



Regular Council Meeting

Via Tele-Conferencing

Council Chambers

May 25, 2020

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing - None**
3. **Agenda – Amendments and Adoption**
 - 3.1 May 25, 2020 Regular Council Meeting
4. **Adoption of Previous Minutes Pg.**
 - 4.1 May 4, 2020 Regular Council Meeting
5. **Delegation**
 - 5.1 Sundre Municipal Library – Ms. Karen Tubb Pg.
6. **Bylaws/Policies - None**
7. **Old Business - None**
8. **New Business**
 - 8.1 Proclamation, Senior’s Week June 1 – 7, 2020 Pg.
 - 8.2 Proclamation, National Tourism Week, May 24 – 31, 2020 Pg.
9. **Administration**
 - 9.1 Departmental Reports (February, March, and April) Pg. 30
 - 9.2 Verbal update from CAO Pg. 86
10. **Municipal Area Partnership (MAP)**
11. **Council Committee Reports - None**
12. **Council Invitations / Correspondence Pg. 87**
 - 12.1 Response from Minister “Mountain Pine Beetle” Pg. 88
13. **Closed Meeting**
 - 13.1 Advice from Officials Section 24 of the *FOIP Act*
14. **Return to Open Meeting**
15. **Adjournment**

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

The regular meeting of Council of the Municipality of Sundre was held via Tele-conferencing in Council Chambers in the Municipal Office on Monday, May 4, 2020 commencing at 6:00 p.m.

IN ATTENDANCE

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

STAFF

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Development Office/Special Projects Administrator, Betty Ann Fountain
Development Assistant/Communications, Chelsea Mather

ABSENT

None

PUBLIC

There were 2 members of the public who dialed-in to the meeting and 1 member of the press who dialed-in to the meeting.

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. 089-04-05-20 MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes:
8.7 RFD National Preparedness Week
8.7a Proclamation National Preparedness Week

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 090-04-05-20 MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 9, 2020 be approved as presented.

CARRIED

Res. 091-04-05-20 MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on April 1, 2020 be approved as presented.

CARRIED

DELEGATION

None

BYLAWS & POLICIES

Bylaw 2020-05 “Amendment to Bylaw 2019-01 Council Procedural Bylaw”

Res. 092-04-05-20 MOVED by Councillor Wolfe that the Town of Sundre Council give first reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 “Council Procedural Bylaw”; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.

CARRIED

Res. 093-04-05-20 MOVED by Councillor Preston that the Town of Sundre Council give second reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 “Council Procedural Bylaw”; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.

CARRIED

Res. 094-04-05-20 MOVED by Councillor Isaac that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 “Council Procedural Bylaw”; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.

CARRIED UNANIMOUSLY

Res. 095-04-05-20 MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 “Council Procedural Bylaw”; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.

CARRIED

Bylaw 2020-06 “2020 Tax Rate Bylaw”

Res. 096-04-05-20 MOVED by Councillor Isaac that the Town of Sundre Council give first reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.

CARRIED

Res. 097-04-05-20 MOVED by Councillor Wolfe that the Town of Sundre Council give second reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.

CARRIED

Res. 098-04-05-20 MOVED by Councillor Dalke that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.

CARRIED UNANIMOUSLY

Res. 099-04-05-20 MOVED by Councillor Funke that the Town of Sundre Council give third and final reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.

CARRIED

OLD BUSINESS

None

NEW BUSINESS

Vision for Sundre Committee Appointments

Res. 100-04-05-20 MOVED by Councillor Dalke that the Town of Sundre Council appoint Mr. Jason Bird to the Events and Festival Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.

CARRIED

Res. 101-04-05-20 MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Maria Gamelin to the Vision for Sundre Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.

CARRIED

Proclamation: APWA National Public Works Week, May 17-23, 2020

Res. 102-04-05-20 MOVED by Councillor Warnock that the Town of Sundre Council proclaim the week of May 17-23, 2020 as “Public Works Week” on behalf of the citizens of Sundre.

CARRIED

Proclamation: National Volunteer Week, April 19-25, 2020 (retroactive)

Res. 103-04-05-20 MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of April 19 – 25, 2020 (retroactively) as “National Volunteer Week” on behalf of the citizens of Sundre.

CARRIED

Q4 2019 Pro-Forma Financial Reporting

Res. 104-04-05-20 MOVED by Councillor Warnock that the Town of Sundre Council accept the Q4 2019 Pro-Forma Financial Report as information.

CARRIED

2020 Property Tax Deferrals

Res. 105-04-05-20 MOVED by Councillor Dalke that the Town of Sundre Council approve the waiver of the penalties on the full amount of outstanding property tax accounts to be applied on July 1, 2020 for all properties.

CARRIED

Res. 106-04-05-20 **Financial Scenario Planning**

MOVED by Councillor Dalke that the Town of Sundre Council accept the Financial Scenario presentation as information.

CARRIED

Proclamation: National Preparedness Week, May 3 - 9, 2020

Res. 107-04-05-20 MOVED by Councillor Preston that the Town of Sundre Council proclaim the week of May 3-9, 2020 as “National Preparedness Week” on behalf of the citizens of Sundre.

CARRIED

ADMINISTRATION

Res. 108-04-05-20

“Shovel Ready” Projects

MOVED by Councillor Isaac that the Town of Sundre Council direct the Chief Administrative Officer to draft a letter to the Minister of Municipal Affairs, detailing the Town of Sundre’s proposed list of “shovel ready” projects.

CARRIED

Res. 109-04-05-20

Emergency Management Update (verbal)

MOVED by Councillor Warnock that the Town of Sundre Council accept the verbal update from Emergency Management as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP

None

COUNCIL REPORTS

None

COUNCIL INVITATIONS/CORRESPONDENCE

Res. 110-04-05-20

Correspondence – Alberta Justice and Solicitor General

MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Alberta Justice and Solicitor General, Office of the Minister response from letter dated October 8, 2019 regarding police funding model, as information.

CARRIED

CLOSED MEETINGS – NOTICE TO PUBLIC

None

ADJOURNMENT

Res. 111-04-05-20

MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.

CARRIED

These Minutes approved this 25th day of May 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda
Nelson



REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	Sundre Municipal Library
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Ms. Karen Tubbs of the Sundre Municipal Library has prepared an information presentation for Council and will be available to answer questions during the Council Meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Information presentation included with May 25th Agenda.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from Ms. Karen Tubbs of the Sundre Municipal Library as information.

MOTION:

That the Town of Sundre Council accept the presentation from Ms. Karen Tubbs of the Sundre Municipal Library as information.

Attachment: Sundre Municipal Library presentation

Date Reviewed: May 20, 2020

CAO: Amida Nelson

Sundre Municipal Library

Spring 2020

Our doors may be closed....

▶ **but we're open!**

▶ (and busy!)

So what can a library do when no
one can come in?

Let us show you!

Biweekly online story, song, and craft times...

Averaging over 200 views



Weekly Online Lego Club and Lego Challenges (with prizes!)

Averaging over 100 views





Family Craft Kits

prepared each week,

including instructions and all materials
needed to complete the craft



Facilitating connections in our community....

Adult programs

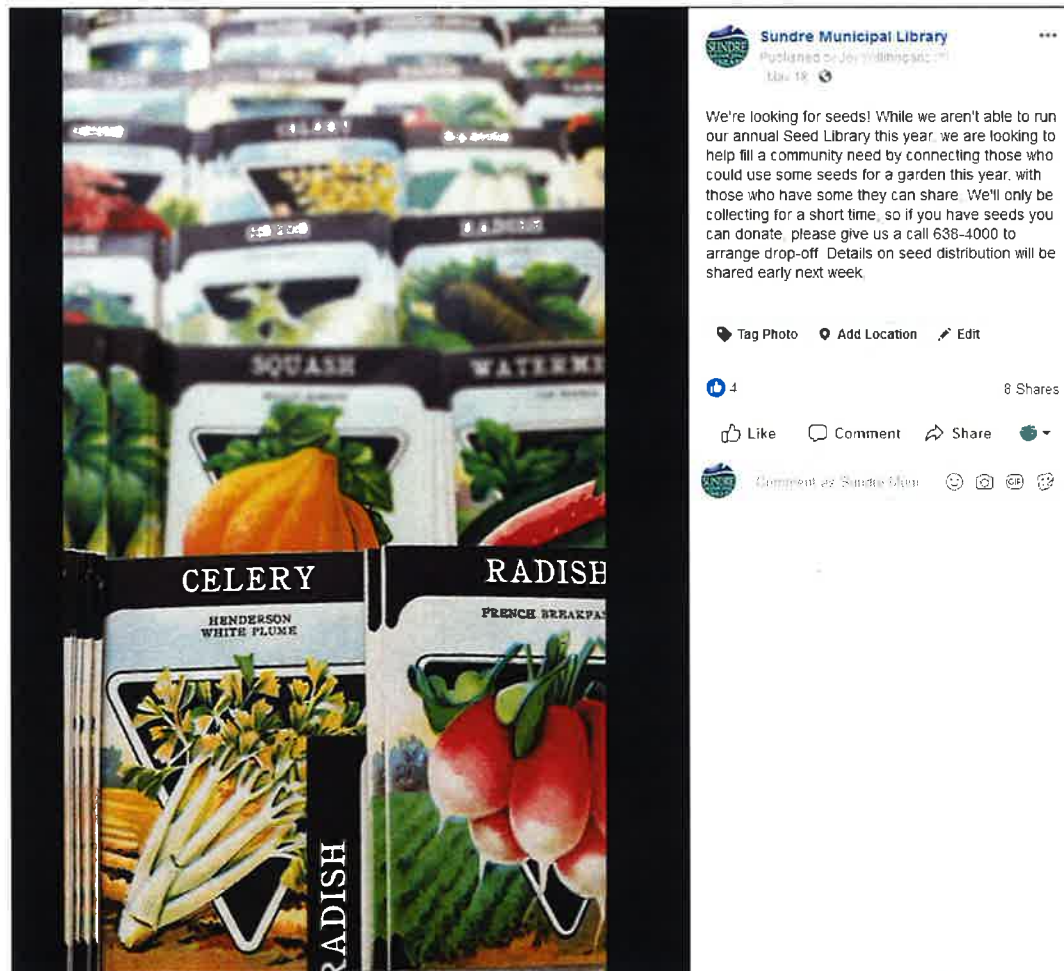
Teen Dungeons and Dragons

Meeting Platforms

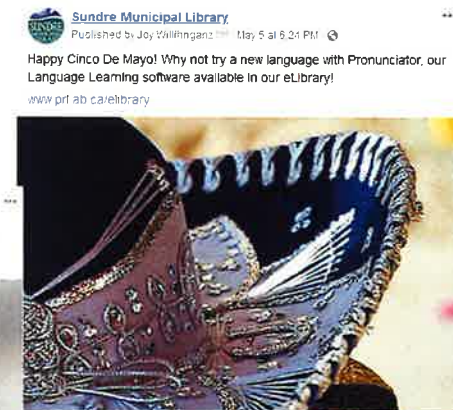
Book Clubs



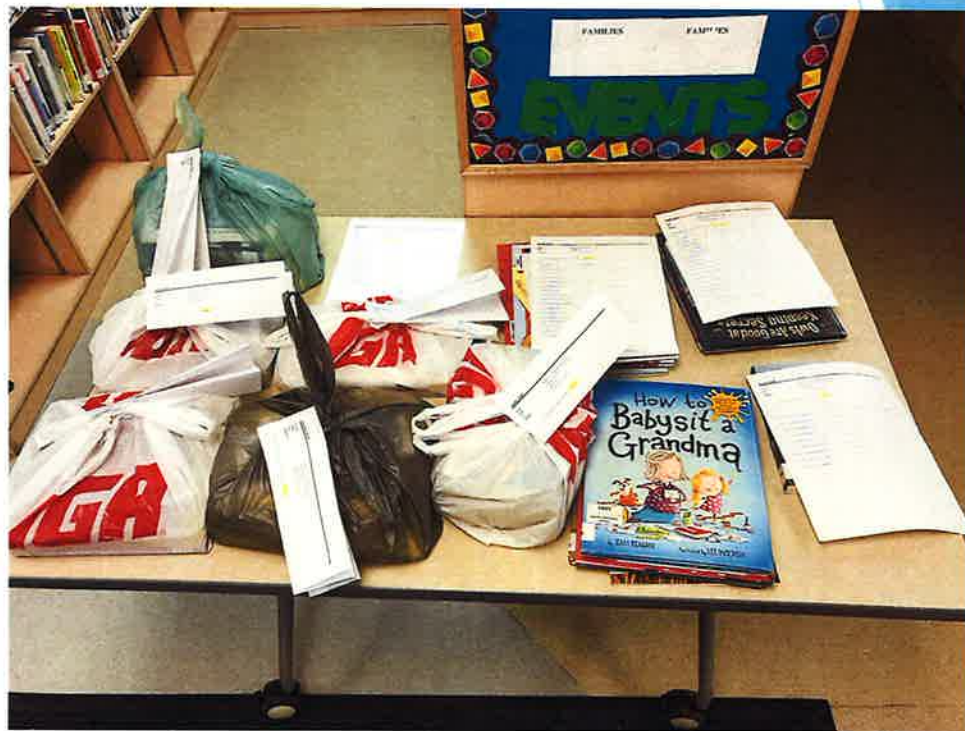
An online Seed Library



Daily social media posts with resources, links for good information, family fun, and sometimes just a bit of relaxation...



