



Regular Council Meeting

Via Tele-Conferencing

Council Chambers

June 22, 2020

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing - None**
3. **Agenda – Amendments and Adoption**
3.1 June 22, 2020 Regular Council Meeting Pg. 1
4. **Adoption of Previous Minutes**
4.1 June 8, 2020 Regular Council Meeting Pg. 2
5. **Delegation**
5.1 Pat Toone, Parkland Regional Library Pg. 4
6. **Bylaws/Policies - None**
7. **Old Business**
7.1 Hus Report Pg. 43
8. **New Business**
8.1 Grant Review Committee Pg. 44
8.2 Extension to Grants to Organizations application deadline Pg. 49
8.3 Trees in the River Pg. 50
8.4 Grade 8 Sailing Trip Pg. 51
9. **Administration**
9.1 May Departmental Reports Pg. 53
9.2 Memorial Park Pg. 86
9.3 2020 High School Graduation Pg. 87
9.4 Office Protective Barriers Pg. 88
10. **Municipal Area Partnership (MAP) - None**
11. **Council Committee Report - None**
12. **Council Invitations / Correspondence** Pg. 90
12.1 Honourable Jonathan Wilkinson, Minister of Environment & Climate Change Pg. 91
12.2 Honourable Josephine Pon, Minister Alberta Seniors & Housing Pg. 92
12.3 Sundre Contracting Pg. 96
13. **Closed Meeting**
13.1 Advise from Officials, Section 24 of the *FOIP Act*
13.2 Advise from Officials, Section 24 of the *FOIP Act*
14. **Return to Open Meeting**
15. **Adjournment**



Regular Council Meeting
Via Tele-Conferencing
Minutes
June 8, 2020

The regular meeting of Council of the Municipality of Sundre was held via Tele-Conferencing on Monday, June 8, 2020 commencing at 6:00 p.m.

IN ATTENDANCE

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

STAFF

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

ABSENT

None

PUBLIC

There were 4 members of the public, including two members of the delegation who dialed-in to the meeting and 1 member of the press who dialed-in to the meeting.

CALL TO ORDER

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

PUBLIC HEARING

None

AGENDA – AMENDMENTS AND ADOPTION

Res.123-08-06-20 MOVED by Councillor Isaac that the Agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 124-08-06-20 MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 25, 2020 be approved as presented.

CARRIED

DELEGATION

Res. 125-08-06-20 MOVED by Councillor Wolfe that the Town of Sundre Council direct Administration to research alternatives to taxation, including pros, cons and financial implications.

CARRIED

BYLAWS & POLICIES

None

OLD BUSINESS

None

NEW BUSINESS

Res. 126-08-06-20 MOVED by Councillor Preston that the Town of Sundre Council proclaim June 15, 2020 as “World Elder Abuse Awareness Day” on behalf of the citizens of Sundre.

CARRIED**ADMINISTRATION**

Res. 127-08-06-20 MOVED by Councillor Wolfe that the Town of Sundre Council accept the 2019 Annual Safety Codes Council Internal Review as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP** None**COUNCIL REPORTS** None**COUNCIL INVITATIONS/CORRESPONDENCE**

Res. 128-08-06-20 MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Parkland Regional Library as information.

CARRIED

Res. 129-08-06-20 MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from the Honourable Josephine Pon, Minister of Seniors and Housing as information.

CARRIED**CLOSED MEETINGS – NOTICE TO PUBLIC**

Mayor Leslie excused all public members at 6:25 p.m., advising the public to contact the Town for any motions that may come out of the closed session.

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

Staff: Linda Nelson, Chief Administrative Officer

Staff: Chris Albert, Director Corporate Services

Public: None

CLOSED MEETING**Topic of Closed Meeting**

13.1 Advice from Officials Section 24 of the FOIP Act

13.2 Advice from Officials Section 24 of the FOIP Act

Res. 130-08-06-20 MOVED by Councillor Wolfe that Council go into closed meeting at 6:31 p.m.

CARRIED

The Chief Administrative Officer left the meeting at 6:38 p.m.

RETURN TO OPEN MEETING

Res. 131-08-06-20 MOVED by Councillor Wolfe that Council return to open meeting at 6:45 p.m.

CARRIED

 Initials

ADJOURNMENT

Res.132-08-06-20

MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 6:46 p.m.

CARRIED

These Minutes approved this 22th day of June 2020

Mayor, Terry Leslie

Chief Administrative Officer, Linda
Nelson



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Parkland Regional Library Board
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Pat Toone has requested to give an update to Council on the Parkland Regional Library Board.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached information.

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 presentation from Pat Toone, board member of the Parkland Regional Library Board as information.

MOTION:

That the Town of Sundre Council accept the presentation from Pat Toone, board member of the Parkland Regional Library Board as information.

Date Reviewed: June 17, 2020

CAO: Amida Nelson

Reports for Parkland Regional Library to Sundre Town Council June 2020

Since February many things have happened. I was going to attend The March Council meeting but everything was shut down. At February's meeting it was decided that the minutes of our meeting would be sent to council's meeting and the Trustee could answer any question that might be asked.

I am sending you the minutes from our meetings for Feb. 20th and May 28th [by Zoom]. I will phone in to your next meeting to answer questions you may have.

Respectfully submitted by Pat Toone.

With PRL membership, Town of Sundre residents gain:

- Access to the 650,000 items in the collective PRL collection
- Free access to 7,000+ eBooks, 9,500 eAudiobooks, 72 eMagazine subscriptions, eComics and shared eBooks from 4 other regional libraries
- Free access to subscription online resources Ancestry (genealogy), Solaro (Alberta curriculum support), Consumer Reports, and Grant Connect; Press Reader international newspaper and magazine collection, Pronunciator language learning software, and Alberta eBooks collection
- Free broadband internet connection (SuperNet) and free wi-fi
- Access to library collections across Alberta and Canada

With PRL membership, Sundre Municipal Library has access to:

- Province-wide resource sharing, including interlibrary lending and onsite borrowing at libraries across Alberta, to meet patron needs
- SuperNet connection paid for by the Government of Alberta
- The database that manages library borrowers and materials (Integrated Library System)
- The online library catalogue providing public access to library resources and personal account management
- The library's free managed website
- Free delivery of materials weekly or twice weekly
- Free library supplies including library cards
- 37% bulk discount on library books purchased through Parkland
- Free cataloguing and shelf-ready processing of purchased and donated library material
- Access to digital content, including books, audio, magazines, newspapers, comics, and subscription databases
- Shared regional specialty collections including
 - large print books
 - audio books
 - program Kits (storytime, maker activities, coding, gaming, virtual reality)
 - technology equipment & promotional items
- Access to national library collections for the blind and print-disabled
- Free computer, network, and website support
- Free professional library expertise (consulting service) and access to regional knowledge sharing
- Free training for library staff and trustees

Strong Libraries, Strong Communities

2019 Return on Investment for Town of Sundre

Town of Sundre membership levy to Parkland Regional Library = \$22,514.25

(Based on official 2019 population of 2,729 x \$8.25 requisition amount)

Direct financial return to Sundre Municipal Library

2019 materials allotment	\$3,083.77
2019 Rural Services Grant	\$18,176.25
2019 allotment from county population ¹	\$3,922.23
Postage reimbursement for resource sharing	\$91.67
	\$25,273.92

Technology Savings to Sundre Municipal Library

Computers for library use	\$0.00
Software & licensing	\$4,025.99
SuperNet connection	\$10,776.00
	\$14,801.99

Resource Sharing Savings to Sundre Municipal Library

11,816 items borrowed from other libraries ²	\$136,711.12
2,478 digital items borrowed from PRL ³	\$111,510.00
	\$248,221.12

Total Savings from Technology & Resource Sharing ⁴

\$263,023.11

Total financial benefits to Sundre Municipal Library \$288,297.03

Town of Sundre Return on Investment \$1= \$12.81

Sundre Municipal Library averaged a 37% discount on books purchased through PRL

¹ Mountain View County assigned a rural population of 3,471 to Town of Sundre

² With bulk purchasing, PRL's average purchase price for library books was \$11.57

³ PRL paid an average price of \$45 each for eBooks and eAudiobooks

⁴ Value of items Sundre Municipal Library did not have to purchase to meet patron needs

Strong Libraries, Strong Communities

**PRL Board Meeting Minutes
May 28, 2020**

The regular meeting of the Parkland Regional Library Board was called to order at 1:12 p.m. on Thursday May 28, 2020 in the Front Office Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Cora Knutson, Dana Kreil (late) Gord Lawlor, Faye Leicht, Stephen Levy, Josephine McKenzie, Philip Massier, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Shannon Wilcox (late), Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets: Dana Kreil, Blair Morton

Absent: Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Glen Carrit, Amanda Derksen, Colleen Ebdon, Clark German, Trudy Kilner, Lonnie Kozlinski, Daryl Loughheed, Rick Pankiw, Corby Parsons, Doug Weir, Sharon Williamson

Guests: Lindsey Schmidt, Joey Ingram, MNP

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton, Haley Amendt

Smith welcomed everyone, and did a roll call for all the members attending via Zoom. She also asked that anyone acting as an alternate identify themselves at that time. There were none. She asked that motions all be made by the same person to simplify the meeting. Heather Ryan was asked if she would fill that role. Ryan agreed.

Call to Order

Meeting called to order at 1:12 p.m. by Smith.

According to section 31 (1) of the Alberta Libraries Act,
Board member disqualification:

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

As part of PRL's compliance procedures, board members who send regrets should be officially excused at the start of each meeting.

Motion by Heather Ryan to excuse Dana Kreil and Blair Morton from attendance at the board meeting on May 28, 2020 and remain members of the Parkland board in good standing.

CARRIED UNANIMOUSLY
PRL 15/2020

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 16/2020

Doreen Blumhagen entered the meeting at 1:16 p.m.

1.2. Approval of minutes

Motion by Heather Ryan to approve the minutes of the February 20, 2020 meeting as presented.

CARRIED UNANIMOUSLY
PRL 17/2020

1.3. Business arising from the minutes of February 20, 2020 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.6. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Heather Ryan to approve the consent agenda as presented.

CARRIED UNANIMOUSLY
PRL 18/2020

3.1. Approval of the 2019 Audit

Smith turned the meeting over to auditor Joey Ingram from MNP. Ingram presented the audit. They completed the audit of Parkland in February of 2020. The accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Findings from the audit include three recommendations for improving controls. These recommendations relate to 1) fixed asset disposal; 2) impairment testing for property, plant, and equipment; and 3) the review of the Director's credit card transactions. As recommended, staff are preparing additions to the finance policy to meet the auditor's recommendations.

Dana Kreil entered the meeting at 1:35 p.m.

Ingram stated that there were no significant changes in the balance sheet, however, there were some minor adjustments made after the board package was sent in regards to two wording adjustments in the notes and some aligning of budget amounts to actuals on the income statement. The three recommendations for improving controls were minimal and are already being changed in policy by Parkland staff.

Shannon Wilcox entered the meeting at 1:41 p.m.

Motion by Heather Ryan to approve the *Parkland Regional Library 2019 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2019* and the *Financial Statements for December 31, 2019* as presented.

CARRIED UNANIMOUSLY
PRL 19/2020

Joey Ingram and Lindsey Schmidt left the meeting at 1:45 p.m.

3.2. eContent Purchasing

For 2020, Parkland budgeted \$20,000 each for eBooks and eAudiobooks. Due to the COVID-19 crisis, Parkland has expended almost all of this \$40,000 for eBooks and eAudio books for 2020. The intention was to enhance the access to eContent since library patrons have almost no access to physical content. The early expenditure of our budget meant that there would be no money for additional eContent later in the year.

