

# Regular Council Meeting Council Chambers June 10, 2019 6:00 p.m.

Councillor Charlene Preston will be attending the Council Meeting by telephone

1.	Call to Order  Moment of Reflection					
2.	Public Hearing					
3.	Agenda – Amendments and Adoption 3.1 June 10, 2019 Regular Council Meeting					
4.	<b>Ado</b> l 4.1	otion of Previous Minutes May 27, 2019 Regular Council Meeting	Pg. 1			
5.	<b>Dele</b> 5.1 5.2	gation Troy Fee – Sundre Bike and Ski Club Sundre Aquatic Society Board (Aquaplex)	Pg. 7 Pg. 8			
6.	<b>Byla</b> 6.1 6.2 6.3	ws Bylaw 2019-13 Rescinding of Outdated and Extraneous Bylaws Policy D-021-00-POL Standard Operations Communications for CPO Policy D-022-00-POL Flagging Dangerous Persons and Properties for CPO	Pg. 9 Pg. 13 Pg. 19			
7.	Old 1 7.1 7.2	Business  Downtown Parking Lot  Municipal Accountability Follow-up	Pg. 23 Pg. 28			
8.	New 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Tax Recovery Sale of Property Tax Recovery Sale – Roll No. 273.000 Tax Recovery Sale – Roll No. 603.000 Tax Recovery Sale – Roll No. 2300.00 Tax Recovery Sale – Roll No. 4601.000 Bylaw Project Review - Archived of Bylaws 2019 Event Preparedness Requests Fire Donations Restricted Surplus Transfers Council Correspondence	Pg. 32 Pg. 35 Pg. 37 Pg. 38 Pg. 39 Pg. 42 Pg. 44			
9.	Adm	inistration - none				
10.	Municipal Area Partnership (MAP) - none					



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- 11. Council Committee Reports
  - 11.1 Councillor C. Funke Committee Report for May 2019

Pg.46

- 12. Council Invitations / Correspondence- none
- 13. Closed Meeting
  - 13.1 Advice from Officials FOIPP Section 24(1)
- 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.



# Regular Council Meeting Minutes May 27, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, May 27, 2019 commencing at 6:00 p.m.

IN ATTENDANCE Mayor Terry Leslie

Councillor Cheri Funke Councillor Charlene Preston Councillor Todd Dalke

Councillor Richard Warnock

**STAFF** Chief Administrative Officer, L. Nelson

Director of Planning and Economic Development, M. Marko

Director of Corporate Services, C. Albert

Manager of Operations, J. Hall

Manager of Community Services, S. Nelson

Development Officer/Project Specialist Ba. Fountain

Economic Development Officer, Jon Allen

Development Assistant, C. Mather Legislative Assistant, L. Smith

The CAO was provided with notice of absence as per section 14.6 of the Procedural Bylaw 2019-01.

ABSENT Councillor Robert Wolfe

Coucillor Paul Isaac

**PUBLIC** There were 18 members of the public including delegations and press.

**CALL TO ORDER** The meeting was called to order at 6:00 p.m., with a moment of reflection on the

business of the evening.

PUBLIC HEARING Bylaw 2018-19, SW Industrial Area Structure Plan (SWIASP)

Public Hearing 2019-01 was Reconvened at 6:00 p.m.

<u>Purpose of Bylaw 2018-19</u>: The purpose of Bylaw 2018-19 is to implement the Southwest Industrial Area Structure Plan (SWIASP) for the Town's southwest industrial area in the SW 33-32-5-W5M. The SWIASP was prepared by Dillon Consulting on behalf of Rolling Mix who owns  $\pm 63.24$  ha of vacant land and a  $\pm 1.5$  ha privately owned parcel used as a residential recreational property. The SWIASP provides a policy framework for future redesignation, subdivision and development as an industrial park.

<u>Confirmation of Notices</u>: Notifications for the Reconvened Public Hearing for Bylaw 2018-19, were published in the local newspaper on May 14 and May 21, 2019; and on the Town of Sundre's website from May 14 to May 27, 2019. Adjacent Landowner letters were mailed via Canada Post on May 14, 2019, and an email was sent to the Director of Planning & Development at Mountain View County on May 14<sup>th</sup>, along with a copy of the revised Area Structure Plan.

Development Authority's Report: Mr. Mike Marko, Director of Planning & Economic Development

<u>Public Communication</u> (letters/emails) May 22, 2019 letter from Mountain View County, read into the Minutes by the Development Officer.

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Those in Favour of the Bylaw: Ms. Patricia Maloney of Dillon Consulting

Those Opposed to the Bylaw: None

Any other person(s) deemed to be affected by the Bylaw: None

Closing statement from the Development Authority: Mr. Mike Marko

Motion to Close the Public Hearing at 6:16 p.m.

**Res. 216-27-05-19** MOVED by Councillor Funke that the Council of the Town of Sundre has received

sufficient information to close the Public Hearing pertaining to Bylaw 2018-19, being a Bylaw to implement the Southwest Industrial Area Structure Plan in the SW 33-32-

5-W5M.

**CARRIED** 

#### **AGENDA – AMENDMENTS AND ADOPTION**

Remove item 6.2Bylaw 2019-13

Supplementary additions: 8.7 Council Remuneration Policy – for discussion and direction

13.3 Advice from Officials *FOIPP* 24(1)13.4 Confidential Evaluations *FOIPP* 19

Res. 217-27-05-19 MOVED by Councillor Preston that the Agenda be approved as amended.

**CARRIED** 

#### **ADOPTION OF THE PREVIOUS MINUTES**

Res. 218-27-05-19 MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council

held on May 13, 2019, be approved as presented.

**CARRIED** 

#### **DELEGATION**

#### **Sundre & District Aquatic Society**

**Res. 219-27-05-19** MOVED by Councillor Warnock that the Town of Sundre Council direct Administration

to meet with the Sundre & District Aquatic Society Board and the Agricultural Society to discuss and bring back a report to Council on the pros and cons and legal and taxation implications for the Town of Sundre if the municipality considered taking on

the operations of the Aquaplex.

**CARRIED** 

#### **Chris Vardas**

Res. 220-27-05-19 MOVED by Councillor Dalke that the Town of Sundre Council thank Chris Vardas for

attending the Council meeting and accept his presentation, as information.

#### **BYLAWS**

#### **Borrowing Bylaw 2019-09**

**Res. 221-27-05-19** M

MOVED by Councillor Funke that the Town of Sundre Council grant second reading to Bylaw 2019-09 authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

**CARRIED** 

Res. 222-27-05-19

MOVED by Councillor Dalke that the Town of Sundre Council grant third and final reading to Bylaw 2019-09 authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

**CARRIED** 

Res. 223-27-05-19

MOVED by Councillor Funke that the Town of Sundre Council approve and authorize for signature the application to sell debentures to Alberta Capital Finance Authority in the amount of \$1,307,200 for the pupose of Main Avenue West Upgrade (Phase 2).

**CARRIED** 

#### **Bylaw 2018-19 Southwest Industrial Area Structure Plan**

Res. 224-27-05-19

MOVED by Councillor Warnock that the Town of Sundre Council grant second reading to Bylaw 2018-19 as amended, being a bylaw to implement the Southwest Industrial Area Structure Plan (SWIASP) for the Town's southwest industrial area in the SW 33-32-5-5.

**CARRIED** 

Res. 225-27-05-19

MOVED by Councillor Preston that the Town of Sundre Council grant third and final reading to Bylaw 2018-19 being a bylaw to implement the Southwest Industrial Area Structure Plan (SWIASP) for the Town's southwest industrial area in the SW 33-32-5-5.

**CARRIED** 

#### **Alternative Dispute Resolution Policy for Community Peace Officer**

Res. 226-27-05-19

MOVED by Councillor Funke that the Town of Sundre Council approve Alternative Dispute Resoltuion Policy D-020-00-POL as presented.

**CARRIED** 

Council took a 5 minute recess at 7:04 p.m.

**OLD BUSINESS** - None

# **NEW BUSINESS**

#### Q1 Cash Report

Res. 227-27-05-19

MOVED by Councillor Warnock that the Town of Sundre Council accept the First Quarter Cash Report for March 2019 as information.

#### **Q1 Restrict Surplus Balance**

**Res. 228-27-05-19** MOVED by Councillor Dalke that the Town of Sundre Council accept the First Quarter Restricted Surplus Balance for March 2019 as information.

**CARRIED** 

#### Q1 Capital Project Listing

**Res. 229-27-05-19** MOVED by Councillor Warnock that the Town of Sundre Council accept the First Quarter Capital Project Listing for March 2019 as information.

**CARRIED** 

#### **Q1 Pro-Forma Financial Report**

**Res. 230-27-05-19** MOVED by Councillor Warnock that the Town of Sundre Council accept the 2019 First Quarter Pro-Forma Statement of Revenue and Expenses, as information.

**CARRIED** 

#### **Red Deer River Watershed Alliance**

**Res. 231-27-05-19** MOVED by Councillor Funke that the Town of Sundre Council agree to support Councillor Cheri Funke running for a position of the Executive Committee of the Red Deer River Watershed Alliance.