‘Curbside Pick-up
Service’
for items in our library



Preparing items for pick-up

Phone assistance...

library information
e-resource help
community information
book and movie requests
library item pick ups
printing and faxing services
library cards

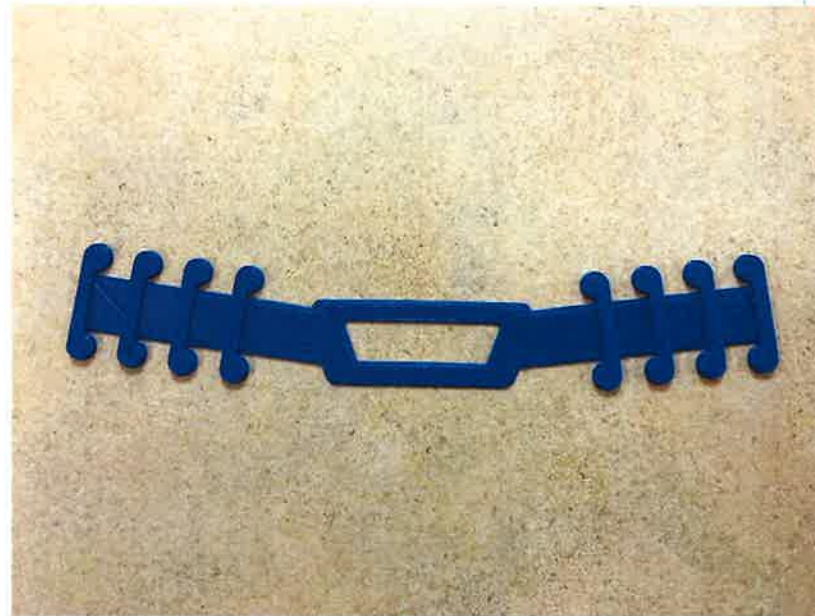
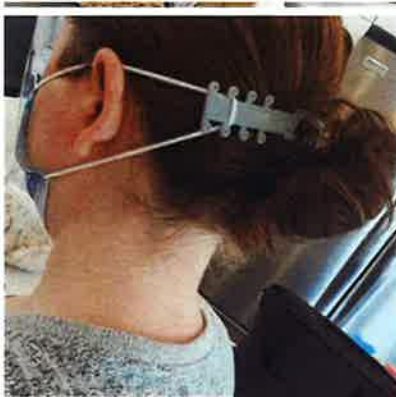
(10-20 calls per day)



Regular checking in with
our vulnerable patrons



3D printing ear guards
for staff
at the
Sundre Seniors
Supportive Living
Facility

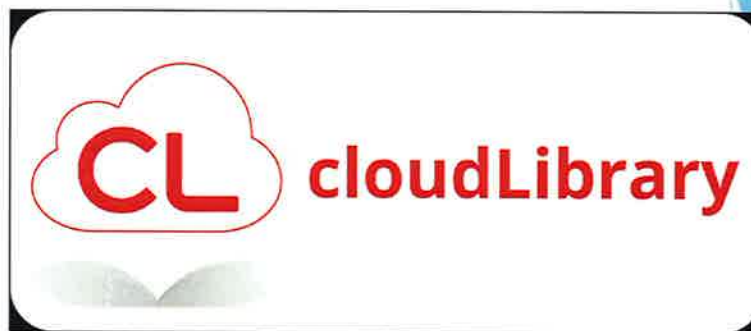


Inventory of our collection

9396 items
and counting!



Adding to our
e-book and
e-audiobook
collections,
promoting
e-resources,
and assisting
patrons in
accessing
them

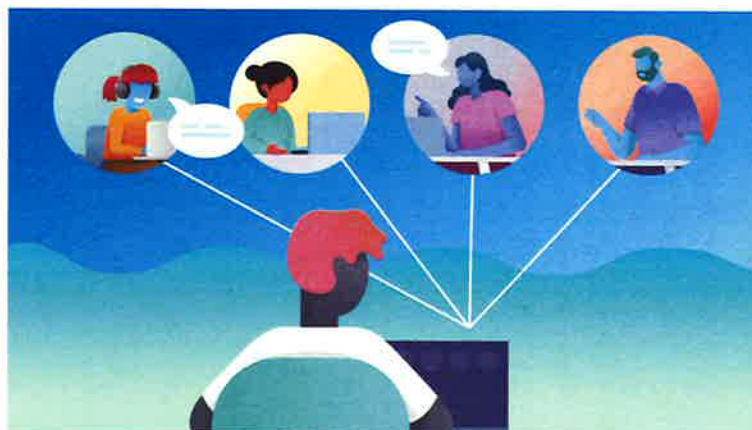


Learn a language for free ~
All you need is your library card!



Collaboration with other libraries in Parkland Regional Library...

- sharing resources
- planning ways to keep staff and patrons safe as we move into easing restrictions
- co-planning Summer Reading Club kits



2020

Sundre Forest Products

Summer **Reading** Club planning

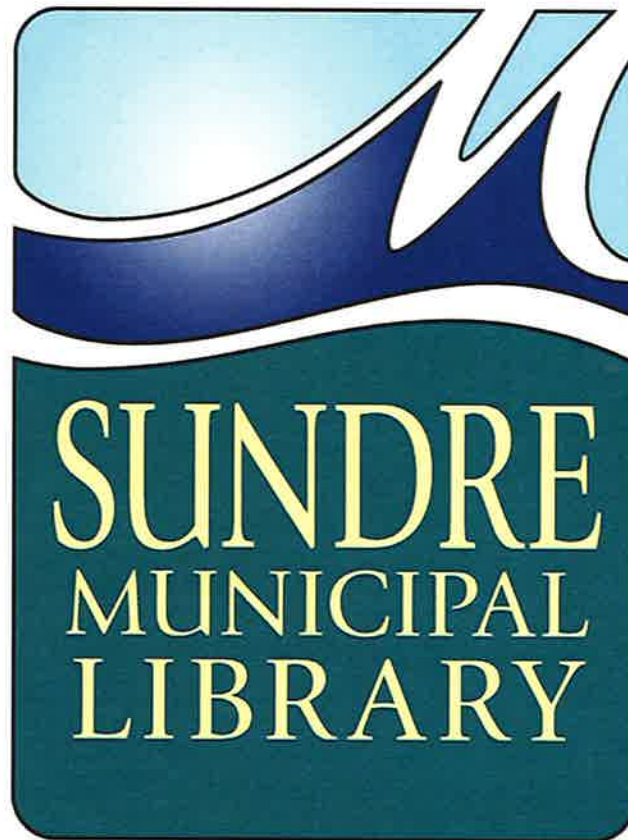
Connecting with families

- online
- with themed kits
- outdoor activities (hopefully!)



Sundre Municipal Library....

serving our community





REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	Senior's Week
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

The Honourable Josephine Pon, Minister of Seniors and Housing is requesting municipal support to honour seniors for their past, present, and future contributions to communities throughout Alberta.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please find attached Minister Pon's message.

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 June 1 - 7, 2020 as Senior's Week in Sundre.

MOTION:

That the Town of Sundre Council proclaim the week of June 1 - 7, 2020 as "Senior's Week" on behalf of the citizens of Sundre.

ATTACHMENTS:

Key Messages
Proclamation

Date Reviewed: May 20, 2020

CAO:

Amela N. Ben



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

Fwd: Seniors' Week – June 1 to 7, 2020

1 message

Sundre Townmail <townmail@sundre.com>

Tue, May 12, 2020 at 10:35 AM

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

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

From: **Seniors and Housing Information** <Seniorsinformation@gov.ab.ca>

Date: Tue, May 12, 2020 at 9:01 AM

Subject: Seniors' Week – June 1 to 7, 2020

To:

Cc: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>

For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. Seniors and Housing encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, June 1 to 7, 2020.

The Honourable Josephine Pon, Minister of Seniors and Housing, encourages all municipalities, First Nations communities and Metis Settlements to officially declare Seniors' Week. Attached is a Community Declaration to show your community's support and to generate greater awareness of the importance of seniors in Alberta. Please notify us of your declaration by emailing seniorsinformation@gov.ab.ca so this information can be highlighted on the ministry's website. Updates for Seniors' Week will be posted to the ministry website at <https://www.alberta.ca/seniors-week.aspx> over the coming weeks.

During these challenging times, Albertans are encourage to consider innovative ways to recognize, celebrate and support seniors in their communities while adhering to current social distancing restrictions. Visit <https://www.alberta.ca/index.aspx> for the most up-to-date information. If you are planning virtual events, please submit them to Seniors and Housing Events Calendar for consideration.

Thank you for your ongoing support of seniors in Alberta.

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**Community Declaration.pdf**

515K



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 1 – 7, 2020 to be Seniors' Week in

Town of Sundre

Community

Mayor Terry Leslie

Official Title

Official Signature

The Honourable Josephine Pon, Minister of Seniors and Housing



REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	National Tourism Week
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Administration is requesting Council to support National Tourism Week May 24 -31, 2020 in recognition of the significant contributions of national, provincial and local tourism operators.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please find attached Tourism Week Key Messages

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

Strategic Plan Priority 4. Financial Stability

4.2 Continue to promote and encourage year-round tourism opportunities for Sundre & District.

ADMINISTRATION RECOMMENDATIONS:

That Council proclaim May 24 - 31, 2020 as National Tourism Week.

MOTION:

That the Town of Sundre Council proclaim the week of May 24 - 31, 2020 as "National Tourism Week" on behalf of the citizens of Sundre.

ATTACHMENTS:

Key Messages

Proclamation

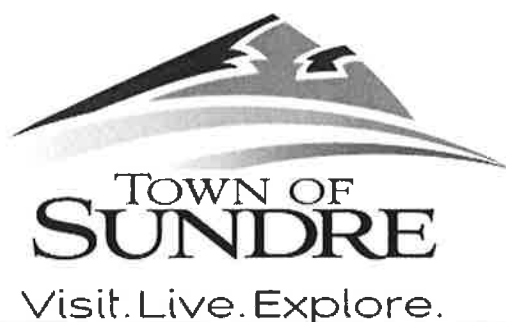
Date Reviewed: May 20, 2020

CAO: Amela Nubun



TOURISM WEEK KEY MESSAGES

- Tourism Week 2020 runs from May 24 – May 30, 2020.
- Tourism Week is an annual celebration of Canada's tourism industry, workers, and captivating attractions that welcome visitors from home and abroad.
- This year, Tourism Week looks very different than most years. Canada's tourism sector was first hit and hardest hit by the ongoing global COVID-19 pandemic, and will be one of the last sectors to recover.
- Canada relies on its tourism and travel industry for: 1 in every 11 jobs, 2% of its GDP, over \$102 billion in economic activity, and over \$22 billion in service exports. Canada cannot afford to lose its tourism sector.
- Via the Tourism Industry Association of Canada, the nation's voice for the tourism sector, we have been advocating for government support to help get us through the crisis, so that we're ready and able to welcome visitors back once it is safe to do so.
- We need additional support through an extended wage subsidy program, additional access to liquidity, and a tourism-specific recovery package to help incentive travellers both domestic and international.
- Canada's tourism sector is launching a national grassroots advocacy campaign to help deliver this message to decisionmakers in Ottawa via www.TourismMatters.ca.