Due to vacant staff positions that we are unable to fill because of restrictions related to the pandemic, we are destined to have another surplus in 2020. To use Parkland's money responsibly, staff asked the Executive Committee for permission to overrun the eContent budget line by \$20,000.

Due to the increased demand for eBooks and eAudio books, caused by the shutdown of libraries during the COVID pandemic, the Executive Committee approved the additional eContent expenditures at their April 30th meeting.

In addition, Parkland staff reached out to the Lions Clubs earlier in the year to ask for contributions to purchase eAudiobooks for the regional collection, which supports the visually impaired community. The Lions Clubs in Innisfail, Forestburg, Killam and Clive have graciously donated \$1,828.58, which provided 25 more titles for the Parkland Collection.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 20/2020

3.3. Advocacy Committee Report

The Chair of the Advocacy Committee, Gord Lawlor, spoke to the Advocacy Committee Report.

Earlier this year, the goal that the Advocacy Committee decided they needed to focus on is that municipalities are aware of and support public library services at the regional and local levels. Despite the COVID-19 pandemic, this advocacy goal has not changed.

At their last meeting, the committee considered some important questions:

1. How do we position libraries as essential or at least valued services?
2. How do we continue to prove the value of Parkland and local library budgets in the post-pandemic economy?
3. What do post-COVID libraries look like?

4. What kind of messaging do we need to advocate for Parkland and local library budgets in the post-pandemic economy?

After a lengthy facilitated session, the committee provided an extensive amount of material that can be categorized into a number of themes:

- Libraries need to innovate and continue to provide service even during the pandemic. The worst thing a library board can do is shut down services entirely.
- The board and staff must place a high emphasis on communication within the community to both funders and their patrons. During this period of closure to the public, library communication is more important than ever.
- Libraries need to be realistic about the post-pandemic world. Patrons might have developed different service expectations (e.g. want a continuation of virtual services, curbside pickup, etc.), and/or they may be reticent about in-person library visits and using library materials.
- Library boards need to be realistic about their budget expectations if they want their budgets to pass. Municipalities are struggling, so boards should only be asking for what they absolutely need.

The vast majority of libraries continue to have staff on duty with many providing innovative services. Of Parkland's 50 libraries, 39 are currently providing some level of service to their communities. Furthermore, Parkland continues to serve as a support and distribution hub to share information and resources between member libraries so that they can provide the most service possible at this time.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 21/2020

3.4.1. Director's Report

3.4.2. Library Services Report

3.4.3. IT Report

3.4.4. Finance and Operations Report

Agnes Hoveland left the meeting at 2:01 p.m.

Smith asked if there were any questions regarding the reports included in the package. There were none.

Motion by Heather Ryan to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2020

3.5. Parkland Community Update

Olds & District Municipal Library - Heather Ryan reported that their library board has been very proud of all the work the staff at the Olds library has been doing during the pandemic. Staff is now working on their re-launch plan.

Stettler Public Library - Les Stulberg reported that they now have enhanced online programming and are offering curbside pickup. They are also helping to provide PPE items to their local hospital. They have been both busy and innovative.

Lacombe County - Dana Kreil reported that they are using this time to replace the flooring at the Eckville Municipal Library. They anticipate offering curbside pickup when the library is put back together.

Amisk Public Library is now offering curbside service. They are also collaborating with the Buffalo Trail School Division to loan Chromebooks for online crafts for their summer reading club.

Lougheed & District Public Library is offering craft kits that can be picked up from the library so that children can participate in online craft time.

4. Adjournment

Motion by Deb Smith to adjourn the meeting at 2:12 p.m.

CARRIED UNANIMOUSLY
PRL 23/2020

Meeting adjourned at 2:12 p.m.

Chair



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 28, 2020

Audit Report Approved

PRL's audit was presented to the board by MNPs Lindsey Schmidt and Joey Ingram. In the documents provided, the auditors state:

The accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Findings from the audit include three recommendations for improving controls. These recommendations relate to 1) fixed asset disposal; 2) impairment testing for property, plant, and equipment; and 3) the review of the Director's credit card transactions. As recommended, staff are preparing additions to the finance policy to meet the auditor's recommendations.

There were no significant changes in the balance sheet. The three recommendations for improving controls were minimal and are already being changed in policy by Parkland staff.

A copy of the Auditor's Report and Report to the Board will be sent to your municipality.

eContent Purchasing

For 2020, Parkland budgeted \$20,000 each for eBooks and eAudiobooks. Due to the COVID-19 crisis, Parkland has expended almost all of this \$40,000 for eBooks and eAudio books for 2020. The intention was to enhance

the access to eContent since library patrons have almost no access to physical content. The early expenditure of our budget meant that there would be no money for additional eContent later in the year.

Staff asked the Executive Committee for permission to overrun the eContent budget line by \$20,000. Due to the increased demand for eBooks and eAudio books, caused by the shutdown of libraries during the COVID pandemic, the Executive Committee approved the additional eContent expenditures at their April 30th meeting.

In addition, Parkland staff reached out to the Lions Clubs earlier in the year to ask for contributions to purchase eAudiobooks for the regional collection, which supports the visually impaired community. The Lions Clubs in Innisfail, Forestburg, Killam and Clive have graciously donated \$1,828.58, which provided 25 more titles for the Parkland Collection. We are very grateful for their support.

PRL Advocacy Committee

Earlier this year, the goal that the Advocacy Committee decided they needed to focus on is that municipalities are aware of and support public library services at the regional and local levels. Despite the COVID-19 pandemic, this advocacy goal has not changed.

At their last meeting, the committee considered some important questions:

1. How do we position libraries as essential or at least valued services?
2. How do we continue to prove the value of Parkland and local library budgets in the post-pandemic economy?
3. What do post-COVID libraries look like?
4. What kind of messaging do we need to advocate for Parkland and local library budgets in the post-pandemic economy?

After a lengthy facilitated session, the committee provided an extensive amount of material that can be categorized into a number of themes:

- Libraries need to innovate and continue to provide service even during the pandemic. The worst thing a library board can do is shut down services entirely.
- The board and staff must place a high emphasis on communication within the community to both funders and their patrons. During this

- period of closure to the public, library communication is more important than ever.
- Libraries need to be realistic about the post-pandemic world. Patrons might have developed different service expectations (e.g. want a continuation of virtual services, curbside pickup, etc.), and/or they may be reticent about in-person library visits and using library materials.
 - Library boards need to be realistic about their budget expectations if they want their budgets to pass. Municipalities are struggling, so boards should only be asking for what they absolutely need.

The vast majority of libraries continue to have staff on duty with many providing innovative services. Of Parkland's 50 libraries, 39 are currently providing some level of service to their communities. Furthermore, Parkland continues to serve as a support and distribution hub to share information and resources between member libraries so that they can provide the most service possible at this time.

Community News from Trustees

Olds & District Library- Heather Ryan reported that their library board has been very proud of all the work the staff at the Olds library has been doing during the pandemic. Staff is now working on their re-launch plan.

Stettler Public Library - Les Stulberg reported that they now have enhanced online programming and are offering curbside pickup. They are also helping to provide PPE items to their local hospital. They have been both busy and innovative.

Lacombe County - Dana Kreil reported that they are using this time to replace the flooring at the Eckville Municipal Library. They anticipate offering curbside pickup when the library is put back together.

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Lougheed & District Public Library is offering craft kits that can be picked up from the library so that children can participate in online craft time.

Board Members Present via Zoom

Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Cora Knutson, Dana Kreil (late), Gord Lawlor, Faye Leicht, Stephen Levy, Josephine McKenzie, Philip Massier, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Shannon Wilcox (late), Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets

Dana Kreil (Late) and Blair Morton

Absent

Jackie Almborg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Glen Carrit, Amanda Derksen, Colleen Ebdon, Clark German, Trudy Kilner, Lonnie Kozlinski, Daryl Lougheed, Rick Pankiw, Corby Parsons, Doug Weir, Sharon Williamson

Guests via Zoom

Lindsey Schmidt, Joey Ingram, MNP
Also in the office, Debra Smith (Board Chair)

PRL Staff

Ron Sheppard, Tim Spark, Donna Williams, Colleen Schalm, Kara Hamilton, Haley Amendt

**Next Meeting: September 17,
2020, 1:00 PM.**

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRL.

**PRL Board Meeting Minutes
February 20, 2020**

The regular meeting of the Parkland Regional Library Board was called to order at 12:34 p.m. on Thursday February 20, 2020 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Glen Carrit, Darlene Dushanek, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Agnes Hoveland, Dana Kreil, Faye Leicht, Stephen Levy, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Alternate Lana Curle for Rick Pankiw, Alternate Mary Bugbee for Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias

With Regrets: Doreen Blumhagen, Douglas Chambers, Sandy Gamble, Cora Knutson, Gord Lawlor, Daryl Lougheed, Terilyn Paulgaard, Sonia Temple, and Doug Weir

Absent: Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, Trudy Kilner, Lonnie Kozlinski, Brenda McDermott, Josephine McKenzie, Roger Nichols,

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton

Call to Order

Meeting called to order at 12:34 p.m. by Smith.

Smith welcomed everyone, and asked if there were any alternates present. There were two: Lana Curle for Rick Pankiw, and Mary Bugbee for Corby Parsons.

According to section 31 (1) of the Alberta Libraries Act,
Board member disqualification:

31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, 3 consecutive regular meetings of the board.

Smith explained that as part of PRL's compliance procedures, board members who send regrets should be officially excused at the start of each meeting.

Motion by Barbara Gilliat to excuse Doreen Blumhagen, Douglas Chambers, Sandy Gamble, Cora Knutson, Gord Lawlor, Daryl Lougheed, Terilyn Paulgaard, Sonia Temple, and Doug Weir from attendance at the board meeting on February 20, 2020 and remain members of the Parkland board in good standing.

1 OPPOSED
CARRIED
PRL 1/2020

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Les Stulberg, to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 2/2020

1.2. Approval of minutes

Motion by Stephen Levy, to approve the minutes of the November 7, 2019 meeting as presented.

CARRIED UNANIMOUSLY
PRL 3/2020

1.3. Business arising from the minutes of November 7, 2019 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.8. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion to approve the consent agenda as presented was made by Bruce Gartside.

CARRIED UNANIMOUSLY
PRL 4/2020

3.1. Staff Long Service Awards

According to PRL's Human Resource Manual, "employees will be recognized with a monetary reward for long service with Parkland Regional Library."

In addition to a pin indicating the number of years of service, a monetary award is provided to staff.

Long service awards were presented by Smith to the following staff:

Russell Adams – 5 years

Steven Dobrowolski – 5 years

Alida Burnard – 15 years

Sandie Bilik – 15 years

3.2. Filled Positions on the Executive and Advocacy Committees

After adjournment of the November 7th board meeting, Shannon Wilcox volunteered to sit on the Advocacy Committee. With the appointment of Bill Rock to this committee during the meeting, there was still one vacant position.

Wilcox is a new appointee to the PRL Board. As the representative from Carstairs, she would be the only committee member from the southwest region of Parkland.

At the December 5, 2019 Executive Committee meeting, the Committee approved the motion to:

Appoint Shannon Wilcox to sit on the Advocacy Committee for a one-year term beginning November 2019, to be ratified by the PRL Board at the February 2020 board meeting.

CARRIED

The Advocacy Committee also endorsed Shannon Wilcox's appointment at their December 5th meeting.

However, as per the Advocacy Committee Terms of Reference, "*Members from the PRL Board for a one-year term are appointed/elected at the organizational meeting.*"

Motion by Janine Stannard to appoint Shannon Wilcox to sit on the Advocacy Committee for a one-year term that commenced November 2019.

