solution to the East side storm drainage, • Continue working on solutions to various past development related issues, • Research historical information on Aqua-plex to facilitate discussion moving forward, • Work with Economic Development on Broadband. Priority 5. Work with Planning & Development to create an Overlay Bylaw for the downtown and highway area to address beautification, parking and walkability - 2019-2020 Priority 6. Complete Bylaw Rewrite Project - by end of 2019 Priority 7. Initiate Policy Review and Rewrite, with Review substantially complete by end of 2019, and Rewrite proceeding into 2020. Priority 8. Continuing pursuing professional development opportunities to comply with professional association requirements - Ongoing	
112-04-03-19	MOVED by Councillor Funke that being that the agenda matters have been concluded the meeting adjourned at 7:05 pm.	

# 2019 MOTION LOG

March 18, 2019 RM		
Motion #	Action Description	Action/Status
113-18-03-19	MOVED by Councillor Dalke that the Agenda be approved as amended with the following change: Add Bylaw 2019-07 Temporary Borrowing LOC	
114-18-03-19	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on March 4, 2019, be approved as presented.	
115-18-03-19	MOVED by Councillor Preston that the Town of Sundre Council thank Ms. Cindy Easton, for attending the Council meeting and accept the presentation on the Mountain Rose Women's Shetler and the work being done in the community, as information.	
116-18-03-19	MOVED by Councillor Wolfe that the Town of Sundre Council thank Mary Gunderson for attending the Council meeting and accept the presentation on the Nutrition for Learning Program at River Valley and Sundre High School, as information.	
117-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council approve Policy A-011-00 POL Disposal of Municipal Property as presented.	
118-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council rescind Policy D-005 Residential Lot Sale.	
119-18-03-19	MOVED by Councillor Dalke that the Town of Sundre give first reading to Bylaw 2019-07 being a bylaw to Authorize Temporary Borrowing from the Alberta Treasury Branch.	
120-18-03-19	MOVED by Councillor Funke that the Town of Sundre give second reading to Bylaw 2019-07 being a bylaw to Authorize Temporary Borrowing from the Alberta Treasury Branch.	
121-18-03-19	MOVED by Councillor Funke that the Town of Sundre give unanimous consent to proceed to a third reading to Bylaw 2019 - 07 being a bylaw to Authorize Temporary Borrowing from the Alberta Treasury Branch.	
122-18-03-19	MOVED by Councillor Preston that the Town of Sundre give third and final reading to Bylaw 2019-07 being a bylaw to Authorize Temporary Borrowing from the Alberta Treasury Branch.	CA Provide copy of Bylaw to ATB
123-18-03-19	MOVED by Councillor Warnock that the Town of Sundre Council agrees to sell the municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M for no less than \$52,500.00 based on the appraisal by Perry Appraisal Associates Ltd. Dated March 7, 2019.	LN to have agreement for sale of lands to Strathmore Lakes Estates
124-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council adopts the 2019 Four-Year Operating Budget and Ten-Year Capital Plan as amended with total expenditures of \$8,708,302, \$8,952,288, \$9,470,144, \$9,645,943 and total operational revenues of \$5,108,063, \$5,170,821, \$5,228,236, \$5,285,462 in 2019, 2020, 2021 and 2022 respectively; with the remaining \$3,600,239, \$3,781,468, \$4,241,908, \$4,360,481 in 2019, 2020, 2021, 2022 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.	CA to input budget numbers and prepare Tax Rate Bylaw.
125-18-03-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the December 2018 Cash Statement, as information.	
126-18-03-19	MOVED by Councillor Warnock that the Town of Sundre Council approve the 2018 Restricted Surplus Continuity Schedules, as information.	
127-18-03-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the 2018 Capital Project Listing, as information	



# 2019 MOTION LOG

Motion #	Action Description - March 18, 2019 continued	Action/Status
128-18-03-19	MOVED by Councillor Issac that the Town of Sundre Council approve the draft 2018 Quarterly Financial Report, as information.	
129-18-03-19	MOVED by Warnock Councillor that the Town of Sundre Council approves the allocation of \$635,000 of operational funds for transfer as follows, \$115,000 to Development Services Stabilization RSA, \$100,000 to Community Services Stabilization RSA, \$100,000 to Utilities Stabilization RSA, \$220,000 to Utilities Lifecycling RSA, and \$100,000 to General Corporate Stabilization RSA.	
130-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council approves the allocation of \$207,536.26 of Restricted Surplus funds for transfer to operational purposes as follows, \$103,768.13 from Shared Fire Capital RSA for the Town and \$103,768.13 from Shared Fire Capital RSA for Mountain View County.	
131-18-03-19	MOVED by Councillor Issac that the Town of Sundre Council accept the Sundre RCMP Detachment Detailed Crime Comparisons 2018 – 4 <sup>th</sup> Quarter Report, as information.	
132-18-03-19	MOVED by Councillor Preston that the Town of Sundre Council accept the Sundre RCMP Detachment 4 <sup>th</sup> Quarter 2018 Statistics Report, as information.	
133-18-03-19	MOVED by Councillor Wolfe that the Town of Sundre Council approve the request to waive the Development Permit Fee of \$340.60 for #2019-D07 for the Sundre Rodeo & Race Association for the Accessory building to be constructed.	Ba to send letter to SRRA
134-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council agrees to participate in the 2019 Sundre Pro Rodeo Breakfast and Parade on Saturday, June 22, 2019.	
135-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council approves to waive the Arena Rental Fee in the applicable amount up to \$1,474.16 for the 2019 Sundre Rodeo & Race Association Cowboy Cabaret.	LS Send letter to SRRA Council has responded to all requests and with \$5000 Platinum Sponsorship. Develop Non-Profit Adult Rate for Arena.
136-18-03-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for February 2019, as information.	JA or CM: Communication Strategy for on-call emergency Phone #, put on FB, Website, VIC. JH provide updates on report on potholes.
137-18-03-19	MOVED by Councillor Warnock that the Town of Sundre Council approve the Council Committee Report for January/February from Councillor Funke, as information.	
138-18-03-19	MOVED by Councillor Preston that the Town of Sundre Council accept the invitation for the Town of Sundre Council to attend Mountainview Taekwondo 25 <sup>th</sup> Anniversary Celebration and Awards Ceremony on April 13, 2019, as information.	
139-18-03-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the February 21, 2019 Parkland Regional Library, Board Talk Newsletter and draft minutes of the February 21, 2019 board meeting, as information.	

# 2019 MOTION LOG

Motion #	Action Description - March 18, 2019 continued	Action/Status
140-18-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the invitation to participate in the award-winning, attractions, history and services mobile app created for Alberta, as information.	
141-18-03-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the invitation from Richardo Miranda, Minister of Culture and Tourism to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games, as information.	
142-18-03-19	MOVED by Councillor Issac being that the agenda matters have been concluded the meeting adjourned at 7:27 p.m.	
<b>April 1, 2019 RM</b>		
Motion #	Action Description	Action/Status
142-1-04-19	MOVED by Councillor Funke that the Agenda be approved as amended.	
143-1-04-19	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 18, 2019, be approved as presented.	
144-1-04-19	MOVED by Councillor Warnock that the Town of Sundre give first reading to Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.	
145-1-04-19	MOVED by Councillor Funke that the Town of Sundre give second reading to Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.	
146-1-04-19	MOVED by Councillor Wolfe that the Town of Sundre Council remove section 2.1 to Bylaw 2019-05.	
147-1-04-19	MOVED by Councillor Warnock that the Town of Sundre give second reading to amended Bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.	
148-1-04-19	MOVED by Councillor Funke that the Town of Sundre give first reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.	
149-1-04-19	MOVED by Councillor Warnock that the Town of Sundre give second reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.	
150-1-04-19	MOVED by Councilor Warnock that the Town of Sundre give unanimous consent to proceed to a third reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.	
151-1-04-19	MOVED by Councillor Preston that the Town of Sundre give third and final reading to Bylaw 2019-06 being a bylaw Exempting the Town of Sundre Natural Gas System.	
152-1-04-19	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Chief Administrative Officer's Sufficiency Report and the Declaration that the Petition submitted by Melany Sealy on February 19, 2019, did not meet the sufficiency test according to the Municipal Government Act, Sections 219 to 226.2, and Sections 231 to 240, and is therefore declared insufficient.	LN to send results to Minister of AT & Meeting with Melany Sealy
153-01-04-19	MOVED by Councillor Funke that the Town of Sundre Council accept the petition clarification report regarding the roundabout consultation by the Town of Sundre and Alberta Transportation prepared by the CAO as information.	
154-01-04-19	MOVED by Councillor Funke that the Town of Sundre Council approve to cancel the April 29, 2019 Regular Council Meeting.	
155-1-04-19	MOVED by Councillor Warnock that the Town of Sundre Council go into closed meeting at 7:09 p.m.	
156-1-04-19	MOVED by Councillor Isaac that the Town of Sundre Council return to open meeting at 7:50 p.m.	
157-1-04-19	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 7:50 p.m.	

March 19, 2019

Sundre Rodeo and Race Association  
Mr. Shane Crouch, President  
Box 1218  
Sundre, AB T0M 1X0

Dear Mr. Crouch

RE: Request for Waiver of the Arena Rental Fee for Cowboy Cabaret

Your letter requesting the Town of Sundre waive the arena rental fees for the 2019 40<sup>th</sup> Anniversary of the Sundre Pro Rodeo Cowboy Cabaret was presented to the Town of Sundre Council at the March 18, 2019 Regular Council Meeting.

Council made the following resolution regarding your request:

*Res. 135-18-03-19*

*MOVED by Councillor Funke that the Town of Sundre Council approves to waive the Arena Rental Fee in the applicable amount up to \$1,474.16 for the 2019 Sundre Rodeo & Race Association Cowboy Cabaret.*

*The motion was carried.*

The Town of Sundre Council are pleased to inform you that with this additional waiver, the total donations provided by the Town are \$5000.00, making the Town of Sundre a Platinum Donor.

We look forward to celebrating the 40<sup>th</sup> Anniversary of this event and wish you all the very best in your planning.

