



Regular Council Meeting
Council Chambers
February 24, 2020
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing – no public hearings**
3. **Agenda – Amendments and Adoption**
 - 3.1 February 24, 2020 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 February 10, 2020 Regular Council Meeting Pg. 1
5. **Delegation**
 - 5.1 Banff National Park Buffalo Re-introduction Project Pg. 6
6. **Bylaws/Policies – none**
7. **Old Business- none**
8. **New Business**
 - 8.1 Appointment to Committees Pg. 7
 - 8.2 Alberta Rural Utilities Section QMP Pg. 8
 - 8.3 Alberta Federation of Natural Gas Co-op's IMP Pg. 15
 - 8.4 Oldman River Regional GIS Partnership Pg. 20
 - 8.5 Intermunicipal Collaboration Framework (ICF) Pg. 23
 - 8.6 Waiver of Rental Fee Pg. 24
 - 8.7 Alberta Health Services (AHS) Pg. 28
 - 8.8 Spring Workshop Pg. 29
9. **Administration**
 - 9.1 Department Reports for January 2020 Pg. 30
10. **Municipal Area Partnership (MAP) – none**
11. **Council Committee Reports- none**
12. **Council Invitations / Correspondence**
 - 12.1 AFPA Mountain Pine Beetle Advocacy Pg. 51
13. **Closed Meeting**
 - 13.1 Advice from Officials – Section 24(1) (a) of the *FOIP Act*
 - 13.2 Disclosure harmful to economic and other interest of a public body –
Section 25 (1) (c)(ii) of the *FOIP Act*
 - 13.3 Advice from Officials – Section 24(1) (a) of the *FOIP Act*



Regular Council Meeting
Council Chambers
February 24, 2020
6:00 p.m.

- 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
February 10, 2020

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, February 10, 2020 commencing at 5:30 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
Manager of Operations, Jim Hall
Manager of Community Services, Sue Nelson
Development Officer/ Special Projects Administrator, Betty Ann Fountain
Recording Officer, Luana Smith

CALL TO ORDER

Mayor Leslie called the meeting to order at 5:30 p.m.

CLOSED MEETINGS – NOTICE TO PUBLIC

The following including Council were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer
Chris Albert, Director of Corporate Services
Public: None

CLOSED MEETING

Topic of Closed Meeting

Advice from Officials Section 24 of the *FOIP Act*

Res. 032-02-10-20 MOVED by Councillor Isaac that Council go into closed meeting at 5:30 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 033-02-10-20 MOVED by Councillor Isaac that Council return to open meeting at 6:00 p.m.

CARRIED

The meeting resumed at 6:03 p.m., with a moment of reflection on the business of the evening.

PUBLIC

There were 6 members of the public including delegations and press in attendance.

PUBLIC HEARING – no public hearings

Initials

AGENDA – AMENDMENTS AND ADOPTION

Res. 034-02-10-20 MOVED by Councillor Wolfe that the Agenda be approved as presented. **CARRIED**

ADOPTION OF THE PREVIOUS MINUTES

Res. 035-02-10-20 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 20, 2020 be approved as presented. **CARRIED**

Res. 036-02-10-20 MOVED by Councillor Dalke that the Minutes of the Special Council Meeting held on February 3, 2020 be approved as presented. **CARRIED**

DELEGATION

Res. 037-02-10-20 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. **CARRIED**

BYLAWS & POLICIES**Bylaw 2020-03 Establishment of Committees of Council**

Res. 038-02-10-20 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. **CARRIED**

Res. 039-02-10-20 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. **CARRIED**

Res. 040-02-10-20 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. **CARRIED UNANIMOUSLY**

Res. 041-02-10-20 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. **CARRIED**

Bylaw 2020-04 Central Alberta Regional Assessment Review Board

Res. 042-02-10-20 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.

CARRIED

Res. 043-02-10-20 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.

CARRIED

Res. 044-02-10-20 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.

CARRIED UNANIMOUSLY

Res. 045-02-10-20 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.

CARRIED**OLD BUSINESS****Sundre Aquaplex**

A 5 minute recess was requested by Councillor Dalke at 6:50 p.m.

The meeting resumed at 6:55 p.m.

Res. 046-02-10-20 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.

CARRIED**NEW BUSINESS****Sundre Minor Hockey**

Res. 047-02-10-20 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
- Town to have single point of contact with Sundre Minor Hockey

CARRIED

Capital Purchase Sewer Line Camera

Res. 048-02-10-20 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.

CARRIED**Grants to Organizations**

Res. 049-02-10-20 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:

Organization	Amount Requested	Amount Approved
Sundre Minor Hockey: Rental of Facilities for Bantam Tournament	\$4,325	\$4,325
The Flippin Barn – Signage	\$1,449	\$1,449
Olds & District Kiwanis Music Festival: Donation for annual event	\$500	\$250
Sundre & District Museum: Sundre Winterfest 2020	\$2,000	\$2,000
Sundre Palliative Care Association: Training Materials	\$6,500	\$2,000
Sundre Grad Class 2020 Prom Committee: Funding for Facility & Dinner and Prom	\$1,113.84	\$972.40
Sundre West Country Centre: Installation of Accessible Door	\$5,000	\$2,650
Greenwood Neighbourhood Place: Special Community Event Celebration of GNP	\$1,725	\$1,725
Foothills Bluegrass Music Festival: Venue Expenses	\$5,000	\$1,000
Sundre Rodeo & Race Association: Rodeo Event Expenses	\$15,000	\$5,000
Sundre Daycare: Waiver of Rental	\$5,000	\$0.00
Head to Toe Style: Storefront improvement	\$2,031.99	\$1,500
Royal Services: Upgrade of Downtown Core	\$4,245	\$1,500
Seniors Protected & Respected Under Community Engagement: (SPRUCE) Education & Awareness Campaign	\$4,590.35	\$2,500
Foothills Lodge Aux. Association: Helping dementia patient's programs	\$1,500	\$1,500
	\$59,980.18	\$28,371.40

CARRIED**Member Resignation from Vision for Sundre Committee**

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.

CARRIED**ADMINISTRATION** – *nothing to report***MUNICIPAL AREA PARTNERSHIP** – *nothing to report***COUNCIL REPORTS** – *nothing to report***COUNCIL INVITATIONS/CORRESPONDENCE** – *nothing to report*

CLOSED MEETINGS – NOTICE TO PUBLIC

Mayor Leslie excused all public members at 7:10 p.m. and advice that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following including Council were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer
 Chris Albert, Director of Corporate Services
 Jon Allan. Economic Development Officer
 Public: Mike Beukeboom

CLOSED MEETING**Topic of Closed Meeting**

Advice from Officials Section 24 of the *FOIP Act*

Res. 051-02-10-20 MOVED by Councillor Dalke that Council go into closed meeting at 7:15 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 052-02-10-20 MOVED by Councillor Wolfe that Council return to open meeting at 8:15 p.m.

CARRIED

ADJOURNMENT

Res. 053-02-10-20 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:15 p.m.

CARRIED

These Minutes approved this 24th day of February 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Banff National Park Buffalo Re-introduction Project
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Karsten Heuer has requested to speak to Council regarding the Banff National Park Buffalo Re-introduction Project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Mr. Keuer does not have any background information to present.

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 Report on the Banff National Park Buffalo Re-introduction Project as information.

MOTION:

That the Town of Sundre Council thank Mr. Karsten Heuer for attending the Council meeting and accept his report on the Banff National Park Buffalo Re-introduction Project as information.