CARRIED UNANIMOUSLY
PRL 5/2020

In a similar situation, PRL's Executive Committee has the ten-member maximum allowed by the Libraries Regulation section 25(1)(e).

In accordance with Parkland's master agreement with the municipalities:

Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area.

No Executive Committee member was selected for area #2 at the November 7, 2019 board meeting. Area #2 includes Camrose County, City of Camrose, and surrounding villages comprising a population of 28,676.

As per PRL policy, on occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee.

Agnes Hoveland, the board member representing the City of Camrose, volunteered to be on the Executive Committee after the November 7th board meeting.

Smith asked if representatives from area #2 were satisfied with the nominee.

Motion by Cindy Trautman to appoint Agnes Hoveland, representing the City of Camrose, to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY
PRL 6/2020

3.3. Board Member Attendance Letters

As Parkland continues to work on municipal engagement and legislative compliance, staff have been developing methods to track board member attendance at meetings. Included in

the package were two draft letters from PRL's Board Chair that will be sent if a board member misses two and/or three meetings in a row. This is to remind municipalities and board members that if a board member misses three consecutive meetings they are disqualified from the board and must be reappointed by their municipal council.

Also included was a letter that will be sent to municipalities when staff are aware that a board member has reached 9 consecutive years of service.

Motion by Jason Alderson to receive for information.

CARRIED UNANIMOUSLY
PRL 7/2020

3.4. 2019 in Review – Approval of the 2019 Annual Report

Schalm reviewed the 2019 Annual Report. The PRL Board is required to complete and submit the Public Library Services Branch (PLSB) Annual Report and Library System Survey each year. The data is collected in order to compile a statistical snapshot of library services across the province. Most of this data does not measure progress towards Parkland's strategic goals and objectives, and thus is not necessarily meaningful outside of the province-wide context. The annual reporting form has been revised from previous years, mostly through the removal of administrative data that the PLSB is gathering in other ways. At the end of the report is a section for Comments, which includes achievements as well as concerns. No additional comments or concerns for documentation in our annual report were brought forward.

Annual Report Highlights

The number of items in the system catalogue remains stable, though there was a small (2%) decrease in material ordered. This demonstrates that libraries rely primarily on their PRL allotment (\$1.13 per capita) to purchase new items, with little additional support from local budgets or other funding sources.

Use of eLibrary collections increased by 37% from 2018, a clear indication that patrons are interested in and taking advantage of increased digital content. Through CloudLinking, patrons can now borrow eBooks from the four regional libraries in TRAC. PLSB's contract with RBDigital for eAudio province-wide increased the number of available titles to 9,500 and expanded digital content to 1,550 eComics as well.

While virtual use of the library (visits to library websites and the catalogue) increased by 12%, physical delivery remained consistent with 2018 levels, making 2019 the first year we did not experience an increase in the movement of materials around the system and the province. In 2019, PRL migrated to Polaris, an entirely new Integrated Library System (ILS), and significant staff resources were allocated to implementation and rollout. This included 24 of the 40 training sessions delivered in 2019 and a significant increase in helpdesk support. Because of this investment, PRL libraries reported that the rollout of the new ILS was a smooth process for both staff and patrons.

PRL also provided training opportunities for trustees and councilors through all 4 PRL board meetings, one-on-one public library board sessions, five council visits, and a P.D. Day that attracted eleven councilors and thirteen trustees among the 95 attendees.

The migration to Polaris was an opportunity for PRL to establish better data gathering practices than we had with Horizon. Staff are now able to gather more accurate data in measures such as collection management, circulation and resource sharing activity. Due to this change, staff is not comparing 2019 statistics to previous years data gathered from the Horizon ILS.

One board member reported that the new interlibrary loan software, Relais D2D, has been difficult to operate for library managers and the public. The TRAC libraries and the academic libraries are not on Relais D2D at this time and will likely not be included for several months. Any comments or concerns about Relais D2D should be directed to the PLSB, with the correspondence copied to Parkland.

Motion by Ray Olfert to approve the 2020 Survey and 2019 Annual Report for Parkland Regional Library.

CARRIED UNANIMOUSLY
PRL 8/2020

3.5. Return on Investment Templates

All board members in attendance received a copy of their municipal ROI before entering the meeting. Schalm explained that the ROIs were developed in consultation with the Advocacy Committee as a tool to demonstrate the financial value of municipal membership in Parkland.

All municipalities fall into one of four member types:

- Municipality with a library board
- Municipality without a library board
- Municipality without a library board, with an outlet library
- Municipality with a library board, without a library.

Financial return on investment varied slightly depending on the type of municipal member. Schalm pointed out that Advocacy Committee members and PRL staff were prepared to answer any questions from the board. Every board member should understand and be able to present their ROI to their own municipality.

After some discussion, board members were satisfied with the ROIs, and were reminded to contact PRL with any further questions.

Following the meeting, board members were strongly encouraged to present their ROI to their municipal council. This is part of Parkland's advocacy aimed at educating municipal stakeholders.

Motion by Bill Rock to accept the PRL Return on Investment documents for information.

CARRIED UNANIMOUSLY
PRL 9/2020

3.6. Advocacy Committee Report

Stannard reviewed the Advocacy Committee report. The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to finalize the Return on Investment (ROI) templates, demonstrating financial and other benefits member municipalities receive, as well as to review Parkland's Advocacy Plan and establish specific goals,

objectives and tactics for 2020. The committee will focus efforts on municipal stakeholders this year.

A session proposal to share Parkland's advocacy work has been accepted at the Northern Lights Library System conference. A committee member and PRL staff will present together on May 29th in Elk Point.

Included in the board package was PRL's current Advocacy Plan for to keep the board informed. The plan outlines target audiences, advocacy goals and objectives, plus specific tactics with timelines and assigned responsibility.

Smith mentioned that Parkland is seen to be at the forefront of Advocacy work in the province and has been recognized as a leader in this area among the other regional systems.

Motion by Sharolyn Sanchez to receive for information.

CARRIED UNANIMOUSLY
PRL 10/2020

3.7. PRL Strategic Plan Review

Schalm reviewed PRL's Strategic Plan for 2019-2021.

Parkland's strategic plan, in conjunction with the PRL mission and vision, drive the allocation of the organization's resources including staff, money, technology, and space/equipment. The 2019-2021 strategic plan has four goals with accompanying outcome-focused objectives plus some responsibilities mandated by the Alberta Libraries Regulation section 18(3).

Much of the organization's core work supporting member libraries is encompassed in the five mandated functional requirements of region-wide collection management and cataloguing, employing qualified staff, providing information service and programming support, providing appropriate headquarters facilities, and participating in the provincial resource sharing network.

Other priorities stem from the board's strategic plan. Included in the package was PRL's activity plan outlining initiatives and tasks undertaken in 2019 to support the strategic priorities. Responsibility for some items extends to the PRL board, and member library staff and trustees.

The activity plan was presented to keep the board informed of specific and measurable work toward Parkland's goals and objectives. The board was invited to share comments or concerns about the Strategic Plan and related activities.

Motion by Norma Penney to receive for information.

CARRIED UNANIMOUSLY
PRL 11/2020

3.8. Building Update

Smith turned the meeting over to Sheppard, who explained the progress on the new building.

Sheppard was pleased to report that all agreements with the builder have been signed and the construction of PRL's new headquarters is well underway. \$2.5 million in funding, which includes the entirety of the Government of Alberta renovation grant, has been transferred to the board's builder of choice, Tricon. Based on the construction schedule, PRL is planning to move into the new headquarters building by the end of October 2020.

At the recommendation of PRL's lawyer, the board should ratify the signing of the contracts for the construction of the new headquarters.

According to PRL policy 4.4.9:

"The Director or designate is authorized to sign contracts on behalf of Parkland Regional Library."

At the September 13, 2018 meeting of the PRL board, they passed the following motions:

Motion by Bob Green to instruct staff to pursue the construction of a new headquarters building rather than a renovation, seconded by Jeanette Herle

CARRIED UNANIMOUSLY
PRL 29/2017-18

Motion by Janine Stannard to select the proposal by Tricon Developments as the successful bid for a new headquarter building for Parkland Regional Library, seconded by Shailen Weselak.

CARRIED UNANIMOUSLY
PRL 30/2017-18

Based on these motions and PRL policy, Parkland's Director proceeded with negotiations and the execution of a contractual relationship with Tricon Ventures Corporation and Tricon Development Incorporated for the construction of a new headquarters. The contracts were made available at the February 20th board meeting.

Motion by Stephen Levy:

PRL's Director had authority to sign the following contracts:

- Design-Build Contract
- Agreement of Purchase and Sale (Old and New – two contracts)

with Tricon Ventures Corporation and Tricon Developments Incorporated for the purpose of obtaining a new headquarters building for Parkland Regional Library. The Parkland Library Board further ratifies the signing of the three aforementioned agreements.

CARRIED UNANIMOUSLY
PRL 12/2020

Comfort break at 2:00 p.m.
Back in session at 2:16 p.m.

3.9. **Parkland Community Update**

Two weeks before the board meeting, staff sent out an email to PRL board members and member libraries asking:

What is the best thing that happened in your library last year? Why was it important for your library and/or your community?

May responses were received and included in the meeting package. At the meeting, Smith asked for additional community updates from board members present.

Wilcox spoke about **Carstairs** Public Library:

At the Carstairs library we had many great successes this year. We created a Giving Tree. Our Giving Tree Fundraiser raised just over \$700 and we also collected about 30 books that were donated and added to the collection. How it works is that we created small book ornaments to go on our Christmas tree. Each book represented a classic book we wanted to add to the collection and the cost of that book. Donors then selected the book they wanted to donate and made either a cash donation or brought a new copy of the book into the library, and they got to take the ornament home as a thank you. We plan on making this an annual Christmas time fundraiser and our next theme will be Travel, with our ornaments as little suitcases. We learned that keeping the cost of the donation in the \$20-30 range worked best.

Another great success was our outreach work. Outreach is how we are looking to connect with community members that might not have come into the library recently or may never have come into the library. We take something unexpected or flashy out to a community event. For example, I brought our new coding robot called Ozobot to the Parent Teacher night and we brought Freezies to the Christmas community event. This gets people to stop and talk with us and gives us a chance to invite them to join us at the library for future events, mention digital services we offer and just remind them we exist. It is a great way to make us a vital part of the community, boost our visibility and build connections. This last year we began making outreach a priority and it'll be a part of our plans going forward.

We are very proud of our library!

Bashaw is the most read community in Alberta for the second year in a row.

Amisk Public Library, the Lutheran church, Village of Amisk, and the MD of Provost are collaborating to provide an arts and culture centre in the church building with more space for programs.

Stettler Public Library has partnered with Stettler Learning Centre to offer Conversation Cafés. These help new Canadians develop language skills and learn about local culture. A benefit has been increased use of the library beyond the Conversation Cafés as residents make use of other services.

The library also partners with Jewel Theatre to screen TIFF films. The films are extremely popular in the community benefiting both the theatre and the library, which receives some of the revenue.

Lougheed & District Public Library has a fundraiser, using VIP Meats for meat sales. The library passes the list around the community for orders and the meat is delivered to the library. They raised \$4,000 in 2019.

For the August Fair the library booked Malcolm the Magician for the kids during the fair. It was very popular.

3.10.1. Directors Report

3.14.2. Library Services Report

3.14.3. IT Report

3.14.4. TopDraw Project Report

Smith asked if there were any questions regarding the reports included in the package. There were none.