Warm regards,



Luana Smith, CLGM  
Legislative Assistant

CC: Sue Nelson, Community Services Manager

/file



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

April 4, 2019

Via e-mail [transportation.minister@gov.ab.ca](mailto:transportation.minister@gov.ab.ca)

Honourable Brian Mason, Transportation Minister  
Room 320 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Mason:

On February 19, 2019, the Town of Sundre Council was presented with a petition regarding consultation for the on Highway 27 roundabout project, submitted by Melany Sealy. The Chief Administrative Officer was directed to review the petition, and to bring a report back to Council within 45 days with a declaration to the Council on whether the petition is sufficient or insufficient, in accordance with the *Municipal Government Act* s. 225(1) and s. 226(1), by the following motion:

**Motion #66-19-02-19**

*MOVED by Councillor Dalke that the Town of Sundre Council accept the presentation from Melany Sealy as information and direct the Chief Administrative Officer to review the petition and bring back a report within 45 days to Council.*

On April 1, 2019, the CAO presented the Sufficiency Report and Declaration to Council at a regular Council meeting. Council passed the following motion:

**Motion #153-1-04-19**

*MOVED by Councillor Wolfe that the Town of Sundre Council approve the Chief Administrative Officer's Sufficiency Report and the Declaration that the Petition submitted by Melany Sealy on February 19, 2019, did not meet the sufficiency test according to the Municipal Government Act, Sections 219 to 226.2, and Sections 231 to 240, and is therefore declared insufficient.*

I have enclosed a copy of the Petition Sufficiency Report and the Test against the *Municipal Government Act*, as presented to Council, for your information.

The Town of Sundre and Alberta Transportation made the decision to engage the public and stakeholders as part of our efforts to proceed with this project with full transparency and collaboration with the public.

Staff have taken time to review the history of this project, specifically with regard to information publicized by Alberta Transportation and the Town of Sundre. Following are the communication events that have taken place since this project was conceptualized:

- Presentation to Town and County Council November 12, 2015,
- Chamber and Business Presentation December 10, 2015,
- Trucking Industry Presentation January 12, 2016,
- Public Open House/Presentation February 4, 2016,

(Separate presentations were provided to each group to ensure that all stakeholders had ample time and opportunity to make their concerns known)

- Presentation to Council April 4, 2016,
- Presentation and recommendation to Council on Enhancement Concept 2 for mini roundabouts April 18, 2016,
- Public Open House June 4, 2016,
- Information session April 5, 2017,
- Business Information Session April 18, 2017, including public comment sheets and handouts,
- Public Information Session April 19, 2017, including public comment sheets and handouts,
- Presentation to Council April 24, 2017,
- Public Open House May 3, 2017,
- Survey to solicit feedback for the purposes of improving the project March 2018,
- Survey to solicit feedback for the purposes of improving the project September 2018,
- Presentation to Council January 7, 2019,
- All open houses, presentations to Council and information sessions included FAQ sheets, drawings, display boards and handouts.
- Links to surveys provided in weekly Town ad, on social media feeds, and in monthly utility bills.
- Information was available at Town Booth at SPOG Neighbors Day in 2018
- Information posted on AT Website under Central Provincial Highway Projects May 2017
- Information posted on Town Website on community sign, and in the roundup at onset of project, including advertisements for open houses and information sessions, FAQ's, drawings, and other information.
- There were several articles in the Sundre Roundup;

- Handouts were available at:
  - Visitor Information Centre
  - IGA
  - Museum
- Instructions on maneuvering the roundabouts were posted on the AT website and the Town Website on numerous occasions, and handouts were available at the Town Office.

Furthermore, Alberta Transportation prepared a comprehensive Public Consultation Report, which detailed the consultation efforts, provided a summary of the results, and provided numerous drawings and details of the project. In addition to the numerous public consultation sessions, there were numerous e-mails between the public and Alberta Transportation, and Town employees provided information to any member of the public making a request. This information was not taken into consideration when testing the petition against the *Municipal Government Act*.

Please contact me if you have any questions or require further clarification on the results of the petition approved by Sundre Town Council.

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

Cc: Russ Watts, Regional Director – via e-mail [russell.watts@gov.ab.ca](mailto:russell.watts@gov.ab.ca)  
Stuart Richardson, Infrastructure Manager - via e-mail [stuart.richardson@gov.ab.ca](mailto:stuart.richardson@gov.ab.ca)

\*Attachments:  
\*Petition Sufficiency Declaration  
\*Petition Test



## DEPARTMENTAL REPORT

DEPARTMENT	Corporate Services
SUBMITTED BY	Chris Albert
DATE	April 10, 2019
FOR MONTH OF	March

### **Fiscal 2018 and audit:**

Auditors were scheduled to be on-site for two weeks at the end of March. Kudos to Corporate Services staff, as the required information was provided to the auditors in a timely fashion and they were able to continue their work off-site after just one week. The audit is progressing very well and the firm will be at the April 15<sup>th</sup> Regular Council Meeting to present their report.

**ISSUES:** information which comes from the accounting systems requires compiling into the formats required by audited financial statements and information returns. This causes issues with ensuring information is consistent across all formats and reports.

**RESOLUTIONS/SUCCESES:** work in progress

### **2019 Tax Sale:**

As at the end of March 2019 there are 5 properties subject to the regulations. Information will be brought forward to Council in late May or Early June to establish a tax sale date and minimum bids for any properties still delinquent at that time.

**ISSUES:** None

**RESOLUTIONS/SUCCESES:** conversations are ongoing with property owners in order to settle accounts.

### **2019 – 2022 Budgeting:**

A Council Workshop session was held on 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. On March 18, 2019 Council adopted the 2019 Four-Year Operating Budget and Ten-Year Capital Plan in its entirety.

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

**ISSUES:** None

**RESOLUTIONS/SUCCESES:** Budget was passed, discussions will be on-going as this is a continuous cycle.

**Staffing:**

Grants / Finance Coordinator (Part-Time): advertisements were put in the local paper and on Town websites towards the end of January and postings are remaining open until a suitable candidate is found. This will be a multi-disciplinary position so it is important to find a candidate with the right skill-set.

**ISSUES:** limited number of responses to date

**RESOLUTIONS/SUCCESES:** work in progress

**Financial Policies update:**

Have been working with Tracey Polowich of Contigo Business Services on reviewing and updating financial policies. The next policy up for review is the Procurement Policy.

A draft of the revised policy to conform more with current requirements still needs to be reviewed and the wording adapted as appropriate for approval by Council in May of 2019.

**ISSUES:** None

**RESOLUTIONS/SUCCESES:** work in progress

**Professional Development:**

No new opportunities were undertaken in March.

**ISSUES:** None

**RESOLUTIONS/SUCCESES:** professional development is ongoing

**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

<b>DEPARTMENT</b>	<b>Planning and Development</b>
<b>SUBMITTED BY</b>	<b>Mike Marko, Director of Planning and Economic Development</b>
<b>DATE</b>	<b>April 1, 2019</b>
<b>FOR MONTH OF</b>	<b>March 2019</b>

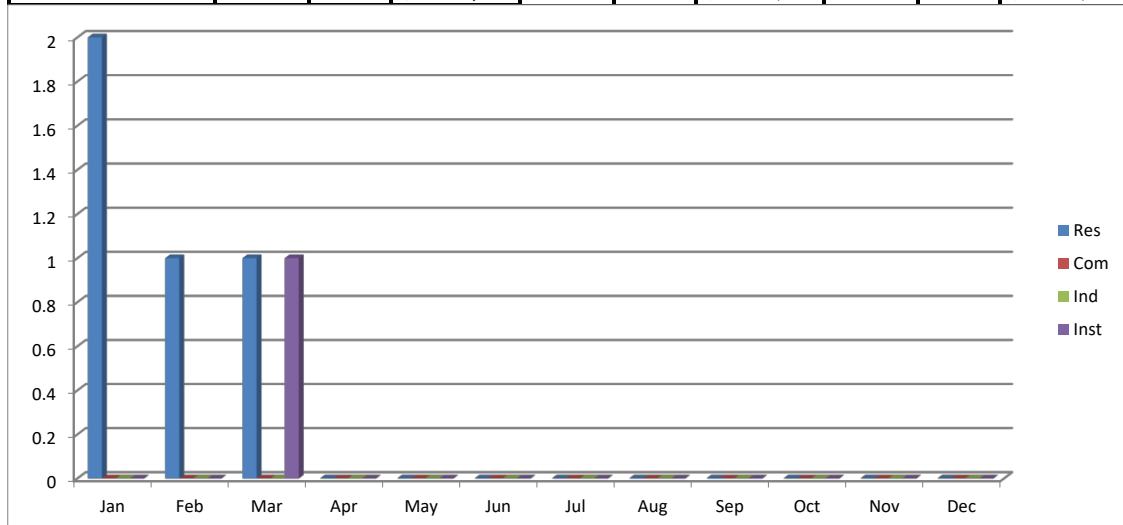
<b>TOPIC #1</b>	<b>Development and Building Permits (March)</b>
<b>ISSUES:</b>	Development Permits – 2 Building Permits – 2 Electrical Permits – 0 Gas Permits – 0 Plumbing Permits – 0
<b>RESOLUTIONS/SUCCESES:</b>	Development permits were issued for a single detached dwelling and a home occupation. Building permits were issued for accessory building at rodeo grounds and single detached dwelling.
<b>TOPIC #2</b>	<b>Real Property Reports</b>
<b>ISSUES:</b>	One Real Property Report was processed.
<b>RESOLUTIONS/SUCCESES:</b>	The report facilitated the sale of a property.
<b>TOPIC # 3:</b>	<b>Subdivision</b>
<b>ISSUES:</b>	Sundre Hills subdivision (creation of one lot parcel) endorsement was completed. ER subdivision (IGA parking lot) endorsement was completed. Langmead subdivision application (968 1 <sup>st</sup> Ave NE) is under review.
<b>RESOLUTIONS/SUCCESES:</b>	The subdivisions resulted in: <ul style="list-style-type: none"> <li>• creation of new one lot parcel for future 56 bareland condominium units – semi-detached and single-detached housing);</li> <li>• completion of land sale and parking lot consolidation for IGA;</li> <li>• Potential creation of a new lot for residential development.</li> </ul>
<b>TOPIC # 4:</b>	<b>Southwest Industrial Area Structure Plan</b>
<b>ISSUES:</b>	Meeting was held with County Administration to discuss County concerns.
<b>RESOLUTIONS/SUCCESES:</b>	Sundre Administration provided clarity of servicing requirements for plan area and advised County that IMPC meeting request will be forthcoming to discuss plan prior to returning to Town Council Public Hearing and consideration of bylaw. It was goal of Administration to bring forward to Council no later than the end of May.