Date Reviewed: February 21, 2020

CAO:

Amela Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Appointment to Committees
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

At the February 4, 2020 Vision for Sundre Committee meeting, the Terms of Reference for the Events & Festivals and Fundraising Committee were reviewed and were recommended to go to Council for approval to be included in the Establishment of Committees of Council Bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Vision for Sundre Committee requested the appointments of the following members, along with a Council member appointment:

Events & Festival Committee:

1. Moe Fahey
2. Councillor _____

Fundraising Committee:

1. Jacquie Bargholz
2. Councillor _____

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Financial Stability

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

ADMINISTRATION RECOMMENDATIONS:

That Council appoint the recommended members to the committees, along with one Council member to each committee.

MOTION:

That the Town of Sundre Council appoint Moe Fahey and Councillor _____ to the Events and Festival Committee.

That the Town of Sundre Council appoint Jacquie Bargholz and Councillor _____ to the Fundraising Committee.

Date Reviewed: February 21, 2020

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Alberta Rural Utilities Section QMP
ORIGINATING DEPARTMENT	Operations Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

Under the guidelines and practices of the Federation of Alberta Natural Gas Co-op's the gas department follows direction from the Rural Utilities Section of Alberta Agriculture and Forestry for the adherence of the Quality Management Program (QMP).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The signing and understanding of this document ensure that Council, CAO and Staff are ultimately responsible to provide, design and operate a safe gas distribution system for the residents and businesses of the Town of Sundre.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

The endorsement of this document is a regulatory requirement.

MOTION:

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.

Date Reviewed: February 21, 2020

CAO:



THE TOWN OF SUNDRE INTEGRITY MANAGEMENT PROGRAM

The Town of Sundre (The Utility) is committed to providing safe, environmentally responsible and reliable service as a natural gas Utility. (N1.1 & N.2. (i & j))

The Utility is committed to design of their pipeline system through the use of professional engineering services of CIMA+. (N.2 (a))

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

The Utility is committed to monitor the condition of the distribution system by implementing a maintenance program and maintaining a detailed documentation of inspections and repairs. (N.2 (b & c))

The Utility is committed to track failure incidents, external interference incidents, damage, deterioration, environmental protection, and safety to any and all parts of its distribution system. The Utility is committed to report all such incidents to the proper governing authorities. (N.2 (e to i))

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

The Utility's Board of Directors ensure that the distribution system is designed, constructed, operated, maintained and funded in a manner that will ensure the safety of its customers, employees or the general public. This is ensured by the adoption of Alberta Rural Utilities Quality Management Plan (QMP) and the adoption of the Operation and Maintenance Guidelines. (N.3.1)

The Utility considers anything that disrupts the service of their distribution system as significant and will take preventative measures to mitigate future occurrences. (N.3.2)

The Utility has assigned the responsibility of administering the integrity management program to the Operations Manager. Those responsibilities shall include:

- Pipeline integrity management program development and improvement
- Records management
- Pipeline integrity management program planning and reporting
- Implementation of plans
- Integrity performance indicators
- Integrity program audits, reviews, and evaluations. (N.3.3)

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

- Location of all pipelines through a current and accurate mapping system

- Identification of pipeline class locations (Z662-15 Table 4.1)
- Properly designed pipelines including operating pressure maximums, load surveys and all other pertinent operating conditions
- All pipeline specifications, quality assurance documents, material inspection data sheet (MIDS), test reports, joining and inspection records, pressure testing reports, Cathodic protection system design and performance (N.5.1)

The Utility is committed to the upkeep of a documentation system and to also ensure an effective means of retrieval of all information. (N.5.2)

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

- Gas Utility Operator Training
- Gasfitter
- RMO Training
- Emergency Response Training
- First Aid & CPR
- H₂S
- WHMIS
- Confined Space Entry
- Transportation of Dangerous Goods
- High Energy Joining
- PE Fusion
- Olfactory Testing
- Ground Disturbance
- Defensive Driving

The Utility will maintain documentation that tracks certification expiry dates and is committed to ensure the level of training meets industry requirements. This training is available through the Federation of Alberta Gas Co-ops and/or local accredited training facilities. (N.7)

The Utility is committed to a process for managing change that can affect the integrity of the distribution system. This process includes: (N.6.1)

- Maintaining current records of foreign pipelines and other facilities through yearly updating of the mapping system
- Employment training and job shadowing to ensure a continuous qualified staff
- Staggered elections of Directors to ensure seamless policy direction
- Scheduled maintenance on piping and control systems to identify changes that could affect the integrity of the distribution system
- Maintain odorant levels through monthly olfactory testing
- Yearly self-audit of the integrity management program and its records to ensure effective integrity management

- Scheduled right-of-way patrolling to monitor right-of-way conditions, adjacent land use and development
- A scheduled review of the Operation & Maintenance Guidelines to ensure compliance with changes in standards and regulations

The Utility is committed to track and implement the following items in managing change process: (N.6.2)

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

The Utility shall follow procedures set out in the Operations & Maintenance Guidelines for investigating and reporting failure and external interference incidents. Such incidents shall be documented and reported to the proper authorities immediately. Documentation shall include location, incident date and time, weather conditions, operation of pipeline, pipe design, coating condition, cathodic protection status, external interference, joining method and volume release. An analysis of each incident shall be undertaken to seek improvements to the IMP on a per incident basis. (N.10)

The Utility is committed to identifying hazards that can lead to a failure or external interference incident. The Utility will keep records of all failure or external interference incidents for the life of its pipeline system. Using this historical data will allow the identifying of hazards on a specific section of the distribution system as well as identify any repeat external interference incidents. If one section of the distribution system shows an abnormal failure rate, that section will be monitored more frequently and replaced if deemed necessary. (N.8)

The Utility is committed to reducing exposure to risk through preventative analysis, evaluation and refinement. The Utility takes into account the frequency and consequences of incidents, the significance of the estimated risk and identifying, evaluating and implementing options for reducing risk. (N.9.1 & N.9.2)

If the Utility deems the risk level to be significant, a more in depth analysis will be undertaken. The Utility will consult with a third party specialist and undertake further investigation as may be required to lower the risk level to be not significant. (N.9.3 & N.9.4)

The Utility is committed to reduce the frequency of failure incidents associated with improper operation and control system malfunction in the following manners: (N.10.1)

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

The Utility is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: (N.10.2)

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

The Utility is committed to reduce the frequency of failure incidents due to manufacturing and/or construction defects by the following: (N.10.3)

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

The Utility is committed to reduce the frequency of failure associated with natural hazards by the following: (N.10.4 & N.13.3)

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

The Utility is committed to reduce the consequences associated with failure incidents by the following: (N10.5)

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

Utility is committed to establishing plans and schedules related to pipeline system integrity management. (N.11.1)

The Utility takes the following into consideration when planning its Integrity Management Program: (N.11.2)

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

The Utility is committed to document all methods used to prioritize and schedule activities related to its IMP. (N.11.3)

The Utility's management reviews its IMP annually to ensure its effectiveness and to identify any deficiencies in its program. Management will inform the appropriate personnel of any integrity issues. (N.11.4 & N.11.5)

The Utility is committed to follow all procedures set out in the Operation & Maintenance Guidelines for inspecting, patrolling, testing and monitoring its distribution system. The Utility will adhere to all Z662 inspection frequencies and methods. This will include: (N.12.1)

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

If Z662 does not specify frequencies, the Utility bases its frequency of inspections on historical data of its distribution system and industry standards. (N.12.2)

The Utility uses PUREHM INC. to evaluate the condition of the cathodic protection of the system and follows corrective actions as recommended. (N.12.3 & N.12.4 & N.12.6)

Where applicable, the Utility will perform the necessary chemical analysis of the natural gas in its distribution system to ensure the absence of corrosive agents. Upon opportunity, inspect all coupon/cutouts on metallic pipelines for internal corrosion. The results of this inspection/analysis will be documented. (N.12.5)

The Utility includes in its documents of inspections, testing, patrolling and monitoring the following: (N.12.7)