PROCLAMATION
NATIONAL TOURISM WEEK
 May 24 - 31, 2020

- WHEREAS:** Tourism Week is an annual celebration of Canada's tourism industry, workers, and captivating attractions that welcome visitors from home and abroad; and,
- WHEREAS:** Due to COVID-19, Tourism Week looks very different than most years. Canada's tourism sector was first hit and hardest by the ongoing global pandemic, and will be one of the last sectors to recover; and,
- WHEREAS:** Canada relies on its tourism and travel industry for: 1 in every 11 jobs, 2% of its GDP, over \$102 billion in economic activity, and over \$22 billion in service exports. Canada cannot afford to lose its tourism sector; and,
- WHEREAS:** Via the Tourism Industry Association of Canada, the nation's voice for the tourism sector, we have been advocating for government support to help get us through the crisis, so that we're ready and able to welcome visitors back once it is safe to do so; and
- WHEREAS:** The Province of Alberta most recently approved the incorporation of the "Sundre Tourism Association" a Vision for Sundre strategic priority.
- RESOLVED,** I, Terry Leslie, on behalf of the Council of the Town of Sundre in the Province of Alberta do hereby designate the week May 24 - 31, 2020 as National Tourism Week; I urge all citizens to support national, provincial and local tourism operators, workers and facilities in their efforts to once again, when it is safe to do so, offer world renown attractions, events and accommodations; and to recognize the substantial contributions everyone in the tourism sector provides to enhance our visitors and our own quality of life.

Dated this 25th day of May 2020

Terry Leslie, Mayor



REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	Departmental Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for February, March and April 2020 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Betty Ann Fountain, Planning & Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Kevin Heerema, Emergency Management/Peace Officer
- Jon Allen, Economic Development Officer
- Marty Butts, Sundre Fire Chief

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 February and March 2020, as information.

ATTACHMENTS:

Department Reports

Date Reviewed: May 21, 2020

CAO: Linda Nelson



DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer / Legislative Services
SUBMITTED BY	Linda Nelson & Luana Smith
DATE	February 19, 2020
FOR MONTH OF	January 2020

TOPIC #1	Council Expense Reports
ISSUES:	
RESOLUTIONS/SUCCESSSES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule “1” to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESSSES:	Provided are Council Motions from the following meetings: February 3 rd Special Council Meeting; February 10 th Regular Council Meeting; February 24 th Regular Council Meeting; March 9 th Regular Council Meeting; March 20 th Special Council Meeting; and April 1 st Special Council Meeting; attached as Schedule “2”.
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESSSES:	Council Transparency

LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachment #1	Council To-Date Expense Reports
Attachment #2	Resolution/Motion Log for February, March, and April 2020

SCHEDULE 1**Mayor Terry Leslie**

\$ 15,000.00

Date	Description	Expense	Cost	Balance
2020-01-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 14,825.00
2020-01-22	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,650.00
2020-01-23	AUMA President's Summit - Edmonton	Accommodation	\$ 154.60	\$ 14,495.40
2020-01-23	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,320.40
2020-01-23	AUMA President's Summit - Edmonton	Registration	\$ 50.00	\$ 14,270.40
2020-01-30	MAP Meeting - MVC	Per Diem	\$ 175.00	\$ 14,095.40
2020-01-22	Jan. 22/23 Edmonton President's Summit	Mileage	\$ 282.08	\$ 13,813.32
2020-01-16	Red Deer River Municipal Users Group	Mileage	\$ 202.29	\$ 13,611.03
2020-01-30	MAP Meeting - MVC	Mileage	\$ 56.19	\$ 13,554.84
2020-01-21	FCM Conference Toronto	Accommodation	\$ 336.43	\$ 13,218.41
2020-02-06	Brownlee Emerging Trends	Registration	\$ 90.00	\$ 13,128.41
2020-02-20	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 12,953.41
2020-02-28	Work Calgary Home & Garden Show	Per Diem	\$ 175.00	\$ 12,778.41
2020-02-28	Parking at Home & Garden Show	Parking	\$ 14.29	\$ 12,764.12
2020-02-28	Event Entrance Charge	Entrance	\$ 15.20	\$ 12,748.92
2020-02-29	Red Deer River Municipal Users Group	Mileage	\$ 129.24	\$ 12,619.68
2020-02-28	Calgary Home & Garden Show	Mileage	\$ 153.96	\$ 12,465.72
2020-03-11	Central AB Mayors & Reeves Red Deer	Per Diem	\$ 175.00	\$ 12,290.72
2020-03-11	Mayor's Prayer Breakfast Red Deer	Registration	\$ 35.00	\$ 12,255.72
2020-04-06	Refund Credit for Cancellation	Registration	-\$ 35.00	\$ 12,290.72
2020-03-25	AUMA Municipal Leader's Caucus	Registration	\$ 165.00	\$ 12,125.72
2020-03-25	AUMA Municipal Leader's Caucus	Accommodation	\$ 446.84	\$ 11,678.88
2020-03-16	RMA Convention	Registration	\$ 550.00	\$ 11,128.88
2020-03-16	RMA Convention	Accommodation	\$ 392.00	\$ 10,736.88
2020-04-06	Reeves & Mayors Mtg Red Deer	Mileage	\$ 126.26	\$ 10,610.62
2020-04-30	Refund - RMA	Registration	-\$ 550.00	\$ 11,160.62
2020-04-30	Refund - AUMA Caucus	Accommodation	-\$ 165.00	\$ 11,325.62
2020-04-30	Refund - FCM	Accommodation	-\$ 336.43	\$ 11,662.05
			\$ 3,337.95	\$ 11,662.05
			Spent	Remaining

Councillor Todd Dalke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
				\$ 6,000.00
				\$ 6,000.00
			\$ -	\$ 6,000.00
			Spent	Remaining

Councillor Cheri Funke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
17-Jan-20	RDRWA Board Meeting	Per Diem	\$ 112.50	\$ 5,887.50
2020-01-21	Keep Alberta Rolling, Didsbury	Per Diem	\$ 45.00	\$ 5,842.50
2020-01-21	Travel to Didsbury	Per Diem	\$ 22.50	\$ 5,820.00
21-Jan-20	Travel to Didsbury	Mileage	\$ 58.44	\$ 5,761.56
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,586.56
				\$ -
			\$ 413.44	\$ 5,586.56
			Spent	Remaining

Councillor Paul Isaac

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,825.00
				\$ 5,825.00
			\$ 175.00	\$ 5,825.00
			Spent	Remaining

Councillor Charlene Preston

\$ 6,000.00

Date	Description	Expense	Cost	Balance
				\$ 6,000.00
				\$ 6,000.00
			\$ -	\$ 6,000.00
			Spent	Remaining

Councillor Richard Warnock

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 5,825.00
2020-02-15	Brownlee Emerging Trends - Calgary	Per Diem	\$ 175.00	\$ 5,650.00
2020-03-25	AUMA Municipal Leader's Caucus	Registration	\$ 165.00	\$ 5,485.00
2020-03-25	AUMA Municipal Leader's Caucus	Accommodation	\$ 446.84	\$ 5,038.16
2020-04-30	Refund - AUMA Caucus	Registration	-\$ 165.00	\$ 5,203.16
2020-04-30	Refund - AUMA Caucus	Accommodation	-\$ 336.43	\$ 5,539.59
			\$ 460.41	\$ 5,539.59
			Spent	Remaining

Councillor Robert Wolfe

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-09	Chamber of Commerce Meeting	Per Diem	\$ 45.00	\$ 5,955.00
2020-02-05	Sundre Search & Rescue	Per Diem	\$ 45.00	\$ 5,910.00
2020-02-13	Chamber of Commerce Meeting	Per Diem	\$ 45.00	\$ 5,865.00
2020-02-19	Greenwood Neighbourhood Place	Per Diem	\$ 45.00	\$ 5,820.00
			\$ 180.00	\$ 5,820.00
			Spent	Remaining

Schedule 2
2020 COUNCIL MOTION LOG

#/D/M/Y February 3, 2020 Special Council Meeting			
Res. #	Council Motion	Action	Status
29-03-02-20	MOVED by Councillor Preston that Council go into closed meeting at 5:30 p.m.		
30-03-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:30 p.m.		
31-03-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.		
#/D/M/Y February 10, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
32-10-02-20	MOVED by Councillor Isaac that Council go into closed meeting at 5:30 p.m.		
33-10-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:00 p.m.		
34-10-02-20	MOVED by Councillor Wolfe that the Agenda be approved as presented.		
35-10-02-20	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 20, 2020 be approved as presented.		
36-10-02-20	MOVED by Councillor Dalke that the Minutes of the Special Council Meeting held on February 3, 2020 be approved as presented.		
37-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council thank Sgt. Achtymichuk for attending the Council meeting and accept the Sundre RCMP Detachment 4th Quarter Report for 2019, as information.		
38-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
39-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
40-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
41-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
42-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		

2020 COUNCIL MOTION LOG

43-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council grant second reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
44-10-02-20	MOVED by Councillor Preston that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
45-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council grant third and final reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
46-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council directs Administration to research costs for a consultant to review the costs for operating an Aquaplex, and that Administration continue discussions with the Aquaplex, with a focus on determining the possibility of entering into a temporary operating lease agreement for up to one year to determine the actual costs of operating an Aquaplex, and that the results of both be brought back to Council prior to making a decision. Further, that Council direct Administration to ensure the public are kept informed on the process as information becomes available, through open houses, and other forms of extensive communication to solicit feedback.	<i>LN to provide updates on Aquaplex as information is available. CA/LS to work on RFQ for consultant.</i>	<i>On-going</i>
47-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council approve the following requests from Sundre Minor Hockey in support of the 2020 Bantam Tier 4 Hockey Alberta Provincial Championships March 19-22, 2020: Host Pancake Breakfast; Provide in-kind support by providing ice, community centre and board room; Provide Town of Sundre Swag: pins, bags, etc. for approximately 150 players; Council be part of Opening Ceremonies and Banquet, and Town to have single point of contact with Sundre Minor Hockey.	<i>JA/LS write Mayor Greeting. JA to provide swag for 150 players</i>	<i>Completed, See Appendix 1</i>
48-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve purchasing a new sewer line camera at a cost of \$10,715 plus GST with funds to come from the Utilities Life Cycling RSA.		
49-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the Grants to Organizations funding for the first in-take for 2020 in the amount of \$28,371.40.		
50-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council accepts Mr. Jim Eklund's resignation from the Vision for Sundre Committee with regret and thanks for his volunteer service to the community.	<i>Letter provided to mr. Eklund</i>	<i>Completed, See Appendix 2</i>
51-10-02-20	MOVED by Councillor Dalke that Council go into closed meeting at 7:15 p.m.		
52-10-02-20	MOVED by Councillor Wolfe that Council return to open meeting at 8:15 p.m.		
53-10-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:15 p.m.		
#/D/M/Y February 24, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
54-24-02-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes: Move items 8.7 before 8.6 and Items 8.2 and 8.3 will be presented as one item with two separate		
55-24-02-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 10, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

56-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council thank Mr. Karsten Heuer and for attending the Council meeting and accept his presentation on the Banff National Park Buffalo Re-introduction Project, as information.		
57-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Moe Fahey and Councillor Preston to the Events and Festival Committee.	<i>LS/LN send letter to Moe Fahey</i>	<i>Completed</i>
58-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Jacquie Bargholz and Councillor Dalke to the Fundraising Committee.	<i>LS/LN send letter to Jacquie Bargholz</i>	<i>Completed</i>
59-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council acknowledge that the Quality Management Plan highlights the safety related components of the Town of Sundre gas utility's design, construction, operation, and maintenance programs. The distributor's Council, with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety and hereby accepts the responsibility for compliance of their distribution system with this plan.		
60-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council endorse Federation of Alberta Natural Gas Co-op's Integrity Management Plan for the Town of Sundre that the Mayor and CAO be authorized on behalf of the Town of Sundre to sign the document.		
61-24-02-20	MOVED by Councillor Wolfe be it resolved that the Town of Sundre Council authorize the Town of Sundre to participate in an application for the 2020 Oldman River Regional GIS Enhancement Project submitted by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Sundre, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purposes and use of the grant funds.		
62-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to notify the Minister of Municipal Affairs that the Intermunicipal Collaboration Framework Agreement between the Town of Sundre and Mountain View County is completed.	<i>LS/LN send letter to MVC and Municipal Affairs.</i>	<i>Completed, See Appendix 3</i>
63-24-02-20	MOVED by Councillor Funke the discussion on Alberta Health Services be accepted as information		
64-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the fee waiver for the Community Centre in the amount of \$169.10 for a forum on Alberta Health Services on February 23, 2020 from the Council discretionary budget.		
65-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve to the hold the Spring Workshop April 3-5, 2020 in Red Deer at a cost not to exceed \$3000.00 with accommodation for Council members coming out of their individual budgets.	<i>LS/LN to book site and rooms for Spring Workshop in Red Deer.</i>	<i>Completed</i>
66-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for January 2020, as information.		