<b>TOPIC # 5:</b>	<b>Intermunicipal Development Plan (IDP)</b>
<b>ISSUES:</b>	Discussions are underway with County Administration on a Terms of Reference for an IDP update.
<b>RESOLUTIONS/SUCCESES:</b>	Meeting and discussions were held with proponents of County, Didsbury and Carstairs on developing a generic Terms of Reference and retaining a Consultant (County) to prepare the IDP update. Goal is to improve communication and transparency with our stakeholders.
<b>TOPIC # 6:</b>	<b>Council Workshop – Service Levels</b>
<b>ISSUES:</b>	Ongoing preparations of mapping and data for service level workshop with Council.
<b>RESOLUTIONS/SUCCESES:</b>	Improves dialogue and accountability tools and information for service delivery and future budget preparations.
<b>TOPIC # 7:</b>	<b>Administrative</b>
<b>ISSUES:</b>	Filing Projects – ongoing. Safety Codes Audit – ongoing. Staff Training – ongoing with very good progress with new staff integration.
<b>RESOLUTIONS/SUCCESES:</b>	Improved departmental efficiencies and team building. Improves overall departmental performance, transparency and stakeholder engagement.

<b>Attachment #1</b>	March 2019 Monthly Building Report
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# MONTHLY BUILDING REPORT FOR THE MONTH OF MARCH 2019

	Mar-19			2019 Year To Date			2018 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
<b>RESIDENTIAL</b>									
Two-Storey Bungalows				0	0	\$ -	0	0	0
Bi-Level	1	1	\$ 225,000	1	1	\$ 225,000	0	0	0
				0	0	\$ -	0	0	0
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				0	0	\$ -	0	0	0
Multi-Family				0	0	\$ -	0	0	0
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -	0	0	0
Renovation/Addition		0	\$ -	0	3	\$ 8,300	0	3	\$ 79,700
				0					
<b>Sub-Total</b>	1	1	\$ 225,000	1	4	\$ 233,300	0	3	\$ 79,700
<b>COMMERCIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
					0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>INDUSTRIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
					0	\$ -		0	0
					0	\$ -		0	\$ -
					0	\$ -		0	\$ -
									0
<b>INSTITUTIONAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		1	\$ 30,000		1	\$ 30,000		0	0
		0	\$ -		0	\$ -		0	0
		1	\$ 30,000		1	\$ 30,000		0	
<b>TOTAL</b>				Dwelling	No. of	Building	Dwelling	No. of	Building
	1	2	\$ 255,000	Units	Permits	Value	Units	Permits	Value
				1	5	\$ 263,300	0	3	\$ 79,700





## DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Barb Rock, Community Services Assistant
DATE	April 10, 2019
FOR MONTH OF	March

### TOPIC # 1:

#### Community Centre Rentals

##### RESOLUTIONS/SUCCESES:

Another busy month with our regular users Taekwondo, Gymnastics, Parent Link, Pickle Ball and Indoor Walking Group. Gym was rented out to out-of-town teams attending the Initiation Hockey Tournament, the youth played for a couple hours between games. Gymnastics held a Club Meet on Saturday, March 16. Four rentals for youth birthday parties.

Wednesday, March 20 the Conference Room was used to host Adventure Hub information session. Tuesday, March 26 hosted the Volunteer Appreciation event.

### TOPIC # 2:

#### Arena

##### ISSUES:

- Sundre Minor Hockey continual changing schedule with playoff games and teams done for the season.
- Challenges filling the open ice with Public Skating and Sticks n' Pucks.
- March 13 Concession operator shut down for the season.

##### RESOLUTIONS/SUCCESES:

Sundre Minor Hockey and Community Services have a shared Google Calendar to ensure ice schedule is current and up to date.

Ice Schedule was updated and posted on Town website/social media.

Skating Club hosted Carnival Monday, March 18.

Fun Team Rec Hockey held their year end wind up Friday, March 22 and Saturday, March 23.

We were able to rent out open ice for Youth birthday parties and a couple local organizations for a family skate and hockey game.

We made it through another winter ice season and the plant was shut off Sunday, March 24.

### TOPIC # 3:

#### Administrative

##### RESOLUTIONS/SUCCESES:

Barb & Sue - Home and Garden Show, March 1, 2 & 3, Barb worked Friday and Sue worked Saturday and Sunday at the Calgary Show.

Sue – Attended 3 meetings with contractors regarding Facility Security Systems.

Sue and Barb – Attended Adventure Hub information session, March 20

Barb – 2019 Canada Day planning meeting, March 22

Barb – SPOG Neighbours Day meeting, March 27

Sue – working on Spring Workshop and attended preparation sessions with Councillor Warnock March 11 to 15.

**TOPIC # 4:**

**Out Door Rink**

**RESOLUTIONS/SUCCESSES:**

Wednesday, March 20 closed outdoor rink, posted closed signs.

Overall it was a good season for the outdoor rink. Staff has been taking apart the boards as the ice is melting.

**TOPIC # 6:**

**Sports Fields**

**RESOLUTIONS/SUCCESSES:**

**Sundre Soccer Club** – they are using the Bergen Soccer Pitch April 3 to June 26, Wednesday's 5pm to 8pm. Amber Jenkins, President has met with us a couple times and communication has been back and forth. 2019 Season Agreement was signed on March 18.

**Sundre Minor Ball** - communication has been back and forth since February. They are renting Community Centre gym until they can get on the diamonds. Meeting was held April 3 to discuss the upcoming season and the 2019 Season Agreement was signed.

**TOPIC # 5:**

**Greenwood Campground**

**ISSUES:**

Gazebo planning with Moe Fahey

Review reservations with Camp Host

**RESOLUTIONS/SUCCESSES:**

Sue and Moe have been communicating back and forth with the Gazebo project.

2019 Campground reservation report attached. Camp Host is starting to get more requests for August reservations. Total reservations 614 up from 470 the end of February. Host has been getting more phone calls than emails for the reservations.

**ATTACHMENT # 1:**

2019 Greenwood Campground Reservation Summary

## January/February/March 2019 Reservation Summary

SERVICES	SITE	Season	MAY	JUNE	JULY	AUGUST	SEPT
		Totals					
P	1	23	3	5	5	10	0
P	2	47	3	15	14	14	1
P	3	55	3	11	17	14	10
P	4	48	3	12	12	21	0
P	5	27	3	8	6	10	0
Host	6	0	0	0	0	0	0
PWS	7	28	3	7	5	12	1
P	8	24	3	7	7	7	0
P	9	30	3	11	7	9	0
P	10	28	4	5	7	11	1
P	11	37	3	10	12	11	1
P	12	21	4	5	3	8	1
P	13	18	4	5	3	5	1
P	14	13	0	5	3	5	0
P	15	38	3	13	10	12	0
P	16	35	3	11	9	12	0
P	17	19	4	4	5	6	0
NS	17A	9	2	2	2	3	0
NS	18	4	2	0	2	0	0
GAZEBO	19	0	0	0	0	0	0
NS	20	0	0	0	0	0	0
NS	21	0	0	0	0	0	0
NS	22	3	3	0	0	0	0
NS	23	0	0	0	0	0	0
NS	24	0	0	0	0	0	0
NS	25	0	0	0	0	0	0
NS	26	0	0	0	0	0	0
NS	27	1	0	1	0	0	0
NS	28	1	0	1	0	0	0
NS	29	0	0	0	0	0	0
PWS	30	29	6	16	4	3	0
P	31	18	3	6	6	3	0
P	32	16	4	6	3	3	0
NS	32A	9	3	5	1	0	0
NS	ROCK	4	0	4	0	0	0
NS	PG	0	0	0	0	0	0
NS	DU	8	0	8	0	0	0
NS	DU	3	3	0	0	0	0
	CAMP HOUSE	18	3	4	4	7	0
	TOTAL RENTAL	614	78	187	147	186	16
	Days Open	136	16	30	31	31	28



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Municipal Enforcement</b>
<b>SUBMITTED BY</b>	<b>Kevin</b>
<b>DATE</b>	<b>April 10, 2019</b>
<b>FOR MONTH OF</b>	<b>March 2019</b>

<b>TOPIC #1</b>	Met with AE Security, Verkada Camera Systems and Delco Secutiy
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Meetings continue with security, alarm and access control companies to find the best solution for the needs of our facilities.
<b>TOPIC #2</b>	Monthly Shop Safety Meeting
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	
<b>TOPIC # 3:</b>	SPOG Committee – Neighbours Day
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Attended SPOG Neighbours Day meeting to discuss the event. Operations has been asked to provide traffic control if needed on the day of the event.
<b>TOPIC # 4:</b>	AFRRACS Radios
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Met with all Peace Officers and RCMP Detachment Commanders in Mountain View County to discuss options for communications and the programing for the new AFRRACS radio system.



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Emergency Management</b>
<b>SUBMITTED BY</b>	<b>Kevin</b>
<b>DATE</b>	<b>April 10, 2019</b>
<b>FOR MONTH OF</b>	<b>March 2019</b>

<b>TOPIC #1</b>	EM Table Top Debrief
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSSES:</b>	Met with Jim and Laurie to review the Table Top Exercise conducted in February. Report Filed with Alberta Emergency Management Agency as required
<b>TOPIC #2</b>	MVREMA Meeting
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSSES:</b>	Topics included AFRRACS radios, Emergency Preparedness Week, Sundre is hosting a Scribe Course in April.

<b>TOPIC # 3:</b>	Michelle continues to work on ECC bins and resource material.
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSSES:</b>	Has made bins to hold all of the forms, vests, and supplies. Creating binders for each roll.
<b>TOPIC # 4:</b>	Two day table top exercise conducted by SPOG.
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESSSES:</b>	Sundre EM took part in a 2 day SPOG unified command Table Top Exercise.
<b>TOPIC # 5:</b>	Met with Sari at local FCSS to discuss EM and ESS Role.
<b>ISSUES:</b>	Discussed the future of ESS in Sundre and the region. How we can get GNP staff the ESS training they need.
<b>RESOLUTIONS/SUCCESSSES:</b>	
<b>TOPIC # 6:</b>	River Flows and Mountain Snow Pack
<b>ISSUES:</b>	Kevin has started monitoring snow pack and river levels. So far Red Deer river and the contributing snow pack have remained normal. The Bearberry Creek has been flowing higher than normal for this time of year and the snow pack feeding it is above normal for this time period but still below the "normal" yearly peak.
<b>RESOLUTIONS/SUCCESSSES:</b>	





## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Operations</b>
<b>SUBMITTED BY</b>	<b>Jim Hall</b>
<b>DATE</b>	<b>April 11, 2019</b>
<b>FOR MONTH OF</b>	<b>March</b>