- Dates performed
- Methods and equipment used

- Results and observations and subsequent acceptability of those results
- Recommendations and implementation of those recommendations

If inspections indicate the presence of imperfections that might lead to a failure incident, the Utility follows the recommendations of PURE HM's engineering assessment and takes corrective actions. (N.13)

The Utility operates a small diameter sweet natural distribution system which is not conducive to failures of significant consequences. (N.14)

The Utility annually reviews the integrity management program to ensure its effectiveness. The Utility implements the recommendations of the independent audit provided by the Federation of Alberta Gas Co-op. (N.15.2)

Approved and Adopted:
Bylaw or Resolution No. _____

Dates this _____ day of _____ 2020

Mayor

Chief Administrative Officer

Operations Manager



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Alberta Federation of Natural Gas Co op's IMP
ORIGINATING DEPARTMENT	Operations
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Under the guidelines and practices of the Federation of Alberta Natural Gas Co op's the Town of Sundre is required to endorse an Integrity Management Plan (IMP) that lists procurement of engineering services and adherence to all associated practices to operate a safe, reliable gas distribution to the residents and businesses. This is an annual document that is reviewed for its effectiveness.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The signing and understanding of this document ensure that Council, CAO and Staff are ultimately responsible to provide, design and operate a safe gas distribution system for the residents and businesses of the Town of Sundre.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

The endorsement of this document is an Alberta Federation of Natural Gas Co-op's member requirement.

MOTION:

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.

Date Reviewed: February 21, 2020

CAO: Amida Nebun

Quality Management Plan

Town of Sundre Gas Utility

Preamble

This Quality Management Plan (QMP) is intended to cover the design, construction and operation of a rural gas distribution system in accordance to requirements under the *Gas Distribution Act*.

The Town of Sundre (hereinafter referred to as "the distributor"), owns and operates a rural gas distribution system in Alberta and offers and provides natural gas service to residents in a specific area of the province. The Municipal Council ultimately and with the support of the Chief Administrative Officer (CAO) and/or the gas utility Manager and staff, take full responsibility for ensuring that its distribution system is designed, constructed, operated and maintained in a manner consistent with section 2 of the *Gas Distribution Act* so as to ensure the safety of its customers, employees, and the general public. Annual review of this QMP document by both the Municipal Council and the CAO and/or the gas utility Manager, in conjunction with the annual submission of as-built plans and maintaining operation and maintenance expectations of the distribution system constitute the approval to operate a natural gas distribution system in Alberta.

QUALITY MANAGEMENT PLAN FUNCTIONS

Standards

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

- The Gas Distribution Act
- The Municipal Government Act
- The Gas Utilities Act, as applicable
- The Pipeline Act and Regulations, as applicable
- The Occupation Health and Safety Act, and all codes and regulations, as applicable
- Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard
- Canadian Standards Association (CSA) Z246.2 Emergency Preparedness and Response for Petroleum and Natural Gas Industry Systems
- The Technical Standards Manual for Gas Distribution Systems in Alberta, issued by Rural Utilities
- Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities issued by the Federation of Alberta Gas Co-ops Ltd.
- Alberta Energy Regulator (AER) Directive 71 Emergency Preparedness and Response Requirements for the Petroleum Industry (as applicable)

Distributors are also expected to maintain appropriate insurance coverage.

Design

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

- Acquiring the services of a qualified gas distribution Engineer (recognized by APEGA) or a designated P. Tech (Eng) (Professional Technologist) in accordance with the *Engineering and Geoscience Professions Act* to determine system requirements, and/or
- Working with the Engineer/P. Tech. to establish pipe and station design, pipe sizing minimum end line pressure, appropriate route selection, and design and material requirements.
- Acquiring pipe that has been inspected under the Quality Assurance Program (QAP) and approved by Rural Utilities.

Construction Testing and Commissioning

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

- Have a documentation process in place that systematically identifies and tracks all the specific approvals, agreements, utility rights-of-way, etc. required and the dates acquired for each.
- Ensure that all pipelines are buried to the depths specified in the Technical Standards and Specification Manual for Gas Distribution Systems manual by:
 - Providing the contractor with the depth specifications and documenting the information and time of presentation.
 - Spot checking pipeline depths during and/or after the time of installation and documenting the findings.
- Establish a system for recording and auditing the location, and material information for all pipe installed.
- Ensure that all pipelines are tested to the pressures and times specified in the Technical Standards Manual for Gas Distribution Systems
 - Spot checking charts/pressure data (i.e. start time/location information) during testing and document these checks.
 - Record all the test, location, and material data on a test confirmation report.
 - Purging each pipeline using an approved method, prior to putting the line into service, and documenting the findings.
- Ensure proper regulator and relief valve configuration and capacities are in place to adequately protect the distribution system and customer installations from excessive pressures by:
 - Providing the technical information required to determine the proper capacities and configuration of the equipment to a qualified installer.
 - Developing a specific audit procedure to ensure the correctness of the regulator and relief valve installation.
- Ensure pipeline warning signs are properly installed by inspecting all new crossings and above ground facilities, to confirm the placement of signs, and document accordingly.

Operation, Maintenance and Repair

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

- Employ or contract the services of qualified field staff to safely operate and maintain the system. The level of manpower requirements will be established by developing a plan or formula, based on historical

performance, system requirements and the level of service committed to by the distributor to complete these functions in accordance with industry standards.

- Ensure that the level of safety equipment for both the shop and emergency response vehicles (as adopted in the Guidelines for Operations & Maintenance Practices in Alberta Natural Gas Utilities) in addition to personal protective equipment (PPE), is provided, inventoried, maintained, and calibrated as and if required.
- Monitor the levels of gas loss by:
 - Recording and comparing wholesale tap purchases on a weekly basis.
 - Comparing the wholesale purchases to the retail sales on a monthly basis
 - Physically checking the system for leaks by performing a leak detection survey on the distribution pipe lines at intervals of at least the following:
 - Urban systems - every three years.
 - Rural systems – every five years.
- Ensure that the proper levels of readily detectable odorant are maintained in the system by:
 - Checking the odorant tank levels at every tap location every month and recording findings.
 - Testing or monitoring for levels of readily detectable odorant on a regular basis, not less than once a month at each test location.
 - Maintaining records of monthly readings and spot checking and documenting those results at reasonable intervals.
- Ensure all underground damage and leaks are diligently repaired and reported to the appropriate regulatory body:
 - Damage or leaks to high pressure (> 700 kPa) pipelines or facilities must be reported to the Alberta Energy Regulator (AER).
 - Damage or leaks to low pressure (< 700 kPa) pipelines or facilities must be reported online to Rural Utilities through the Rural Utilities Portal. Distributors access the Portal through their My Alberta Digital ID for Business (MABI). See <https://partners.agric.gov.ab.ca> for more information.
- Develop and maintain a regular preventative maintenance program (i.e. leak detection surveys, cathodic protection surveys, regulator station operation and painting of above ground facilities) to safeguard the distribution system against premature deterioration. The frequency of these activities must be scheduled as established in the distributor's Operations and Maintenance program.
- Establish a maintenance/control system of equipment used to locate pipelines, measure concentrations of odorant and gas, levels of cathodic protection, pressure gauges, etc.

Emergency Preparedness and Response

To ensure that employees understand the distributor's program to respond to emergency situations, the distributor will:

- Develop an Emergency Response Program (ERP) to effectively respond to emergencies, promote safety of workers, responders and the public. The program should cover training, resources and equipment for responding to the following (but not limited to):
 - Pipeline leaks or ruptures,
 - Fires and explosions,
 - Unplanned system outages,
 - Dangerous good spills, and
 - Gas odour notifications.
- Document employee's training and participation in annual tabletop or communications exercises and ERP reviews.
- Actively participate with community emergency services in major field mock disaster exercises (held once every three years).