**CARRIED** 

#### **Public & RV Parking Lot Partnership**

**Res. 232-27-05-19** MOVED by Councillor Preston that the Town of Sundre Council support staff's initiative into the proposed trial public parking lot partnership with the Sundre Hotel and Restaurant and provide associated costs and information for this initiative at a later date.

**CARRIED** 

#### **ADMINISTRATION**

#### **Departmental Reports**

**Res. 233 -27-05-19** MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental Reports for the April 2019, as information.

**CARRIED** 

#### **MUNICIPAL AREA PARTNERSHIP** - None

#### **COUNCIL REPORTS**

Res. 234-27-05-19

MOVED by Councillor Warnock that the Town of Sundre Council accept the accept the Mayor's Report to Council for April 1 to May 16, 2019 from Mayor Terry Leslie, and the Councillor Committee Report for April 2019 from Councillor Cheri Funke as information.

#### **COUNCIL INVITATIONS/CORRESPONDENCE**

#### **Seniors' Week**

Res. 235-27-05-19

MOVED by Councillor Funke Town of Sundre Council in honour of the past, present and future contributions of the Seniors of the Town of Sundre and throughout Alberta, do hereby declare June 2-8, 2019 to be Seniors' Week.

**CARRIED** 

#### **CLOSED MEETING – Notice to Public**

Mayor Leslie excused all public members at 8:09 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

Council took a 5 minute recess at 8:10 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, CAO

Chris Alberta, Mike Maroko, Betty Ann Fountain and Jim Hall for item 13.1

Mike Maroko and Betty Ann Fountain for item 13.2

Public: None

#### **CLOSED MEETING**

# **Topic of Closed Meeting**

Advice from Officials – FOIPP 24(1) (g)

Advice from Officials - FOIPP 24(1)

Advice from Officials – FOIPP 24(1)

Confidential Evaluations - FOIPP 19

*Res.* 236-27-05-19 MOVED by Councillor Funke that Council go into closed meeting at 8:20 p.m.

**CARRIED** 

Jim Hall and Chris Albert left the meeting at 8:34 p.m.

Betty Ann Fountian and Mike Marko left the meeting at 8:50 p.m.

Linda Nelson left the meeting at 9:30 p.m.

#### **RETURN TO OPEN MEETING**

Res. 237-27-05-19 MOVED by Councillor Funke that Council return to open meeting at 9:52 p.m.

# **ADJOURNMENT**

**Res. 238-27-05-19** MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 9:52 p.m.

These Minutes approved this 10 <sup>th</sup> , day of June, 20	)19
Mayor, Terry Leslie	
CAO, Linda Nelson	



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Delegation - Troy Fee - Sundre Bike & Ski Club

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

5.1

#### BACKGROUND/PROPOSAL

Mr. Troy Fee has requested to speak to Council with an update from the Sundre Bike and Ski Club.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

No information was provided prior to the meeting agenda preparation.

# **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 3. Community Well-being

3.1 Continue to work with and value community groups

#### **ADMINISTRATION RECOMMENDATIONS**

That Council accept the update on the Sundre Bike and Ski Club from Troy Fee as information.

# **MOTION**

That the Town of Sundre Council thank Mr. Troy Fee for attending the Council meeting and accept the update on the Sundre Bike and Ski Club, as information.

Date Reviewed: June 6, 2019 CAO: Amda Dubn



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Delegation – Sundre Aquatic Society** 

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

5.2

#### BACKGROUND/PROPOSAL

Members of the Sundre Aquatic Society Board have asked to attend the Council meeting to allow Council members to ask questions regarding their request for the Town of Sundre to take over the operations of the Aquaplex.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Below is the resolution made by Council at the May 27, 2019 Regular Council Meeting relating to this topic:

Res. 219-27-05-19

MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to meet with the Sundre & District Aquatic Society Board and the Agricultural Society to discuss and bring back a report to Council on the pros and cons and legal and taxation implications for the Town of Sundre if the municipality considered taking on the operations of the Aquaplex.

**CARRIED** 

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 3. Community Well-being

3.1 Continue to work with and value community groups

# **ADMINISTRATION RECOMMENDATIONS**

Council to make a resolution at their discretion.

#### **MOTION**

That the Town of Sundre Council thank the Sundre Aquatic Society for attending the Council meeting and accept the question and answer period, as information.

Date Reviewed:	d	one	6.	2019	CAO: Amdu	nes	om
	>		)				



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Rescinding Outdated Bylaws 2019-13** 

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

6.1

#### BACKGROUND/PROPOSAL

When rescinding/repealing a bylaw, it must be done in the manner as it was passed (3 readings). Bylaw 2019-13 is being presented to Council as part of the bylaw clean-up project. This bylaw deals with 32 bylaws to be rescinded.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached Bylaw 2019-13 and Schedule "A' which outlines the bylaw name and type.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

#### COSTS/SOURCE OF FUNDING

N/A

#### **ADMINISTRATION RECOMMENDATIONS**

That Council give all three readings to bylaw 2019-13.

#### MOTION

That the Town of Sundre Council grant first reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

That the Town of Sundre Council grant second reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

That the Town of Sundre Council grant unanimous consent to proceed to a third reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

That the Town of Sundre Council grant third and final reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

Date Reviewed:	Lone	6	2019	CAO: Amo	la noba
· ·	$\mathcal{O}$	,			



BEING A BYLAW OF THE TOWN OF SUNDRE TO RESCIND ALL OUTDATED AND EXTRANEOUS BYLAWS

WHEREAS, under the provisions of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, Council has been granted the authority to pass bylaws for municipal purposes;

WHEREAS, Section 191 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, states that any amendment or repeal of a bylaw must be made in the same way as the original bylaw; and

WHEREAS Council deems it expedient for administrative purposes to remove bylaws which should no longer be in effect but which were not officially rescinded by subsequent bylaws dealing with the same item, or are no longer relevant;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows: Bylaw 2019-06 cited as the "Bylaw Rescinding all Outdated and Extraneous Bylaws"

**Social Services & Recreation** 

1. The following bylaws will be officially rescinded on the date of final passing of this bylaw:

Building

138, 332	488, 855, 779, 726,	eation .	132, 01.14, 538A
Fire/Emergency Services 376, 750 ,398, 696, 697	<u>Utilities</u> 632, 439, 406, 762, 640, 30	300 562	Waste Collection 610, 564
Bylaws to Establish Committees 411, 426, 427, 759, 830, 748, 438, 17.17, 715, 13.13	302, 303	o, 300, 30a,	<u>Water</u> 476, 01.14
Attachment - Schedule "A"			
Read for a first time on this 10 <sup>th</sup> day of	June, 2019;		
Read for the second time on this $10^{\text{th}}\text{c}$	day of June, 2019;		
Read for Unanimous Consent on this 1	.0 <sup>th</sup> day of June, 2019;		
Read for the third time on this 10 <sup>th</sup> day	y of June, 2019.		
	-	Mayor, Teri	ry Leslie
	-	Chief Adminis	trative Officer, Linda Nelson

# Schedule "A"

# **BYLAWS TO BE RESCINDED**

Bylaw	Content	Original Date	Status	Description
138	Adopt National Building Code	11/03/1963	To be Rescind	Regulated by Province
332	1976 Building Commitment Bylaw	26/04/1976	To be Rescind	Not required
	Establishment of Sunre & Rural Association			
376	Volunteer Fire Department	8/05/1978	To be Rescind	Fire Services
	Authorize & Approve Membership of			
	Mountain View County in the Sundre &			
750	District Fire & Emergency Services Authority	8/01/2001	To be Rescind	Fire Services
398	Provide Municipal Police Commission	23/04/1979	To be Rescind	Protective Services
696	Make provision for an E9-1-1- Service	06/08/1996	To be Rescind	Protective Services
697	Make provision for an E9-1-1- Service	06/08/1996	To be Rescind	Protective Services
411	Establishment & Operation of Preventative Social Services Programs.	14/01/1080	To be Rescind	Establish a Committee
	Establishing a Urban and Rural Recreation			
426	Board.	18/06/1980	To be Rescind	Establish a Committee
427	Establish a Sundre Recreation Board	18/06/1980	To be Rescind	Establish a Committee
759	Establish a Disaster Services Committee	20/08/2001	To be Rescind	Establish a Committee
	Establish Economic Development			
830	Committee	17/06/2006	To be Rescind	Establish a Committee
748	Creation of Regional Emergency Services	11/12/2000	To be Rescind	Establish a Committee
438	Establish an Airport Commission	08/06/1981	To be Rescind	Establish a Committee
759	Establish a Disaster Services Committee	20/08/2001	To be Rescind	Establish a Committee
	Establish a CouncilCompensation Review			
17.17	Committee	08/01/2018	To be Rescind	Establish a Committee
715	Establish an Arena Committee	09/04/1998	To be Rescind	Establish a Committee
13.13	Form Sundre Regional Recreation Advisory	28/10/2013	To be repleaed	Establish a Committee
488	Joint Use Recreationa Facilities with County	14/11/1983	To be Rescind	Recreation
	Regulation & Control of Public Places, Public			
855	Events and Extended Dance Activities	9/10/2007	To be Rescind	Recreation/Social
770	Controls & Regulations pertaining to the	4.6.100.10000		
779	public use of parks.	16/09/2002	To be repleaed	Recreation/Social
726	Regulation & Control of Public Places & Assemblies	14/00/1000	To be Bessind	Pagraption/Casial
726		14/09/1998	To be Rescind	Recreation/Social
632	Electrical Franchise Agreement with TransAlta Utilities Corp.	22/06/1992	To be Rescind	Franchise Agreement Electrical
032	Franchise Agreement Renewal Calgary	22/00/1332	TO DE NESCITO	Franchise Agreement
439	Power	10/05/1982	To be Rescind	Electrical
.55	To authorize Assessor to Used Assessed			
406	Value of any Prooperty	13/08/1979	To be Rescind	In MGA, no bylaw needed