<b>TOPIC #1</b>	<b>Wastewater Lagoon</b>
<b>ISSUES:</b>	The lagoon critical upgrade project is nearing final cost tendering and design. Surveys and geotechnical underway.
<b>RESOLUTIONS/SUCCESES:</b>	The project scope has narrowed to items that are critical to keep the system operational.
<b>TOPIC #2</b>	<b>WQEBLS Lagoon Capital Project</b>
<b>ISSUES:</b>	The project is described as costing \$14 million. The study is in review stage with AE&P. Awaiting further review and acceptance from AE&P
<b>RESOLUTIONS/SUCCESES:</b>	AE&P has the study in review. Some historical data has been submitted to the province for further review.
<b>TOPIC # 3:</b>	<b>Main Avenue Phase 2</b>
<b>ISSUES:</b>	It has been an issue for pedestrians navigating a lack of connection from the Prairie Creek Bridge to the SW district. Vehicles are dangerously close to pedestrians on Hwy. 27 due to curvature of road and visibility.
<b>RESOLUTIONS/SUCCESES:</b>	CIMA has prepared a scope change, cost and detail design for this addition to Phase 2.
<b>TOPIC # 4:</b>	<b>Federal Gas Audit 2019</b>
<b>ISSUES:</b>	The Federation has indicated that the Town Gas department will require an operational audit by March 2019.
<b>RESOLUTIONS/SUCCESES:</b>	The gas operations have received the results of the audit. As noted in the attachments, we have an excellent rating in operation of our utility. There are 4 minor deficiencies for future review, 2 of which have already been corrected.
<b>TOPIC # 5</b>	<b>Prairie Creek Museum Storm</b>
<b>ISSUES:</b>	This area of the creek located on 3 <sup>rd</sup> Street SW and 1 <sup>st</sup> Ave. SW has been an issue for overland flooding every spring in the past. Ice build up and river melt levels flood the roadway.
<b>RESOLUTIONS/SUCCESES:</b>	The roads department designed an innovative system to keep the flow of water continuous during the winter and spring season. The test of this was successful and will be a permanent addition going forward.
<b>TOPIC # 6:</b>	<b>Major Snow Storm</b>
<b>ISSUES:</b>	The major snow event in March caused havoc throughout central Alberta and included Sundre, receiving over 6 inches of heavy snow.
<b>RESOLUTIONS/SUCCESES:</b>	The roads staff worked diligently and provided equipment and tactic changes to clear effective providing safe travel throughout the Town.

<b>Attachment #1</b>	Federation of Alberta Gas Co-ops Ltd. O & M Audit
<b>Attachment #2</b>	O & M Audit Form
<b>Attachment #3</b>	Photo of no sign of gas crossing

## Attachment # 1:



April 8, 2019

Jim Hall, Operations Manager  
Town of Sundre  
Box 420  
Sundre, AB T0M 1X0

Dear Jim,

**Re: 2019 O&M Audit – Town of Sundre**

On March 18, 2019, I completed an Operations and Maintenance evaluation of the Town of Sundre. The office evaluation was completed with the assistance of Jim Hall, Operations Manager, Laurie Porritt, Office Administrator, and Connor Roth, Service Personnel. The shop evaluation was completed with the assistance of Jim and Connor. The field evaluation was completed with assistance of Connor Roth.

I would like to commend Jim Hall and his staff at the Town of Sundre for their assistance, hospitality and co-operation during the evaluation. The staff at the Town of Sundre are doing a great job of ensuring the safety of your members and the public.

Based on my evaluation, the Town of Sundre is being run very effectively by Jim Hall and his staff. They are working hard at operating and maintaining a safe Utility. They should be commended for their diligence in striving to achieve excellence in their business. Their documentation was found to be acceptable and in excellent order. I found that their employees are trained or registered in training courses.

The various operating components of the gas distribution system that were inspected were found to be in good operating condition. However, a few minor deficiencies were found that should be addressed. The deficiencies that were found in the field should not only be addressed at the visited site but throughout your entire system. The deficiencies are listed in the attached Deficiency Summary and the O&M Audit Form (Attachment A).

## Attachment # 2:

### Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

#### O&M Audit Form

Date: March 18, 2019	Distributor:	Town of Sundre
Participants: Jim Hall, Laurie Pomil, Connor Roth	Evaluator:	Delbert Beazer

	Accept	Needs Improvement	Comments
<b>Emergency Planning</b>			
Do you have a Health & Safety Plan?	X		
If no, are you aware of the OH&S Legislative requirements?			
OH&S Code - Part 2, Section 11 and OH&S Act - Section 2.1 and 2.2	X		
O&M Manual Adopted by Board (Copy of Minutes)	X		
Copy of Emergency Response Plan Available to All Employees	X		
Office Personnel have access to Attachment A & G	X		
Attachment A or a copy of your Emergency Response Plan updated yearly	X		
Attachment G or a copy of your Emergency Phone Numbers updated yearly	X		
Copies of Acts, Codes & Regulations - 2 White Binders - accessible by all employees by paper or electronic	X		
The Technical Standards and Specifications Manual for the Rural Gas Program, the OH&S Acts and Regulations, the Z662 Oil and Gas Pipeline Standard, the B149.1, and the Z731 Emergency Planning for Industry (Latest Versions)	X		
Annex "N" Guidelines	X		
QMP (Quality Management Plan)	X		
IMP (Integrity Management Plan)	X		
Table Top Exercise/Incident Review	X		
Current Maps & Plans	X		
Zone Agreement		X	Contact your Zone Representative - see Deficiencies Summary
Third Party Agreements (with other Fedgas Members if they do your field work)	X		
Emergency Telephone (Power Outage, Battery Backup?)	X		
<b>Other Documentation</b>			
Work Order	X		
Line Locates	X		
Odor Call	X		
Carbon Monoxide Report	X		
Valve Maintenance (Operate Valve/Relief - Intermediate RS)	X		
Activate Block Valves & Curb Stops Form	X		
MSDS for Hazardous Materials	X		
<b>Response Procedures</b>			
Handling Emergency Telephone Calls	X		
<b>Pre Job Meetings</b>			
Documentation	X		
<b>Safe Work Permits</b>			
Documentation	X		
<b>System Operations</b>			
Filing Leak Reports (RUB, AER and/or AENV)		X	Not very many calls. Contact Rural Utilities. - see Deficiencies Summary
Maintain Records of Leaks	X		
Quality Assurance Documentation for PE Pipe on Hand	X		
<b>Tools &amp; Equipment</b>			
Equipment Calibration Records	X		
Instrument Manuals & Specifications Available	X		
<b>Environmental Releases</b>			
Documentation on Reporting Releases (Alberta Environment)	X		
Operating Personnel Understand Reporting Criteria of Releases	X		

**Attachment #3:**



**Attachment #4:**

**Attachment #5:**



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Economic Development and Communications</b>
<b>SUBMITTED BY</b>	<b>Jonathan Allan</b>
<b>DATE</b>	<b>April 10, 2019</b>
<b>FOR MONTH OF</b>	<b>March 2019</b>

<b>TOPIC #1</b>	<b>Community Development, Business Development and Vacancy Rates</b>
<b>ISSUES:</b>	The downtown vacancy rate continues to remain higher than desired in the C1 district at 9% by area, and 10% by units vacant
<b>RESOLUTIONS/ SUCCESSSES:</b>	<p>Met with entrepreneur looking to start new business downtown and discussed business plan (this will be a highly desired business if they are successful in making it come to fruition);</p> <p>Met with entrepreneur to discuss opening restaurant downtown (Twisted Pantry);</p> <p>Hosted a meeting of approximately 20 businesses and non-profits to discuss potential for a new 'Adventure Hub' chapter opening in Sundre (originated in Canmore).</p> <p>Corresponded with at least two grocery store businesses in attempt to recruit them to Sundre.</p> <p>Met with several groups, including Chamber rep, Morton Burke, and Tom Mennear, to discuss ideas for improvement to downtown area (and in particular potential public space development of the old MVC shop lands at Centre and 1<sup>st</sup>).</p>
<b>TOPIC #2</b>	<b>Tourism Development and Advertising</b>
<b>ISSUES:</b>	<p>Visitor Information Centre operating hours</p> <p>Advertising campaign schedule</p> <p>Local business tourism readiness</p> <p>Trade show attendance</p>
<b>RESOLUTIONS/ SUCCESSSES:</b>	<p>Met with Jeannie Jones (Secretary of Chamber of Commerce) and discussed issues relating VIC. Jean Jones has taken it upon herself to bring her work to the VIC and volunteer there almost every day of the week from now on. This is a major resolution to the problem that we had been facing regarding the continued operation and collection of data at the VIC.</p> <p>Much time was spent on ad campaign planning; Grant application submitted to Travel Alberta for the largest amount requested to date (close to \$50,000).</p> <p>As noted above, Adventure Hub meeting hosted and well attended.</p> <p>Economic development hosted a booth at the Calgary Home and Garden Show, and at the Calgary Outdoor Adventure and Travel Show, where both very well received. Sundre continues to prove to be a compelling destination for Calgarians; these shows in particular allow for multiple demographics to be reached, including with people potentially interested in investing into or moving to the community (not just visiting).</p>

<b>TOPIC # 3:</b>	<b>Broadband Fibre Optic Development</b>
<b>ISSUES:</b>	Communication continued between CCI wireless and the department of economic development.
<b>RESOLUTIONS/ SUCCESES:</b>	A meeting is scheduled in Sundre for early April to discuss next steps, assumptions, and costing.
<b>TOPIC # 4:</b>	<b>Other Projects</b>
<b>ISSUES:</b>	Parking Lot for RVs and travelling public, to help increase pedestrian traffic to the local stores downtown along Centre St. Final phase of Way-finding signage installation.
<b>RESOLUTIONS/ SUCCESES:</b>	Several years ago a conversation began with the owner of the old Hotel to jointly use the gravel parking lot at the corner of Centre Street South and 1 Ave SW. Conversations have restarted and the department of economic development is now working to develop an agreement with the owner of the hotel to permit the promotion of the whole space as a public parking facility.  Continued way-finding signage planning. Renderings will be requested in April from Alberta Traffic Supply. Approx. 15 signs are being planned for, contingent on approval by Alberta Transportation for the majority of them.
<b>TOPIC # 5:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>ISSUES:</b>	The Downtown Area Revitalization Committee (DARC) was once again postponed in March.  Communities in Bloom volunteer from DARC no longer participating in CIB in 2019.
<b>RESOLUTIONS/ SUCCESES:</b>	Met with SPOG to assist with planning of the new Neighbour's Day, which will now be held on August 9 <sup>th</sup> prior to the start of Bulls and Wagons.
<b>TOPIC # 6:</b>	<b>Communications</b>
<b>ISSUES:</b>	No known communications issues.
<b>RESOLUTIONS/ SUCCESES:</b>	Mobile app on Apple app store was updated; apps on both Android and Apple have been improved following Emergency Operations Centre drill that identified potential issues; usability was also improved.





## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Fire Department</b>
<b>SUBMITTED BY</b>	<b>Marty Butts / Patty LaPointe</b>
<b>DATE</b>	<b>April 10, 2019</b>
<b>FOR MONTH OF</b>	<b>March</b>

<b>TOPIC #1</b>	
<b>ISSUES:</b>	22 Calls for March
<b>RESOLUTIONS/SUCCESES:</b>	
<b>TOPIC #2</b>	
<b>ISSUES:</b>	Ice Rescue
<b>RESOLUTIONS/SUCCESES:</b>	In house Training and Certification completed
<b>TOPIC # 3:</b>	
<b>ISSUES:</b>	SCBA Air Compressor - relocation
<b>RESOLUTIONS/SUCCESES:</b>	Now in Compliance with Safety Standards.

### ATTACHMENTS

**Mountain View Regional Fire Chief totals by Geographic Location**



Date  
Apr 10 19

## Mountain View Regional Fire Chiefs

### Totals by Geographic Location From Mar 1 19 to Mar 31 19

Response Type		# of Incidents
<b>Urban - Olds</b>		
16	Mutual Aid Request	1
<b>Total For Urban - Olds:</b>		1
<b>Rural - Mountain View</b>		
19	Outside Fire - Investigation	1
31	Motor Vehicle Collision	1
37	Medical Assist	4
39	Medical - Stood Down	1
<b>Total For Rural - Mountain View:</b>		7
<b>Urban - Sundre</b>		
37	Medical Assist	2
69	Public Service - miscellaneous	1
70	Alarm No Fire - accidental miscellaneous	4
<b>Total For Urban - Sundre:</b>		7
<b>Rural - Clearwater County</b>		
37	Medical Assist	1
<b>Total For Rural - Clearwater County:</b>		1
<b>Total Number of Responses</b>		16



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>1<sup>st</sup> Quarter Sundre RCMP Report</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.2</b>

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### **BACKGROUND/PROPOSAL:**

Sgt. Jody Achtymichuk, has provided the 1<sup>st</sup> Quarter Report Stats for the Sundre RCMP Detachment for Council's review and information.

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

Please see attached report.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Sundre RCMP Detachment 1<sup>st</sup> Quarter 2019 Statistics report as information.

### **MOTION:**

That the Town of Sundre Council accept the Sundre RCMP Detachment 1<sup>st</sup> Quarter 2019 Statistics Report as information.

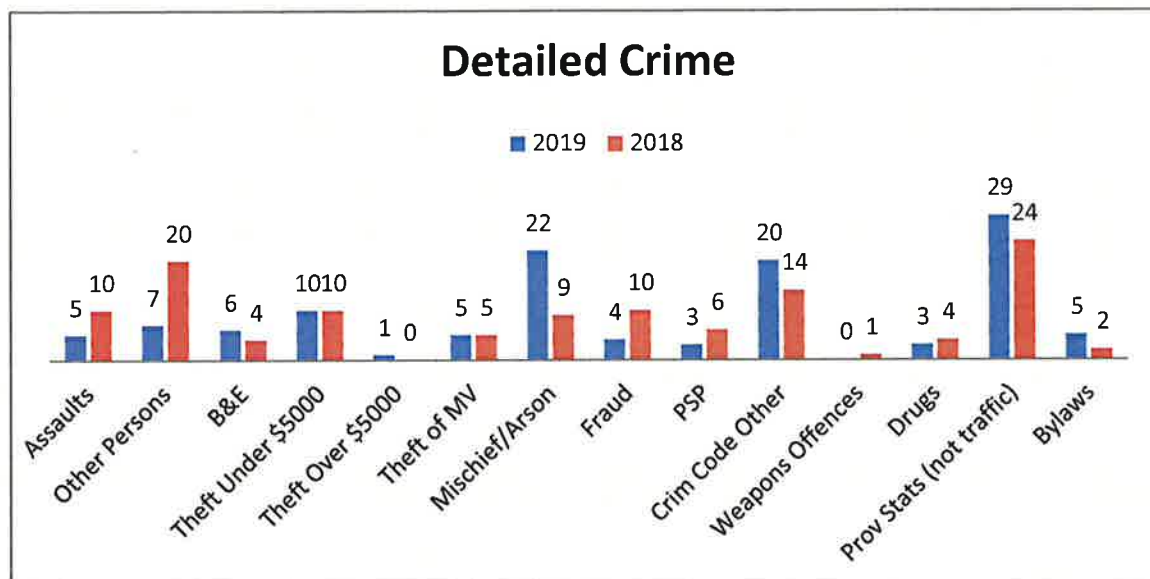
### **ATTACHMENTS:**

RCMP Detachment Report January – March 2019

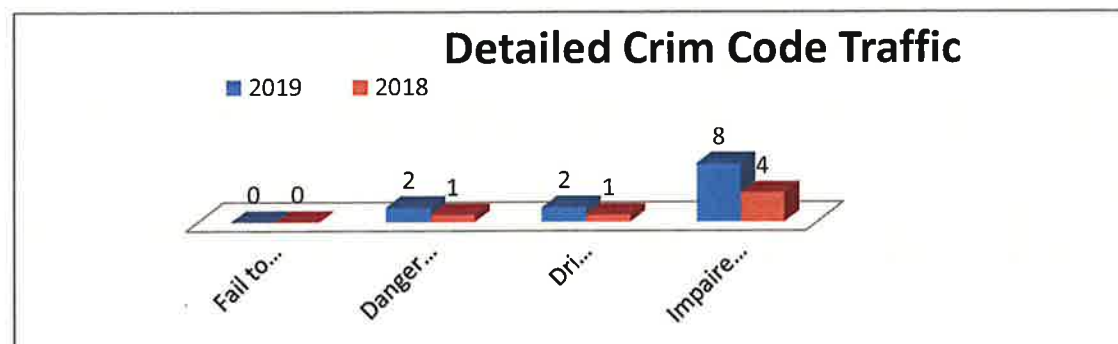
Date Reviewed: <u>April 11, 2019</u> CAO: <u>Amela Nelson</u>
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## Sundre Det. – 1st Quarter 2019 Stats (Jan – Mar) for Town

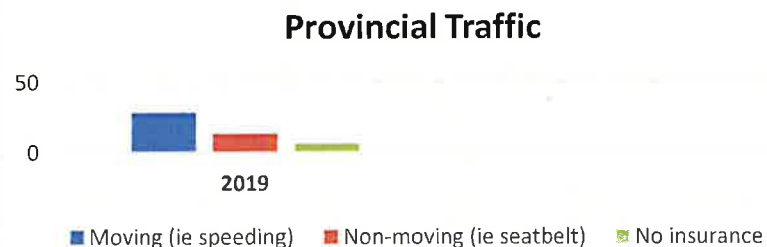
Detailed Crime	2019	2018
Assaults	5	10
Other Persons	7	20
B&E	6	4
Theft Under \$5000	10	10
Theft Over \$5000	1	0
Theft of MV	5	5
Mischief/Arson	22	9
Fraud	4	10
PSP	3	6
Crim Code Other	20	14
Weapons Offences	0	1
Drugs	3	4
Prov Stats (not traffic)	29	24
Bylaws	5	2



Criminal Code Traffic	2019	2018
Fail to Remain	0	0
Dangerous/Careless	2	1
Dri while Disqualified	2	1
Impaired Driving	8	4

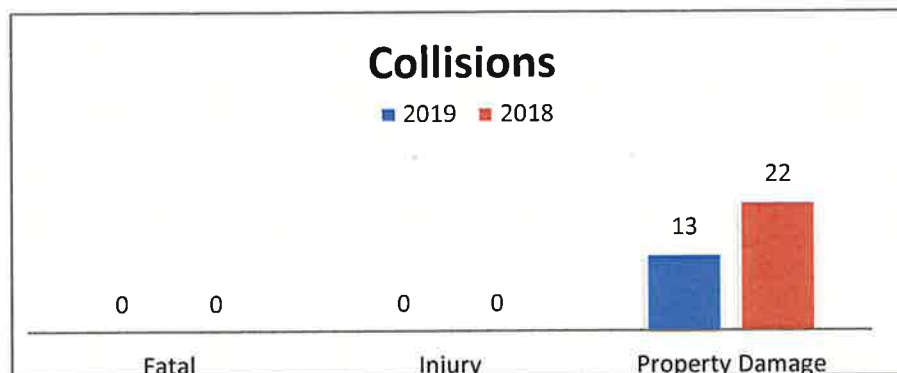


Provincial Traffic	2019	
Moving (ie speeding)	28	
Non-moving (ie seatbelt)	13	
No insurance	6	
Total actual charges	30	

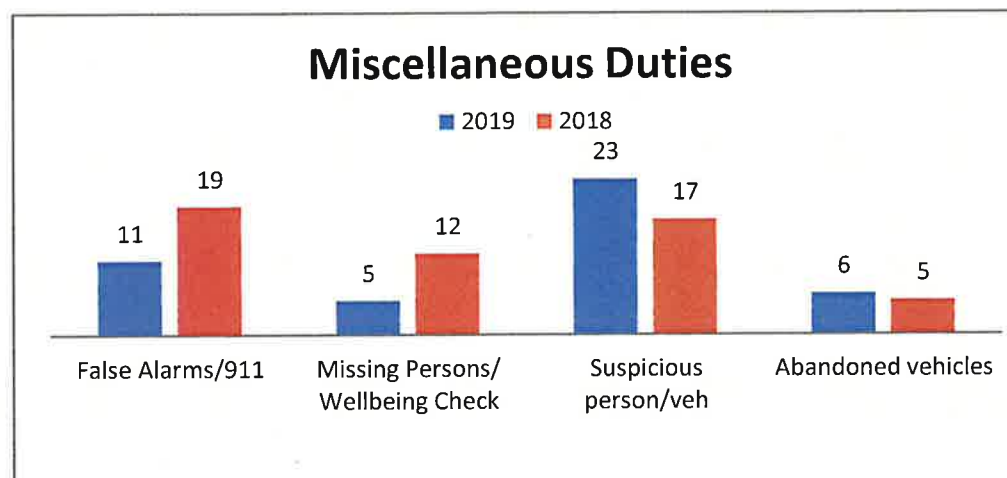


## Sundre Det. – 1st Quarter 2019 Stats (Jan – Mar) for Town

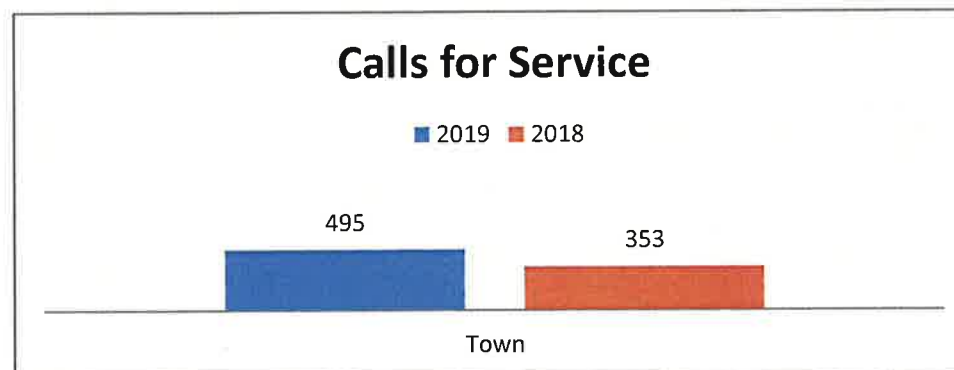
Collisions	2019	2018
Fatal	0	0
Injury	0	0
Property Damage	13	22



Miscellaneous Duties	2019	2018
False Alarms/911	11	19
Missing Persons/ Wellbeing Check	5	12
Suspicious person/veh	23	17
Abandoned vehicles	6	5



Total Calls for Service	2019	2018
Town	495	353





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>13.1</b>

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### **BACKGROUND/PROPOSAL:**

Mayor Terry Leslie has provided a report to Council for March 2019.