- Annually review internal emergency response procedures to update the distributor's effectiveness.

Surveying and Plant Records

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

- Maintain an up-to-date set of as-built plans of the gas distribution system in the distributor's office.
- Monitor the progress of as-built surveys and mapping to ensure that the as-built plans are submitted to Rural Utilities by March 31 of the year following construction.
- Review the as-built drawings and documentation against each year's new customer location listing for completeness.
- Submit all required Alberta One-Call database updates for distribution system additions or removals.

RESPONSIBILITY

This Quality Management Plan highlights the safety related components of the Town of Sundre gas utility's design, construction, operation, and maintenance programs. The 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.

This Quality Management Plan was reviewed at the council meeting held on: _____ and council meeting minutes are attached

Dated _____

 Mayor

I have read and will support the Municipal Council in the compliance of this Quality Management Plan:

Dated _____

 CAO and/or the Gas Utility Manager

Annual review of QMP required

This QMP must be reviewed and signed by the Municipal Council and the Chief Administrative Officer and/or the Gas Utility Manager on an annual basis and submitted to Rural Utilities by March 31 of each year.



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Oldman River Region GIS Partnership
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

The Oldman River Region GIS partnership is seeking grant funding in conjunction with the Town of Coaldale, to enhance their GIS infrastructure to meet the needs of evolving requirements for its 45 member municipalities. GIS information is now a key component that ties in multiple facets within a municipality from planning, finance, public works, and policing while at the same time, provides front line access to municipal rate payers.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The membership will rely on a long-standing and successful relationship with the Oldman River Regional Services Commission (ORRSC) who has acted as a GIS contractor for the past 17 years for the 45 member municipalities. Guidance will be provided throughout the enhancement process, as the members play the most important role in the project, as they, in the end, are the users of the GIS system and will be providing constant input to help mold and shape the final project. The Town of Sundre will not incur any costs associated with the enhancement project, continuing to utilize ORRSC as a source of GIS information and mapping.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

The Oldman River Region GIS partnership is requesting the Council of the Town of Sundre sign a Resolution in support of the application for the 2020 Oldman River Region GIS Enhancement Project submitted by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant.

MOTION:

That the Town of Sundre Council approve to participate in an application for the 2020 Oldman river Region GIS Enhancement Project by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant.

Date Reviewed: February 21, 2020

CAO:

Amela Nelson

Alberta Community Partnership – IC Council Resolution

- 1) Be it resolved that we authorize the _____
(Name of Municipality)

to participate in an application for the 2020 Oldman River Region GIS Enhancement Project submitted by the **Town of Coaldale** under the **Intermunicipal Collaboration** component **Alberta Community Partnership Grant**, further

- 2) That the _____, a participant, agrees to
(Name of Municipality)

abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Duly Authorized Signing Officer

Date

2. Project Description

The Oldman River Region GIS partnership is seeking grant funding to enhance their GIS infrastructure to meet the needs of evolving requirements for its 45 member municipalities. The partnership's current version of GIS software is approaching the end of its lifecycle, and in that time not only has the landscape of GIS sophistication changed, but the amount of different types of GIS users within a municipality has increased exponentially. GIS information is now a key component that ties in multiple facets within a municipality from planning, finance, public works, and policing while at the same time, provides front line access to municipal rate payers. The partnership aims to utilize a software package provided by ESRI, the worldwide leader in geospatial software, to build a new, highly functional and expandable GIS solution that will provide all users with the necessary tools to make informed decisions.

The membership will rely on a long-standing and successful relationship with the Oldman River Regional Services Commission (ORRSC) who has acted as their GIS contractor for the past 17 years to offer guidance throughout the enhancement process. Along with ORRSC's guidance, the members will play the most important role in the enhancement project as they, in the end, are the users of the GIS system and will be providing constant input to help mold and shape the final project. The consultation will include frequent "inside looks" at the performance and layout of each member site individually as it is being built.

The enhancement project will first produce a new GIS viewer for all users using Geocortex software. Geocortex is a Canadian GIS solution offered as part of a suite from ESRI Canada and is an award winning GIS viewer that is used across many municipalities in Canada and the United States. The Geocortex software is scalable and can be continually expanded with additional tools, reporting functions, and workflows to meet the needs of large municipalities while on the other hand, can be easily simplified for use in a small municipality. The use of Geocortex allows for never before seen customization using workflows to create custom operations within the GIS itself.

Secondly, the project will allow the use of feature rich web mapping applications which have become very prevalent in the world of GIS in the past five years. Member municipalities will be able to have ad-hoc web mapping applications created in very little time that are able to serve a very specific purpose. These applications can be department specific and can be created for use over various periods of time from an app showing a parade route that will only be used for a few weeks, to a permanent application that takes users on a walking tour of the municipality which highlights historic buildings. The latter map, known as a "tour" map was voted as one of the top new features of the ESRI web map applications and is now being used by municipalities to aid tourism and economic development.

This enhancement project with the assistance of renowned software solutions provided by ESRI will greatly increase each of the 45 members' efficiency, accountability and service delivery to their rate payers.



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Intermunicipal Collaborative Framework (ICF)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND/PROPOSAL:

On September 10, 2018, the Town of Sundre Council passed resolution 354/18:

MOVED by Councillor Warnock that the Council of the Town of Sundre approve the intermunicipal Collaboration Framework Master Agreement, and that the Mayor and Chief Administrative Officer be authorized to sign the Agreement on behalf of the Town of Sundre.

The deadline for municipalities to have their Intermunicipal Collaborative Framework in place is April 1, 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

A joint motion by Mountain View County and the Town of Sundre is required to notify the minister that the Master Agreement is complete and that an existing Intermunicipal Development Plan is in place.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 6. Regional Cooperation

Goal 6.1 Build upon and improve our relationships with our regional partner.

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

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.

Date Reviewed: February 21, 2020

CAO: Amela Nelson



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Waiver of Rental Fees
ORIGINATING DEPARTMENT	Community Services
AGENDA ITEM	8.6

BACKGROUND/PROPOSAL:

Jacqueline Smith is requesting a fee waiver for the rental of the Community Centre for a forum on AHS on February 23, 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In-kind funding would normally go through the Grants to Organizations Program. The date for the event is on Sunday, February 23, 2020.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

The motion will be made at Council's discretion.

MOTION:

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.

OR

That the Town of Sundre Council accept the request for a fee waiver for the Community Centre in the amount of \$169.10 for a forum on Alberta Health Services on February 23, 2020., as information.

Date Reviewed: February 21, 2020

CAO: Donna Nelson



Luana Smith <luana.s@sundre.com>

FW: Request to waive community centre rental fees

1 message

Linda Nelson <linda.n@sundre.com>
To: Luana Smith <luana.s@sundre.com>

Wed, Feb 19, 2020 at 1:25 PM

Luana:

Please see below.

Linda

From: Jacqueline Smith <jacquelinemariasmith@gmail.com>
Sent: Tuesday, February 18, 2020 6:03 PM
To: linda.n@sundre.com
Subject: Request to waive community centre rental fees

Greetings !

I've been helping Moose and Squirrel to promote a forum for the community on changes to AHa service directly affecting our community.

I won't go into details , as I'm sure you aware.

I was hoping to get on the agenda to to submit a request to waive fees for the rent of the community centre on February 23, 2020

Barb Rock has requested I include you in my request .