Bylaw 2019-13 Rescinding all Outdated and Extraneous Bylaws Page Page 2 of 3

	Provision of Distribution Services with			Electric Distribution
762	UtilitiCorp Networkds Canada	07/01/2002	To be Rescind	Agrement
	Agreement with Ranchman's ResourcesLtd			
640	for the supply of natural gas.	18/01/1993	To be Rescind	Supply of natural gas
	Agreement with Southern Gas Company			
300	supply of natural gas.	12/05/1974	To be Rescind	Supply of natural gas
56a	Amendment to 56 Sewer Bylaw	12/09/1960	To be Rescind	Outdated
	Agreement with Southern Gas Company Ltd			
302	to supply natural gas	10/06/1974	To be repleaed	Supply of natural gas
	Amend bylaw 300 respecting agreement			
303	with Southern Gas Company Ltd.	10/06/1974	To be Rescind	Supply of natural gas
	Establishing a Regional Waste Management			
610	Authority.	28/01/1991	To be Rescind	Waste Management
	Formation of Regional Waste Management			
564	Authority	03/10/1988	To be Rescind	Waste Management
	Dealing with Fines, Costs & Imprisonment			
132	for Breach of Bylaw	12/11/1962	To be Rescind	Fees/Fines
	Make revisions for the operations of the			
476	water supply & distribution system	11/04/1983	To be Rescind	Regulating Water
538A	Levying of Penalty on Unpaid Taxes	25/01/1988	To be Rescind	Out dated
	Amend Water & Wastewater Bylaw cost of			
01.14	services for installation.	18/02/2014	To be Rescind	Water / Fees
598	Select & hire Librarian Assistant	28/05/1990	To be Rescind	Not required



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Policy D-021-00-POL Operations Communications for CPO

**ORIGINATING DEPARTMENT** 

**Protective Services/Legislative Services** 

**AGENDA ITEM** 

6.2

#### BACKGROUND/PROPOSAL:

On May 28, 2019 a Community Peace Officer Audited was conducted by representatives of The Public Security Peace Officer Program in Alberta.

The Audit went very well with only a few recommendations and requirements to do.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Policy D-021-00-POL Standard Operations Communications for Community Peace Officer is a policy required to be in place by the municipality.

This policy speaks to the work functions that carry a variety of specific and non-specific risks to the peace officer's personal safety.

Please see attached policy.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 7 - Risk Management

7.1 Develop community response and recovery plan.

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve Policy D-21-00-POL as presented.

#### **MOTION:**

That the Town of Sundre Council approve Policy D-021-00-POL Standard Operations Communications for Community Peace Officer as presented.

Date Reviewed: Julye 6, 2019 CAO: Londa Nobe



# TOWN OF SUNDRE POLICY #D-021-00-POL POLICY NAME: STANDARD OPERATIONS COMMUNICATIONS for COMMUNITY PEACE OFFICER

TOWN OF SUNDRE POLICY INDEX	
Policy Number	D-021-00 POL
Policy Title	Standard Operations Communications for Community Peace
	Officer
Approval Date	
Date to be Reviewed	2023
Responsible Department	Legislative
Related Bylaws/Acts/Regulations	MGA/The Alberta Peace Officer Act

#### **Policy Statement:**

The Town of Sundre's Peace Officer performs work functions that carry a wide variety of specific and non-specific risks to their personal safety each day. To ensure the Peace Officer's safety The Town of Sundre contracts CAMS and PRCC (Provincial Radio Communications Centre) to provide reliable and consistent communications and dispatch services in an effort to ensure viable communications and GPS tracking for members working in the Municipality.

#### Scope:

To ensure Peace Officer's safety with constant and reliable communications.

# Responsibilities:

#### **Communications Equipment**

Municipal Enforcement members shall be issued with:

- Portable radio and accessories (ear piece, holder, belt clip, microphone)
- Cell phone (smart phone)
- Laptop with CAMS GPS system and ROADS\* programs installed.

Municipal Enforcement patrol vehicles shall be equipped with:

- Mobile radio
- Modems/other equipment that allows GPS tracking and access to the Municipalities GIS system,
   Report Exec, etc.
- Laptop mounts
- Hands-free system for cellular phones, including cell phone stand/holder in vehicle

Municipal Enforcement Office shall be equipped with:

- Base radio and or a portable radio
- Portable radio multi-battery charging station with spare/extra batteries

Members are required to have a method of communication on their person at all times. Members are responsible for ensuring that portable radios and cell phones are charged and turned on throughout their shifts. A vehicle charger for cell phones must be carried in patrol vehicles.

\*ROADS is a provincial database program, and shall be made available to members based on terms of use and availability provided by the Province of Alberta.

#### **Dispatch/Monitoring Services**

#### **Primary Means of Communications**

It is important to remember that communications between all members and Control should be conducted via **radio or the in car CAMS** whenever possible. This will assist in communicating the member's location and incident type to other enforcement officers working in the area.

#### Booking on Shift / 10-36

All member shall book on (10-36) with Control at the start of every shift. Members may be exempted from going 10-36 when not performing their regular duties (i.e. on training course, attending conference, etc.)

All members shall utilize the applicable radio frequency for their area or CAMS when going 10-36. In the event of a failure of this repeater, members shall go 10-36 using their cellular telephones.

When going 10-36, members shall provide:

- Their Officer ID (Regimental #, or if no Regimental #, Municipality Staff #)
- Their vehicle callsign
- Their portable radio ID#
- An end of shift time
- Their current location

# Regular Welfare Checks / (10-70)

Control shall conduct one hundred (100) minute welfare checks (10-70) for all members who are 10-36. Members may instruct Control to suspend 10-70 checks when not out in the field (i.e. in Court, working in the office, attending meetings, etc.). Member shall contact Control and request that 10-70 checks resume when returning to duties in the field.

All 10-70 checks shall be conducted via radio or CAMS, or in the event of a failure of the applicable repeater, cellular telephone.

For each 10-70 check, the member shall:

 Provide his/her exact location, including street/avenue, highway/cross road, common road name, or Municipality locations. Current vehicle GPS is acceptable if the officer is in close proximity of the vehicle.

#### Unable to Contact - 10-70 Check

If Control is unable to make contact with a member during an hourly 10-70 check, Control will:

- Repeat attempts to contact via radio, cellular phone or land lines (including leaving messages if required). This process will be repeated for five (5) minutes.
- Also attempt to contact any other Municipal Enforcement members who are also 10-36.
- If after five (5) minutes of being unable to contact the non-responding member, Control will then
  contact the RCMP with an "Unable to Locate" complaint and provide the last known location for
  the member.
- Use vehicle GPS/ Gemini/ Aware 360 Patrol Monitoring software to determine vehicle location and provide this information to RCMP.
- Continue to make attempts to contact the non-responding member until contact is established or the RCMP report they have located the non-responding member.

#### **Vehicle / Traffic Stops (10-11)**

When conducting traffic stops, members shall contact Control via radio or CAMS and advise they are going 10-11. When Control responds and clears the member to go ahead, the member shall provide:

- His/her exact location, including street/avenue, highway/crossroad and direction of travel.
- The vehicle license plate number, province/state (if other than Alberta).
- A make, model and color description of the vehicle.
- Any other identifying information (i.e. trailers, other equipment, damage, etc.).
- The number of occupants/description (if available).

Control will record all information provided and will put the member on a ten (10) minute timer.

At the end of the timer, Control will do a 10-70 check on the member. The member may cancel the timer if they have completed the 10-11 by advising Control they are now 10-8 (back in service). If the member is not finished with the 10-11, they shall request a re-set of their ten (10) minute timer.

Once the 10-11 is completed and the member has gone 10-8, the regular 10-70 checks shall resume in one hundred (100) minutes from the 10-8 time.

#### Residential Visit / Site Inspections (10-77)

When attending a residential or commercial property, members shall contact Control via radio or CAMS and advise they are going 10-77. When Control responds and clears the member to go ahead, the member shall provide:

- his/her exact location, including municipal/9-1-1 address (if applicable), street/avenue and other common name information.
- any special/identifying marks or description of their property.
- name(s) of property owner or name of business
- advise Control that the member will be on portable (10-76) if applicable
- advise Control with the length of times they require (i.e. 5 minutes, 10 minutes, etc.).