Motion by Shannon Wilcox to receive the written reports for information.

CARRIED UNANIMOUSLY
PRL 13/2020

4. Adjournment

Motion by Dana Kreil to adjourn the meeting at 2:25 p.m.

CARRIED UNANIMOUSLY
PRL 14/2020

Meeting adjourned at 2:25 p.m.

Chair

Nov. 7, 2019 Parkland Regional Library Board meeting at Lacombe

The meeting started with the approval of the amended Agenda.

The first item was a presentation from Ken Allen, Karyn Goodellie and Kerry Anderson from the Alberta Library Branch. The topic was What the Roles and Responsibilities of a Trustee are. Parkland Regional Library Board is not a committee of Councils. The Municipality appoints a Trustee and/or an alternative in October. No others person can replace them until the next year. This presentation took about an hour.

Next we had the election of the Chair, Executive Committee, and Advocacy Committee.

The chair is Debra Smith and our area representative is Jason Alderson from Rocky Mountain House. The Executive and Advocacy meetings are held on other days than board meetings.

The Signing Authority of the Board was appointed. Two people that live close to Lacombe were appointed to represent the board and four people from the administration were appointed. The signing authority needs one board member and one administration.

Every year the Board has a draw to send 3 members to the Library Conference in Jasper April. The Board pays all the expenses for them but no per diem.

Next item was Budget approval updates of responses from municipalities. They were still waiting for replies.

The LAPP Audit was done and the results were presented to the Executive Committee. The Compliance Report Card reported the audit correct and complete with no comments.

A verbal report was given by Ron Sheppard on the new building update.

Ron Sheppard gave his Directors report. Debra Smith and he attended several meetings with the Libraries branch to discuss some changes that will be happening next year. A full report will come to our next meeting.

Our next meeting is February 20, 2020 at 12:30 in Lacombe.

Respectfully submitted by Pat Toone

Feb. 20,2020 Parkland Regional Library Board meeting at Lacombe at 12:30pm.

The meeting started with the adoption of the agenda.
The minutes of Nov. 7, 2019 were approved.
The Consent Agenda was approved which covered the minutes of the Executive and Advocacy Committees.
Long Service Awards were given to:
5 years - Russell Adams
5 years - Steven Dobrowolski
15 years - Aleda Burnard
15 years - Sandie Bilk

Empty positions on Executive and Advocacy committees were filled by two volunteers

New Policy was passed regarding Board Attendance Letters. A letter will be sent to the Municipality if the Trustee misses 2 or 3 meetings in a row. After a Trustee misses 3 meetings in a row they will be disqualified. The Municipality can appoint another Trustee at the Orientation meeting the following Nov.

We reviewed and approved the 2019 Annual Report that is sent to the Library Branch each year. It has stats about our Library system.

The Advocacy Committee reported what they have been doing. They have developed the document; Return on Investment Report; for each member municipality. Each Municipality will receive the report.

The Strategic Plan was reviewed and updated.

New building update was given by Ron Shepard. Trican Development is building the new building in Lacombe and should be done by October 2020. Staff has been working on operations and moving plans. They hope to make the move without interruptions of service. The building is located by the new Provincial building in Lacombe just off the 2A highway.

The meeting ended at 3:00 pm.

Respectfully submitted by Pat Toone

PARKLAND REGIONAL LIBRARY

FINANCIAL STATEMENTS

DECEMBER 31, 2019

PARKLAND REGIONAL LIBRARY

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DECEMBER 31, 2019

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library.

Independent Auditor's Report

To the members of Parkland Regional Library:

Opinion

We have audited the financial statements of Parkland Regional Library (the "Library"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, accumulated operating surplus, changes in net financial assets, cash flows and remeasurement gains and losses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019, and the results of its operations, its remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the Library for the year ended December 31, 2018 were audited by another public accounting firm who expressed an unmodified opinion statements on May 23, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Lacombe, Alberta

May 28, 2020

Chartered Professional Accountants

MNP

PARKLAND REGIONAL LIBRARY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash and cash equivalents (note 3)	\$ 3,139,666	\$ 2,992,473
Accounts receivable	25,609	22,145
Long-term investments (note 4)	753,850	722,787
TOTAL FINANCIAL ASSETS	3,919,125	3,737,405
LIABILITIES		
Accounts payable and accruals (note 5)	\$ 99,890	\$ 97,523
Book allotment	15,983	20,362
Deferred revenue (note 6)	2,458,167	2,421,246
TOTAL LIABILITIES	2,574,040	2,539,131
NET FINANCIAL ASSETS	1,345,085	1,198,274
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 9,263	\$ 13,403
Prepaid expenses	88,701	147,914
Tangible capital assets (schedule 1)	139,911	613,013
Tangible capital assets held for sale (schedule 1)	435,922	-
TOTAL NON-FINANCIAL ASSETS	673,887	774,330
COMMITMENTS (note 7)		
SUBSEQUENT EVENTS (note 8)		
ACCUMULATED SURPLUS	2,018,972	1,972,604
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	2,005,951	1,972,791
Accumulated remeasurement gain (loss) on long-term investments	13,021	(187)
	2,018,972	1,972,604

Approved by the Library Board:


Chairman


Director

PARKLAND REGIONAL LIBRARY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget	2019	2018
REVENUE			
Book and supply outside sales	\$ -	\$ 135,969	\$ 143,275
Investment income	27,000	33,037	35,458
Member fees	1,801,371	1,803,409	1,772,955
Miscellaneous and donations	-	1,480	1,937
Provincial funding (note 10)	1,529,193	1,575,249	1,579,192
	<u>3,357,564</u>	<u>3,549,144</u>	<u>3,532,817</u>
EXPENSES			
Administration and utilities	\$ 60,000	\$ 68,103	\$ 59,193
Amortization	-	56,170	88,512
Audit	16,200	14,900	20,700
Books and supply outside purchases	-	135,488	143,082
Communications, marketing and advocacy	11,500	35,059	13,717
Continuing education	20,000	14,349	14,786
Dues, fees, and memberships	11,500	11,066	10,745
First Nations grant expense	59,357	105,252	73,957
Freight and postage reimbursement	13,500	8,818	14,752
Insurance	13,750	16,380	15,924
Investment fees	4,500	4,176	4,014
Library materials	361,237	378,018	377,980
Library service grant	428,738	428,738	428,738
Miscellaneous	800	800	800
Planned member technology purchases	65,504	41,068	79,715
Professional fees	-	352	1,074
Repairs and maintenance - building	51,500	37,607	46,453
Salaries and benefits	1,913,629	1,709,370	1,702,768
Supplies and stationary	55,000	46,409	43,102
Technology equipment and systems	178,849	304,143	212,632
Travel	12,000	7,834	9,065
Trustee	22,000	32,087	26,730
Vehicle	43,000	44,259	40,146
Workshops and advisory group	15,000	14,562	16,525
	<u>3,357,564</u>	<u>3,505,008</u>	<u>3,445,110</u>
Excess of revenue over expenses, before other expenses	-	44,136	87,707
OTHER EXPENSES			
Loss on investments	-	(4,595)	(1,522)
Loss on disposal of tangible capital assets	-	(6,381)	(3,361)
	<u>-</u>	<u>(10,976)</u>	<u>(4,883)</u>
Excess of revenue over expenses	-	33,160	82,824
Accumulated surplus, beginning of year	1,972,791	1,972,791	1,889,967
Accumulated surplus, end of year (Note 9)	1,972,791	2,005,951	1,972,791

PARKLAND REGIONAL LIBRARY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Excess of revenue over expenses	\$ 33,160	\$ 82,824
Acquisition of tangible capital assets	(25,372)	(86,775)
Amortization of tangible capital assets	56,170	88,512
Proceeds on disposal of tangible capital assets	-	5,000
Loss on disposal of tangible capital assets	6,381	3,361
Change in prepaid expenses	59,124	(49,384)
Change in inventory for consumption	4,140	(1,380)
Change in accumulated remeasurement gain (loss) on long-term investments	13,208	(8,005)
Increase in net financial assets	146,811	34,153
Net financial assets, beginning of year	1,198,274	1,164,121
Net financial assets, end of year	1,345,085	1,198,274

PARKLAND REGIONAL LIBRARY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 1,938,761	\$ 1,940,856
Cash receipts from grants	1,565,223	1,589,218
Investment income received	84,663	78,359
Cash paid for materials and services	(1,253,460)	(1,313,129)
Cash paid for salaries and benefits	(1,709,947)	(1,704,121)
Cash paid for library service grant	(428,740)	(428,740)
Interest paid	(1,487)	(1,549)
	<u>195,013</u>	<u>160,894</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(25,372)	(86,775)
Proceeds on disposal of tangible capital assets	-	5,000
	<u>(25,372)</u>	<u>(81,775)</u>
INVESTING ACTIVITY		
Purchase of long-term investments	(96,449)	(107,281)
Proceeds on sale of long-term investments	74,000	85,072
	<u>(22,449)</u>	<u>(22,209)</u>
Net increase in cash	147,192	56,910
Cash and cash equivalents, beginning of year	2,992,473	2,935,563
Cash and cash equivalents, end of year	<u>3,139,665</u>	<u>2,992,473</u>

PARKLAND REGIONAL LIBRARY
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2019	2018
Balance, beginning of year	404,649	955,129	613,013	\$ 1,972,791	\$ 1,889,967
Excess (deficiency) of revenue over expenses	33,160	-	-	33,160	82,824
Reserves used for (transferred from) operations	(119,993)	119,993	-	-	-
Reserves used for tangible capital assets	-	(25,372)	25,372	-	-
Disposal of tangible capital assets	6,381	-	(6,381)	-	-
Annual amortization expense	56,170	-	(56,170)	-	-
Balance, end of year	380,367	1,049,750	575,834	2,005,951	1,972,791

PARKLAND REGIONAL LIBRARY
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
Accumulated remeasurement gain (loss) on long-term investments, beginning of the year	(187)	\$ 7,818
Increase (decrease) in market value	13,208	(8,005)
Accumulated remeasurement gain (loss) on long-term investments, end of year	<u>13,021</u>	<u>(187)</u>

PARKLAND REGIONAL LIBRARY
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019
SCHEDULE 1

	Vehicles	Building - Held for sale (1)	Technology equipment and systems	Equipment	Furniture and fixtures	2019	2018
Original Cost:							
Balance, beginning of year	133,058	1,375,359	495,688	86,693	25,095	2,115,893	2,120,760
Acquisition of tangible capital assets	-	-	25,372	-	-	25,372	86,775
Disposals of tangible capital assets	-	-	(227,211)	(8,549)	(8,195)	(243,955)	(91,642)
Balance, end of year	133,058	1,375,359	293,849	78,144	16,900	1,897,310	2,115,893
Accumulated Amortization:							
Balance, beginning of year	66,956	939,437	415,760	56,969	23,758	1,502,880	1,497,649
Annual amortization	19,830	-	31,033	5,070	238	56,170	88,512
Disposals	-	-	(225,354)	(4,172)	(8,048)	(237,574)	(83,281)
Balance, end of year	86,786	939,437	221,439	57,867	15,948	1,321,477	1,502,880
Net Book Value	46,272	435,922	72,410	20,277	952	575,833	613,013

(1) At year-end, there is a contract with Tricon for the sale of the existing building to occur after year-end (see note 8).
As such, this building has been classified as held for sale and amortization has not been taken in the current year.

PARKLAND REGIONAL LIBRARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Nature of activities

Parkland Regional Library (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met. Unrestricted provincial funding and grants are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

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

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

The cost less residual value, of the tangible capital assets are amortized on over the estimated useful life as follows:

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	declining balance	4%
Technology equipment and systems	declining balance	30%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

2. Significant accounting policies (continued from previous page)

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Long-term investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Financial instruments

The Library measures its financial instruments initially at fair value and subsequently measures them at amortized cost, except for long-term investments which are measured at fair value.