2020 COUNCIL MOTION LOG

67-24-02-20	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to send a letter to the Minister of Environment and Climate Change requesting the Federal Government to honour the Government of Alberta's request for \$60 million in pine beetle mitigation funding over the next 3 years; and ask the Chamber of Commerce to send a letter as well.	<i>LS/LN/TL to send letter to Minister of Environment and send letter to Chamber to asking if they would do the same.</i>	<i>Completed, See Appendix 4</i>
68-24-02-20	MOVED by Councillor Dalke that Council go into closed meeting at 7:38 p.m.		
69-24-02-20	MOVED by Councillor Isaac that Council return to open meeting at 8:46 p.m.		
70-24-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:46 p.m.		
#/D/M/Y March 9, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
71-09-03-20	MOVED by Councillor Isaac that the Agenda be approved as per amended with the following changes: add item 13.1 Advice from Officials Section 24(1) of the FOIP Act.		
72-09-03-20	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on February 24, 2020 be approved as presented.		
73-09-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council rescind resolution 263/11 East Side Servicing Policy 415.		
74-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council give second reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.		
75-09-03-20	MOVED by Councillor Warnock that the Town of Council give third and final reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.		
76-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council further support the deployment of broadband fibre optics within the Town by ensuring an amount of \$1 million is retained within the existing Restricted Surplus Accounts until December 31, 2021. These funds may be utilized to assist a company wishing to deploy fibre optics, subject to negotiation of a suitable agreement that complies with all regulations under the Municipal Government Act, satisfactory to the Town and approved by resolution of Council.	<i>JA/LS & CA work on this over the next year</i>	<i>On-going until Dec. 2021</i>
77-09-03-20	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Richard Warnock's report for January and February 2020, as information.		
78-09-03-20	MOVED by Councillor Preston that the Town of Sundre Council go into closed meeting at 6:35 p.m.		
79-09-03-20	MOVED by Councillor Dalke that the Town of Sundre Council return to open meeting at 7:20 p.m.		
80-09-03-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at p.m.		
#/D/M/Y March 20, 2020 Special Council Meeting (COVID-19)			
Res. #	Council Motion	Action	Status

2020 COUNCIL MOTION LOG

81-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council Cancel the Regular Council Meetings for March 23, April 6 and April 20, 2020		
Recorded Vote:			
	MEMBER	IN FAVOUR	NOT IN FAVOUR
	Mayor Terry Leslie	✓	
	Councillor Richard Warnock	✓	
	Councillor Rob Wolfe	✓	
	Councillor Charlene Preston		✓
	Councillor Cheri Funke	✓	
	TOTAL VOTES	4	1
82-20-03-20	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 3:12 p.m.		
#/D/M/Y	CANCELLED - March 23, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	April 1, 2020 Special Council Meeting (COVID-19)		
Res. #	Council Motion	Action	Status
83-20-03-20	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on March 20, 2020 be approved as presented.		
84-20-03-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the proposed Option "B" grinder replacement with costs not to exceed \$161, 642 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
85-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposed Well 5 replacement and installation at a cost of \$65,000 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
86-20-03-20	MOVED by Councillor Isaac that the Town of Sundre Council approve a deferral of utility payments for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
87-20-03-20	MOVED by Councillor Dalke that the Town of Sundre Council approve a deferral of Tax Installment Payments (TIPP) for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
88-20-03-20	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 3:43 p.m.		
#/D/M/Y	CANCELLED - April 6, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	CANCELLED - April 20, 2020 Regular Council Meeting (COVID-19)		



OFFICE OF THE MAYOR
TERRY LESLIE
MAYOR

GREETINGS

On behalf of the Town of Sundre Council and the citizens of Sundre, it is my pleasure to offer greetings and welcome you as our guests for this very special event. It is our honour that Sundre Minor Hockey has been awarded to host the 2020 Bantam Tier 4 Hockey Alberta Provincial Championship March 19-22, 2020.

I would like to commend the organizers for the hard work that goes into coordinating this terrific sporting event of athletic excellence. Hockey is a captivating and challenging sport that requires focus and discipline and I would like to recognize the talented athletes for all their dedication and enthusiasm. Special thanks are also due to the countless volunteers, coaches, and parents for their unwavering support of our players. If you are visiting from out of town, I hope that you will enjoy our warm hospitality and visit some of our iconic attractions, including our Sundre Pioneer Village Museum, Bergen Rocks International Sculpture Park, 27 kms of trails and pathways, an indoor Aquaplex plus a variety of little gift shops, clothing stores, cafes, pubs and restaurants. I would like to extend my best wishes for a successful and enjoyable event, and I wish all those participating the best of luck.

Sincerely,

A handwritten signature in dark ink, appearing to read "Terry Leslie", is written over the word "Sincerely,".

Terry Leslie
Mayor



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

February 21, 2020

Mr. Jim Eklund
c/o bbrowzer@telus.net

Dear Mr. Eklund

RE: Resignation from the Vision for Sundre Committee

Your resignation from the Vision for Sundre Committee was presented to the Town of Sundre Council at the February 10, 2020 Regular Council Meeting.

Council made the following resolution regarding your letter of resignation:

Res. 050-02-10-20

MOVED by Councillor Dalke that the Town of Sundre Council accepts Mr. Jim Eklund's resignation from the Vision for Sundre Committee with regret and thanks for his volunteer service to the community.

The motion was carried.

Once again, we would like to thank you for your commitment to the Vision for Sundre Committee, and the Town of Sundre.

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

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file



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

February 26, 2020

Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6

Dear Minister Madu

Re: Completion of Intermunicipal Collaboration Framework Agreement

This letter is to inform the ministry that the Town of Sundre and Mountain View County completed and signed the Intermunicipal Collaborative Framework Agreement on September 10, 2018.

The Town of Sundre Council and Mountain View County Council agreed to submit a coordinated notification that the Intermunicipal Collaborative Framework Agreement has been signed by both parties.

The following motion was made regarding the agreement was made at the February 24, 2020 Town of Sundre Regular Council Meeting:

Res. 062-02-24-20

MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to notify the Minister of Municipal Affairs that the Intermunicipal Collaboration Framework Agreement between the Town of Sundre and Mountain View County is completed.

The motion was carried unanimously.

Additionally, the Town of Sundre and Mountain View County have an existing approved Intermunicipal Development Plan (IDP) in place which is currently under review for amendments.

If further information is required, please feel free to contact me at your convenience.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Cc: Jeff Holmes, CAO Mountain View County



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

February 26, 2020

Honourable Seamus O'Regan
Minister of Natural Resources
Room 658, Confederation Building
House of Commons
Ottawa ON K1A 0A6

Honourable Jonathan Wilkinson
Minister of Environment and Climate Change
Suite 356, Confederation Building
House of Commons
Ottawa ON K1A 0A6

Dear Ministers O'Regan and Wilkinson:

Re: Mountain Pine Beetle Funding

On behalf of the Council of the Town of Sundre I am writing to urge you to honour the Government of Alberta's request for \$60 million in pine beetle mitigation funding over the next 3 years. For more than a decade, Alberta has worked to prevent the pine beetle from spreading across Canada. Mitigation strategies employed by Alberta have prevented lost jobs, forest fires, and environmental degradation in provinces further east.

This work has grown increasingly expensive at a time when economic conditions mean scarce resources in Alberta. It's time for the Government of Canada to recognize that this is an issue of national interest and allocate funding to help Alberta continue to fight the pine beetle and prevent other provinces from having to deal with the damage that the pine beetle causes.

We need only to look to British Columbia to see what can happen if the pine beetle is left unchecked. A legacy of fires and mill closures will last multiple generations and cost tens of billions of dollars. Alberta has demonstrated that this situation can be mitigated, but timely investment is critical.

Also note several other important considerations; first are, pine beetle threatens Canada's climate change goals; dry, dead forests are unable to sequester carbon, and much more susceptible to carbon-releasing fires. Secondly, Alberta's government and forest industry are working hard to maintain caribou on the landscape. Beetle will destroy caribou habitat and undermine this goal if aggressive mitigation strategies are not employed. Finally, the Government of Canada set a precedent through providing Maritime provinces \$72 million to combat the spruce budworm. We support that investment but believe that western provinces deserve equal treatment.

Thank you for your consideration of this request and your dedication to Canada.

Sincerely,

Terry Leslie
Mayor

cc: Honourable Justin Trudeau, Prime Minister of Canada
Honourable Jason Kenney, Premier of Alberta
Honourable Devin Dreeshen, Minister of Agriculture and Environment
All MPs



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

February 26, 2020

Sundre & District Chamber of Commerce
500 Main Ave E, Box 1085
Sundre, AB T0M 1X0

Dear Chamber members;

Re: Mountain Pine Beetle Funding

The Town of Sundre Council was presented with a letter from the Alberta Forest Products Association (AFPA) requesting Council and other organizations to submit a letter to the Federal Minister of Natural Resources and the Minister of Environment and Climate Change regarding a request for \$60 million in funding for Alberta for pine beetle mitigation funding over the next 3 years.

At the February 24, 2020 Regular Council Meeting, the following resolution was made regarding this request:

Res. 067-02-24-20

MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to send a letter to the Minister of Environment and Climate Change requesting the Federal Government to honour the Government of Alberta's request for \$60 million in pine beetle mitigation funding over the next 3 years; and ask the Chamber of Commerce to send a letter as well.

The motion was carried unanimously.

The AFPA has requested the Town to provide this information to other organizations regarding the Mountain Pine Beetle Funding. Please see attached information and letter from the AFPA.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Terry Leslie
Mayor



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: April 21, 2020

Fiscal 2019 and audit:

Auditors were scheduled to be on-site for two weeks at the end of March. Due to COVID-19 the on-site visit was cancelled, and the audit work has needed to be completed remotely. Municipal Affairs has extended the filing deadline from May 1st until Oct 1st. There have been more than 140 audit requests to date.

With the audit, there is a required process and it cannot be completed without a Council meeting where the auditors present their findings and confirm information right up to that time. Once we are closer to completion, we will work with the auditors and determine best practices to be able to meet all the requirements. We are working towards finalization occurring in late May.

ISSUES: Audit tests involve reviewing documentation and observing processes. The typical sampling process does not always yield the required verification in an online environment, and as such different methodology and additional testing has been needed. Staffing and availability issues for all organizations, due to pandemic related factors, have resulted in everybody juggling more multiple commitments than typical.

2020 Mill Rate Bylaw:

The Provincial Government recently announced a deferral of the education tax portion of property taxes for non-residential property owners. Administration has been waiting on more information from the Province in regards to this program to ensure we meet the requirements, reviewing our internal system limitations for various options, and reviewing our financial requirements. All of which will allow Administration to present the most viable options to Council for consideration.

At the time of establishing a mill rate bylaw, Administration may be requesting Council to consider additional decisions not typically amended as part of the bylaw, such as the tax payment due dates and penalty application dates.

Administration is working towards presenting a mill rate bylaw for Council's deliberation on the May 4, 2020 agenda, providing there is sufficient information for an informed decision.