Control will record all information provided and will put the member on a timer for the specified time requested.

At the end of the timer, Control will do a 10-70 check on the member. The member may cancel the timer if they have completed the Site Inspection (10-77) by advising Control they are now 10-8 (back in service). If the member is not finished with the Site Inspection (10-77), they shall request a re-set of their timer. Once the 10-77 Site Inspection is completed and the member has gone 10-8, the regular 10-70 checks shall resume in one hundred (100) minutes from the 10-8 time.

#### Unable to Contact – Vehicle/Traffic Stop (10-11) or Residential Visit/Site Inspection (10-77)

If Control is unable to make contact with a member during a Vehicle/Traffic Stop (10-11) or Residential Visit/Site Inspection (10-77), Control will:

- repeat attempts to contact via radio, cellular telephone or land line (leaving messages as required). This process shall be repeated for two (2) minutes.
- also attempt to contact any other Municipal Enforcement members who are also 10-36.
- if after two (2) minutes of being unable to contact the non-responding member, Control will then contact the RCMP with an "Unable to Locate During 10-11 or 10-77" complaint and provide the location of the traffic stop or residential visit/site inspection.
- Use vehicle GPS/Gemini/Aware 360 Patrol Monitoring software to determine vehicle location and provide this information to RCMP.

• continue to attempt to contact the non-responding member continually until contact is established or the RCMP report they have located the non-responding member.

\*\*AT NO TIME SHALL A MEMBER ALLOW ANOTHER MEMBER TO ANSWER A 10-70 CHECK FOR THEM, WITHOUT THE SECONDARY MEMBER PROVIDING THEIR OWN IDENTIFICATION / CALL SIGN TO CONTROL\*\*

#### Out of Vehicle (10-76)

If a member is going to be out of the patrol vehicle, and only has access to a portable radio, other than during a Vehicle / Traffic Stop (10-11), the member shall notify Control by going 10-76.

#### Out of Service (10-7) / Back in Service (10-8)

If the member is going to be out of service for an extended period of time (i.e. meetings, training, Court, paperwork in the office etc), they may contact Control to advise of their location and reason for 10-7 status. While a member is out of service (10-7), Control will suspend hourly 10-70 welfare checks. When the member is ready to return to service, they shall contact Control to advise that they are now back in service (10-8) and Control shall resume hourly 10-70 checks.

#### **Change in Patrol Vehicle or Portable Radio**

All members shall notify Control should they change patrol vehicles or portable radios during the course of their shift.

#### Additional Members / Other Occupants in Patrol Vehicle

Should an additional member or other occupant (i.e. ride-a-long, practicum student etc.), be riding in the patrol vehicle during a shift, the member driving the vehicle shall advise Control of the following:

- Regimental number and portable radio ID of additional member (if applicable)
- Name of other occupant

#### Booking off Shift / 10-35

All members shall book off (10-35) with Control at the end of each shift.

#### **CAMS / GPS Monitoring**

Each patrol vehicle will be equipped with CAMS GPS capabilities and will be monitored by Control. CAMS shall be utilized (through laptops, modems or mobile radio, dependent upon the configuration in the patrol vehicles) by the member for the duration of each shift worked.

#### Members entering areas of known intermittent radio availability

If a member is about to enter an area of known intermittent radio, cell and or internet availability, the member shall:

- Contact Control and advise of the area that they are entering
- Advise Control of the destination of the member (if attending a property) or the roads that will be utilized en route or on patrol.
- Advise Control of the estimated time that the member anticipates being in the area
- Contact Control and indicate when they have vacated the area of intermittent communications availability

#### **Testing of Equipment**

It is important to test communications equipment on a regular basis to ensure that they are capable of working properly.

The Town of Sundre's Peace Officer shall make all necessary arrangements to have the portable radio repaired, reprogrammed or replaced as necessary and shall remove this portable radio from service until such time as it is fully operational.

#### Portable / Mobile Radios

Members shall monitor, through regular use, the effectiveness of both portable and mobile radios while in the field. If any concerns arise that either a portable or mobile radio is not operating properly (ie: requires re-programming, overall poor reception etc), the member shall immediately report these concerns to the senior Peace Officer / Director.

The Town of Sundre's Peace Officer shall make all necessary arrangements to have the portable or mobile radio repaired, reprogrammed or replaced as required. If the portable or mobile radio has lost functionality that would negatively impact the safety of the member in the field, the portable or mobile radio shall be placed out of service and shall not be utilized until such time as the appropriate repairs, reprogramming or replacements have been completed.

#### CAMS / GPS

Members shall utilize the CAMS program to establish whether the patrol vehicle being operated is being tracked through the CAMS / GPS software / hardware. If the member has any concerns that their vehicle is not being properly tracked or monitored by Control, the member shall:

 Contact Control to verify if the patrol vehicle is showing on the monitor / screen at the dispatch center or not.

If the patrol vehicle is not able to be monitored by Control, the member shall immediately report this issue to tech support personnel at Gemini Positioning / Aware 360 to request assistance to rectify the situation. Control may also make this request on behalf of the member to Gemini / Aware 360 to resolve the issue. The patrol vehicle shall be placed out of service until the appropriate repairs / programming have been completed.

The Town of Sundre's Peace Officer shall ensure that all appropriate repairs and/or servicing is completed on the patrol vehicle and that until such time as the patrol vehicle can be properly monitored by Control, it shall remain out of service.

If the complaint remains unresolved at the end of the ADR process, the complaint is returned to the Chief Administrative Officer and an investigation is initiated.

End of Policy	
	MAYOR, TERRY LESLIE
	CHIEF ADMINISTRATIVE OFFICER, LINDA NELSON
	DATE



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Policy D-022-00-POL Flagging Dangerous Persons &

**Properties** 

**ORIGINATING DEPARTMENT** 

**Protective Services/Legislative Services** 

**AGENDA ITEM** 

6.3

#### BACKGROUND/PROPOSAL:

On May 28, 2019 a Community Peace Officer Audited was conducted by representatives of The Public Security Peace Officer Program in Alberta.

The Audit went very well with only a few recommendations and requirements to do.

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

Policy D-022-00-POL Flagging Dangerous Persons and Properties for the CPO is a policy required to be in place by the municipality.

This policy speaks to the work functions that carry a variety of specific and non-specific risks to the peace officer's personal safety each and every shift.

Please see attached policy.

#### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 7 - Risk Management

7.1 Develop community response and recovery plan.

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve Policy D-22-00-POL as presented.

#### **MOTION:**

That the Town of Sundre Council approve Policy D-022-00-POL Flagging Dangerous Persons and Properties for Peace Officer as presented.

Date Reviewed: June 6, 2019 CAO: Amola Maha



# TOWN OF SUNDRE POLICY #D-022-00-POL POLICY NAME: FLAGGING DANGEROUS PERSONS AND PROPERTIES

TOWN OF SUNDRE POLICY INDEX	
Policy Number	D-022-00 POL
Policy Title	Flagging Dangerous Persons and Properties
Approval Date	
Date to be Reviewed	2023
Responsible Department	Legislative
Related Bylaws/Acts/Regulations	MGA/The Alberta Peace Officer Act

#### **Policy Statement:**

Peace Officers perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each and every shift. The Town of Sundre's Peace Officer is committed to working with other Town departments and emergency response agencies operating in Sundre to ensuring that timely and up to date information is available to Community Peace Officers (CPO's) who are required to check properties where cautionary flags exist, that relate to a known personal safety risk or threat at that location.

#### Scope:

To ensure Peace Officer's safety by flagging dangerous persons and associated properties.

#### Responsibilities:

#### 1.0 Dangerous Persons and Associated Property

Persons, and properties associated to persons, may have a cautionary flag applied when:

A person expresses, displays or otherwise engages in violent, aggressive, threatening or intimidating behavior towards:

- A Town of Sundre's CPO or other Town Employees, Council Member or Contractor:
  - By verbally, physically or through the use of a means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post.
- A member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency:
  - By verbally, physically or through the use of a means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post; or
- Any other person, as identified by another law enforcement agency, emergency medical services agency, fire department or emergency management agency:
  - By verbally, physically or through the use of a means of communication, including but not limited to: email, voicemail, text, fax, letter or social media post.

#### 2.0 Submission of Dangerous Persons & Associated Property Report:

Should any Town of Sundre's CPO or other Town Employee, Council Member or Contractor become aware of a person that meets the criteria noted above for a dangerous person and associated property, they shall:

- Complete a Dangerous Persons & Associated Property Submission Report; and
- Forward the completed report to the Protective Services Coordinator / Director or Senior Enforcement Officer for review as soon as practicable.