Transaction costs related to financial instruments recorded at amortized cost are added to the carrying value of the instrument. Transaction costs related to financial instruments recorded at fair value are expensed as incurred.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

3. Cash and cash equivalents

	2019	2018
Unrestricted	\$ 681,597	\$ 581,253
Building renovation and maintenance	2,458,068	2,411,220
Total Cash	3,139,665	2,992,473

Cash accounts bear interest at bank prime rate (3.95%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.60% (2.35%) on \$701,152 and prime less 1.90% (2.05%) on \$2,842. The building account bears interest at prime less 1.55% (2.40%).

The building renovation and maintenance account is restricted for use in the maintenance, renovation or upgrade of the Library's current facilities (note 6).

4. Long-term investments

	2019	2018
Bonds (original cost of \$737,927; 2018 - \$720,358)	753,850	\$ 722,787

Bonds bear interest at rates ranging from 2.10% to 4.20% and have maturity dates ranging from June 2020 to September 2029. Included in long-term investments is \$2,902 (2018 - \$2,590) of accrued interest.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

5. Accounts payable and accruals

	2019	2018
Trade accounts payable and accruals	31,656 \$	38,235
Employee benefit obligations	56,133	51,007
Goods and Services Tax payable	12,101	8,281
	<u>99,890</u>	<u>97,523</u>

Included in trade accounts payable and accruals is a balance of \$4,556 on ATB Financial Mastercards with a total credit limit of \$15,000.

Employee benefit obligation consist of estimated sick leave benefits of \$35,000 (2018 - \$35,000) that accumulate but do not vest, as well as vacation and lieu time of \$20,801 (2018 - \$16,007) that employees have earned and deferred to future years.

6. Deferred Revenue

	2019	2018
Minister of Municipal Affairs building renovation and maintenance grant	\$ 2,458,167	\$ 2,411,220
Minister of Municipal Affairs Voices of Amiskwaciy grant	-	10,026
	<u>2,458,167</u>	<u>2,421,246</u>

In 2017, the Library received \$2,400,000 from the Government of Alberta for maintenance and renovation of the Library's current headquarters or update of its existing facilities. Interest income of \$51,626 (2018 - \$41,877) on the cash basis has also been deferred during the year. Expenditures of \$4,679 (2018 - \$0) occurred in the year.

In 2018, the Library received \$10,000 plus interest from the Minister of Municipal Affairs as a culture grant. Expenditures of \$10,026 (2018 - \$0) occurred in the year.

7. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases.

The Library has a 3 year commitment for TAL core products, of which they only have 1 year remaining. Estimated commitment is \$26,439 subject to exchange rate changes.

8. Subsequent events

Subsequent to year-end, the Library entered into a contract to acquire a building for the purchase price of \$4,522,179. A deposit was made in the amount of \$2,500,000, and the remainder payable on completion.

Subsequent to year-end, the Library entered into a contract to sell their existing building for \$1,975,001. As at year-end, the building was recorded as held for sale.

Subsequent to year end, the COVID-19 pandemic is causing significant financial market and social dislocation. The situation is dynamic with various cities and countries around the world responding in different ways to address the outbreak. The Library continues to monitor its operations and assess the impact COVID-19 will have on its business activities. The extent of the effect of the COVID-19 pandemic on the Library is uncertain.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

9. Accumulated operating surplus

	2019	2018
Unrestricted operating fund	380,367	404,649
Internally restricted		
Operating reserves		
Technology	357,712	282,193
Building	250,000	250,000
Contingent liability	50,000	50,000
	657,712	582,193
Capital reserves		
Amortization	221,864	252,762
Vehicle	120,174	70,174
Equipment/furnishings replacement	50,000	50,000
	392,038	372,936
Total reserves	1,049,750	955,129
Equity in tangible capital assets	575,834	613,013
	2,005,951	1,972,791

10. Provincial Funding

	2019	2018
Government of Alberta - Municipal Affairs		
Operating grant	\$ 990,830	\$ 990,830
Library Service grant	428,738	428,738
Provincial First Nations grant	145,602	109,624
Provincial one time grant - Voice of Maskwaciy	10,079	-
	1,575,249	1,529,192
Alberta Culture and Tourism		
Community Initiative Program (CIP)	-	50,000.00
	1,575,249	1,579,192

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 259,714 people and 420 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2019 were \$121,142 (2018 - \$121,019). Total current service contributions by employees of the Library to the LAPP in 2019 were \$104,683 (2018 - \$110,416).

As at December 31, 2018, the LAPP disclosed an actuarial surplus of \$3.469 billion (2017 - \$4.835 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2019.

PARKLAND REGIONAL LIBRARY
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2019

12. Economic Dependence

The Library is dependent on funding from government grants to maintain its operations. In 2019, the Province of Alberta contributed \$1,575,249 (2018 - \$1,579,192) of revenue to the Library, equalling approximately 44% (2018 - 45%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, long-term investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in long-term investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from two municipalities in connection with trade receivables represents 46% of total accounts receivable at December 31, 2019. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the Libraries municipality and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library managers exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate long-term investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its long-term investments due to changes in quoted market rates on investments.

14. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

15. Approval of financial statements

These financial statements were approved by the Library board on May 28, 2020.



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Hus Report
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

On January 20th, 2020 Mr. Tim Hus spoke with Council regarding a charge for connection to Town water and sewer services to his property located on the east side of Town.

Under Motion No. 16-20-01-20 Council tabled this item until further information was provided by Administration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration will present a report to Council at the meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council does not waive any portion of the connection fee and invoice Mr. Hus for the full amount of the connection fee of \$15,000.

MOTION:

That the Town of Sundre Council waive no portion of the connection fee.

or

That the Town of Sundre Council waive fifty (50%) percent of the connection fee.

or

That the Town of Sundre Council waive one-hundred (100%) percent of the connection fee.

Date Reviewed: June 18, 2020

CAO: Amela Neban



REQUEST FOR DECISION

COUNCIL DATE June 22, 2020
SUBJECT Grants to Organizations
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8.1

BACKGROUND/PROPOSAL:

The Grants to Organizations Policy #A-012-00-POL allows for two (2) in-takes of applications for funding for non-profit organizations and charities that meet the criteria set out in the policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

One (1) application was received with a total request of \$20,000.

The Grant Review Committee met on June 17th, 2020 to review and make recommendations for Council to approve as follows:

Organization	Amount Request	Amount Recommended
Sundre & District Curling Club	\$20,000	\$10,000
TOTALS	\$20,000	\$10,000

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

RECOMMENDATIONS:

n/a

MOTION:

That the Town of Sundre Council approve the grant request from the Sundre & District Curling Club in the amount of \$10,000 as recommended by the Grant Review Committee

Date Reviewed: June 18, 2020

CAO:

Lorinda Nelson



Join the Fun!



Sundre and District Curling Club
P.O. Box 993
Sundre, Alberta
T0M 1X0

2020-05-23

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

Attention: Legislative Services

Dear Barb,

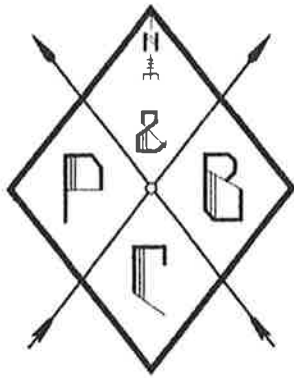
Re: Community Recreation and Cultural Grant
Sundre and District Curling Club
2020 Grant Application

The Sundre and District Curling Club would like to apply for the 2020 Community Recreation and Cultural Grant. The funding from this grant would go directly to the roof replacement costs located above the kitchen and curling rink lobby area at our facility. Therefore, the total amount of funding we are requesting is \$20,000.00.

We look forward to hearing from you in the not to distant future as to whether we will be receiving funding.

Sincerely,

Kris Burkholder
President
Sundre and District Curling Club



Price & Brothers Contracting Ltd.

Quote #000294

QUOTATION: Lower Metal Roofing

INCLUDED:

1. Removing existing s metal roofing, flashings and out of use items.
2. Supply and install a 1 ply self-adhere vapor barrier.
3. Supply and install 2 ply SBS membrane. One layer of smart-board mechanically fastened, 1 ply 180 flam base and 250 gr. Torched cap sheet.
4. Stripping of all parapet and walls with 2 ply SBS (1 ply self-adhering membrane and 1 ply 250 gr. Cap sheet)
5. Supply and install any new roof flashings, drains, scuppers and vents as required.
6. Cleaning of all debris resulting of this work.
7. 5 year warranty on material and labor. (Extended warranty and maintenance package available upon request.)

All of the above for a total of..... \$17,920.00 +GST

CONDITIONS TO THE ABOVE.

1. Payment of 30% required on delivery of materials.
2. Balance of payment due on completion.

Yours truly,
Price & Brothers Contracting Ltd.

If the above meets with your approval, please sign and return to our office by mail or email.
You can then notify us of a convenient start date. If you have any further questions, please contact us.

Email: price.b.contracting@gmail.com

Phone: (403) 559- 4881

Date

Signature



May 23, 2020

Sundre & District Aquatic Society
P.O. Box 648
Sundre, Alberta
T0M 1X0

Sundre and District Curling Club
P.O. Box 993
Sundre, Alberta
T0M 1X0

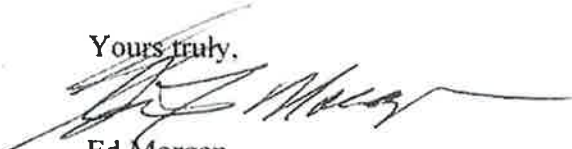
Attention: Mrs. Burkholder

Dear Mrs. Burkholder,

Re: Community Recreation, Parks and Cultural Grant – Letter of Support

The Sundre & District Aquatic Society is in support of the Sundre Curling Club application to the Town of Sundre for the Community Recreation, Parks and Cultural Grant. The grant is for the replacement of the curling rink roof over the kitchen and curling rink lobby area. These replacements are emergency repairs currently required at the Sundre Curling Rink. The community anticipates that this project will help improve the overall operation of the facility.

Yours truly,



Ed Morgan
Vice-President
Sundre & District Aquatic Society.



Sundre & District Agricultural Society
P.O. Box 935
Sundre, Alberta
T0M 1X0

2020-05-23

Sundre and District Curling Club
P.O. Box 993
Sundre, Alberta
T0M 1X0

Dear Mrs. Burkholder,

Re: Community Recreation, Parks and Cultural Grant – Letter of Support

The purpose of this correspondence is to lend our full support to your Community Recreation, Parks and Cultural Grant from the Town of Sundre, for the following item:

- Roof Replacement over Curling Rink Lobby and Kitchen area

These replacements are emergency repairs currently required at the Sundre Curling Rink. The community anticipates that this project will help improve the overall operation of the facility.

Yours truly,

Cody Jackson
President

Sundre & District Agricultural Society



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Grants to Organizations: Extension to Grant Application Deadline
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

As per the Grants to Organizations Policy #A-012-00-POL, the deadline for applying for the second intake to the Grant Review Committee was June 1st, 2020.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There is a small amount of funding left in the budget for grants. Due to Covid-19 the Grant Review Committee is requesting an extension to the grant deadline to July 31, 2020 for any group wishing to host an event to stimulate the community spirit in Sundre after the Phase-3 Relaunch.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

RECOMMENDATIONS:

The Grant Review Committee is recommending that Council approve the motion as presented.