ISSUES: Constantly changing information and requirements

Budgeting / Cash Management:

Due to the long-lasting effects of COVID-19 restrictions, there are a number of unknown implications on the finances of the Town. Utility and tax deferrals mandated by the Province, pending mill rate discussions, potential lost revenue or other cash in-flow delays may have negative effects on the Town's finances. However, the 2020 – 2022 Operating Budget and 10-Year Capital Plan was developed to ensure the most effective use of Town resources while maintaining the expected level of service, and the Town has sufficient resources at this time to mitigate any medium-term fluctuations to our cash flows.

Given the uncertainty of the situation, the CAO has directed all departments to review their pending 2020 capital expenditures and prioritize only those projects which are regulatory requirements or imminent failure, while continuing to prepare for other approved capital projects so they are able to proceed once the circumstances warrant. In addition, the CAO has directed the review of departmental operating budgets to identify potential cost reductions should they be required as the situation develops further.

During the Pandemic / Office Closure

Although the Town office has been closed to the public, the Corporate Services staff is still on-site and accomplishing a lot.

- Monthly utility billings
- Planning and administering provincial deferral mandates
- Cash receipting – the majority of payments are still be received
- Phone inquiries
- Accounts payable – ensuring our suppliers are paid in a timely fashion
- Accounts receivable – lagoon and bulk water facilities still being utilized
- Grant reporting
- Audit requirements



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: May 19, 2020
FOR MONTH OF: April 2020

Fiscal 2019 and audit:

There have been more than 150 audit requests to date. Audit tests involve reviewing documentation and observing processes. The typical sampling process does not always yield the required verification in an online environment, and as such different methodology and additional testing has been needed. Staffing and availability issues for all organizations, due to pandemic related factors, have resulted in everybody juggling more multiple commitments than typical.

With the audit, there is a required process and it cannot be completed without a Council meeting where the auditors present their findings and confirm information right up to that time. Once we are closer to completion, we will work with the auditors and determine best practices to be able to meet all the requirements. Municipal Affairs has extended the filing deadline from May 1st until Oct 1st.

ISSUES: Review of long-standing and recently renewed agreements have led to various discussions regarding the on-going accounting treatment of these agreements within the PSAB framework.

2020 Mill Rate Bylaw:

Administration has been interpreting information from the Province in regards to the deferral program to ensure we meet the requirements, reviewing our internal system limitations for various options, and reviewing our financial requirements. All of which will allow Administration to present the most viable options to Council for consideration.

Administration presented a mill rate bylaw for Council's deliberation on the May 4, 2020 agenda, which included no increase to the municipal portion and options for payment relief.

Budgeting / Cash Management:

Due to the long-lasting effects of COVID-19 restrictions, there are a number of unknown implications on the finances of the Town. Utility and tax deferrals mandated by the Province, pending mill rate discussions, potential lost revenue or other cash in-flow delays may have negative effects on the Town's finances. However, the 2020 – 2022 Operating Budget and 10-Year Capital Plan was developed to ensure the most effective use of Town resources while maintaining the expected level of service, and the Town has sufficient resources at this time to mitigate any medium-term fluctuations to our cash flows.

A third-party analytics company was engaged to confirm Administration's findings and the firm agrees with the assessment that we are able to "weather the storm".

During the Pandemic / Office Closure

Although the Town office has been closed to the public, the Corporate Services staff is still on-site and accomplishing a lot.

- Monthly utility billings
- Planning and administering provincial deferral mandates (utilities & property taxes)
- Working with Sundre Community Centre tenants to defer financial requirements
- Cash receipting – the majority of payments are still be received
- Phone inquiries
- Accounts payable – ensuring our suppliers are paid in a timely fashion
- Accounts receivable – lagoon and bulk water facilities still being utilized
- Grant reporting
- Audit requirements
- CAO and Director of Corporate Services alternate in-office / working from home schedules on a weekly basis



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	March 17, 2020
FOR MONTH OF	February 2020

TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 3 • Building Permits – 1 • Electrical Permits – 3 • Gas Permits – 0 • Plumbing Permits – 2
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Permitted Use Development Permits included: <ul style="list-style-type: none"> • Change of Use for Retail General and signage; • Change of Use for Professional Services and signage • Home Occupation – Minor; • Building Permit issued for minor residential renovation; • Electrical, Gas and Plumbing Permits – issued for residential and commercial renovations
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – None
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Area Structure Plan
ISSUES:	<ul style="list-style-type: none"> • Preliminary Draft of Area Structure Plan received from Developer of Sundre Hills
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Draft under review by Planning and Development Staff. Developer's Planning Service will be contacted if revisions are required to the draft document before putting into formal circulation
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • No subdivision applications were received and processed.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Administration is tracking the Developer's progress to meet conditions of 2019 subdivision approvals.
TOPIC #5:	Re-designations (amendments to the Land Use Bylaw Map)
ISSUES:	<ul style="list-style-type: none"> • No re-designations received in February 2020
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • No Public Hearings were scheduled in February 2020 for re-designations.

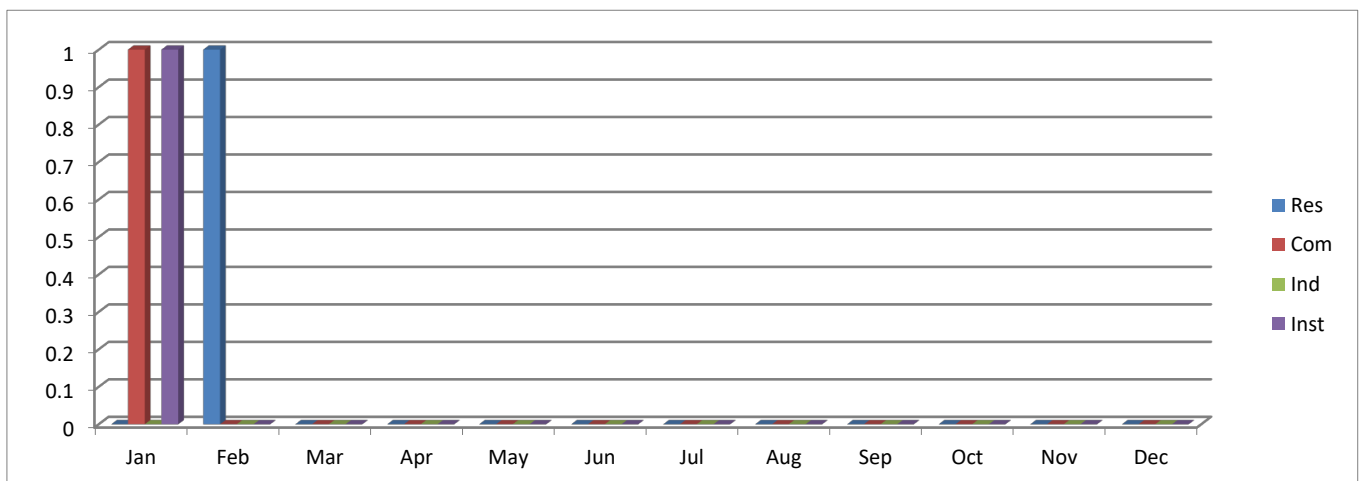
TOPIC #6:	Land Use Bylaw
ISSUES:	<ul style="list-style-type: none"> • Staff continues to review the Land Use Bylaw for housekeeping amendments for consistency of definitions, and permitted and discretionary uses in residential, commercial, and industrial districts); • Preparation of a Downtown and Highway Corridor Enhancement Strategy ongoing (1st step to implement a new Downtown Overlay District to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in 2020).
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Preparation of Downtown Overlay ongoing.
TOPIC #7:	Intermunicipal
ISSUES:	<ul style="list-style-type: none"> • IDP update ongoing;
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Review and update to IDP continues to build and improve transparency and improve our relationship with MVC.
TOPIC #8:	Infrastructure Services
ISSUES:	<ul style="list-style-type: none"> • Review of Draft Master Servicing Study prepared by CIMA ongoing.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Provides an updated framework to address municipal servicing (sewer, water, gas, stormwater management and roads to accommodate future growth of Town and to develop updated Off-site levies.
TOPIC # 8:	Administrative
ISSUES:	<ul style="list-style-type: none"> • Filing Projects – ongoing; • Succession Planning – staff recruitment continues;
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Improved departmental efficiencies, knowledge, and team building; • Improves overall departmental performance, transparency, and stakeholder engagement; • Succession planning underway to building capacity within the department;

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

Attachments	February 2020 Building Permit Statistics CAO's Project Report
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MONTHLY BUILDING REPORT FOR THE MONTH OF FEBRUARY 2020

	Feb. 2020			2020 Year To Date			2019 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows Bi-Level	0	0	\$ -	0	0	\$ -			
Duplex/Semi Det. Multi-Family Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -			
Renovation/Addition		1	\$ 3,000	0	1	\$ 3,000		3	\$ 8,300
Sub-Total	0	1	\$ 3,000	0	1	\$ 3,000	0	3	\$ 8,300
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 85,000		0	\$ -
		0	\$ -		1	\$ 85,000		0	\$ -
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	0		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 345,000		0	\$ -
		0	0		1	\$ 345,000		0	\$ -
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	1	\$ 3,000	0	3	\$ 433,000	0	3	\$ 8,300





MEMO

TO: Linda Nelson, CAO
FROM: Betty Ann Fountain, Development Officer
RE: February 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Retail – General & Signage	503 - 7 ST SW	Telecomm. Store	\$5,000
Prof. Services	101 Centre St. N.	Canine Training Centre	\$5,000
Home Occupation – Minor	612 – 2 ST NE	Home Office – Contractor	n/a

INDUSTRIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
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INSTITUTIONAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
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DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	April 3, 2020
FOR MONTH OF	March 2020

TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 0 • Building Permits – 1 • Electrical Permits – 0 • Gas Permits – 0 • Plumbing Permits – 1
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Building Permit issued for commercial interior renovation (to accommodate a realty office); • Plumbing Permit – issued for commercial renovation (washroom for realty office).
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – 2
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Area Structure Plan
ISSUES:	<ul style="list-style-type: none"> • Preliminary Draft of Area Structure Plan received from Developer of Sundre Hills
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Review of Draft ASP continues by Planning and Development Staff. Developer's Planning Service will be contacted if revisions are required to the draft document before putting into formal circulation
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • No subdivision applications were received and processed.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Administration continues to track the Developer's progress to meet conditions of 2019 subdivision approvals.
TOPIC #5:	Re-designations (amendments to the Land Use Bylaw Map)
ISSUES:	<ul style="list-style-type: none"> • No re-designations received in March 2020
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • No Public Hearings were scheduled in March 2020 for re-designations.
TOPIC #6:	Land Use Bylaw