Should a member of another law enforcement agency, emergency medical services agency, fire department or emergency management agency provide information relating to a possible dangerous person and associated property in the Town, the Town of Sundre's Peace Officer shall:

 Gather required information from this source and complete a Dangerous Persons & Associated Property Submission Report for review as soon as practicable

# 3.0 Review of Dangerous Persons & Associated Property Reports:

Upon receipt of a completed Dangerous Persons & Associated Property Report, the Town of Sundre's Senior Peace Officer shall open an investigative file, review and evaluate the submission, as soon as practicable, to determine if the concern brought forward requires a cautionary flag to be applied to an associated property.

Following the review and evaluation of the submission, the Town of Sundre's Senior Peace Officer shall determine that:

- A cautionary flag is not warranted; or
- A cautionary flag is required

#### 4.0 Cautionary Flag Not Warranted:

If a cautionary flag is not warranted, the Town of Sundre's Peace Officer shall complete a Flagging Decision Report and shall, as soon as is practicable:

- Attach a copy of this report to the investigative file and conclude the file;
- Provide a copy of this report to the person who submitted the Dangerous Persons & Associated Property Report; and
- For submissions received from a town employee, provide a copy of this report to the supervisor of the employee.

#### 5.0 Cautionary Flag Required:

If a cautionary flag is required, the Town of Sundre's Senior Peace Officer shall complete a Flagging Decision Report and shall, as soon as is practicable:

- Determine the category of flag that is required;
- Add the appropriate category of cautionary flag to the appropriate GIS mapping program, for locations within the Town of Sundre, that are identified in the submission;
- If the Town of Sundre's Senior Peace Officer is unable to add the cautionary flag directly to GIS mapping programs, they shall contact ORRSC GIS mapping personnel with a completed Request to Add Cautionary Flag form.

- Attach a copy of this report to the investigative file;
- Provide a copy of this report to the person who submitted the Dangerous Persons & Associated Property Report;
- For submissions received from a Town staff member, provide a copy of this report to the supervisor of the Town staff member; and
- If the Town of Sundre's Senior Peace Officer is unable to add the new cautionary flag immediately to the GIS mapping program due to technical or other issues, they shall send an email to all Town staff and council advising of the location and category of the new flag as soon as possible and have the cautionary flag added to mapping as soon as possible.

# 6.0 Pre-Site Inspection / Visit Procedure:

If a CPO attends or plans to attend a property that has a cautionary flag attached to it, they shall complete an Attendance at Flagged Property Report and submit the completed form to the Protective Services Director or Senior Peace Officer prior to attending said property. The information compiled in these reports shall be used to assist with the ongoing and / or annual review of all cautionary flags which determines if the flag shall remain on the property, shall be recategorized or be removed.

Fire, Community Peace Officers and Emergency Management personnel are exempted from this requirement if they are attending a location in an emergency response capacity.

#### 7.0 Review Process:

All cautionary flags shall be reviewed, at a minimum, on an annual basis to determine if the flag should remain, be re-categorized or be removed. This review shall be conducted by the Town of Sundre's Senior Peace Officer.

An updated list of cautionary flags shall be submitted to ORRSC GIS, at a minimum, on an annual basis to ensure consistency between GIS mapping programs and any open investigative files-Reviews, updates, amendments or removals of cautionary flags or any required amendments to Town or CAD / GIS programs may be done at any time during the year, should the need arise.

# 8.0 Confidentiality:

All information collected, reviewed, uploaded onto Town mapping systems or shared with ORRSC GIS for inclusion on the GIS map is collected and maintained in an effort to enhance the safety of Town staff members and other local or regional first responders who may attend locations where a known hazard or threat exists. Unauthorized sharing or distribution of any information relating to cautionary flags, locations, names or other personal or identifying information is strictly prohibited pursuant to the Town of Sundre's terms of employment and the *Freedmon of Information and Prortection of Privacy Act*.

End of Policy	
	MAYOR, TERRY LESLIE
	CHIEF ADMINISTRATIVE OFFICER, LINDA NELSON
	DATE



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Downtown Parking** 

**ORIGINATING DEPARTMENT** 

Administration

**AGENDA ITEM** 

7.1

# BACKGROUND/PROPOSAL:

At the May 27, 2019 Regular Council Meeting, Council supported an initiative that proposed a partnership to develop a public parking lot.

This parking lot will provide the travelling public, including recreation vehicles, an opportunity to park and shop in the downtown core, which will support the requests from the downtown business community.

The following resolution was made regarding this proposal:

Res. 232-27-05-19

MOVED by Councillor Preston that the Town of Sundre Council support staff's initiative into the proposed trial public parking lot partnership with the Sundre Hotel and Restaurant and provide associated costs and information for this initiative at a later date.

**CARRIED** 

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The utilization of the parking lot located at Lot 9, Block 3, Plan 2723 GW and Lot 8, Block 3, Plan 5664 GI as well as Town owned land at Lot 7, Block, Plan 5664 GI, will be utilized for downtown parking, and will provide a much-needed service for the travelling and local public.

This proposal will provide 80 regular parking stalls, and 9 pull through double stalls; a conceptual design is included for Council's information.

This phase of the project does not include paving and bumper stops will be used to delineate the stalls.

In exchange for the use of the lands, the Town will provide grading, snow removal and beautification in the form of landscaping, fencing and maintenance of these improvements.

Appropriate signage including directional signage for parking area will also be required.

# COSTS/FUNDING

The Town of Sundre recently sold a parcel of land that was being used for unofficial parking.

Administration is recommending using a portion of those funds to cover the costs to bring the parking lot to a usable state.

The remaining funds should be transferred into a reserve account to be used for future parking opportunities.

The attached Parking Lot Cost listing provides the costs for the "must have" elements. Council need to decide elements possible to defer before Administration can provide actual amounts.

#### ALIGNMENT WITH STRATEGIC PLAN

- 4.1 Diversify Sundre's tax base by supporting commercial and industrial development;
- 4.2 Continue to promote and encourage year-round tourism opportunities for Sundre & District.

#### **ADMINISTRATION RECOMMENDATIONS:**

Administration is recommending approval to utilize the proceeds from the sale of municipal land, for the purpose of creating a parking area in support of the Town's Strategic Plan, and that the remaining funds be transferred into a parking reserve account.

# MOTION: That the Town of Sundre Council approve funds in the amount of \$\_\_\_\_\_\_ to be used for upgrades to the parking facility located at Lot 9, Block 3, Plan 2723 GW and Lot 8, Block 3, Plan 5664 GI as well as Town owned land at Lot 7, Block, Plan 5664 GI, and that the remaining funds in the amount of \$\_\_\_\_\_\_ be transferred into a reserve account for future parking opportunities.

Date Reviewed:	Jone	٦	,2019	CAO: Omde	noba	
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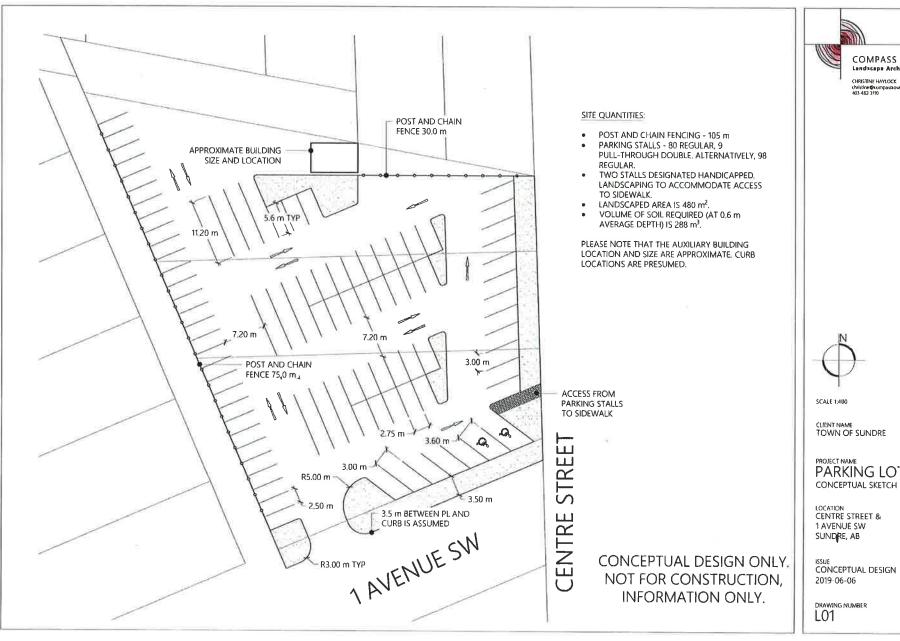
# **PARKING LOT COST**

# **MUST HAVE ELEMENTS**

ELEMENT	UNITS	COST / UNIT	TOTAL	NOTE
				Based on approx. 80 stalls estimated, though pallet delivery comes
				with 49 and is less expensive than ordering 40 individually, including
PARKING STALL BUMPERS	98	\$ 66.00	\$ 6,668.00	shipping.
REBAR FOR BUMPERS			\$ 500.00	
				Variety of trees, planters, flowers, mulch and soil including labour and
LANDSCAPING			\$ 10,400.00	installation
				Small signage, including posts, to direct drivers at parking lot site (i.e.
SIGNAGE	5	\$ 475.00	\$ 2,375.00	"one way", "exit", etc).
TOTAL			\$ 19,943.00	