Thank you

Jackie Smith

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

RENTAL DATE(s): Sunday, February 23, 2020
GROUP/ORG: Moose & Squirrel Medical Clinic
TYPE OF USE: Community Centre Event/Not For Profit Day Rate
Rural Health Care
Contact Name(s): Jacqueline Smith 403-636-0556 jacquelinemariasmith@gmail.com
Contact Phone/E-mail: admin@sundremedicalclinic.com 403-638-4433
Billing Address: Box 990, Sundre, AB T0M 1X0

Date: Sunday, Feb 23 Date: _____
Start Time: 3:00pm Start Time: _____
End Time: TBD End Time: _____

Auditorium Fees:

Rental Fee:	<u>\$161.05</u>	x	<u>1</u>	Days	<u>\$161.05</u>
Deposit:	_____				
Subtotal:	<u>\$161.05</u>				
GST:	<u>\$8.05</u>				
Total:	<u>\$169.10</u>				

PALS Insurance Required: No
Pro Serve Bartenders Cert. No
Liquor Licence: No

Conference Room Fees: Included

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

Staff required: _____

Sub Total: \$161.05

GST No. 108130287RT001

Plus GST: \$8.05**Deposit: \$0.00****TOTAL: \$169.10**

Notes: Please review booking dates and times to ensure they are correct, advise if you have any set up requirements prior to your rental. Signature and payment required before rental date.
Contact information: facilitybookings@sundre.com 403-638-2042
Payment can be made at the Town Office Mon-Fri 8:00am to 4:00pm, 403-638-3551.

If you have any concerns during your rental please call 403.586.3408

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

Confirmation / Cancellation

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

Deposit

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

Refund

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

Cleaning Fee

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

Liability

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

Room Capacities

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

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

Renter/Date

Barbara Rock, February 18, 2020

Town of Sundre/Date

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

Keys Required:

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



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Alberta Health Services
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.7

BACKGROUND/PROPOSAL:

Councillor Funke has requested a discussion on Alberta Health Services.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at the Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

At Council's discretion.

MOTION:

At Council's discretion, pending results of the discussion.

Date Reviewed: February 21, 2020

CAO:





REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Spring Workshop
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.8

BACKGROUND/PROPOSAL:

Discussions regarding taking the Spring Workshop off site have occurred.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

It has been found that taking meetings off site is especially important when making strategic decisions and promotes brainstorming. Participants are not be as easily distracted as they may be in their usual surroundings. This leads to improved productivity and better meeting outcomes.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

COSTS/FINANCIAL

Administration has researched the costs associated with having the Spring Workshop in Red Deer, Alberta. The requirements would be:

- Meeting space
- Meals
- Lodging

The cost would be no more than \$4500.00; however, if Council used their individual budgets for their accommodation the cost would be below \$3000.00.

ADMINISTRATION RECOMMENDATIONS:

The motion will be at Council's discretion.

MOTION:

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 \$4,500.00.

OR

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.

OR

That the Town of Sundre accept the information on holding the Spring workshop April 3-5, 2020 in Red Deer as information only.



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	Departmental Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for January 2020 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- 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 January 2020, as information.

ATTACHMENTS:

Department Reports (7)

Date Reviewed: February 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:	Not all Council Members Submit Reports
RESOLUTIONS/SUCCESES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "A" to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESES:	Provided are the motions from January 6 and 20 Regular Council Meetings attached to document as Schedule "B".
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESES:	Correspondence sent out by either a member of Council or the CAO is provided for Council's review and information attached to document as Schedule "C".

LIST & PROVIDE ATTACHMENTS:

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

Attachment #1	Council To-Date Expense Reports
Attachment #2	Resolution/Motion Log for January 2020
Attachment #3	Correspondence sent by CAO or Council in January 2020

SCHEDULE A

Mayor Terry Leslie

\$ 15,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 14,825.00
2020-01-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 14,650.00
2020-01-22	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,475.00
2020-01-23	AUMA President's Summit - Edmonton	Per Diem	\$ 175.00	\$ 14,300.00
2020-01-23	AUMA President's Summit - Edmonton	Registration	\$ 50.00	\$ 14,250.00
2020-01-30	MAP Meeting - MVC	Per Diem	\$ 175.00	\$ 14,075.00
2020-01-22	Jan. 22/23 Edmonton President's Summit	Mileage	\$ 282.08	\$ 13,792.92
2020-01-16	Red Deer River Municipal Users Group	Mileage	\$ 202.29	\$ 13,590.63
2020-01-30	MAP Meeting - MVC	Mileage	\$ 56.18	\$ 13,534.45
				\$ -
			\$ 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
			\$ 175.00	\$ 5,825.00
			Spent	Remaining

Councillor Charlene Preston

\$ 6,000.00

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

Councillor Richard Warnock

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2020-01-25	Council Governance Workshop	Per Diem	\$ 175.00	\$ 6,000.00
			\$ 175.00	\$ 5,825.00
			Spent	Remaining

Councillor Robert Wolfe

\$ 6,000.00

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

2020 COUNCIL MOTION LOG
SCHEDULE "B"

January 6, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
01-06-01-20	MOVED by Councillor Wofe that the agenda be adopted as presented.		
02-06-01-20	MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on December 15, 2019 be approved as presented.		
03-06-01-20	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2019-23 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.		
04-06-01-20	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
05-06-01-20	MOVED by Councillor Preston that the Town of Sundre Council give second reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
06-06-01-20	MOVED by Councillor Warnock that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
07-06-01-20	MOVED by Councillor Wolfe that the Town of Sundre Council give third and final reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.		
08-06-01-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence and November 7, 2019 minutes from Parkland Regional Library Board, as information.		
09-06-01-20	MOVED by Councillor Warnock that Council go into closed meeting at 6:18 p.m.		
10-06-01-20	MOVED by Councillor Dalke that Council return to open meeting at 7:51 p.m.		
11-06-01-20	MOVED by Councillor Dalke that Council direct Administration to write a letter of support for the grant application to the CRTC for Broadband.	JA/LS write letter	Completed
12-06-01-20	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:52 p.m.		
January 20, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
13-20-01-20	MOVED by Councillor Isaac that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2019-17, being a Bylaw to amend a portion of Land Use Bylaw 2018-10.		
14-20-01-20	MOVED by Councillor Dalke that the Agenda be approved as amended with the following changes: Add item 13.2 Advice from Official Section 24 of the FOIP Act Item 6.2 Municipal Emergency Management Bylaw 2020-02 add the word "emergency" following the words "state of local"		
15-20-01-20	MOVED by Councillor Funke that the Minutes of the Regular Meeting of Council held on January 6, 2020 be approved as presented.		
16-20-01-20	MOVED by Councillor Isaac that the Town of Sundre Council table this item until further information from Administration can be presented.		

2020 COUNCIL MOTION LOG

[illegible]



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

January 6, 2020

Children's Services/Central Region
3rd Floor Bishops Place
4826 Ross Street
Red Deer AB T4N 1X4
Attention: Joleen Losness

RE: Greenwood Neighbourhood Place Society, Sundre

Dear Ms. Losness

On behalf of the Council and the citizens of the Town of Sundre, I am very pleased to offer this letter of support for Greenwood Neighbourhood Place Society in their application for the Family and Community Resiliency Division grant funding. Greenwood Neighbourhood Place staff and a league of volunteers are committed to the work Greenwood Neighbourhood Place Society provides and are to be commended for their support of our community.

Greenwood Neighbourhood Place Society and the Town of Sundre have a collaborative partnership by supporting the services delivered by Greenwood Neighborhood Place. The organization strives to ensure that the prevention and early intervention programs are in place by offering social programs as well as access to information and referral services to families, potentially affected by low income barriers, low coping skill set, unemployment, isolation or lack of adequate family support.

Greenwood Neighbourhood Place Society has been proactive in looking to the future and assessing the needs of the community. They have a strong presence in Sundre and area and have a proven track record of demonstrating efficient services, leading in community initiatives, program outcome and performance monitoring and fiscal accountability. Greenwood Neighbourhood Place is known as a safe and accessible organization for families to ask for guidance which is provided by knowledgeable staff who are sensitive and respectful, while maintaining client confidentiality.