MOTION:

That the Town of Sundre Council approve the extension for Grants to Organizations application deadline to July 31, 2020 for any group wishing to host an event to stimulate the community spirit in Sundre after the Phase-3 Relaunch.

Date Reviewed: June 18, 2020

CAO: 



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Trees in the River
ORIGINATING DEPARTMENT	Administration
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

Administration has been requested to bring this item forward for discussion by Councillor Funke.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

ALIGNMENT WITH STRATEGIC PLAN

ADMINISTRATION RECOMMENDATIONS:

MOTION:

Date Reviewed: June 18, 2020

CAO: Amela Nebom



REQUEST FOR DECISION

COUNCIL DATE	June 8, 2020
SUBJECT	Grade 8 Sailing Trip
ORIGINATING DEPARTMENT	Administration
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

- Administration has received a request from the Fundraising Coordinator for the 2021 Gulf Island Sailing Trip.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at the Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

MOTION:

Forthcoming, dependent on Council direction.

Date Reviewed: June 18, 2020

CAO: Aminda Nelson

Received by Email: June 17, 2020

Good afternoon Linda,

My name is Tabitha Sutor, I am the Fundraising Coordinator for the 2021 Grade 8 Gulf Island Sailing Trip.

As we are all aware, it has been a very difficult year with the challenges Co-Vid threw at us, so many public events cancelled or reduced in size. Our children are starting to fund raise their required funds for their upcoming sailing trip in the spring of 2021 and Covid-19 caused for several cancellations in our fundraising program for the annual Sailing Trip.

I would like to take a moment to ask Town of Sundre if they would be interested in 'hiring' our future sailors to complete some fundraising work at some point during next 8 months. Any work the Town of Sundre is willing provide us with will be greatly appreciated.

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

Thank you kindly,

Tabitha Sutor
2021 Gulf Island Sailing Trip
Fundraising Coordinator



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Departmental Reports - May
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for May 2020 as information.

ATTACHMENTS:

Department Reports

Date Reviewed: June 18, 2020

CAO: Linda Nelson



DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer / Legislative Services
SUBMITTED BY	Linda Nelson & Betty Ann Fountain
DATE	June 17, 2020
FOR MONTH OF	May 2020

TOPIC #1	Council Expense Reports
ISSUES:	
RESOLUTIONS/SUCCESES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "1" to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESES:	Provided are Council Motions from the following: Special Council Meetings: February 3 rd , March 20 th , and April 1 st ; Regular Council Meetings: January 6 th , January 20 th , February 10 th , February 24 th , March 9 th , May 4 th , May 25 th , and June 8 th ; attached as Schedule "2".
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESES:	Council Transparency

LIST & PROVIDE ATTACHMENTS:

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

Attachment #1	Council To-Date Expense Reports
Attachment #2	Resolution/Motion Log for January 6 – June 8, 2020

SCHEDULE 1**Mayor Terry Leslie****\$ 15,000.00**

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

Councillor Todd Dalke

\$ 6,000.00

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

Councillor Cheri Funke

\$ 6,000.00

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

Councillor Paul Isaac

\$ 6,000.00

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

Councillor Charlene Preston

\$ 6,000.00

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

Councillor Richard Warnock

\$ 6,000.00

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

Councillor Robert Wolfe

\$ 6,000.00

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

2020 COUNCIL MOTION LOG

#/D/M/Y January 6, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
01-06-01-20	MOVED by Councillor Wolfe 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 Appendix "1"
12-06-01-20	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:52 p.m.		
#/D/M/Y 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.		

2020 COUNCIL MOTION LOG

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.		
17-20-01-20	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.		
18-20-01-20	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2019-17 being a Bylaw to amend Land Use Bylaw 2018-10.		
19-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-02, a bylaw to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act.	LS/LN bring bylaw back to future council meeting.	Completed March 9, 2020
20-20-01-20	Moved by Councillor Isaac that the Town of Sundre Council approve the draft letter and direct Administration to send the letter to Mr. Smalldon.	CA/LS to send letter	Completed Appendix "2"
21-20-01-20	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.	LS to send letter to Olds with Resolution	Completed Appendix "3"
22-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council accept the Department Year-end Reports for 2019, as information.		
23-20-01-20	Moved by Councillor Dalke that the Town of Sundre Council accept the Mayor's Report from November 15, 2019 to January 15, 2020, as information.		
24-20-01-20	Moved by Councillor Isaac that the Town of Sundre Council accept the correspondence from Brad Schultz, Director of Operations Alberta Recycling Management Authority awarding the 2020 Municipal Demonstration Grant Program to the Town of Sundre for the Sundre Royal Purple Park.		
25-20-01-20	MOVED by Councillor Isaac that Council go into closed meeting at 7:14 p.m.		
26-20-01-20	MOVED by Councillor Dalke that Council return to open meeting at 8:55 p.m.		
27-20-01-20	MOVED by Councillor Dalke that the Town of Sundre Council is committed to working with the Aquaplex to keep the facility open.		
28-20-01-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:10 p.m.		
#/D/M/Y February 3, 2020 Special Council Meeting			
Res. #	Council Motion	Action	Status
29-03-02-20	MOVED by Councillor Preston that Council go into closed meeting at 5:30 p.m.		
30-03-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:30 p.m.		
31-03-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:30 p.m.		
#/D/M/Y February 10, 2020 Regular Council Meeting			

2020 COUNCIL MOTION LOG

Res. #	Council Motion	Action	Status
32-10-02-20	MOVED by Councillor Isaac that Council go into closed meeting at 5:30 p.m.		
33-10-02-20	MOVED by Councillor Isaac that Council return to open meeting at 6:00 p.m.		
34-10-02-20	MOVED by Councillor Wolfe that the Agenda be approved as presented.		
35-10-02-20	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 20, 2020 be approved as presented.		
36-10-02-20	MOVED by Councillor Dalke that the Minutes of the Special Council Meeting held on February 3, 2020 be approved as presented.		
37-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council thank Sgt. Achtymichuk for attending the Council meeting and accept the Sundre RCMP Detachment 4th Quarter Report for 2019, as information.		
38-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
39-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
40-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
41-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "F" Terms of Reference for the Events & Festivals Committee, and Schedule "G" Terms of Reference for the Fundraising Committee.		
42-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
43-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council grant second reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
44-10-02-20	MOVED by Councillor Preston that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		

2020 COUNCIL MOTION LOG

45-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council grant third and final reading to Bylaw 2020-04 being a bylaw to establish a joint assessment review board.		
46-10-02-20	MOVED by Councillor Funke that the Town of Sundre Council directs Administration to research costs for a consultant to review the costs for operating an Aquaplex, and that Administration continue discussions with the Aquaplex, with a focus on determining the possibility of entering into a temporary operating lease agreement for up to one year to determine the actual costs of operating an Aquaplex, and that the results of both be brought back to Council prior to making a decision. Further, that Council direct Administration to ensure the public are kept informed on the process as information becomes available, through open houses, and other forms of extensive communication to solicit feedback.	<i>LN to provide updates on Aquaplex as information is available. CA/LS to work on RFQ for consultant.</i>	<i>On-going</i>
47-10-02-20	MOVED by Councillor Isaac that the Town of Sundre Council approve the following requests from Sundre Minor Hockey in support of the 2020 Bantam Tier 4 Hockey Alberta Provincial Championships March 19-22, 2020: Host Pancake Breakfast; Provide in-kind support by providing ice, community centre and board room; Provide Town of Sundre Swag: pins, bags, etc. for approximately 150 players; Council be part of Opening Ceremonies and Banquet, and Town to have single point of contact with Sundre Minor Hockey.	<i>JA/LS write Mayor Greeting. JA to provide swag for 150 players</i>	<i>Completed, See Appendix "4"</i>
48-10-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve purchasing a new sewer line camera at a cost of \$10,715 plus GST with funds to come from the Utilities Life Cycling RSA.		
49-10-02-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the Grants to Organizations funding for the first in-take for 2020 in the amount of \$28,371.40.		
50-10-02-20	MOVED by Councillor Dalke that the Town of Sundre Council accepts Mr. Jim Eklund's resignation from the Vision for Sundre Committee with regret and thanks for his volunteer service to the community.	<i>Letter provided to mr. Eklund</i>	<i>Completed, See Appendix "5"</i>
51-10-02-20	MOVED by Councillor Dalke that Council go into closed meeting at 7:15 p.m.		
52-10-02-20	MOVED by Councillor Wolfe that Council return to open meeting at 8:15 p.m.		
53-10-02-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:15 p.m.		
#/D/M/Y February 24, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
54-24-02-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes: Move items 8.7 before 8.6 and Items 8.2 and 8.3 will be presented as one item with two separate		
55-24-02-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 10, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

56-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council thank Mr. Karsten Heuer and for attending the Council meeting and accept his presentation on the Banff National Park Buffalo Re-introduction Project, as information.		
57-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Moe Fahey and Councillor Preston to the Events and Festival Committee.	<i>LS/LN send letter to Moe Fahey</i>	<i>Completed Appendix "6"</i>
58-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Jacquie Bargholz and Councillor Dalke to the Fundraising Committee.	<i>LS/LN send letter to Jacquie Bargholz</i>	<i>Completed Appendix "7"</i>
59-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council acknowledge that the Quality Management Plan highlights the safety related components of the Town of Sundre gas utility's design, construction, operation, and maintenance programs. The distributor's Council, with the Chief Administrative Officer and/or the Gas Utility Manager have reviewed the QMP in its entirety and hereby accepts the responsibility for compliance of their distribution system with this plan.		
60-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council endorse Federation of Alberta Natural Gas Co-op's Integrity Management Plan for the Town of Sundre that the Mayor and CAO be authorized on behalf of the Town of Sundre to sign the document.		
61-24-02-20	MOVED by Councillor Wolfe be it resolved that the Town of Sundre Council authorize the Town of Sundre to participate in an application for the 2020 Oldman River Regional GIS Enhancement Project submitted by the Town of Coaldale under the Intermunicipal Collaboration component Alberta Community Partnership Grant, further, that the Town of Sundre, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purposes and use of the grant funds.		
62-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to notify the Minister of Municipal Affairs that the Intermunicipal Collaboration Framework Agreement between the Town of Sundre and Mountain View County is completed.	<i>LS/LN send letter to MVC and Municipal Affairs.</i>	<i>Completed, See Appendix "8"</i>
63-24-02-20	MOVED by Councillor Funke the discussion on Alberta Health Services be accepted as information		
64-24-02-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the fee waiver for the Community Centre in the amount of \$169.10 for a forum on Alberta Health Services on February 23, 2020 from the Council discretionary budget.		
65-24-02-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve to the hold the Spring Workshop April 3-5, 2020 in Red Deer at a cost not to exceed \$3000.00 with accommodation for Council members coming out of their individual budgets.	<i>LS/LN to book site and rooms for Spring Workshop in Red Deer.</i>	<i>Completed</i>
66-24-02-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for January 2020, as information.		