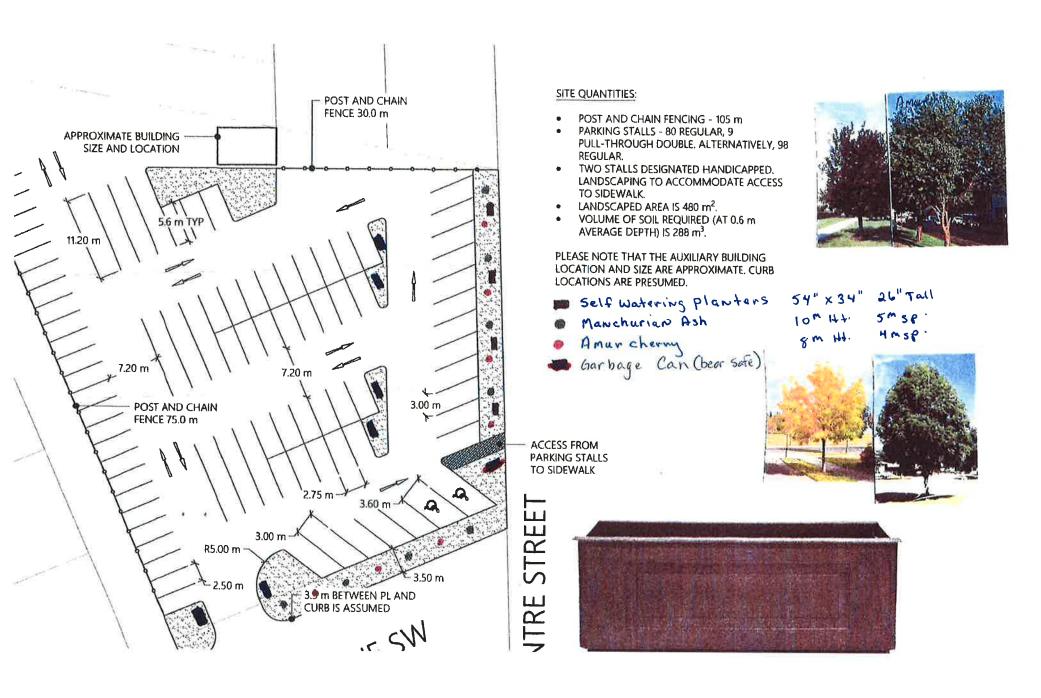
# **ELEMENTS POSSIBLE TO DEFER**

				With increased use, garbage can and concrete pad may be necessary
BEAR SAFE GARBAGE CAN	1	\$ 2,000.00	\$ 2,000.00	to avoid litter.
				Post and cable used to minor extent just to delineate edge of RV
POST AND CHAIN FENCE	30	\$ 80.00	\$ 2,400.00	parking area. Unit cost is per metre.
	5			Planters for placement within parking lot to help beautify and
ADDITIONAL TEN PLANTERS	10	\$ 355.00	\$ 3,550.00	delineate spacing,
TOTAL			\$ 7,950.00	





PARKING LOT





**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Municipal Accountability Program Follow-p

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

7.2

# **BACKGROUND/PROPOSAL:**

Correspondence received and/or sent by Legislative Services during the period from May 24 to June 5, 2019.

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the letter to Linda Nelson from Deputy Minister of Municipal Affairs Meryl Whittaker on the completion of all non-compliant items identified in the 2018 Municipal Accountability Program (MAP).

# **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1 – Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

#### **MOTION:**

That the Town of Sundre Council accept the letter to Linda Nelson from Deputy Minister of Municipal Affairs Meryl Whittaker on the completion of all non-compliant items identified in the 2018 Municipal Accountability Program (MAP), as information.

#### **ATTACHMENTS:**

- Letter from Deputy Minister of Municipal Affairs Meryl Whittaker
- Letter sent to Deputy Minister Whittaker from Linda Nelson dated May 9, 2019
- Letter sent to Deputy Minister Pickering from Linda Nelson dated October 25, 2018

Date Reviewed: Jone 6, 2019 CAO: Linda Meban



Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR94841

May 27, 2019

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

Dear Ms. Nelson:

Thank you for your letter of May 9, 2019, regarding the completion of all non-complaint items identified in the 2018 Municipal Accountability Program (MAP) report for the Town of Sundre.

I appreciate the positive comments you shared about the program and commend the town for moving forward and addressing the legislative gaps in a timely manner. I am also pleased to advise you that the legislative gaps have been addressed to the satisfaction of the Minister and the Town of Sundre 2018 MAP review is now complete.

On behalf of Municipal Affairs, I wish the town all the best for the future.

Sincerely.

Meryl Whittaker Deputy Minister

cc: Honourable Kaycee Madu, Minister of Municipal Affairs



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

May 9, 2019

Deputy Minister, Honorable Meryl Whittaker 18<sup>th</sup> Floor, Commerce Place 10155-102 St. Edmonton, AB T5J 4L4

Dear Deputy Minister Whittaker:

#### RE: RESPONSE/PLAN FOR ADDRESSING NON-COMPLIANT TAX NOTICE IDENTIFIED IN MAP

I would once again like to thank the MAP team for the support and advice provided during and after the review, and to reiterate that we truly appreciated the opportunity to review our legislative processes and practices and the feedback received. The Town of Sundre believes in and practices a continuous improvement model in all of our processes, and the MAP process certainly supports this practice.

I am pleased to submit our response to the final item (page 51 of the recommendations) of the four items resulting from the review, as follows

It was noted that the Town uses a combined tax and assessment notice, which requires that the date the tax notice is sent to the taxpayer, and that the notice must contain information on how to request a receipt for taxes paid. This item was brought to the attention of Muni-Ware, who have adjusted the tax notices to ensure that all required information is printed on the combined notices in time for the 2019 tax notification date.

I have enclosed a copy of a 2019 Taxation Notice & Property Assessment for review purposes; as well as a copy of the original response to the full MAP review for your information.

Please advise if I have adequately satisfied the final recommendation in the Municipal Accountability Program review. I look forward to your response.

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR Chief Administrative Officer

denida Meba



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

October 25, 2018

Deputy Minister, Honorable Brad Pickering 18<sup>th</sup> Floor, Commerce Place 10155-102 St. Edmonton, AB T5J 4L4

**Dear Deputy Minister Pickering:** 

# RE: RESPONSE/PLAN FOR ADDRESSING NON-COMPLIANT AREAS IDENTIFIED IN MAP

I would first like to thank the MAP team for the support and advice provided during and after the review. We truly appreciated the opportunity to review our legislative processes and practices and the feedback received. The Town of Sundre believes in and practices a continuous improvement model in all of our processes, and the MAP process certainly supports this practice.

Following is the course of action we intend on taking to rectify the deficiencies noted in the report:

#### 1. Council Minutes:

Noted, the minutes will contain only agenda items and motions from this point forward. Additionally, I have arranged for my Legislative Assistant to participate in an online course on minute taking standards, (recommended by the Alberta Municipal Clerks Association), to provide a formal understanding of the concepts and key principles in minute taking. The course description, as well as her certificate of completion, are attached as Schedule "A". Also included are copies of the minutes from the July 30<sup>th</sup> and August 28<sup>th</sup> meetings in the new format, as recommended in the review report, attached as Schedule "B".

#### 2. Fees and Rates Bylaw

This Bylaw was amended to comply with Section 191(2) of the MGA on August 20, 2018. A Copy of Bylaw and RFD is attached as Schedule "C"

#### 3. Elections Bylaw

Duly noted; any changes to the Elections Bylaw will be processed according to the six-month notification period set out in the Elections Act and Handbook.



#### REPORT TO COUNCIL

COUNCIL DATE June 10, 2019

SUBJECT Tax Recover Sale of Property

ORIGINATING DEPARTMENT Corporate Services

AGENDA ITEM 8.1

#### BACKGROUND/PROPOSAL:

Division 8 – Recovery of Taxes Related to Land of the *Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26* sets out the requirements for the tax recovery process.

Sections 411, 436.02 and 438 allow a municipality to attempt to recover tax arrears by following the legislated requirements of the MGA and in accordance with any other Act or common law right.

Section 418(1) states "Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid". Due to notification and reporting requirements, this section is applicable to tax accounts two years or more in arrears.

According to Section 419 of the Municipal Government Act, Council is to pass a resolution to set the Reserve Bid, sale conditions and to add all tax recovery expenses to the tax roll. The reserve bid must be at fair market value as determined by our Assessor or by hiring an Appraiser.

The owners of the properties on the attached list have failed to pay the tax arrears. They had until March 31, 2019 to pay these taxes prior to the requirement that the Town offer the property for sale at public auction this year. The owners were notified of this requirement last year when we registered tax notification on title and again in January 2019 by letter.