On behalf of Council, we fully support the funding request for the Family Resource Network (EOI) 2019 program grant and ask that you consider funding Greenwood Neighbourhood Place Society.

Yours Truly,

Terry Leslie, Mayor

Cc: Town of Sundre Council
Chief Administrative Officer, Linda Nelson

January 14, 2020

The Canadian Radio-television and Telecommunications Commission (CRTC)
Ottawa, ON K1A 0N2

Dear selection committee,

RE: Letter of Support Broadband Fund – Second call for applications

On behalf of the Council, businesses and the citizens of the Town of Sundre, I am pleased to offer this letter of support for the application for funding to provide telecommunication services through the Telecom Notice of Consultation CRTC 2019-372, Broadband Fund – Second call for applications grant program.

The Town of Sundre is nestled in the foothills of the Rocky Mountains and is the quintessential Alberta community. Hard-working. Near nature. Booming Tourism. Agricultural roots. Resource dominated economy.

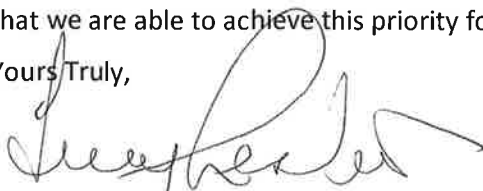
The Town of Sundre has recognized having Broadband service as a priority in the community for many years and this initiative has been included in the Town of Sundre Strategic Plan.

With a small population of nearly 3,000 people, but with a trading area population of 8000, Sundre is a regional trading hub. The businesses and citizens of the Town are in dire need of better connectivity to continue to be a viable community that is able to attract and retain businesses and invite new residents to a progressive yet unique community with reliable services.

In a ruling in 2016 the CRTC declared broadband internet a basic telecommunications service. Over three years after this ruling, the Town of Sundre is still struggling to have this serviced provided. The Town has been working with various internet service providers to resolve the broadband issue, and with support from the CRTC through the second intake of the broadband grant, we are confident that this much needed service will be a reality for the Town of Sundre.

On behalf of Council, I fully support any request for funding that would bring this much needed service to Sundre, so that we are able to achieve this priority for the community.

Yours Truly,



Terry Leslie, Mayor

Cc: Town of Sundre Council
Chief Administrative Officer, Linda Nelson

January 21, 2020

Sam Smalldon
sam.smalldon@mvsh.ca
Chief Administrative Officer
Mountain View Seniors' Housing

Dear Mr. Smalldon:

RE: Taxation Notices – Roll No. 2399000 for MVSH Sundre Life Lease

Thank you for your letter dated December 5, 2019 regarding the taxation of the 18 life lease suites in the Sundre Seniors' Supportive Living Facility.

Based on the contents of your letter, Town of Sundre Administration contacted Alberta Municipal Affairs regarding the taxation of the life lease properties. According to Municipal Affairs, Life-lease housing units are assessable and fully taxable, which is consistent with our current practice. The decision by Municipal Affairs outlines that the units should be individually assessed at market value, similar to condominium units, and as they are not part of the "care" operations related to health services there is nothing in the legislation that allows an exemption for these units on that basis. As well, legislation requires that all residential property units be assessed as fee simple property (Matters Relating to Assessment and Taxation Regulation (MRAT), 2018 Section 5(b)).

In regards to the appeal process, Mountain View Seniors Housing is subject to the same appeal rights as any other property owner within the Town of Sundre. Only the current assessed value of a property may be appealed and appeals cannot be made in regards to a taxation amount, exemption status, or prior year assessments. You may submit an informal appeal of the valuation by contacting the Town of Sundre Assessor or you may submit a formal appeal complaint in accordance with legislation. Both informal and formal appeals would be based on the current year assessment notices and must be filed no later than 60 days after the date on the notice.

Town of Sundre Council does have the authority to waive the taxes levied on a property, however that request cannot be submitted until the 2020 Tax Notices and Assessment have been sent out. In addition, Council may decide to provide an exemption under section 364(2) of the *Municipal Government Act* (MGA), which requires a formal request and would apply to the taxation process after the bylaw comes into force.

Should you wish to make a request of Council, please contact Linda Nelson and provide the specific nature of the request and any presentation documentation in advance.

Sincerely,



Chris Albert, CPA, CGA
Director of Corporate Services

Cc: Linda Nelson, CAO

January 22, 2020

Michael Merritt
Chief Administrative Officer
Town of Olds
4512 – 46 Street
Olds AB T4H 1R5

Dear Mr. Merritt

RE: 2020 Alberta Community Partnership – Intermunicipal Collaboration Application

At the January 20, 2020 Regular Council Meeting the Town of Sundre Council was presented with your letter to Alberta Municipal Affairs on the above noted grant for the updating of the Regional Parks, Recreation and Culture Master Plan.

The Town of Sundre Council supports this application and made the following resolution:

Res. 021-01-20-20

Moved by Councillor Isaac that the Town of Sundre Council support the Town of Olds in the application for funding for the 2020 Parks, Recreation and Culture Master Plan Update for the six municipalities within the region, including Mountain View County, under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and the Town of Olds will be the managing partner for the grant application.

The motion was carried unanimously.

We look forward to working with the Town of Olds, Carstairs, Didsbury, Village of Cremona and Mountain View County on this project.

If you have any questions, please feel free to contact me.

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	February 10, 2020
FOR MONTH OF	January 2020

TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 4 • Building Permits – 2 • Electrical Permits – 0 • Gas Permits – 0 • Plumbing Permits – 0
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Discretionary Development Permit included: <ul style="list-style-type: none"> • Variance required for manufactured home side yard setback • Permitted Development Permits included: <ul style="list-style-type: none"> • Addition to commercial building (to accommodate liquor store at downtown hotel); • Home Occupation – Minor; • Sandwich Board sign. • Building Permits issued for commercial addition & sprinkler upgrade at hospital; • Electrical, Gas and Plumbing Permits - none issued.
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs - 0
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:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • 0 subdivision applications were received and processed:
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Although no subdivision applications were received in January 2020, Administration is tracking the Developer's progress to meet conditions of 2019 subdivision approvals.
TOPIC #4:	Re-designations (amendments to the Land Use Bylaw Map)
ISSUES:	<ul style="list-style-type: none"> • 0 re-designations received in January 2020 •
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • No Public Hearings were scheduled in January 2020 for re-designations.