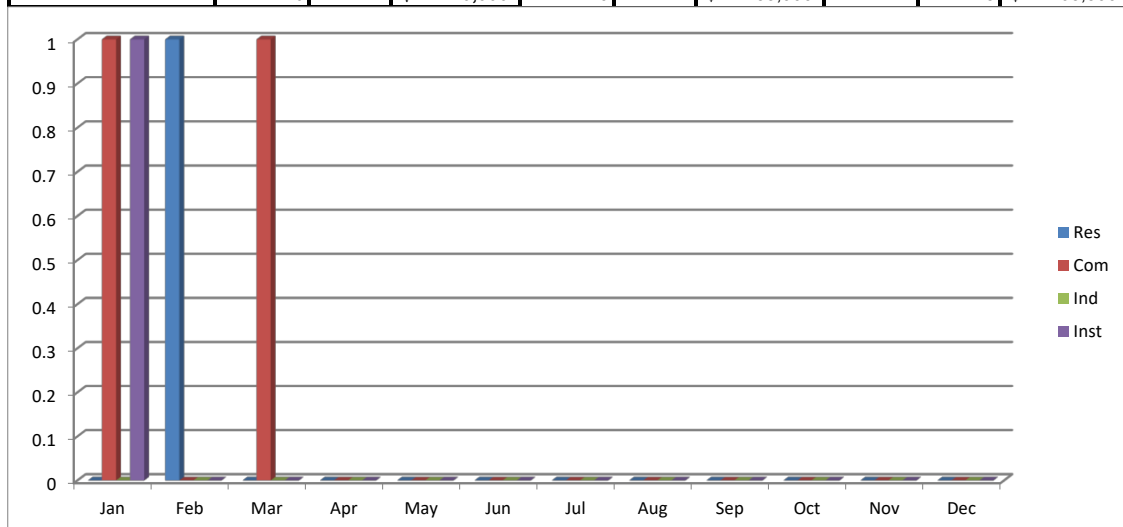
ISSUES:	<ul style="list-style-type: none"> Staff continues to review the Land Use Bylaw for housekeeping amendments for consistency of definitions, and permitted and discretionary uses in residential, commercial, and industrial districts); Preparation of a Downtown and Highway Corridor Enhancement Strategy ongoing (1st step to implement a new Downtown Overlay District to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in 2020).
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Preparation of Downtown Overlay ongoing.
TOPIC #7:	Intermunicipal
ISSUES:	<ul style="list-style-type: none"> IDP update ongoing; Municipal Affairs has extended due dates for IDP's, ICF's etc. due to COVID-19.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Review and update to IDP continues to build and improve transparency and improve our relationship with MVC.
TOPIC #8:	Infrastructure Services
ISSUES:	<ul style="list-style-type: none"> Review of Draft Master Servicing Study prepared by CIMA ongoing.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Provides an updated framework to address municipal servicing (sewer, water, gas, stormwater management and roads to accommodate future growth of Town and to develop updated Off-site levies.
TOPIC # 8:	Administrative
ISSUES:	<ul style="list-style-type: none"> Coping with COVID-19: changes in personal lifestyle, maintaining social distancing, checking on co-workers, friends and neighbours, keeping up with government and health official's updates; Filing Projects – ongoing; Development Assistant completed 2nd semester course, Sustainable Communities of the Applied Land Use Planning Certificate; registered for 3rd semester that commences in May. Succession Planning – staff recruitment continues;
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Goal is to remain healthy and provide continued services to the community, and developers through alternative methods of communication other than face-to-face meetings; Improved departmental efficiencies, knowledge and team building; Improves overall departmental performance, transparency and stakeholder engagement; Succession planning underway to building capacity within the department;

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

Attachments	March 2020 Building Permit Statistics CAO's Project Report for March
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MONTHLY BUILDING REPORT FOR THE MONTH OF MARCH 2020

	Mar-20			2020 Year To Date			2019 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	0
Bungalows	0	0	\$ -	1	0	\$ -	1	1	\$ 225,000
Bi-Level				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	1	\$ 3,000	0	3	\$ 8,300
				0					
Sub-Total	0	0	\$ -	0	1	\$ 3,000	1	4	\$ 233,300
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		1	\$ 20,000		2	\$ 105,000		0	\$ -
		1	\$ 20,000		2	\$ 105,000		0	\$ -
								0	\$ -
INDUSTRIAL									
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	\$ -		0	\$ -		0	\$ -
									0
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		1	\$ 30,000
		0	\$ -		1	\$ 345,000		0	\$ -
		0	\$ -		1	\$ 345,000		1	\$ 30,000
TOTAL				Dwelling	No. of	Building	Dwelling	No. of	Building
	0	1	\$ 20,000	Units	Permits	Value	Units	Permits	Value
				0	4	\$ 453,000	1	5	\$ 263,300





MEMO

TO: Linda Nelson, CAO
FROM: Betty Ann Fountain, Development Officer
RE: March 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	Bay 3,407 Main AV. W. (Totem Building)	Interior renovations to Bay 3 to create 2 bay to accommodate Realty Office	\$20,000

INDUSTRIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
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INSTITUTIONAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
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DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	May 13, 2020
FOR MONTH OF	April 2020

TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 5 • Building Permits – 4 • Electrical Permits – 1 • Gas Permits – 0 • Plumbing Permits – 0
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> • Development Permits issued for: Manufactured Home Covered Deck, Change of Use and Signage for Real Estate Office, Removal of underground fuel tanks / construction of above ground fuel tanks, Auto & RV Consignment Sale Lot, Site signage for Eating & Drinking Establishment. • Building Permits issued for: Manufactured Home Covered Deck, Demolition Permit due to fire, reconstruction of roof & garage due to fire, hot tub. • Electrical Permit issued for: hot tub.
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – 0
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Area Structure Plan
ISSUES:	<ul style="list-style-type: none"> • Sundre Hills Area Structure Plan
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> • Tele-Conference April 30th with Administration, Developer and Planning Consultant for Sundre Hills. Topic of discussion was the Administration review comments in regard to the Area Structure Plan received for Sundre Hills. • A number of preliminary questions were raised and revisions to the Area Structure Plan by the Developer and his Planning Consultant will be required to the document before putting the draft ASP into formal circulation.
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • Request for extension to a subdivision application was received and will be processed.
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> • Administration continues to track the Developer's progress to meet conditions of 2018 and 2019 subdivision approvals.
TOPIC #5:	Re-designations (amendments to the Land Use Bylaw Map)
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> • No Public Hearings were scheduled in April 2020 for re-designations.
TOPIC #6:	Land Use Bylaw

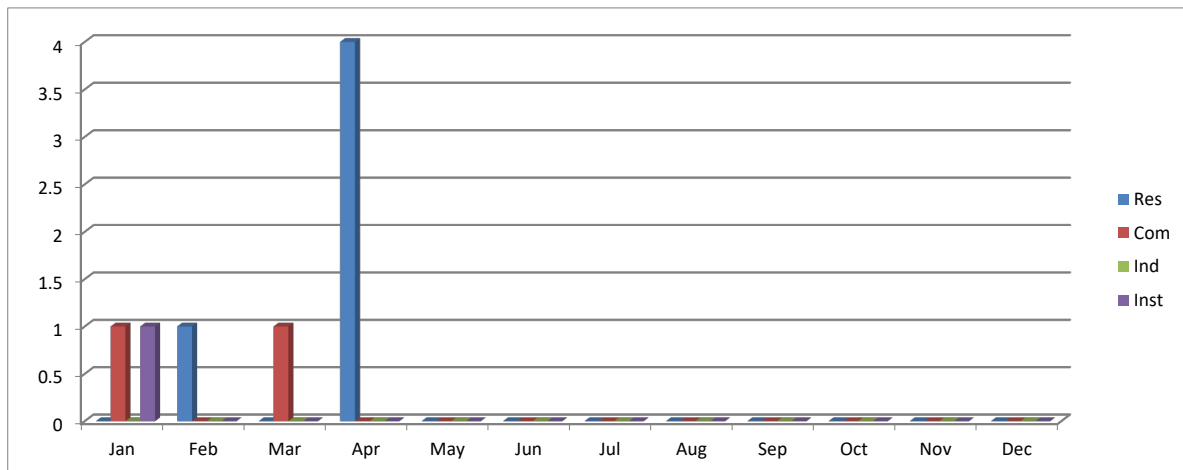
ISSUES:	<ul style="list-style-type: none"> Preparation of a Downtown and Highway Corridor Enhancement Strategy ongoing (1st step to implement a new Downtown Overlay District to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in 2020).
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Preparation of Downtown Overlay ongoing.
TOPIC #7:	Intermunicipal
ISSUES:	<ul style="list-style-type: none"> IDP update ongoing; Municipal Affairs has extended due dates for IDP's, ICF's etc. due to COVID-19.
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Administration provided input for revisions to County Administration amendments and is of the opinion that a consensus for finalizing an updated IDP will be forthcoming early this year (pending further response from County Administration) Review and update to IDP continues to build and improve transparency and improve our relationship with MVC.
TOPIC #8:	Infrastructure Services
ISSUES:	<ul style="list-style-type: none"> Review of Draft Master Servicing Study prepared by CIMA ongoing.
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Provides an updated framework to address municipal servicing (sewer, water, gas, stormwater management and roads to accommodate future growth of Town and to develop updated Off-site levies.
TOPIC # 8:	Administrative
ISSUES:	<ul style="list-style-type: none"> Development Assistant completed 2nd semester course, Sustainable Communities of the Applied Land Use Planning Certificate achieving a mark of "A"; registered for 3rd semester that commences in May (CONGRATULATIONS IN ORDER). Staff continue to cope with COVID-19: changes in personal lifestyle, maintaining social distancing, checking on co-workers, friends and neighbours, keeping up with government and health official's updates; Filing Project – ongoing; Succession Planning – staff recruitment continues;
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Goal is to remain healthy and provide continued services to the community, and developers through alternative methods of communication other than face-to-face meetings; Improved departmental efficiencies, knowledge, and team building; Improves overall departmental performance, transparency, and stakeholder engagement; Succession planning underway to building capacity within the department;

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

Attachments	April 2020 Building Permit Statistics and CAO's Project Report for April
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MONTHLY BUILDING REPORT FOR THE MONTH OF APRIL 2020

	Apr-20			2020 Year To Date			2019 Year To Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	0	0	\$ -	2	2	\$ 258,000
Bi-Level	0	0	\$ -	0	0	\$ -	0	0	\$ 0
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	0	0	\$ 0
Multi-Family	0	0	\$ -	0	0	\$ -	0	0	\$ 0
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -		1	\$ 5,000
Renovation/Addition		4	\$ 70,000	0	5	\$ 73,000	0	5	\$ 18,300
Sub-Total	0	4	\$ 70,000	0	5	\$ 73,000	2	8	\$ 281,300
COMMERCIAL		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Building Starts		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ 105,000		0	\$ -
		0	\$ -		2	\$ 105,000		0	\$ -
INDUSTRIAL		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Building Starts		0	\$ -		0	\$ -		0	\$ 0
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Building Starts		0	\$ -		0	\$ -		3	\$ 175,000
Renovation/Addition		0	\$ -		1	\$ 345,000		0	\$ 0
		0	\$ -		1	\$ 345,000		3	\$ 175,000
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	4	\$ 70,000	0	8	\$ 523,000	2	11	\$ 456,300





MEMO

TO: Linda Nelson, CAO
 FROM: Betty Ann Fountain, Development Officer
 RE: April 2020 Commercial, Industrial, Institutional Projects

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-1	407 Main AV. W.	Change of Use: Real Estate Office	\$ 20,000
Permitted	C-1	502 Centre St. N.	Removal of underground fuel tanks & construction of above ground fuel tank structure	\$ 300,000
Permitted	C-2	729 Main AV. W.	Auto & RV Consignment Lot	\$ 1,000
Permitted	C-2	841 Main AV. W.	Site Signage (McDonald's fascia, order boards, directional)	\$ 32,100

INDUSTRIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

INSTITUTIONAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>

Legend:

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



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	March 4, 2020
FOR MONTH OF	February 2020

TOPIC #1	Water/Wastewater Lagoon Critical Upgrades
Progress	The air blower unit building is currently being outfitted with heating, lighting, and wiring connections.
Next steps	<ul style="list-style-type: none"> To complete the project scope the blower unit is to be installed and commissioned. Target date is March 2020; Under review are several scope changes that may lessen the electrical work required for the project.
TOPIC #2	Wastewater Grinder Failure
Progress	<ul style="list-style-type: none"> Waste grinder has failed. This equipment is designed to grind inorganics entering the head works of the lagoon
Next Steps	<ul style="list-style-type: none"> Repair or replacement of the grinder has been identified as an emergent item. Operations in conjunction with CIMA+ are working on a replacement system.
TOPIC # 3:	Snow events
Progress	<ul style="list-style-type: none"> All residential streets and HWY 27 snow removal has been completed at least once.
Next Steps	<ul style="list-style-type: none"> The remainder of 2nd street NE will be completed, weather permitting in the next 2 weeks; Crews are currently maintaining areas prone to storm flow freeze ups and pothole repairs
TOPIC # 4:	Septage Receiving Station
Progress	<ul style="list-style-type: none"> Excellent operational results with the newly installed septage receiving station. Bulk sewage companies are now meter billed by exact cubic meters of sewage. Since install of the station 3500 c/m have been delivered from our third party contactor / companies.
Next Steps	<ul style="list-style-type: none"> Seasonal warming may result in an increase in deliveries from larger companies and contractors serving campgrounds in the region. It is estimated that the station will meter 21,000 c/m of sewage from the region.
TOPIC # 5:	Bearberry Creek Habitat Offsetting Project
Progress	<ul style="list-style-type: none"> The Pisces report has triggered the potential need for some additional willow plantings in the low survivability zones.
Next Steps	<ul style="list-style-type: none"> Operations is coordinating a plan with McElhanney and Tree time (riparian experts) to prepare requirements for the spring.
TOPIC # 6:	2019 Gas Operations Status and Water Annual Report
Progress	<ul style="list-style-type: none"> Operations completed a 2019 overview of legislative testing and records that indicates the department is in full compliance. The annual report to AE&P is complete and submitted. All test and records are with in compliance
Next Steps	<ul style="list-style-type: none"> Gas operations will begin an update of the 2013 gas risk assessment and will report when finalized. The water department will continue the monthly records in preparation for the 2020 report due 2021

DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	April 6, 2020
FOR MONTH OF	March 2020

TOPIC #1	Water/Wastewater Grinder Headworks Replacement
Progress	Received 2 options for replacement of the system
Next steps	<ul style="list-style-type: none"> Engineering recommended that most economical choice is a grinder style device with larger capacity; Auger screen system (2nd option) is higher in cost and could be added in the future at the time of any remaining lagoon upgrades;
TOPIC #2	Well #5 Failure
Progress	Pump system for well #5 failed requiring repair or replacement.
Next Steps	<ul style="list-style-type: none"> Repair or replacement of pump system identified as an emergent item; Service provider indicated that the pump and casing cannot be repaired; A new pump is ordered, schedule and delivery forthcoming; Well #4 is providing the required capacity / demand, staff is monitoring the daily volume / demands on the system;
TOPIC # 3:	COVID-19 Emergency response
Progress	<ul style="list-style-type: none"> Gas Utility Operators monitoring gas emergency callouts; 3 staff members qualified to provide this service; All staff are equipped with PPE for residential entrance if required.
Next Steps	<ul style="list-style-type: none"> Risk assessments prior to entry will be completed; Water and wastewater calls will be answered based on risk assessments.
TOPIC # 4:	Septage Receiving Station
Progress	<ul style="list-style-type: none"> Metered Septage receiving station fully and successfully operational; Bulk sewage companies metered and billed by the exact number of cubic meters of sewage dumped; To date, the contractors have dumped a total of 4750 m³ at the new septage receiving station.
Next Steps	Monthly statistics will be recorded for volumes and trends.
TOPIC # 5:	Road Repairs 2020
Progress	<ul style="list-style-type: none"> Focus on repairs necessary for Centre Street immediately north of the Bear Berry Bridge due to winter/spring damage;

	<ul style="list-style-type: none"> • Sidewalks are scheduled to be examined by our contractor for risk (slips and trips) in the near future.
Next Steps	<ul style="list-style-type: none"> • Quote and schedule for repairs will be requested from paving contractor; • Plan to schedule may coincide with the final paving Phase 2 of Main Avenue.



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	May 14, 2020
FOR MONTH OF	April 2020

TOPIC #1	Water/Wastewater Grinder Headworks Replacement
Progress	The recommended grinder option was presented to Council.
Next steps	<ul style="list-style-type: none"> • 4-6 week delivery date; • Grinder to be installation by contractor (CDM) during on site critical upgrades.
TOPIC #2	Well #5 Failure
Progress	<ul style="list-style-type: none"> • New pump recommended ordered from supplier; • Increased capacity anticipated with installation of new pump and cleaning of the well casing.
Next Steps	<ul style="list-style-type: none"> • Delivery date may be delayed due to COVID-19; • Reports indicate water usage capacities trending at normal levels.
TOPIC # 3:	Bearberry Creek Habitat
Progress	Plants such as willows appear to have survived through winter 2019/2020.
Next Steps	<ul style="list-style-type: none"> • Investigation to be done to determine the need / cost to plant additional willows stakes • Additional willows will fill in the 2 zones that failed to survive; • DFO requires an 80% survival rate.
TOPIC # 4:	Road Repairs 2020
Progress	<ul style="list-style-type: none"> • Some road surfaces appear to have been severely damaged this winter with some sections identified that will require more than patching; • Pothole patching ongoing;
Next Steps	Request to contractor to assess and quote costs for repairs, report forthcoming.

DEPARTMENTAL REPORT

DEPARTMENT	Sundre Community Service Department
SUBMITTED BY	Sue Nelson
DATE	March 18th, 2020
FOR MONTH OF	February

TOPIC #1	Community Centre
ISSUES:	
RESOLUTIONS/SUCCESSSES:	Trappers banquet held Feb 2 nd was well attended; Regular user bookings filled the schedule.
TOPIC #2	Community Centre Broiler Room
ISSUES:	Interval inspection of broilers and connections conducted by representative of ABSA. Findings: <ul style="list-style-type: none"> • safety relief valve needs to be replaced; • replacement of valve to be performed by broiler ticket holder; • replacement of valve to be completed by March 31, 2020; • yearly inspections by broiler ticket holder to be scheduled.
RESOLUTIONS/SUCCESSSES:	Recommended ABSA contractor contacted to obtain estimate; Contractor will organize necessary service/valve repairs, re-inspection, and assist Community Services staff in scheduling of yearly service calls inspections.
TOPIC # 3:	Arena
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Ultimate Safety staff conducted training session on use of the new ammonia detectors; • Staff confident in the use of the new monitors; • A successful Calgary novice girl's tournament was held; • Successful tournament held by Sundre Rec Hockey with no issues with the exception of time clock buzzer malfunctioned, innovative use of an air horn utilized for the remainder of the tournament; • Town Administration met with Minor Hockey Board Members in regards to the upcoming Bantam provincial tournament to discuss their needs and how the Town could assist; • Community Services staff conducted a site tour with the board members and discussed a variety of projects to be completed before the tournament.

TOPIC # 4:	Community Centre office
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Improved departmental efficiencies, knowledge, and team building; • For a fun team building exercise the staff participated in a “Discover your personality type through the power of Colors “. The team building exercise involved answering Self- Assessment questions, to achieve better understanding of each individual’s differences, strengths, unique values, qualities, and stressors; • 2 Indoor digital signs have been installed by Visual Sports Image; • 1 sign was installed at the arena and 1 at the community service centre (see attachment #2); • Filing project ongoing; • Staff coordinated scheduling with Ec. Dev. Dept. for winterfest events (see-attachment #1); • Preparing for Council Spring Workshop; • Preparing for spring clean-up.

DEPARTMENTAL REPORT

DEPARTMENT	Sundre Community Service department
SUBMITTED BY	Sue Nelson
DATE	April 1 st , 2020
FOR MONTH OF	March

TOPIC #1	Arena
ISSUES	<ul style="list-style-type: none"> • Early March, Minor Hockey cancelled ice times as teams were taken out of the provincials; • By March 13th, all Minor hockey's games and practices cancelled due to the COVIN-19; • March 16th the arena was shut down due to COVIN-19.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • With the arena shut down were able to perform maintenance tasks in the building, including painting and, extra cleaning / disinfecting; • CIMCO performed the plant shut down for the season.
TOPIC #2	Community Centre
ISSUES:	<ul style="list-style-type: none"> • March 13th, Gymnastics Meet was cancelled due to inclement weather; • March 16th, all rentals, Volunteer Appreciation event, and Fish & Game Banquet cancelled due to COVID-19; • Date for Volunteer Appreciation event to be determined.
RESOLUTIONS/SUCCESES:	<p>March 1st to 16th:</p> <ul style="list-style-type: none"> • Regular users of the Community Centre participated in Taekwondo, Gymnastics, Parent Link, Pickle Ball, and Indoor Walking Group; • Fish and Game, Chamber of Commerce and Tree Hound Association held their meetings; <p>March 16th:</p> <ul style="list-style-type: none"> • Recreation Facilities and Community Centre closed due to COVID-19; • Staff took opportunity to perform a variety of maintenance tasks in the gym. Under normal circumstances these tasks would be undertaken only when the community centre was not in full operation; • Painted the backstops of the basketball hoops, kitchen & bar room.
TOPIC # 3:	Parks
ISSUES:	Staff anticipating warmer weather and snow melt to commence spring cleanup and projects.

TOPIC # 4:	Community Service
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Coordinating grant applications with Administration; • Created daily /monthly equipment checklists for all of CS equipment and vehicles; • Constructed a shelving unit with clipboards for equipment checklists; • CS Staff meeting to identify hazard assessments in regard to COVID-19 (Biological Hazards); • Filing project ongoing; • Anticipate receiving project quotes for operational and capital projects.

DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	May 15 th , 2020
FOR MONTH OF	April

TOPIC #1	Community Centre
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Cleaning, disinfecting and general maintenance of Community Centre; April 22nd boiler inspection performed.
TOPIC #2	Arena
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Cleaning, disinfecting, painting of dressing rooms and lobby floor and general maintenance ongoing; Arena boards cleaned; Maintenance to floor of girl's dressing rooms revealed damage due to water leakage; Work was stopped due to safety concerns; Restoration inspector contacted to perform inspection of area to determine level of damage; Quote requested from contractors for updating the Zamboni room and Plant room for compliance to OH&S Code.
TOPIC #3	Parks & Trails
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Spring-cleaning of the boulevards and parks ongoing; Greenwood Campground general maintenance performed in preparation for opening; Removal of sand and gravel from Boulevards and greenspace ongoing; Shrub beds weeded and mulched, including tree well maintenance in Linear Parks; Preparing flower beds for planting.
TOPIC #4	Community Services Administration
ISSUES:	<ul style="list-style-type: none"> Coordinated May dates for annual "kick it to the curb" with DEM; Event to occur May 23rd and 24th from 7:00 a.m. to 7 p.m.; Communication to public in regard to COVID-19 precautions. Spring workshop budget preparations ongoing; Report to be prepared in regard to projections for lost revenue for facilities closed due to COVID-19; Prepared Daily/monthly check sheets to be utilized for all Community Service equipment and vehicles.



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin
DATE	March 3, 2020
FOR MONTH OF	February 2020

TOPIC #1	AACPO Conference
ISSUES:	
RESOLUTIONS/SUCCESES:	Conference included training from World Renowned Trainers
TOPIC #2	Neighbours Day meeting
ISSUES:	
RESOLUTIONS/SUCCESES:	Attended 1 st meeting of the year regarding SPOG Neighbours Day.
TOPIC # 3:	Office OH&S Meeting
ISSUES:	
RESOLUTIONS/SUCCESES:	Discussed Safety and Procedures for calling for help



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin
DATE	April 2020
FOR MONTH OF	March 2020

TOPIC #1	Addressing concerns from residents regarding Bylaw enforcement
ISSUES:	Most concerns related to COVID -19
RESOLUTIONS/SUCCESES:	All concerns are being addressed in a timely manner.



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin Heerema
DATE	May 2020
FOR MONTH OF	April 2020

TOPIC #1	Addressing concerns from Residents regarding Bylaw concerns and enforcement
ISSUES:	Resources are focused on Emergency Management and COVID - 19
RESOLUTIONS/SUCCESSSES:	
TOPIC #2	Unsightly Property Bylaw
ISSUES:	
RESOLUTIONS/SUCCESSSES:	Draft prepared.



DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin
DATE	March 03, 2020
FOR MONTH OF	February 2020

TOPIC #1	Staff have completed the ERP for review.
ISSUES:	
RESOLUTIONS/SUCCESES:	The first draft has gone out for review and comments
TOPIC #2	Regional ERP update
ISSUES:	
RESOLUTIONS/SUCCESES:	Information on the Regional ERP has been updated

DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin Heerema
DATE	April 2020
FOR MONTH OF	March 2020

TOPIC #1	MVREMA Meeting - Cremona
ISSUES:	
RESOLUTIONS/SUCCESES:	
TOPIC #2	Focus on COVID-19
ISSUES:	
RESOLUTIONS/SUCCESES:	Closing of facilities, soon after closing the Office, Shop and CS buildings to the public and remaining available by phone and email. Meetings with Council (via phone), CAO, DDEM, Regional DEMs, POC and major stakeholders. Providing public and staff updates daily. Researching and fielding calls regarding COVID.
TOPIC # 3:	Business Continuity Plan
ISSUES:	
RESOLUTIONS/SUCCESES:	Staff continue to update the 2007 document.
TOPIC # 4:	Seasonal Risks
ISSUES:	Flooding, seasonal wildfires
RESOLUTIONS/SUCCESES:	Updates as required.



DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin Heerema
DATE	May 2020
FOR MONTH OF	April 2020

TOPIC #1	COVID 19
ISSUES:	
RESOLUTIONS/SUCCESES:	Resources and efforts are focused on COVID-19 Public updates published on Town website and Facebook page.
TOPIC #2	Spring Flood Watch
ISSUES:	Continuous monitoring of waterways, weather and snowpack
RESOLUTIONS/SUCCESES:	
TOPIC # 3:	Business Continuity Plan
ISSUES:	
RESOLUTIONS/SUCCESES:	Work continues to update this document from 2007 and make it more robust

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	March 9, 2020
FOR MONTH OF	February 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<p>VACANCY RATES</p> <ul style="list-style-type: none"> In February, the C1 district was estimated at 9.3% by total square footage area and estimated 14% by units vacant.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Continued work with Olds College School of Business students on two studies they are conducting for us, including a Capital Leakage Study and a Tourism Inventory Study;
TOPIC #2	Tourism Development
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Received funding in excess of \$40,000 from Travel Alberta as part of 2019 cooperative marketing grant; Continued postings onto tourism social media pages promoting all-season tourism; Hosted Winterfest event and Survivalist Competition. Finished design of and received printed version of all-new Tourism visitors' guide; Conducted film shoot to promote Sundre Winter tourism. Launched annual tourism survey; Completed new poster promoting trails in town, distributed to approx. 50 bike and ski businesses across the province; Attended Calgary Home and Garden Show (Feb 27-March 1), promoting the Town as a tourism destination.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Had conversations with CCI and O-Net regarding potential deployment in the Town of Sundre and the application of the CRTC grant program.
TOPIC # 4:	Other Projects
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Met with Campus Alberta Central and GNP, about Health Care Aide program;
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Attended Vision for Sundre meeting.
TOPIC # 6:	Communications
ISSUES:	<ul style="list-style-type: none"> No known communications issues.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Conducted normal communications online; Issued email update.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	April 2, 2020
FOR MONTH OF	March 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<p>The COVID-19 Pandemic has shut down much of the operating economy.</p> <p>VACANCY RATES</p> <ul style="list-style-type: none"> In March, the C1 district was estimated at 7.1% vacant by total square footage area and estimated 12% by number of units vacant.
RESOLUTIONS/SUCCESES:	<p>Drafted Pandemic Response Business Resilience Strategy:</p> <ul style="list-style-type: none"> Set up Virtual Business Resource Centre webpage; Established a Regional Business Support Hotline with neighbouring municipalities (launch April 1); hotline service is being donated by O-Net. Launched Business Impact Survey.
TOPIC #2	Tourism Development
ISSUES:	COVID pandemic has greatly affected the tourism economy.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Outdoor Adventure and Travel Show was postponed, and subsequently completely cancelled until next year; Conducted Proprietors' Series photoshoot with new business downtown (Flippin' Barn); Promoted to public that Sundre will be able to host tourism soon, once pandemic is over, using #SundreSoon hashtag on social media; intent is to keep Sundre tourism top-of-mind for when the pandemic ends, and visitors are able to return; Issued Request for Proposals for digital marketing service providers, who may assist with Geotargeted Programmatic advertising online.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> O-Net and CCI submitted their CRTC grant application on March 27, 2020.
TOPIC # 4:	Other Projects
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Health Care Aide program by Campus Alberta Central and Red Deer College confirmed for Sundre; meanwhile, promotion and

	<p>open house delayed due to COVID pandemic; further information to come;</p> <ul style="list-style-type: none"> • Worked further on Capital Leakage Study and Tourism Inventory Study with Olds College student groups; • Completed and submitted SDAB hearing minutes from January.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Attended interagency meeting with GNP.
TOPIC # 6:	Communications
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • COVID pandemic communications online; • Successfully deployed urgency alert on homepage of the new website.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	May 8, 2020
FOR MONTH OF	April 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<p>The COVID-19 Pandemic continues to have a negative effect on the economy, but the effects of the response appear to have been mitigated by Federal and Provincial support programs.</p> <p>VACANCY RATES</p> <ul style="list-style-type: none"> In April, the C1 district was estimated at only 6.6% vacant by total square footage area and estimated 10.9% by number of units vacant.
RESOLUTIONS/SUCCESSES:	<p>Business Resilience work continues.</p> <ul style="list-style-type: none"> Regional Business Support Hotline with neighbouring municipalities was launched April 1; Approximately 25 businesses were provided with informational assistance during April; Proposed idea to Chamber of Commerce on organizing an “online shopping festival”; Continue ad development for investment attraction ads through MVtoday.ca newsletter.
TOPIC #2	Tourism Development
ISSUES:	COVID pandemic has shut down the tourism economy.
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Travel Alberta Co-operative Marketing Grant continues to be on hiatus; no funding expected from private #ExploreSundre partners this year; Continued to post limited online images and info to help keep Sundre tourism top-of-mind for when the pandemic ends, and visitors are able to return; Received proposals from respondents to the RFP issued last month, seeking a provider of digital programmatic advertising services.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> The CRTC Universal broadband fund application date was extended into April (and potentially, into June).
TOPIC # 4:	Other Projects
ISSUES:	
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Completed renderings for new lamp-post banners; Capital Leakage Study and Tourism Inventory Study with Olds College student groups completed; attended virtual presentations by student groups;

	<ul style="list-style-type: none"> Communities in Bloom cancelled for this year.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Attended bi-weekly conference calls through Zoom with CAEP in support of community resilience; Economic Developers Alberta conference was postponed until the Fall.
TOPIC # 6:	Communications
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> COVID pandemic communications online; updated Virtual Business Resource Centre webpage on daily basis, as new program info became available by Federal and provincial governments; Conducted newspaper interview regarding business support programs.



DEPARTMENTAL REPORT

DEPARTMENT	FIRE
SUBMITTED BY	Marty Butts
DATE	May 19, 2020
FOR MONTH OF	March

TOPIC #1	
ISSUES:	COVID-19
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none">• March 16, implemented COVID-19 protocols for emergency responders;• Ceased weekly training and all meetings at the Firehall until further notice;• 1st Qtr Stats – 57 calls (attached) – compared to 60 calls for first Qtr 2019.

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

Attachment #1: Fire Report

Attachment #1



Sundre Fire Department

Box 420, 112 - 1 St NW

FAX : 403-638-5034

Totals by Geographic Location

From Jan 1 20 to Mar 31 20

Response Type		# of Incidents
Rural - Mountain View		
10	Fire	1
16	Mutual Aid Request	1
17	Fire Investigation	1
19	Outside Fire - Investigation	1
31	Motor Vehicle Collision	4
37	Medical Assist	10
39	Medical - Stood Down	1
42	Public Hazard - toxic chemical spill	1
49	Public Hazard - miscellaneous	1
50	Gas Leak - natural gas	1
69	Public Service - miscellaneous	1
70	Alarm No Fire - accidental miscellaneous	3
73	Alarm No Fire - detector activated	1

Total For Rural - Mountain View:	27
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Urban - Sundre

10	Fire	2
37	Medical Assist	9
39	Medical - Stood Down	4
53	Gas leak - response to carbon monoxide detector alarm	1
61	Public Service - citizens trapped in elevators	1
70	Alarm No Fire - accidental miscellaneous	9

Total For Urban - Sundre:	26
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Rural - Clearwater County

18	Investigation of smoke	1
37	Medical Assist	2

Total For Rural - Clearwater County:	3
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Unclassified

37	Medical Assist	1
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Total For Unclassified:	1
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Attachment #2

Sundre Fire Department

Totals by Geographic Location Continued
From Jan 1 20 to Mar 31 20

Response Type	# of Incidents
Total Number of Responses	57



DEPARTMENTAL REPORT

DEPARTMENT	FIRE
SUBMITTED BY	Marty Butts
DATE	May 19, 2020
FOR MONTH OF	April

TOPIC #1	
ISSUES:	COVID-19
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none">• Fire Chiefs met via zoom on a weekly basis to address ongoing COVID issues. Chiefs collectively drafted a Regional Fire Service Resource Business Continuity Plan for review and approval by all CAO's• Regional Chiefs continue to meet weekly via Zoom to stay informed with each other;• April calls – 27 – compared to 22 for April 2019.

Attachment #1: Fire Response Report

Attachment #1



Sundre Fire Department

Box 420, 112 - 1 St NW

FAX : 403-638-5034

Totals by Geographic Location From Apr 1 20 to Apr 30 20

Response Type		# of Incidents
Rural - Mountain View		
10	Fire	1
12	Rubbish or grass fire (no dollar loss)	1
18	Investigation of smoke	1
19	Outside Fire - Investigation	1
37	Medical Assist	2
53	Gas leak - response to carbon monoxide detector alarm	1
70	Alarm No Fire - accidental miscellaneous	4
Total For Rural - Mountain View:		11
Urban - Sundre		
35	Medical First Response	1
37	Medical Assist	4
39	Medical - Stood Down	8
70	Alarm No Fire - accidental miscellaneous	3
Total For Urban - Sundre:		16
Total Number of Responses		27



REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	CAO Update on Municipal Matters
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.2

BACKGROUND/PROPOSAL:

Chief Administrative Officer, Linda Nelson will provide a verbal update on municipal matters.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal presentation.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the verbal presentation from the Chief Administrative Officer as information.

MOTION:

That the Town of Sundre Council accept the verbal presentation the Chief Administrative Officer as information.

Date Reviewed: May 20, 2020

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	May 25, 2020
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of May 2020.

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council accept the correspondence from the Honourable Seamus O'Regan, Minister of Natural Resources dated May 6, 2020 regarding the Mountain Pine Beetle as information.

ATTACHMENTS:

12.1 Letter of May 6, 2020 from Minister of Natural Resources

Date Reviewed: May 21, 2020

CAO: Denida Nelson

May 6, 2020

His Worship Terry Leslie
Mayor
Town of Sundre
townmail@sundre.com

Dear Mayor Leslie:

Thank you for your letter of February 26, 2020, regarding the Mountain Pine Beetle (MPB).

The risk posed by this pest to forest resources and communities remains a source of primary concern for the Government of Canada. The protection of forests against insect infestations represents a concrete example where shared responsibilities lend themselves to a close collaboration between federal and provincial governments.

Our government is committed to the sustainability of our forest resources and industry. The sector supports our government's values of economic growth, competitiveness, action on climate change, and meaningful partnerships with Indigenous communities. At the core of this is maintaining the health and resilience of our forests.

The Canadian Forest Service at Natural Resources Canada remains dedicated to demonstrating continued scientific leadership to understand and mitigate the risks to our forests and industry posed by damaging forest pests such as the MPB. Our scientists have recently completed a risk assessment of the beetle's eastward spread across Canada that provides an up-to-date status on scientific knowledge about the spread of the MPB (viewable online at cfs.nrcan.gc.ca/publications?id=39805).

Investments by Natural Resources Canada in research related to MPB in Alberta totalled \$12.9 million since 2010. The Department has five full-time researchers dedicated to MPB, including one researcher focusing on this pest in Jasper National Park.

Furthermore, Canadian Forest Service officials are working collaboratively with the Government of Alberta, as well as with other provincial and territorial governments, to ensure that our latest research results pertaining to the MPB are available to support policies and programs. We also continue to work closely with Parks Canada to monitor MPB activity in national parks.

I will continue to discuss the matter of the MPB with my colleagues. Should you have further questions about the management of the MPB, I invite you to contact Mr. Peter Fullarton, Director General responsible for our forest pest research program, by phone at (506) 452-3508 or by email at peter.fullarton@canada.ca.

Again, thank you for writing on this important matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Seamus O'Regan', with a long horizontal flourish extending to the right.

The Honourable Seamus O'Regan, P.C., M.P.

c.c.: The Honourable Jonathan Wilkinson, P.C., M.P.
Minister of Environment and Climate Change

The Honourable Jason Kenney, M.L.A.
Premier of Alberta

The Honourable Devin Dreeshen, M.L.A.
Minister of Agriculture and Forestry, Alberta