During May 2019 valuations were provided for each property by Wildrose Assessment Services or Perry Appraisals to obtain a current "Fair Market Value"

# Tax Recovery Costs (to be added to tax roll):

Advertisement in Gazette - cost TBD

Advertising in Sundre Round Up – cost TBD

Land Title Search – cost TBD

Services provided by Perry Appraisals for applicable properties – cost TBD

Additional unpaid utilities charges transferred to taxes - TBD

Setting up auction sale and auctioneer – are part of 5% administration fee

Calculation of Tax Recovery Surplus

Revenues from sale of property: TBD

Less:

Tax Arrears
Other costs or expenses
5% Administration fee
Balance: Tax Recovery Surplus

per attached list plus recovery costs TBD (MGA section 553) TBD (MGA section 553)

To be paid to lien holders (or owner if no liens)

Administration wishes to hold a public auction on Wednesday, October 9, 2019 at 9:00am for each of the lands listed on the attached listing. The parcels will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

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

Council will be presented with a Request for Decision for each individual property outlining the specific reserve bid and sale conditions.

Council can decide not to hold a tax sale in which case there is no incentive for the property owner to pay the outstanding tax arrears.

# **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends the Town of Sundre Council approve each of the reserve bids and conditions of sale at public auction allowing administration to continue with the tax recovery process.

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

Not Applicable

#### **ATTACHMENTS:**

2019 Tax Sale Listing

RFD 8.2 Tax Recovery Sale – Roll No. 273.000

RFD 8.3 Tax Recovery Sale – Roll No. 603.000

RFD 8.4 Tax Recovery Sale – Roll No. 2300.000

RFD 8.5 Tax Recovery Sale – Roll No. 4601.000

#### **2018 PROPERTY TAX SALE LISTING**

Roll #	Lot	Block	Plan	LINC NO.	NOTIFICATION LETTERS DATE	ASSESSED/ APPRAISED VALUE	2016	2017	2018	2019 LATE	2019 UTILITIES XFER TO TAX ROLL	2019 Taxes due Jan1-Oct 9	2019 Pending Penalty Fees	Taxes Due from		Total Taxes
273000	16(S)	2	6122HE	0018991422	April 2018 & Jan. 17, 2019	250,000	\$ -	\$ 3,201.34	\$ 4,771.08	\$ 956.69	\$ -	\$ 2,141.14	\$ 332.56	\$ 11,402.81	\$ 630.19	\$ 12,033.00
603000	1	D	7447ER	0016275969	April 2018 & Jan. 17, 2019	540,000	<b>5</b> -	\$ 5,745.78	\$ 12,665.52	\$ 2,342.53	\$ 1,907.25	\$ 6,177.22	\$ 1,188.32	\$ 30,026.62	\$ 1,818.12	\$ 31,844.74
2300000	SW1/4	I-10-33	-5-W5M	0030931836	April 2018 & Jan. 17, 2019	1,000,000	\$ 1,519.80	\$ 1,744.76	\$ 2,017.04	\$ 633.79	\$ -	\$ 1,185.65	\$ 506.38	\$ 7,607.42	\$ 348.97	\$ 7,956.39
4601000	1	1	1310480	0035588475		550,000	\$ 4,393.66	\$ 1,701.94	\$ 1,933.79	\$ 1,083.52	\$ -	\$ 760.15	\$ 118.06	\$ 9,991.12	\$ 223.73	\$ 10,214.85



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Tax Recovery Sale - Roll No. 273.000

**ORIGINATING DEPARTMENT** 

**Corporate services** 

**AGENDA ITEM** 

8.2

# BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

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

See preceding Report to Council for further details

### **ALIGNMENT WITH STRATEGIC PLAN**

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

#### **ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 273.000.

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

Not Applicable – costs to be recovered from tax sale proceeds

### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$250,000 for Lot 16 (S), Block 2, Plan 6122HE, Sundre, AB, and furthermore

The property identified by Roll No. 273.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore

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

Date Reviewed: Jone 6, 2019 CAO: Anda Mehr



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Tax Recovery Sale - Roll No. 603.000

**ORIGINATING DEPARTMENT** 

**Corporate Services** 

**AGENDA ITEM** 

8.3

# **BACKGROUND/PROPOSAL:**

See preceding Report to Council for further details

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

#### **ALIGNMENT WITH STRATEGIC PLAN**

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

# **ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 603.000.

### COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

#### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$540,000 for Lot 1, Block D, Plan 7447ER, Sundre, AB, and furthermore

The property identified by Roll No. 603.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore

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

Date Reviewed: June 6, 2019 CAO: Londe Mobin



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Tax Recover Sale - Roll No. 2300.00

**ORIGINATING DEPARTMENT** 

**Corporate Services** 

**AGENDA ITEM** 

8.4

# BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

# **ALIGNMENT WITH STRATEGIC PLAN**

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

#### **ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 2300.000.

#### COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

#### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$1,000,000 for SW ¼ Sec10-33-5-W5M, Sundre, AB, and furthermore

The property identified by Roll No. 2300.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore

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

Date Reviewed: June 6, 2019 CAO: Linda Meban



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

Tax Recovery Sale - Roll No. 4601.000

**ORIGINATING DEPARTMENT** 

**Corporate Services** 

**AGENDA ITEM** 

8.5

# BACKGROUND/PROPOSAL:

See preceding Report to Council for further details

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See preceding Report to Council for further details

# **ALIGNMENT WITH STRATEGIC PLAN**

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

#### **ADMINISTRATION RECOMMENDATIONS:**

Council approve a reserve bid and conditions of sale at public auction allowing administration to continue with the tax recovery process for Roll No. 4601.000.

#### COSTS/SOURCE OF FUNDING:

Not Applicable – costs to be recovered from tax sale proceeds

#### **MOTION:**

The Town of Sundre Council moves to set a reserve bid of \$550,000 for Lot 1, Block 1, Plan 1310480, Sundre, AB, and furthermore

The property identified by Roll No. 4601.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore

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

Date Reviewed: Jone 6, 2019 CAO: Londa Mehan



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Bylaw Review Project-Archive Bylaws** 

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

8.6

# BACKGROUND/PROPOSAL:

Council directed the CAO to review, and create a file management system for all Town of Sundre Bylaws

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached report and Schedule "A".

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

#### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the report on Archived Bylaws as information.

#### **MOTION:**

That the Town of Sundre Council receive the attached report and Schedule "A" on Archiving Bylaws, as information.

Date Reviewed: Jone 6, 2019 CAO: And Michn



#### **REPORT TO COUNCIL**

**COUNCIL DATE** 

**JUNE 2, 2019** 

**SUBJECT:** 

**BYLAW REVIEW PROJECT-ARCHIVE BYLAWS** 

**REPORT WRITER:** 

CHIEF ADMINISTRATIVE OFFICER/LEGISLATIVE SERVICES ASSISTANT

# **BACKGROUND/PROPOSAL:**

Council directed the CAO to review and create a file management system for all Town of Sundre Bylaws in 2018.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The attached Schedule "A" is a list of all Bylaws for archiving. The Bylaws consist of Land Use Bylaws and amendments to the Land Use Bylaw which are superseded by the current Land Use Bylaw 2018-10 as well as one Governance related Bylaw.

Each archived Bylaw will be listed and stored on the server and in hard copy in a binder. The contents/records page will be updated on a regular basis to ensure that our record keeping is accurate and up to date. Each time a new Bylaw in the archive category is complete, it will be transferred to the binder and recorded.

Staff will continue to keep a master index of all Bylaws, which will contain information on the category of each Bylaw, where the Bylaw is stored, on both server and binder, and the status of the Bylaw.

#### CONCLUSION

This Bylaw review project is almost complete.

# **RECOMMENDED ACTION**

The Bylaws before Council tonight will be archived and do not require a motion of Council.

#### **MOTION:**

That the Town of Sundre Council accept the report and the attached Schedule" A" as information.

Linda Nelson, CLGM, CTAJ, EMR Chief Administrative Officer

Date Reviewed: June 6, 2019 CAO: Londe Michael

# SCHEDULE "A"

# LIST OF ARCHIVED BYLAWS

# JUNE 10, 2019

Bylaw #	Content	Date/Year
	To regulate the moving, erection or the structural alternation of	
1	buildings within the Village	23/02/1950
	Control the moving of Buildings in and out within the confines of	
240	the town.	07/06/1970
334	Provide issuance of permits.	28/06/1976
501	Joining MDP Plan with Mountain View County	27/08/1984
613	Regulate for the content and cost of building permits.	13/05/1991
846	2007 Amendment to Land Use Bylaw	02/04/2007
852	Adopt the Eagle Ridge ASP	19/11/2007
10.09	Amend Land Use Bylaw 705	21/09.2009
01.11	Amend Schedule A of Land Use Bylaw 705	13/09/2010
135A	Taking of a Census of Population	08/04/1963



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**2019 Events Preparedness Requests** 

**ORIGINATING DEPARTMENT** 

**Community Services** 

**AGENDA ITEM** 

8.7

# BACKGROUND/PROPOSAL:

There are several events each year in the Town of Sundre which request are received for relaxation of the Noise Bylaw and the Weapons Bylaw.

This RFD is seeking approval for Council for relaxation for three separate events in one request.