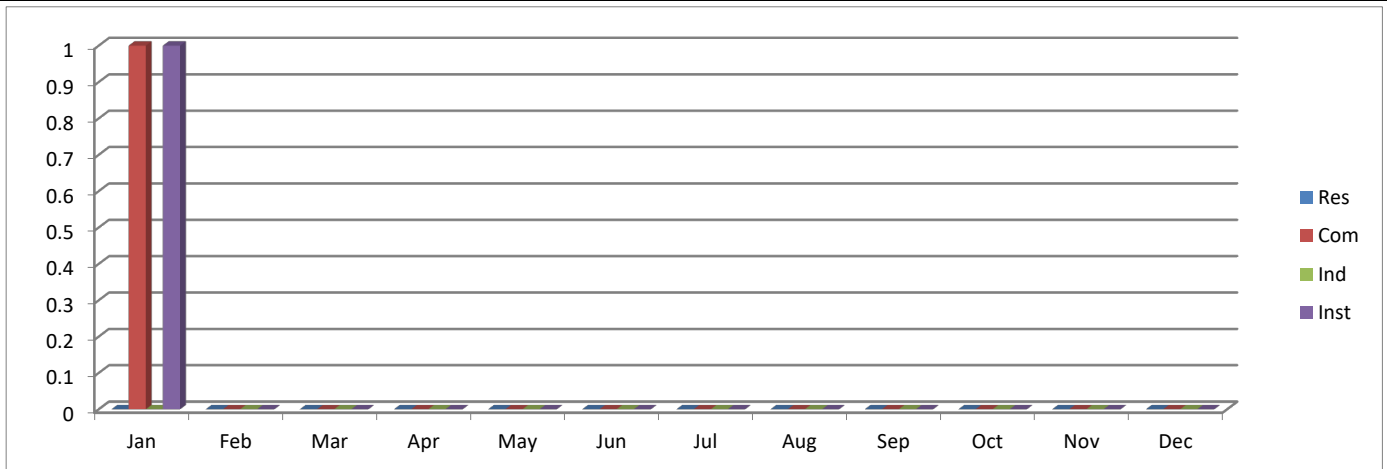
TOPIC #5:	Land Use Bylaw
ISSUES:	<ul style="list-style-type: none"> Public Hearing held January 20th for Bylaw 2019-17- Land Use Bylaw Amendments (The Bylaw addresses amendments to Section 9 – landscaping regulations of LUB 2018-10, clarification of regulations of the new Unique Residential District (R-1A), and general 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/SUCCESSIONS:	<ul style="list-style-type: none"> Bylaw 2019-17 amendments to Land Use Bylaw 2018-10 adopted by Council January 20th; Preparation of Downtown Overlay ongoing.
TOPIC #6:	Intermunicipal
ISSUES:	<ul style="list-style-type: none"> IDP update ongoing;
RESOLUTIONS/SUCCESSIONS:	<ul style="list-style-type: none"> Review and update to IDP continues to build and improve transparency and improve our relationship with MVC.
TOPIC #7:	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"> Filing Projects – ongoing; Succession Planning – staff recruitment continues; Development Assistant (Chelsea Mather) registered for 2nd term of continuing education program offered by the University of Alberta (Applied Land Use Planning Certificate).
RESOLUTIONS/SUCCESSIONS:	<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	January 2020 Building Permit Statistics CAO's Project Report
--------------------	---

MONTHLY BUILDING REPORT FOR THE MONTH OF JANUARY 2020

	January, 2020			2020 Year To Date			2019 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey Bungalows			\$ -	0	0	\$ -			
Bi-Level						\$ -			
						\$ -			
Duplex/Semi Det.			\$ -	0	0	\$ -			
Multi-Family						\$ -			
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -		0	\$ -			
Renovation/Addition		0	\$ -		0	\$ -		2	\$ 6,300
					0				
Sub-Total	0	0	\$ -	0	0	\$ -	0	2	\$ 6,300
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		1	\$ 85,000		1	\$ 85,000		0	\$ -
Sub.Tot		1	\$ 85,000		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	\$ -
Sub.Tot		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition					0	\$ -		0	\$ -
		1	\$ 345,000		1	\$ 345,000		0	\$ -
Sub.Tot		1	\$ 345,000		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	2	\$ 430,000	0	2	\$ 430,000	0	2	\$ 6,300



2020 Monthly Building Report Template



MEMO

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

COMMERCIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted Use	101 – 3 ST SW	Addition to hotel (liquor store)	\$85,000
Permitted Use	709 – 1 ST NE	Hospital Sprinkler Upgrade	\$345,000

INDUSTRIAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
--------------------------------	----------------------	----------------	--------------

INSTITUTIONAL:

<u>Permitted/Discretionary</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
--------------------------------	----------------------	----------------	--------------



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	February 5, 2020
FOR MONTH OF	January 2020

TOPIC #1	Water/Wastewater Lagoon Critical Upgrades
Progress	The air blower unit Building has arrived and is on site pad.
Next steps	The remaining project scope is awaiting the blower unit delivery to complete final commissioning. This is targeted for March 2020. Some scope changes that may lessen the electrical portion of the project are being reviewed.
TOPIC #2	Main Ave Phase 1
Progress	The elevated path has the majority of the wooden frame structure completed. Engineering working on approval window in May from AE&P
Next Steps	Storm ceptor OGS (oil grit separator) to be installed in spring or August RAP period 2020 with final AE&P approval permits. Board walk connections to existing trails/ bumper guard and surface pad to be completed in next 2-3 months' weather permitting.
TOPIC # 3:	Snow events
Progress	Snow maintenance through town has been ongoing and with the break in weather the majority of the Town's residential areas have been completed.
Next Steps	Highway maintenance in conjunction with Volker Steven assistance to be scheduled in next 1-2 weeks.
TOPIC # 4:	Concern Forms and Snow mapping
Progress	The operations department have received minimal concern and complaint forms for snow in 2019 and January 2020. There were only 2 sidewalk concerns during the freeze rain event. The snow mapping brochure has been helpful for those seeking info for the next snow schedule and areas. This is in conjunction with daily/ weekly website updates from the operations administrator has assisted in getting information out with safety messaging.
Next Steps	Continue snow maintenance and preparations for future snow events. There is a higher than normal accumulation of snow this season.
TOPIC # 5:	Bear berry Creek Habitat offsetting project
Progress	Operations has received the report from 3 rd party Pices for the result of offsetting habitat improvements. A brown trout approx. 4 inches long was trapped in the zone along with other fish species. Due to low water levels during the testing there was noted improvements.
Next Steps	Operations is working with McElhanney to obtain next steps.



DEPARTMENTAL REPORT

DEPARTMENT	Sundre Community Services
SUBMITTED BY	Sue Nelson
DATE	February 3rd, 2020
FOR MONTH OF	January, 2020

TOPIC #1	Arena Lobby Water tank
ISSUES:	January 3 rd Friday night of the Pee Wee tournament, the hot water tank in the lobby area burst.
RESOLUTIONS/SUCCESES:	1) Called the plumber and he came and did a quick fix to get us through the night and came in the next day and replaced it the water tank.
TOPIC #2	Arena upstairs Girls Dressing room bathrooms
ISSUES	January 18 th around 10pm Keith heard water leaking from the downstairs girls bathroom, he found that the water pipes in the upstairs girls bathrooms burst.
RESOLUTIONS/SUCCESES:	<p>1) Keith shut the main water off and called the plumber The Plumber came that night and fixed the pipe. Keith called me to tell me what had happened. The next day I came in and checked it out, water was still dripping into pails the down stairs washroom. Monday I called Shane and asked if we could us their dehumidifiers. We placed one in the down stairs girl's washroom and one in the up stairs washroom. Tuesday morning it was still dripping not as much. I called matt to come in and check to see if there was another leak, sure enough were was another leak where the shower stall connection was put in. Matt fixed that leak and in a couple days everything was dried up. Will need to do something different next spring as when matt was fixing the leaks he said that there was quite a bit of cold air coming through between the walls of the washrooms. By putting in the two girls dressing rooms up it has blocked heat getting into the washrooms.</p> <p>2) Two tournaments this month Pee Wee Jan.3rd- 5th and Bantam Jan. 10th</p>

TOPIC # 3:	Community Services, Centre and conference room
ISSUES:	
RESOLUTIONS/SUCSESSES:	<ol style="list-style-type: none"> 1) The first RDC course Management Skills was a huge success; there were 7 people registered that took the course. The length of the course was 4 eight hour days 2) Pyrotec Alarms came on inspected the facilities fire alarms and emergency lights. Some how they missed the town office. Its Booked for February 21st. 3) Ammonia monitors arrived and the Took Cat, Staff will be trained on the equipment. 4) Rentals in the gym are going well, most booked are the regular users. Had a few extra bookings for basketball and birthday parties. 5) The out door ice rink opened the beginning of January. 6) In Contact with Playworks Re: New playground equipment and recycled rubber surfacing. 7) Put out request for having an assessment done on the Arena building structure. 8) Met with Minor hockey to discuss the up coming Bantam provincials. We did a walk about around the Arena and made a list of tasks that they would like to get looked after before the provincials. 9) Stared working on, up dating the Business plan and service level for the spring workshop. 10) Attended SLT meeting and staff meetings 11) Typed up a notice to be put in the Towns news letter for the Black knot disease that affects the Plums and cherries in the Prunus genus. It is most prevalent in Schubert chokecherry Cherries and Mayday trees.
TOPIC # 4:	Greenwood Campground
ISSUES:	
RESOLUTIONS/SUCSESSES:	Attached bookings for month of January. We are tracking which sit is used the most.