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

Please see attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1 – Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS**

### **MOTION:**

That the Town of Sundre Council accept the Report to Council submitted by Mayor Leslie, as information.

Date Reviewed: <u>April 11, 2019</u> CAO: <u>Amide Nelson</u>
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## Mayor's Report to Council – March 2019

### **Thursday March 21, 2019 – Red Deer River Municipal Users Group (RDRMUG) – Executive Meeting**

**10:30 – 12:00 and Regular Meeting 1:00 – 4:00 – Drumheller** – The executive discussed the next steps in moving forward with the goal of encouraging all municipalities to focus on “Source Water Protection” strategies through land use planning with protecting source water as the lens through which land use planning is viewed. RDRMUG is preparing a resource document for all municipalities titled “Integrating Land Use Planning and Source Water Protection” which will assist municipal planning by identifying and clustering threats and risks, a focus on guiding principles for land use planning, water security, common terminology, sustainability and resilience. A first draft of the document will be coming forward prior to July for consideration and use by municipalities if they choose. RDRMUG is working with the Watershed Alliance, as both organizations have similar goals. In the afternoon, guest speakers from industry and the University of Alberta outlined both the academic perspective regarding hydraulic fracturing, and industry representatives outlined the practical use of “fracking”, as well as their process and procedures. Because there was a recent earthquake in the Sylvan Lake/Red Deer area, there was discussion and questions about the cause/effect relationship between “fracking” and earthquakes. Data is being examined by the federal government and results as to the question of whether “fracking” may play a part in earthquakes, will be made public in late April or May.

**Monday, March 25, 2019 – Mountain View Regional Waste Management Commission – 9:00 – 12:00 at Mountain View County Office – the summary below is written by Angela Aalbers, Mountain View County Councillor and Waste Commission Member**

### Waste Commission Board Meeting – Summary from March 25<sup>th</sup>, 2019

- The board agreed with administrations recommendation to no longer accept contaminated soil, other than an acceptance of contaminated soil at the current tipping fee rate of \$95/tonne. The commission currently has enough contaminated soil stockpiled to provide daily cover for the life of the landfill.
- Finalising the legal contract for waste hauling with Airdrie waste is still ongoing. There has been some delay with getting the lawyers to complete the contract.
- The board discussed the idea of a “landfill mall” where people could drop off things like slightly used furniture that others could collect for free. This occurs at other locations like Sylvan Lake and Okotoks. The recycle mall at Okotoks is at the landfill and is run by a separate society and has 3 fulltime employees plus volunteers that run “the mall” consisting of 3 buildings. The society resells the items and generates \$720,000 per year, with \$240,000 going back to the community and the remainder being used for operations. The landfill pays for heating of the buildings as well as donates the land. Administrations recommendation is that the benefits of a “landfill mall” are outweighed by the complexity and cost of a recycle operation, which would require a dedicated covered facility as well as additional staff to run the operation. It will be an ongoing consideration if the opportunity arises.
- The Board approved a motion to send Mountain View County a bill for the disposal of the Ag plastics that were left over at the Olds transfer Station from the CanPak (now E360S) clean up. E360S have refused to clean up the Ag Plastics and therefore the total cost to the Commission

for clean up of the Ag plastics is \$36,653. There does not appear to be any contracts for Ag plastics between any of the party's (the commission, Can Pak and the County).

- An update on SAEWA was presented. An announcement was made to provide \$400,000 in a funding grant from the Alberta Government Community Partnership Funding Program that will support the completion of assessment and due diligence on the potential host location. Six locations have currently been put forward for consideration, although they are not named on the SAEWA website.
- Landfill operations – early indication suggests that the \$95/tonne tipping fee has attracted the commercial waste companies back to using the Didsbury Landfill. As of February 28<sup>th</sup>, tonnage was up 420 tonnes over budget or some \$40K to the positive. With the decision to not accept HC contaminated soil (budget revenue of 80K\$ total) the year to date revenue is up \$25K. Preliminary projections for year end, based on the first 2 months are some \$200K above budget.
- Parkland Geo-Environmental Ltd has provided the Commission with an update on the estimated closure, post-closure (CPC) expense and liability estimate. The last update was from 2007. A recommendation was made by the auditors in 2017 that an update estimate be provided. The new estimate is significantly lower than previously reported in 2007, resulting in the commissions current CPC fund being double of the current accrued liability (currently the CPC reserve has 84% of the funds required versus the needed amount of 43%). The current \$150K/yr contribution to the CPC fund can potential be reduced to \$30K. This will be part of the 2020 budget discussions which will also include a way forward on the other two reserves (capital and recycling). The estimated life of the landfill is currently 21 years based on the update from Parkland Geo, however this includes the entire 160K tonnes of HC soil accepted in 2016. An updated estimate of life of the landfill and the schedule of cell closure and development will be brought back for 2020 budget discussions. The current operating license needs to be updated in April 2018. A plan for the entire landfill asset (included the lands not yet under the current approval) is being developed.
- Administration presented the draft audit report (not yet complete). Overall, the year end for 2018 is looking much more positive than originally anticipated, driven largely by the update of the CPC estimates. There is enough cash to fully fund the reserve funds at year end 2018. There is an anticipated surplus of \$600K, which includes the budgeted reserve additions for 2018. With the significant change to the CPC liability, administration will bring forward a plan for distribution of surplus funds, based on a finalised audit statement, to each of the restricted reserve funds with the possibility of an additional restricted reserve fund for “fee stabilization”.

#### **Tuesday March 26, 2019 – Elected Officials Educational Program Course at Alberta Urban**

**Municipalities (AUMA) office in Edmonton – 10:00 – 4:30 – “Council’s Role in Service Delivery”** – This is the first time this course has been offered. I took it in preparation for the Council Workshop Day we have scheduled for Saturday April 6<sup>th</sup>. There were Council members from Olds, Okotoks, Jasper, Black Diamond, Wetaskiwin, and the City of Calgary in attendance. The course outlined what “Service Delivery” is in the municipal context, Council and Staff Roles in Service Delivery, Levels of Service, examined various models of Service Delivery and their evaluation, cost components, policy objectives, available funding tools, Council’s role in Stewarding the Sustainability of Services and how to Monitor Service Delivery for Success.

### **Wednesday Thursday March 27-28, 2019 - Municipal Leader's Caucus – Edmonton Convention Centre**

– This event was formerly known as the Mayor's Caucus but it has been opened up to all Council members because the topics presented, the discussions, the learning and networking with other municipalities often provides some great ideas to take home to improve our community. The focus on this conference was preparation for the upcoming provincial election, and how to be sure your municipality issues don't get lost in the election season.

### **Wednesday March 27, 2019**

**8:00 President Barry Morishita outlined the three positions AUMA will focus on through the upcoming election and the Election Focus of the AUMA – Strong Communities Build Alberta and Strong Communities Need:**

- **equitable infrastructure funding** – MSI funding ends in 2021 with no plan to assist and fund municipalities

- **a fair share of cannabis revenue** – the federal government upped the share of Provincial revenue from 50% to 75% so the province could share with municipalities – negotiations remain unresolved with the current provincial government.

- **improved resources for police services** – municipalities have been asking for years for discussions regarding the impacts of policing costs to municipalities, policing vacancies to safety in communities, and the impacts of decisions made at the provincial and federal levels.

**8:15 AM - Municipal Funding Framework** – an update on AUMA's work to negotiate a new municipal funding framework with the province, as well as principles for funding allocations. AUMA has been negotiating with the province up and until the writ was dropped, but the negotiations were not completed. With MSI ending, what funding models are there throughout Canada, and what would be the best model to move forward with an agreement between municipalities and the provincial government. In 2007 MSI was introduced as a 10 year commitment of \$11 billion – as of today about \$8 billion has been rolled out – the old commitment of \$11.3 billion will be extended to 2021 to make the commitment, originally promised over 10 years, will be funded over 14 years. City charters have negotiated \$500 million commitment past 2021, but all other municipalities have no new funding model commitment. AUMA has been advocating for a new funding framework for municipalities that will be indexed to provincial revenues, calculated on a 2 year lag. This would provide predictability for municipal long range planning, it would reflect changes that may occur in provincial revenue, and it would be imbedded in legislation. The hope was that there would be baseline funding, calculated on provincial revenue, and linked to changing provincial policy changes (allowing extra funding for new provincial policy issues – and less funding if policy causes reduced regulations). There would be a revenue component and a fuel component as sources for that baseline funding. AUMA has been advocating for this model because, historically, there has been uncertainty in municipal funding, depending on the political will of the day. This model allows predictability for all municipalities.

Secondly, there is a proposal for a climate leadership funding agreement. It would be for the purposes of projects supporting regional economic development – about \$17 million provincially for municipalities outside Calgary and Edmonton. AUMA has asked to take the \$17 million and roll it into the baseline funding pool. The third level of funding would be regional Infrastructure funding, proposed by AUMA to



be \$50 million, based on growth of population, beginning in 2022. Historically, growth has been about 2% per year, outside Calgary and Edmonton.

The discussions regarding AUMA advocacy for municipal funding have been ongoing for years. Although there has been progress, there is not an agreement. There is alignment on many of the negotiation points, but there is reluctance on the part of the province to commit. We need an equitable model that is aligned with the funding framework already negotiated with the big city charters.