2020 COUNCIL MOTION LOG

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

2020 COUNCIL MOTION LOG

Res. #	Council Motion	Action	Status
81-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council Cancel the Regular Council Meetings for March 23, April 6 and April 20, 2020		
Recorded Vote:			
	MEMBER	IN FAVOUR	NOT FAVOUR
	Mayor Terry Leslie	✓	
	Councillor Richard Warnock	✓	
	Councillor Rob Wolfe	✓	
	Councillor Charlene Preston		✓
	Councillor Cheri Funke	✓	
	TOTAL VOTES	4	1
82-20-03-20	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 3:12 p.m.		
#/D/M/Y	CANCELLED - March 23, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	April 1, 2020 Special Council Meeting (COVID-19)		
Res. #	Council Motion	Action	Status
83-20-03-20	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on March 20, 2020 be approved as presented.		
84-20-03-20	MOVED by Councillor Warnock that the Town of Sundre Council approve the proposed Option "B" grinder replacement with costs not to exceed \$161, 642 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
85-20-03-20	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposed Well 5 replacement and installation at a cost of \$65,000 with funding to be drawn from the Infrastructure Lifecycling Restricted Surplus Account.		
86-20-03-20	MOVED by Councillor Isaac that the Town of Sundre Council approve a deferral of utility payments for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
87-20-03-20	MOVED by Councillor Dalke that the Town of Sundre Council approve a deferral of Tax Installment Payments (TIPP) for the months of April, May and June 2020, with no penalties being applied for those months, for those financially affected by COVID-19 and that participants be required to contact the Town to arrange for a deferral agreement.		
88-20-03-20	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 3:43 p.m.		
#/D/M/Y	CANCELLED - April 6, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	CANCELLED - April 20, 2020 Regular Council Meeting (COVID-19)		
#/D/M/Y	May 4, 2020 Regular Council Meeting		
Res. #	Council Motion	Action	Status
89-04-05-20	MOVED by Councillor Isaac that the Agenda be approved as amended with the following changes: Add 8.7 RFD National Preparedness Week and 8.7a Proclamation National Preparedness Week		

2020 COUNCIL MOTION LOG

90-04-05-20	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 9, 2020 be approved as presented.		
91-04-05-20	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on April 1, 2020 be approved as presented.		
92-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council give first reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
93-04-05-20	MOVED by Councillor Preston that the Town of Sundre Council give second reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
94-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
95-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council give thrid and final reading to Bylaw 2020-05, an amendment to Bylaw 2019-01 "Council Procedural Bylaw"; being a Bylaw Amendment to establish the participation of Councillors to attend a Closed Meeting of Council by Electronic means during an Emergency Situation.		
96-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council give first reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
97-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council give second reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
98-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
99-04-05-20	MOVED by Councillor Funke that the Town of Sundre Council give third and final reading to Bylaw 2020-06, being a Bylaw to establish the 2020 Tax Rate.		
100-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council appoint Mr. Jason Bird to the Events and Festival Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.	BaF-write letter of appointment	Completed Appendix "10"
101-04-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Maria Gamelin to the Vision for Sundre Committee for a term of eighteen (18) months ending at the Organizational Meeting in 2021.	BaF-write letter of appointment	Completed Appendix "11"

2020 COUNCIL MOTION LOG

102-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council proclaim the week of May 17-23, 2020 as "Public Works Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to Operations & Comm. Services.	Completed Appendix "12"
103-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of April 19-25, 2020 (retroactively) as "National Volunteer Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to Comm. Services and GNP.	Proclamation Completed Appendix "13" Date of Appreciation Event - Pending
104-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q4 2019 Pro-Forma Financial Report as information.		
105-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council approve the waiver of the penalties on the full amount of outstanding property tax accounts to be applied on July 1, 2020 for all properties.		
106-04-05-20	MOVED by Councillor Dalke that the Town of Sundre Council accept the Financial Scenario presentation as information.		
107-04-05-20	MOVED by Councillor Preston that the Town of Sundre Council proclaim the week of May 3-9, 2020 as "National Preparedness Week" on behalf of the citizens of Sundre.	BaF-post proclamation on Town website, send copy of proclamation to DEM and post EM info on website	Completed Appendix "14"
108-04-05-20	MOVED by Councillor Isaac that the Town of Sundre Council direct the Chief Administrative Officer to draft a letter to the Minister of Municipal Affairs, detailing the Town of Sundre's proposed "list of shovel ready" projects.	LN-draft amendment to Minister's letter to add: Broadband deployment as a "shovel ready" project	Completed Appendix "15"
109-04-05-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the verbal update from Emergency Management as information.		

2020 COUNCIL MOTION LOG

110-04-05-20	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Alberta Justice and Solicitor General, Office of the Minister response from letter dated October 8, 2019 regarding polic funding model, as information.		
111-04-05-20	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y May 25, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
112-25-05-20	MOVED by Councillor Dalke that the Agenda be approved as presented.		
113-25-05-20	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 4, 2020 be approved as presented		
114-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council accept the presentation from Ms. Karen Tubb of the Sundre Municipal Library as information.		
115-25-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of June 1 - 7, 2020 as "Seniors Week" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "16"
116-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of May 24 - 31, 2020 as "National Tourism Week" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "17"
117-25-05-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Departmental Reports for February, March and April 2020 as information.		
118-25-05-20	MOVED by Councillor Warnok that the Town of Sundre Council accept the Chief Administrative Officer's veral update as information.		
119-25-05-20	MOVED by Councillor Isaac that the Town of Sundre Council accept the correspondence from the Honourable Seamus O'Regan, Minister of Natural Resources date may 6, 2020 regarding the Mountain Pine Beetle as information.		
120-25-05-20	MOVED by Councillor Dalke that Council go into closed meetig at 6:43 p.m.		
121-25-05-20	MOVED by Councillor Wolfe that Council return to open meeting at 6:58 p.m.		
122-25-05-20	MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 6:58 p.m.		
#/D/M/Y June 8, 2020 Regular Council Meeting			
Res. #	Council Motion	Action	Status
123-08-06-20	MOVED by Councillor Isaac that the Agenda be approved as presented		
124-08-06-20	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 25, 2020 be approved as presented.		

2020 COUNCIL MOTION LOG

125-08-06-20	MOVED by Council Wolfe that the Council of the Town of Sundre direct Administration to research alternatives to taxation, including pros, cons and financial implications	Admin to research and report to Council	Pending
126-08-06-20	MOVED by Councillor Preston that theTown of Sundre Council proclaim June 15, 2020 as "World Elder Abuse Awareness Day" on behalf of the citizens of Sundre.	Proclamation will be posted to Town's website and Facebook page	Completed, Appendix "18"
127-08-06-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the 2019 Saftey Codes Council Annual Internal Review as information.		
128-08-06-20	MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Parkland Regional Library as information.		
129-08-06-20	MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from the Honorable Josephine Pon, Minister of Seniors and Housing as information		
130-08-06-20	MOVED by Councillor Wolfe that Council go into closed meeting at 6:31 p.m.		
131-08-06-20	MOVED by Councillor Wolfe that Council return to open meeting at 6:45 p.m.		
132-08-06-20	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 6:46 p.m.		



DECLARATION

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

Town of Sundre

Community

Mayor Terry Leslie

Official Title

Official Signature

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

A handwritten signature in blue ink, appearing to read "Josephine Pon", written over a horizontal line.

The Honourable Josephine Pon, Minister of Seniors and Housing

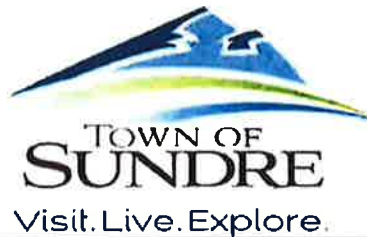


PROCLAMATION
NATIONAL TOURISM WEEK
May 24 - 31, 2020

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

Dated this 25th day of May 2020


Terry Leslie, Mayor



PROCLAMATION
"WORLD ELDER ABUSE AWARENESS DAY"
June 15th, 2020

The International Network for the Prevention of Elder Abuse (INPEA) established World Elder Abuse Aware Day (WEAAD) on June 15, 2006. Since its inception, organizations from around the world have held events to raise awareness of elder abuse. Preventing and addressing elder abuse is a shared responsibility and requires engagement and action on the part of all sectors of society. Preventing and reducing elder abuse starts with knowledge. By understanding the nature and scope of elder abuse, older adults and their family members can take proactive steps to help prevent situations where it could occur.

- WHEREAS:** Sundre seniors are valued members of our community, and it is our collective responsibility to ensure that they live safely; and
- WHEREAS:** Abuse of older adults is a tragedy inflicted against vulnerable seniors and is an ever-increasing problem that crosses all socio-economic boundaries in today's society; and
- WHEREAS:** Most abuse of older adults is hidden, and often even more so in rural communities; and
- WHEREAS:** Seniors should be treated with respect and dignity to enable them to continue to serve as leaders, mentors, volunteers, and important, active members of society; and
- WHEREAS:** We must address and begin to bridge the ever-growing inter-generational gap by cultivating the appreciation and respect for older adults across all generations in Sundre through collaborative community initiatives; and
- WHEREAS:** Combating abuse and empowering older adults will help improve the quality of life for all seniors in the Sundre area, allowing them to continue to live as independently as possible, adding to their overall health and well-being; and
- WHEREAS:** We are all responsible for building a safer, inclusive, and more age friendly community for our Sundre elders; and
- WHEREAS:** We need to know the signs and indicators of elder abuse and what actions everyone can take to prevent it, by being equipped with awareness and education on this topic for all community members and community senior service providers; and
- WHEREAS:** The inclusion and well-being of Sundre seniors is in the best interest of all sectors of our community and further adds to the life, attractiveness, and vibrancy of our Town.

RESOLVED, I, Terry Leslie, on behalf of the Council and the Citizens of the Town of Sundre in the Province of Alberta do hereby designate June 15th, 2020 as "World Elder Abuse Awareness Day"; encouraging all Sundre residents, organizations, and agencies to take action against Elder Abuse. At the same time, as a collective, we will recognize and celebrate the accomplishments of the older adults in our community.

Dated this 8th day of June 2020


 Terry Leslie, Mayor



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: June 17, 2020
FOR MONTH OF: May 2020

Fiscal 2019 and audit:

There have been more than 150 audit requests to date. Audit review is ongoing and all parties are working hard to complete the finalization as soon as possible. Municipal Affairs has extended the filing deadline from May 1st until Oct 1st.

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

2020 Mill Rate and Tax Notices:

At the May 4, 2020 regular meeting, Council approved a 0% increase to the municipal portion of the 2020 tax rate, over 2019's rate. While the budget requirements did increase by 0.9% from 2019 to 2020, an increase in total assessment value mitigated that increases effect on the mill rate.

Also, at the May 4, 2020 regular meeting, Council approved waiving the late penalty fee for July 1st for all property owners, in response to the economic impacts of COVID-19.

Tax notices were mailed out May 15, 2020

Budgeting / Cash Management:

Due to the long-lasting effects of COVID-19 restrictions, there are a number of unknown implications on the finances of the Town. Utility and tax deferrals mandated by the Province, pending mill rate discussions, potential lost revenue or other cash in-flow delays may have

negative effects on the Town's finances. Corporate Services is continually monitoring the financial situation to anticipate future impacts.

Grants:

Notification has been received from the Government of Alberta that the 2020 MSI – Capital allocation for the Town of Sundre is \$645,698, which can be utilized over a 6-year timeframe and will be incorporated into updating the 10-Year Capital Plan for 2021 – 2030. As well, the MSI – Operating allocation is \$32,113

Applications were made to the Canada Summer Jobs Grant for the hiring of summer students within the Community Services Department, and the Fortis Save Energy Grant for the engineering study to be performed on the arena. Unfortunately, both grant applications were declined.