# Noise Bylaw 818 – Section 16 (d) – Exemptions and Exceptions

- 16. The provisions of this Bylaw must not be interpreted to prevent:
- 16 (d) The playing of a band or other activities relating to a lawful parade or public demonstration.

#### Bylaw 763 Section 3 – Use of Firearms, Weapons and Fireworks

3.01 Council may designate Public Places(s) within the Town of Sundre where activities may be carried out regarding the use of firearms, weapons and fireworks. For purposes of regulating the activities a License/Permit from the Town of Sundre must be obtained. These conditions laid out in the License/Permit must be strictly adhered to. Any deviation may result in the immediate suspension or cancellation of said mentioned License/Permit.

# Bylaw 763 Section 6 – Discharging of a weapon

6.01 Unless otherwise lawfully authorized, no person shall discharge any weapon defined a weapon in the Criminal code of Canada, any Archery, Equipment, Sling Shots, or anything capable of launching a projectile that may inflict injury or result in death and specifically includes the discharge of any fireworks or firecrackers.

# DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The following organizations requests for relaxation of Bylaw 818 and 763 are being brought to Council:

# Sundre Rodeo and Race Association - June 21 to June 23, 2019

Request for Relaxation of Noise Bylaw for Fireworks and Rodeo Events and Cabaret

The fireworks display is by a registered technician on Friday, June 21, and Saturday, June 22 2019, with the fireworks location designated at the green space south of the Ball Diamonds, at the discretion and requirements of the Town of Sundre Fire Chief, and the approval of Chinook's Edge School Division.

### <u>Historical Society Canada Day and Annual Car Show – July 1, 2019</u>

 Request for Relaxation of Noise & Weapon Bylaw for "Cannoneers and Fireworks display.

The Cannoneers only use gun powered, nothing actually shot out of the cannon or muskets. The cannon will be set up on the Museum grounds by the horseshoe pits, southeast corner. The cannon will be pointed towards the Greenwood Campground, when set off it will produce some smoke from the gunpowder. They will also be shooting off muskets, the noise would be equivalent to fireworks.

The fireworks display is by a registered technician on Monday, July 1 2019, with the fireworks location designated at the green space south of the Ball Diamonds, at the discretion and requirements of the Town of Sundre Fire Chief, and the approval of Chinook's Edge School Division.

Request for Relaxation of Noise for Fireworks display

# The Home Church Block Party – July 20 and August 10, 2019

- Request for Relaxation of Noise Bylaw for mostly sound system
- Request for Relaxation of Weapon Bylaw due to the use of a balloon slingshot.

#### **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 approve the requests for relaxation of the Noise and Weapons Bylaws for 2019 Events.

# **MOTION:**

The Town of Sundre Council approves the requests to relax Noise Bylaw 818, and Bylaw 763, Section 33 – Use of Firearms, Weapons and Fireworks, and Section 6 – Discharging of a Weapon for the following events:

- 1. Sundre Rodeo and Race Association Pro Rodeo weekend event, June 21<sup>st</sup> through June 23<sup>th</sup> 2019;
- 2. Historical Society Canada Day Fireworks Display and Annual Car Show July 1, 2019; and
- 3. The Home Church Block Party on July 20, 2019 and August 10, 2019.

Date Reviewed:	Done	6	2019	_ CAO: Londe	noba
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**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Fire Donations Restricted Surplus Transfers** 

**ORIGINATING DEPARTMENT** 

**Corporate Services** 

**AGENDA ITEM** 

8.8

#### BACKGROUND/PROPOSAL:

A Council motion is required to transfer funds to or from Restricted Surplus Accounts. The Sundre Fire Department routinely receives donations and utilizes those donated funds, which are held in and tracked through a Restricted Surplus Account.

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

During 2018, the Fire Department received \$25,000 from TransCanada Pipelines for the boat launch project, \$1,000 from XF Cattle Co. and \$200 from the Bernhardt Family for total donations of \$26,200. As well, expenditures of \$2,930.02 were incurred during 2018. This results in a net balance of \$22,172.70 to be transferred to the Fire Donations Restricted Surplus Account.

# **ALIGNMENT WITH STRATEGIC PLAN**

**Strategic Plan Priorities** 

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

#### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends Council approve the transfers as outlined

### **MOTION:**

The Town of Sundre Council approves the allocation of \$22,172.70 of operational funds to the Fire Donations Restricted Surplus Account.

Date Reviewed: Jone 6 2019 CAO: Londa Mobar



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Council Correspondence** 

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

8.9

# **BACKGROUND/PROPOSAL:**

Councillor Funke requested a discussion by Council on Council Correspondence.

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

# **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

1.1 Improve communications and transparency with our stakeholders.

# **ADMINISTRATION RECOMMENDATIONS:**

# **MOTION:**

That the Town of Sundre Council

Date Reviewed: June 6/2019 CAO: Linda Mcb



**COUNCIL DATE** 

June 10, 2019

**SUBJECT** 

**Council Committee Reports** 

**ORIGINATING DEPARTMENT** 

**Legislative Services** 

**AGENDA ITEM** 

11.1

# **BACKGROUND/PROPOSAL**

Councillor Cheri Funke has provided a report to Council for May 2019.

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

Please see attached report.

# **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. – Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

# **ADMINISTRATION RECOMMENDATIONS**

That Council accept the Council Committee Report for May 2019 from Councillor Cheri Funke.

# **MOTION**

That the Town of Sundre Council accept the Council Committee Report for May 2019 from Councillor Funke, as information.

Date Reviewed: June 7, 2019 CAO: Anda Meba

#### **Council Report**

#### May 2019

#### **Councilor Cheri Funke**

#### May 8 – Policy and Bylaw Committee

The Committee reviewed the Grant Policy and Council Remuneration Policy, put forth suggested changes and recommendations to Council.

#### May 8 – Seismicity – SPOG Information Night (Crammond Hall)

Since 2010, the AER, through Alberta Geological Survey (AGS), has been directly monitoring natural seismicity levels in Alberta and assessing subsurface energy resource operations (mainly completion activities such as hydraulic fracturing) for potential links to induced seismicity.

They have a 'traffic light' protocol implemented for oil and gas operations specifically targeting the Duvernay Formation in the Fox Creek area. It mandates assessment of hazards, monitoring, reporting, and planned response to set magnitude thresholds.

Everyone can access the data that AER records (they have an interactive earthquake map on their website). Every time someone causes seismic activity, they must report to AER outlining the activity and what they did to mitigate any activity. They are trying to change behaviors of operations by regulating it.

AER has put a new station in by the Red Deer airport, the station can track if the seismicity starts when the frac and ends when they stop.

Most faults in our area are vertical and sub-vertical. Nature does compact the stress and the faults can slip on their own but some would not if they had not been fracking. They are starting studies to see the affects of sight specific seismicity, especially in our area that exists on a bed of pit run.

# May 16 - Wastewater Treatment Plant tour - Red Deer

- Each Town that is connected to the plant is separately metered.
- All grit is separated out, compacted and then trucked to landfill.
- Plant 1 was built in the 70s and Plant 2 was built in the 80s.
- New screens require upgrading for capacity in plant 1.
- Plant 3 was recently completed to take on the north and south commission legs.
- Sylvan Lake will be online within a month
- Sludge is constantly removed from the ponds
- Their main concern is phosphorous, they have an alum injector but do not use it often
- The Town of Olds is waiting on a storm to see how their infiltration is, they believe they have a handle on it.
- There is capacity but not a large amount, they are waiting for Sylvan to come online but there is a contingency

- They have room to expand but they would lose lagoon space and they would have to truck their sludge out.
- They have chemscan analyzers to test their effluent
- They are not currently scanning for pharmaceuticals
- They have 5 bypass lagoons with the capacity of 4-5 days of storage available.
- Takes 28-30 days for the sludge to be ready to go.

#### May 17 - Police Act Working Group - Edmonton

- We are looking to have funding options ready for December
- They committee is recommending to the executive board that a letter be written to the Justice Minister to continue work being done on the Police Act.
- Current situation; Canadian police reported that the crime rate is 23% higher in rural areas, Alberta's crime rate is 28% higher in the rural areas.
- We discussed the platform of the new UCP government on justice.
- Discussion around the funding models in the different provinces. For Municipalities under 5000 the following funding models are in place;
  - BC 35% of the policing costs (the province covers the other 35% remainder), paid through the Police Tax.
  - Sask. For municipalities with a detachment: \$74.53/capita. For municipalities without a detachment: \$46.10/ capita. With an annual increase equal to the percentage increase to the RCMP budget.
  - Man. 100% for an independent police service. There is no charge for RCMP policing services provided by the province.
  - Ont. 100% for the contracted police service.
  - O Que. 100% for their own police service. 53% if hiring the Surete du Quebec.
  - o NS Current contract length is 20 years and annual value is \$100 million
    - Municipalities 64 million
  - NB 100% for an independent police service
  - PEI 100% for independent police service. 70% of the policing costs if contracting the RCMP services.

#### May 21 - Sundre and District Cemetery AGM

#### May 23 - Intermunicipal Collaboration Committee