**10:00 AM - Political Panel on Municipal Issues** – Liberal Leader, David Kahn, Alberta Party Leader, Glen Anderson, Rick McIvor from the United Conservative Party, and NDP Municipal Affairs Minister, Shaye Anderson answered questions from AUMA members. Questions:

1. Infrastructure funding beyond 2022 has been negotiated for Calgary and Edmonton. What is your commitment to the rest of the municipalities in Alberta for stable predictable funding? The responses were general without specific commitments.
2. What will you do to allow municipalities to share revenue from cannabis – as the federal government has agreed to share the original 50/50 revenues to 75/25 with the province receiving 75% of revenues, in recognition of the need to have the province share these revenues with municipalities? Also, what will you do to allow cannabis production facilities to be taxed at commercial/industrial fair market value, rather than traditional farms? The responses were general without specific commitments. Minister Anderson has assessed the possibility of assessing as commercial/non residential, and believes that is a reasonable request, and he commits to take that position forward to cabinet.
3. The need for adequate equitable police funding, where all municipalities pay, is requested by AUMA and members. What is your position? Again, general responses without specific commitments. The UCP pledges to address the issue of rural crime with AUMA, assessing staffing issues, take it seriously and act with AUMA, after understanding municipal issues.
4. There is a structural deficit in Alberta's budget. How will you address this? The UCP has plans that have been unveiled in their platform to get Albertans back to work, get red tape reduced and grow the economy.

**11:00 AM - Transitioning the Provincial Government** – information was provided information on how provincial government administration works with elected officials during times of transition, and opportunities for external stakeholders to influence policy at these times. AUMA is working on an initiative to streamline government, they have developed an election strategy, and they have been advocating to have municipalities to be a recognized as a valuable partner and level of government to build the Alberta Advantage.

Fun Fact: How many Provincial legislative and regulations affect municipalities? Would you believe 7400 pages. The bible is 1200 pages, so municipalities have to adhere to the equivalent of 6 times the number of pages in the bible. The Hunger Games Trilogy is 1210 pages – again municipalities have to adhere to 6 times the number of pages of regulations and legislation as the Trilogy. Sarah Palin's new book, "Sweet Freedom" is 288 pages. Municipalities have to deal with 25 times the pages of regulations as her book



**1:00 PM - Media Panel** – political analysts from the media shared their thoughts and predictions on the upcoming election. NDP focus will be on leadership as Rachel Notley is seen as a credible leader.

The UCP will focus on economy, pipelines, job creation. Politicians and media focus on what is in the “bubble” of Calgary and Edmonton. NDP will take the “social” route focusing on health care, GSAs, and the social side of government policy. The NDP has had trouble finding candidates to run in all their ridings and are appointing them – while the UCP has had issues with candidates being pulled by the UCP, and criticizing the UCP leadership in the media. There probably isn’t much chance of a minority party winning the election. The electorate expects the election to be a 2 horse race. The UCP is way out in front in rural Alberta. Calgary will be canvassed hard by the NDP because they are doing well in Edmonton. The UCP will be campaigning hard in Edmonton because they are strong in rural Alberta and in Calgary. When talking to the media, answer the question “Why should Albertans care?”.

**2:00 PM - Indigenous Councils and Elections** – this session was intended to provide awareness and educate members on how First Nations elect tribal councils, and how municipalities can work with tribal councils to achieve regional outcomes. Aboriginal people in Canada fit into a number of different legal categories – Treaty Indians, Status Indians, Non-Status Indians, Bill C31 Indians, Metis and Inuit. For Indigenous people, there hasn’t been a lot of relationships between municipalities and First Nations in the past. There are more than 45 status aboriginal people groups in Alberta with Treaties 4,6,7,8 and 10 applying to them, and the municipalities that are their neighbours. Authority rests with local people, not with the provincial or federal organizations representing First Nations. The majority of First Nations want to work in good relationships with their neighbouring municipalities as partners. Tribal Councils are established to bring multiple First Nation groups together to work regionally to deal with issues such as policing. There are 8 Metis settlements in Alberta holding 1.2 million acres of land with between 5000 and 8000 people. There are 5 Councillors per settlement who hold the authority for each settlement. There are Metis Regional Councils as well and the Metis Nation of Alberta is the provincial entity. Non-Status people are those First Nation people not registered for Treaty. The take away for municipalities is to develop relationships with local First Nations neighbours by having regular conversations.

**Thursday March 28, 2019**

**8:00 AM - AUMA Provincial Elections Engagement Strategy – How Municipalities can play an advocacy role leading up to the election** – Election Priorities, Membership’s role, AUMA’s Campaign, and Next Steps were covered. Questions from those in attendance were taken.

**AUMA Municipality Priorities:**

**1 Equitable Infrastructure Funding – Municipalities need an equitable, adequate, and predictable municipal funding framework to support and maintain the 60% of Alberta’s public infrastructure that they own and maintain.**

**2 A fair share of cannabis revenue – Municipalities need a fair share of revenue from cannabis that is grown, sold, and used in their communities.**

**3 Improved resources for police services – Alberta needs a new, more equitable funding model to address RCMP vacancies and the rising costs of policing while improving community safety across Alberta.**

Even though these may not be the issues we hear from our residents, province wide, these are the biggest issues, provincially, that AUMA has heard from municipalities. After the election is not the time to begin making relationships. There is no need to try and pick winners or losers, it is about being

political, not being partisan. All candidates need to be aware of the issues important to municipalities within their constituency.

**Questions to consider with candidates. Do you know the issues that are important to AUMA? (and to our municipality?) How do these issues relate to you and your party? Is there a commitment from you to support our priorities?**

#### **AUMA Election Message: Strong Communities Build Alberta.**

The first 100 days after the election was outlined as to process, depending on who might win the election. After April 17<sup>th</sup>, it takes 2-3 weeks to get sworn in, find offices, hire staff. Then MLAs get thousands of pages of “learning” to digest. June or July may see a sitting. The federal election will also have a possible impact on the new, or re-elected government.

Pipelines, jobs, economy, carbon tax are all issues that we hear in our communities – yet as elected municipal officials representing our community, our issues, as municipalities are somewhat different.

#### **8:45 AM - President’s Report**

**President Barry Morishita, Mayor of the City of Brooks**, outlined **member survey results**. 90% of members are satisfied with AUMA advocacy and advocacy information to members saw 96% satisfaction. **AUMA will be focussing more on supporting smaller communities**. There are **over 30 tools and resources on the AUMA website** but they know the “clutter” of information is sometimes overwhelming – so – please do not hesitate to **call the AUMA office directly** to ask for help and assistance. He went over Key Initiatives and Advocacy work with the provincial government. AUMA applauds what the big cities were able to achieve – and it is a model for all of our municipalities to strive for so we can have a stable predictable municipal funding framework.

**Resource Communities of Canada Coalition** – resource development is essential – AUMA is coordinating our municipal voice to ensure we are heard – Our focus: Education campaign at FCM, Bill C-69 Advocacy, formally establish RCCC. AUMA needs all municipality support. There is an opportunity to change the conversation about balanced resource development across Canada – with AUMA and Alberta municipalities leading and supporting Canadian resource development in Alberta. AUMA is looking to have Alberta as the largest provincial contingent at the Federation of Canadian Municipalities (FCM) in Montreal.

**The Alberta Police Act Review** should have a new funding model, identify municipal priorities and AUMA has proposed a set of proposed principles for a new funding model.

**The Asset Management Initiative** has seen 485 people from 150 municipalities take the AUMA course as it will be a requirement for future provincial funding applications.

**The Welcome and Inclusive Communities initiative, the Municipal Climate Change Action Centre**, and again, the AUMA Provincial Election Municipal Issues were reviewed.

Other issues might be the question about a provincial broadband strategy and Extended Producer Responsibility.

**10:30 – 12:00 – Political Leaders Dialog Sessions** – we heard again from representatives from all parties with no real commitments promised to the issues brought forward – and questions asked.

**1:00 PM** – I was interviewed on camera as part of an AUMA initiative to make a “**Fair Cannabis Taxation Video**” designed to pressure the Government of Alberta to have cannabis production facilities within urban municipalities taxed at commercial fair market value – rather than taxed as agriculture.

**Friday, March 29, 2019 – ATB Speaker series at Sundre Elks Hall – 6:00 – 9:00 PM** – This informational evening was hosted by our local Alberta Treasury Branch (ATB). Speakers were CAO of ATB, Curtis Stange, and Economist, Todd Hirsh. Current and future trends in the economy and banking were discussed with questions from the audience.

Respectfully submitted April 9, 2019 by Terry Leslie



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>13.2</b>

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### **BACKGROUND/PROPOSAL:**

Councillor Cheri Funke has provided a report to Council for March 2019.

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

Please see attached.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1 – Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS**

### **MOTION:**

That the Town of Sundre Council accept the Report to Council submitted by Councillor Funke, as information.

Date Reviewed: <u>April 16, 2019</u>	CAO: <u>Aminda Nelson</u>
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## **Council Report March 2019**

### **Councillor Cheri Funke**

#### **March 1 – AUMA Police Act Working Group (Edmonton)**

- The top three priorities for this Committee are as follows,
  - Equitable Funding Model
  - Accountability to Local Government
  - Police Service Levels and Vacancies
- The Province is looking at making Police Advisory Committees mandatory, this will give municipalities more of a voice with their RCMP detachments whether they pay for the policing or not. Right now, communities that have a Committee have the opportunity to discuss and add to the detachment's priorities, a downside of not having one, Council is just presented the priorities and are expected to accept them. In the past we have been given a quarterly 'report card' on how these priorities are being achieved with a committee there is more control on how often this happens.
- The Committee believes that if there is a new funding model put in place any new revenue it generates should be left in Protective Services and be used to obtain more resources.
- The Committee has outlined the Principles that we believe should be followed when it comes to the Police Act.
- A question was asked about it being possible to have a comment/complaint system online. For example, if a truck was stolen would it be possible to file a police report online.
- There are 7 communities that have stand-alone municipal police force and all other communities use the RCMP. One of the big struggles is that the RCMP do not follow the Police Act as there is a separate RCMP Act that is federal legislation. Once the Provincial election is over, it was discussed the need to have Municipalities and the Provincial Government lobby the Federal Government to have a review of the RCMP Act as well.
- There have been several discussions around an Alberta Police College and a Provincial Police service.
  - The current oversight and governance are;
    - Police Commission – This is for Municipal Police Services only
    - Police Advisory Committee – This is currently mandatory for Municipalities over 5000 that pay for their RCMP Contract and voluntary for Municipalities under 5000 that do not pay for RCMP

#### **March 9 – Budget Workshop**

#### **March 12 – Federal Infrastructure Announcement to the City of Drumheller, Flood Mitigation**

As we all know, Sundre and Drumheller have a lot in common when it comes to flooding. I had the pleasure to attend the Federal Infrastructure announcement that they are granting \$22 million from the Disaster Mitigation and Adaptation Fund, that will go towards their new Flood Mitigation and Climate Adaptation System. They will also be receiving \$28 million from the Alberta Government, which will come from the Alberta Community Resilience Program and the Drumheller Council made a motion to finance a further \$5 million to bring the total project funding to \$55 million dollars.