LIST & PROVIDE ATTACHMENTS:

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

Attachment #1	January 2020 bookings
Attachment #2	Black knot notice

Greenwood Campground 2020 Season

SERVICES	SITE	Season Total as of Jan 31, 2019	Season Total as of Jan 31, 2020	May	June	July	August	September
Host	1	0	0	0	0	0	0	0
P	2	18	17	3	5	4	2	3
P	3	40	60	9	13	12	14	12
P	4	16	27	3	7	5	6	6
	COOK HOUSE	13	13	3	4	2	2	2
NS	By Cook house	0	3	0	3	0	0	0
P	5	13	19	3	5	6	2	3
P	6	13	19	3	5	6	2	3
PWS	7	22	17	3	4	2	4	4
P	8	20	10	0	2	3	2	3
P	9	17	11	0	3	3	2	3
P	10	19	20	4	2	8	3	3
P	11	15	8	3	0	0	2	3
P	12	15	9	4	0	0	2	3
P	13	12	9	4	0	0	2	3
P	14	12	17	4	0	0	10	3
P	15	27	15	4	4	2	2	3
P	16	30	9	4	0	0	2	3
P	17	14	11	4	1	1	2	3
NS	18	2	5	0	0	0	2	3
NS	19	2	0	0	0	0	0	0
	GAZEBO	0	4	0	0	1	0	3
NS	20	2	0	0	0	0	0	0
NS	21	2	0	0	0	0	0	0
NS	22	2	0	0	0	0	0	0
NS	23	2	0	0	0	0	0	0
NS	24	2	0	0	0	0	0	0
NS	25	2	0	0	0	0	0	0
NS	26	2	0	0	0	0	0	0
NS	27	0	0	0	0	0	0	0
PWS	28	27	6	4	0	0	2	0
P	29	9	5	0	0	0	2	3
NS	30	6	5	0	0	0	2	3
P	31	10	8	0	3	0	2	3
NS	32	0	0	0	0	0	0	0
NS	33	0	0	0	0	0	0	0
NS	34	0	3	0	3	0	0	0
NS	35	0	5	0	3	0	2	0
NS	36	0	5	0	3	0	2	0
NS	37	0	5	0	3	0	2	0
	Gazebo Sites	8	0	0	0	0	0	0
	TOTAL RENTAL	394	345	62	73	55	77	78
	Days Open	136	140	18	30	31	31	30

Tracking to see which site is used the most



Black Knot Disease on trees has been observed in Sundre. This dreaded fungal disease affects Apricots, Plum and Cherries in the Prunus Genus. This is most prevalent in Schubert Chokecherry and Mayday trees here in Alberta although other cherry trees and plum can certainly be affected.

How to Identify Black Knot? It starts as olive green gall or swelling and over two to three years will grow into a bulky black, tar like growth on the affected branch. If it is not dealt with it will spread to there parts of the tress internally and externally. When the gall is mature it released huge amounts of spores in the spring that are airborne infecting other trees in your Neighbourhood. Eventually the branch above the infection will die back. The tree will not die immediately but suffer a long slow death when not controlled and if the infection becomes extreme.

How to Control? It is best to prune in late autumn after the leaves have fallen and right through the winter into early spring before you see and new buds starting to swell. It must be cut out of the tree at least 12 inches below the infected area. Make a proper pruning cut do not leave a stub. Make sure that the infected branch is deposed of properly. Best to burn immediately; do not put it into the compost bin. Please ensure all pruning equipment is sterilized following each cut, as the disease transfers easily. If you must remove your tree, do not plant another Prunus species in the same spot. Make sure your trees are healthy so they are less likely to be infected by the spores floating through the air in spring. Consider hiring a certified arborist if you are not sure your tree is infected or not sure what to do.



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin
DATE	February 2020
FOR MONTH OF	January 2020

TOPIC #1	2019 Year End Report
ISSUES:	
RESOLUTIONS/SUCCESES:	Reports completed and sent to Council and the Solicitor General
TOPIC #2	Snow Removal Complaints
ISSUES:	
RESOLUTIONS/SUCCESES:	Snow removal notices issued re: clearing sidewalks.

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin
DATE	February 2020
FOR MONTH OF	January 2020

TOPIC #1	Planning P IAP Workshop hosted by SPOG
ISSUES:	
RESOLUTIONS/SUCCESES:	Kevin, Jim and Michelle attended this course on following the meeting schedule according to the Planning P and what expected in creating an IAP. Great course.
TOPIC #2	ESS Planning - MVC
ISSUES:	
RESOLUTIONS/SUCCESES:	Kevin and Michelle attended this meeting regarding setting up an ESS plan. A facilitator was there from PESS.
TOPIC # 3:	Ops Section Chief – RD County
ISSUES:	
RESOLUTIONS/SUCCESES:	Jim and Kevin attended this 4 day course on the Operations Section Chief.
TOPIC # 4:	Working on ERP
ISSUES:	
RESOLUTIONS/SUCCESES:	Michelle and Kevin are working through & proofing the Municipal ERP.



DEPARTMENTAL REPORT

DEPARTMENT	FIRE
SUBMITTED BY	Marty Butts
DATE	Feb 18, 2020
FOR MONTH OF	January

TOPIC #1	Training
ISSUES:	1001 training is on going
RESOLUTIONS/SUCCESES:	Stats attached



Sundre Fire Department

Box 420, 112 - 1 St NW

FAX : 403-638-5034

Date
Feb 19 20

Totals by Geographic Location From Jan 1 20 to Jan 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	1
37 Medical Assist	2
70 Alarm No Fire - accidental miscellaneous	2
73 Alarm No Fire - detector activated	1
Total For Rural - Mountain View:	10
Urban - Sundre	
10 Fire	1
37 Medical Assist	2
39 Medical - Stood Down	2
70 Alarm No Fire - accidental miscellaneous	6
Total For Urban - Sundre:	11
Rural - Clearwater County	
37 Medical Assist	1
Total For Rural - Clearwater County:	1
Total Number of Responses	22



REQUEST FOR DECISION

COUNCIL DATE	February 24, 2020
SUBJECT	AFPA Mountain Pine Beetle Advocacy
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

Alberta Forest Products Association (AFPA) is seeking support to put pressure on the federal government to help fund activities focused on slowing the spread of Mountain Pine Beetle.

The AFPA has written Ministers O' Regan (Natural Resources Canada) and Wilkinson (Environment and Climate Change Canada) to urge them to fund pine beetle mitigation in Alberta. The current ask is for \$60 million over 3 years.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The AFPA needs help from their members to make this an issue and put pressure on the federal government. Below are a few ways of what we can do:

1. Write a letter;
2. Get on social media
3. Talk to your mayor, Chamber of Commerce, and friends and encourage them to write letters and get active on social media.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

The motion will be at Council's discretion.

MOTION:

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.

OR

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

Date Reviewed: February 21, 2020

CAO: Linda Nelson

February 3, 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 board and membership of the Alberta Forest Products Association (AFPA), 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 allocated 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 that 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.

/...2

I would also note several other important considerations. First, 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 when you gave 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,



Paul Whittaker
President and CEO

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