The system will help reduce the risk of flooding in Drumheller and keep the residents, properties and businesses safe from flood disaster.

To us, the question has never been "if" but rather "when" and "how big" the next flood is going to be. I believe it would be beneficial to the community of Sundre for staff to begin the process to research the Disaster Mitigation Adaptation Fund (Federal) and the Alberta Community Resilience Program for grant funding to put towards the placement of the berm around our Lift Station.

## March 22 – Red Deer River Watershed Alliance Spring Forum (Red Deer)

Presentation from James Gordon

- Believes that most western provinces are in climate denial.
- Suggests the following ideas for combating climate change
  - Get back to the basics
  - Keep your head up and pay attention
  - Plays as a team – We need to work together

‘Be the change that you would like to see in the world’

- Mahatma Gandhi
- Stick to your goals
  - Beware of the single action bias.
- Be a character player.

Presentation from D. David Sauchyn

- Red Deer River watershed is the size of Denmark.
- AEP has a formula that determines how much water should be in a river. **Sundre has to put 90% of our allowed water licence back into the river each year.**
- “The Canadian Prairies are not getting warmer, they are getting less cold”
- This February was the coldest since 1936 but the winter as a whole has been average.
- Environment Canada has re-defined the definition of extreme cold because our winters are not as cold.
- We are losing the advantage of a cold winter, the warmer the winters, we get less snow, and in turn it decreases the water flow.
- Projected climate change calls for warmer and wetter winters, and warmer and dryer summers.
- **Since 2006, AEP no longer accepts applications for new allocations of water in the Oldman, Bow, and South Saskatchewan sub basin.**
- **50% of Alberta’s water must be given to Saskatchewan, they are able to do this by taking more water from the Red Deer river than the above-mentioned rivers.**

## March 26 – Volunteer Appreciation Event

## March 28 – Sundre Citizens on Patrol

- Fundraising letter has been approved and will be circulated to all of the businesses in the area. There will be a future request to have a link to the fundraising letter to be placed on the Town website.
- Second round of grants being accepted from MVC for crime prevention, currently working on writing the grant.
- There were 7 patrols done in the month of March



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>April 15, 2019</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>14</b>

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### **BACKGROUND/PROPOSAL:**

Correspondence received and/or sent by Legislative Services during the period March 13, 2019 to April 10, 2019.

### **ADMINISTRATION RECOMMENDATIONS:**

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

That Council accept the WCB National Day of Mourning April 28, 2019, and that the Town of Sundre lower the flags in observance of the National Day of Mourning, as information.

That Council accept the Sundre Municipal Library 2018 Annual Report, as information.

That Council accept the Mountain View Seniors' Housing Key Messages from the March 28, 2019 Regular meeting and April 2, 2019 Special Board meeting, as information.

That Council accept the Peaks to Prairies PCN, Participaction Community Better Challenge from May 31 to June 16, the as information.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 3 – Community Well Being

Goal 3.1 Continue to work with and value community groups.

### **MOTION:**

That the Town of Sundre Council accept the Worker's Compensation Board (WCB) National Day of Mourning April 28, 2019, as information; and direct Administration to lower the flags to half-mast on April 28, 2019 at the Administration Office in observance of the Day.

That the Town of Sundre Council accept the Sundre Municipal Library 2018 Annual Report, as information.

That the Town of Sundre Council accept the Mountain View Seniors' Housing Key Messages from the March 28, 2019 Regular meeting and April 2, 2019 Special Board meeting, as information.

That the Town of Sundre Council accept the Peaks to Prairies PCN, Participaction Community Better Challenge from May 31 to June 16, the as information.



**ATTACHMENTS:**

- Worker's Compensation Board – National Day of Mourning
- Sundre Municipal Library Board 2018 Annual Report
- Mountain View Seniors' Housing Key Messages
- Peaks to Prairies PCN – Community Better Challenge

Date Reviewed: April 11, 2019 CAO: Aminda Nelson



March 25, 2019

Dear Mayors, Reeves and Councillors:

**RE: April 28 – National Day of Mourning**

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On April 28, we take a moment to remember the workers who were killed, injured or disabled at work.

In 2018, we lost 162 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Communications & Legislative Relations at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,

Dayna Therien  
Director of Communications & Legislative Relations  
WCB-Alberta

Encl.



# Sundre Municipal Library

Annual  
Report  
**2018**



The library had **1,500**  
open hours in 2018!



**1,510** people have a card  
at our library



**33,667** people walked  
through our doors last year



In addition to **27,741**  
website visits



The library added **1,077**  
new items last year



Bringing the total  
collection to **24,990**



There were **3,319**  
downloads of e-Content



Contributing to a total of  
**46,967** checkouts!



We lent our items to  
libraries outside of our  
system **7,805** times



Our service is delivered  
by **5** dedicated staff



And **47** amazing  
volunteers



The library has **20** public  
computers



And brought in **11,030**  
items upon patron  
request



The library participated in  
**20** promotional events



Where **806** people heard  
our message



They were in use for a  
total of **4,800.00** hours!



We offered **172**  
programs for kids



**114** for adults  
and seniors



And **13** for  
families



**3,114** people  
attended in total!



There were also **22,595**  
connections to our Wi-Fi



## BOARD MEETINGS | KEY MESSAGES

### Mountain View Seniors' Housing (MVSH) Regular Board meeting held March 28, 2019

- The MVSH Board met at the MVSH Administrative Offices in Olds Alberta for their regular scheduled Board meeting.

### Key Messages from the March 28, 2019 Regular MVSH Board Meeting

- The Board met with the MVSH executive management team at this meeting and received updates on key risks, issues and activities.
- The Board was updated on recent AHS Health Care funding concerns at all sites. These matters are still under review and the objective is to ensure adequate care delivery hours and funding for residents at these sites.
- The Board was updated on Union Negotiations.
  - The Board was provided with the final Enhanced Mediator Report and Recommendations received on March 25, 2019 for review and decision by the Board at a Special Meeting called for April 2, 2019. The Board was presented with a comparison of the MVSH proposal to the Enhanced Mediation Report and Recommendations.
  - Negotiations at the Old's Mount View Lodge site will continue in good faith Negotiations as staff at this site are in the early stages of bargaining for their first collective agreement.
- The Board has developed a series of four working retreat sessions for developing Strategic and Business Plans and to tour all MVSH Facility Sites. The tour and retreat session are intended to help develop better Board oversight of MVSH. The Board site tours were held March 5-11, 2019 and the first Board two retreats were held on March 16 and 31, 2019. The next Board working retreat session is scheduled for May 25, 2019.
- The Board approved the 2018 Audit Report and the 2018 Audited Financial Statements and Notes. The 2018 Audited Statements and Notes will be added to the website for public disclosure at [www.mvsh.ca](http://www.mvsh.ca).
- The Board approved the 2018 Director Remuneration Statement for posting to the website at [www.mvsh.ca](http://www.mvsh.ca) for public disclosure.
- The Board reviewed the 2020 Budget and Business Planning Assumptions to be used in developing future Business Plans.



- The Board approved Reserve Policy contributions and targets to be added to the development of future Business Plans.
- The Board approved asset disposal plans for properties recently transferred by Nominal Sum Disposal Agreement to give ownership and title to MVSH from the Alberta Seniors Housing Corporation. The proceeds of these asset disposals will be restricted to use in addressing other significant asset deferred maintenance issues.
- The Board approved Revised Life Lease Financing to mitigate risk and improve operating cash flow management.

#### **Next MVSH Regular Board Meeting**

- The next regular Board meeting will be Thursday June 20, 2019 @ 6:30-9:00 PM at the MVSH Administration Offices, in Olds, AB.

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#### **Mountain View Seniors' Housing (MVSH) Special Board meeting held April 2, 2019**

- The MVSH Board met at the MVSH Administrative Offices in Olds Alberta for this Special Board meeting.

#### **Key Messages from Special MVSH Board Meeting**

- The Board approved sending Notice of Termination of the AHS Master Services Agreement for all MVSH sites. MVSH will work with AHS during this transition of care delivery.
- The Board approved the acceptance of the Enhanced Mediator Report and Recommendations for Sundre Seniors' Supportive Living staff which will enable MVSH and AUPE to finalize the first Collective Bargaining Agreement at that site.
- The Board approved providing the Enhanced Mediator Report and Recommendations to the Non-Union Lodge staff, answer questions and confirm that MVSH will be returning to present a proposal.
- The Board requested Management to prepare a Communications Plan and a Press Release.

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#### **Contact or Questions**

*If you require any information or there are any questions related to this communication please contact a Board Director, Alternate Director or Sam Smalldon, CAO for MVSH at 403-556-2957 or by email at [sam.smalldon@mvsh.ca](mailto:sam.smalldon@mvsh.ca).*



May 31<sup>st</sup> – June 16<sup>th</sup>

ParticipACTION has announced their brand new annual physical activity challenge that rallies communities from coast-to-coast to sit less and move more... together!! In short, the purpose of the challenge is to get communities to track their physical activity minutes (on their new app or website). The community winner will **win \$150,000** towards physical activity initiatives and be crowned the title of **Canada's Most Active Community**. All tracking minutes are based on postal code and will be added to the community score. **The challenge launches May 31<sup>st</sup> and runs until June 16<sup>th</sup>.**

### **Why Community Better?**

In the head-down business of our daily activities, it is easy to become isolated. Technology and time constraints have led us to send quick texts and emails over having face-to-face conversations. It is human nature to bond with others – and it's good for us! Unfortunately, much of the group bonds and socialization we need has been replaced with screens and devices. It's not just hurting us – it's hurting our communities.

Physical activities can break down walls and act as a building block to grow stronger communities by boosting the confidence and happiness of individuals, while connecting them to others with common interests.

It is open to all Canadians. Individuals over the age of 13 will be able to track their own through the app, while children will be able to have their minutes counted toward their community with the support of a parent or guardian through the ParticipACTION website.

### **How can you support a Community Better Challenge?**

1. As this is a community challenge, I would like to invite you to join in the challenge and encourage you to spread the word.
2. Engage yourself, co-workers and community members to build a physically active environment that encourages all fitness levels to become more active.
3. Support the community in being an active participant in local groups, use of pathways, and organizing active events.
4. Track your physical activity using the website or ParticipACTION app.
5. The ParticipACTION app is now available to use before the challenge starts. You can download the app, using Apple App Store or Google Play, and earn tokens toward weekly, monthly and quarterly draws for SportChek gift cards.

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For more information, please contact:

Greg Stopanski  
Exercise Specialist  
Peaks to Prairies Primary Care Network  
587-796-0765