During the Pandemic / Office Closure

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

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

DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
DATE	June 16, 2020
FOR MONTH OF	May 2020

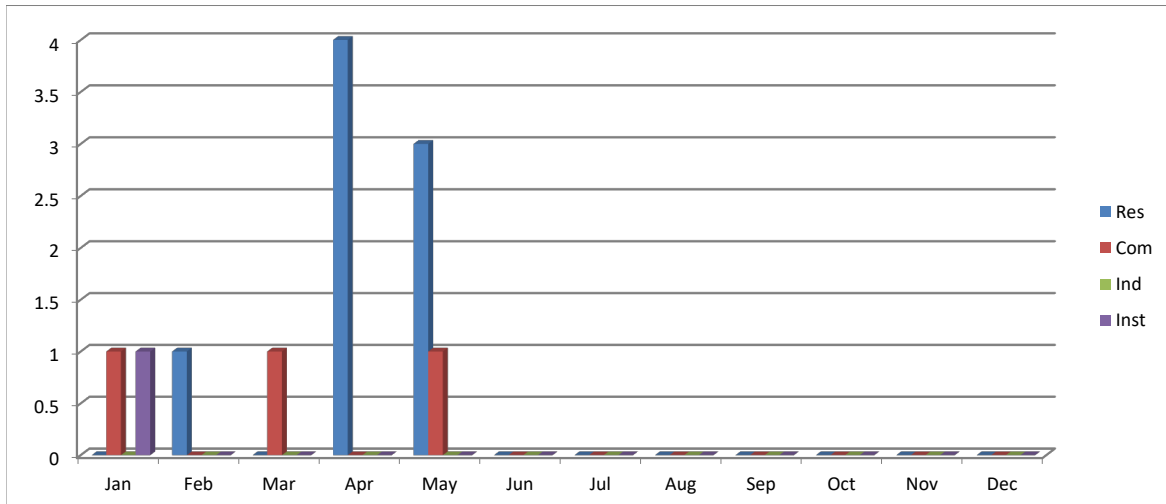
TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 3 • Building Permits – 4 • Electrical Permits – 4 • Gas Permits – 1 • Plumbing Permits – 0
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Development Permits issued for: Manufactured Home Addition, Residential Accessory Building (shed) and Residential Accessory Building (garage) Addition. • Building Permits for: Manufactured Home Addition, Residential Accessory Building (shed), Residential Accessory Building (garage) Addition, Commercial Interior Renovation; • Electrical Permits issued for a variety of residential & commercial projects; • Gas Permits issued for condo common area bbq;
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – 1
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3:	Area Structure Plan
ISSUES:	<ul style="list-style-type: none"> • Sundre Hills Area Structure Plan
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Revisions to the Area Structure Plan by the Developer and his Planning Consultant required before putting the draft ASP into formal circulation.
ISSUES:	<ul style="list-style-type: none"> • Eagle Ridge ASP
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Meeting with Developer, revisions to ASP required.
TOPIC #4:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • Meeting with Developer for potential residential development in NW;
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Amendments to Eagle Ridge ASP required before subdivision application can be considered for residential development; • Administration continues to track the Developer's progress to meet conditions of 2018 and 2019 subdivision approvals;
TOPIC #5:	Re-designations (amendments to the Land Use Bylaw Map)
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • No Public Hearings were scheduled in May 2020 for re-designations; • Anticipate redesignation application in conjunction with Eagle Ridge ASP amendment.
TOPIC #6:	Land Use Bylaw

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

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

	May-20			2020 Year To Date			2019 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	0	0	\$ -	2	2	\$ 258,000
Bi-Level			\$ -	0	0	\$ -	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	0	0	\$ -
Multi-Family			\$ -	0	0	\$ -	0	0	\$ 0
Mobile Homes			\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		2	\$ 17,000	0	2	\$ 17,000		2	\$ 30,000
Renovation/Addition	0	1	\$ 28,000	0	6	\$ 101,000	0	7	\$ 43,300
				0	0	\$ -			
Sub-Total	0	3	\$ 45,000	0	8	\$ 118,000	2	11	\$ 331,300
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		1	\$ 160,000		1	\$ 265,000		0	\$ -
		1	\$ 160,000		3	\$ 265,000		0	\$ -
INDUSTRIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		3	\$ 175,000
		0	\$ -		1	\$ 345,000		0	\$ -
		0	\$ -		1	\$ 345,000		3	\$ 175,000
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	4	\$ 205,000	0	12	\$ 728,000	2	14	\$ 506,300





MEMO

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

COMMERCIAL

<u>Permitted or Discretionary Use</u>	<u>District</u>	<u>Civic Address</u>	<u>Project</u>	<u>Value</u>
Permitted	C-2	841 Main AV. W.	Interior Renovations (convenience store)	\$160,000

INDUSTRIAL

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

INSTITUTIONAL

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

Legend:

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



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	June 16 2020
FOR MONTH OF	May 2020

TOPIC #1	Septage Receiving Station
Progress	Reporting very successful operation of the station. The meter data show a very accurate accounting of the number of cubic meters that have been received.
Next steps	<ul style="list-style-type: none"> Continue to monitor the station and report final year receivables. Some safety lock out systems have been installed to prevent misuse and spills
TOPIC #2	Well #5
Progress	New pump is required and is on order. It is hopeful that with cleaning of the well casing well #5 may provide better capacity
Next Steps	<ul style="list-style-type: none"> June 16th - the new pump is on site to be installed and started by June 19th; Residents reacted very positively to the request and volunteer reduction of water use during this event. Daily water loads remained lower than historical trends.
TOPIC # 3:	COVID-19 Emergency response
Progress	Snow pack field reviews fro 2020 season completed as of June 4
Next Steps	<ul style="list-style-type: none"> EM OPS provided CAO and DEM with a report. Snow pack has reduced significantly. Rain events show some accumulation. Flows will be monitored by EM from computer data.
TOPIC # 4:	Emergency Gen- Set
Progress	On May 26 during routine monthly testing of the backup power generator at lift station #5 failed. It was determined that the exhaust management system for the unit is obsolete.
Next Steps	<ul style="list-style-type: none"> Due to AE&P requirements a generator was rented and deployed. Quotes have been requested from suppliers for a replacement generator, report forthcoming.
TOPIC # 5:	Road Repairs 2020
Progress	Some road surfaces were severely damaged this past winter. Road crew performed pothole patching on an ongoing basis. Operations is reviewing costs and priorities to repair the most severely damaged areas.
Next Steps	<ul style="list-style-type: none"> Paving Contractor to assess and provide a quote for repair of the most severely damaged sections;

	<ul style="list-style-type: none"> • A section of sidewalk on Centre Street North has been identified as being in poor condition and is scheduled for repair in June/July, weather permitting.
TOPIC # 6:	Line Painting
Progress	Contractor providing service.
Next Steps	<ul style="list-style-type: none"> • As of June 15, town roads and prescribed parking lots have been painted; • Alberta Transportation responsible for painting of Hwy 27; • Operations has requested notice prior to painting schedule to review to ensure accuracy.



DEPARTMENTAL REPORT

DEPARTMENT	Community Service Department
SUBMITTED BY	Sue Nelson
DATE	June 17, 2020
FOR MONTH OF	May

TOPIC #1	Facilities
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Roofers returned to complete work started in the fall of 2019; • Meeting with contractor in regard to the installation of safety precautions for staff and the public; • Requested quotes from several contractors in regard to the remediation of the girl's dressing room in the arena; • Attended a meeting with contractor and engineer to discuss the upgrade to the arena plant room building.
TOPIC #2	Parks
ISSUES:	<ul style="list-style-type: none"> • New flags were hung along the west berm of Greenwood Campground and east side of bridge; • Spring-cleaning at the greenwood campground ongoing; • Spring cleaning of greenspaces ongoing; • Weeding, mulching shrub beds and preparing the flowerbeds for planting ongoing; • Attending a meeting with Administration in regard to plans for Main AV. West landscaping plan; • Prepared a draft design for the landscaping for Main Ave. West boulevard; • Requested quotes from several suppliers for the Main Ave. West boulevard project; • 3 new entrance signs installed on Snake Hill; • New signs installed in Greenwood campground at a number of campsites; • Memorial bench in honour of Sam Campkin installed on Main Ave. East boulevard (across from the Town Office); • Assessment report to be prepared by an architectural firm in regard to the arena; • Seasonal mowing and weeding has commenced.



DEPARTMENTAL REPORT

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

TOPIC #1	Bylaw Infractions and Enforcement
ISSUES:	<ul style="list-style-type: none"> Addressing concerns received from residents;
RESOLUTIONS/SUCCESSIONS:	Resources are focused on Emergency Management and COVID - 19
TOPIC #2	Unsightly Property Bylaw
ISSUES:	Draft bylaw prepared.
RESOLUTIONS/SUCCESSIONS:	Draft bylaw provided to the CAO.

DEPARTMENTAL REPORT

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

TOPIC #1	COVID-19
ISSUES:	<ul style="list-style-type: none"> Daily monitoring of Covid-19 issues, statistics, restrictions.
RESOLUTIONS/SUCCESSSES:	Resources and efforts are focused on Covid-19
TOPIC #2	Spring Flood Watch
ISSUES:	<ul style="list-style-type: none"> Continuous monitoring of waterways, weather, and snowpack
RESOLUTIONS/SUCCESSSES:	River and creek levels peak and recede with incident.
TOPIC # 3:	Business Continuity Plan
ISSUES:	<ul style="list-style-type: none"> Updating of a 2007 document ongoing;
RESOLUTIONS/SUCCESSSES:	Draft copy to be shared with Administration for comment.

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	June 11, 2020
FOR MONTH OF	May 2020

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	Vacancy Rates: estimate at 6.6% per square footage and estimated 11.9% by number of units vacant.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Met with potential retail investor; • Continued advertising business investment attraction on MV Today website.
TOPIC #2	Tourism Development
ISSUES:	Increased traffic through Town a result of Province's Phase 1 relaunch and lifting of restrictions.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Travel Alberta announced a new Cooperative Investment Program; • Preparing grant application; • Digital programmatic advertising agency contracted to help with targeted online advertising.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Grant applications by private stakeholders submitted to the CRTC, decision forthcoming; • Alternative stakeholder discussions ongoing; • Report provided to Administration in regard to broadband project history.
TOPIC # 4:	Other Projects
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Coordinating with Operations for the installation of way-finding signs which will bring this project to conclusion; • Lamppost project ongoing, coordinating with Community Services for installation schedule.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Attended several meetings via teleconferencing; • Audited several EDA online workshops.
TOPIC # 6:	Communications
ISSUES:	Public Information updates.
RESOLUTIONS/SUCCESSSES:	<ul style="list-style-type: none"> • Assisted DEM and Administration with website updates in regard to Covid-19 information.



DEPARTMENTAL REPORT

DEPARTMENT	FIRE
SUBMITTED BY	Marty Butts, Fire Chief
DATE	June 16, 2020
FOR MONTH OF	May

TOPIC #1	Fire Response
ISSUES:	n/a
RESOLUTIONS/SUCCESES:	May call volume – 30

Attachment:

**Sundre Fire Department**

Box 420, 112 - 1 St NW

FAX : 403-638-5034

Totals by Geographic Location**From May 1 20 to May 31 20**

Response Type		# of Incidents
Rural - Mountain View		
12	Rubbish or grass fire (no dollar loss)	5
16	Mutual Aid Request	1
17	Fire Investigation	1
19	Outside Fire - Investigation	1
31	Motor Vehicle Collision	1
37	Medical Assist	5
50	Gas Leak - natural gas	1
Total For Rural - Mountain View:		15
Urban - Sundre		
12	Rubbish or grass fire (no dollar loss)	1
37	Medical Assist	1
39	Medical - Stood Down	2
70	Alarm No Fire - accidental miscellaneous	5
Total For Urban - Sundre:		9
Rural - Clearwater County		
18	Investigation of smoke	1
31	Motor Vehicle Collision	1
37	Medical Assist	1
Total For Rural - Clearwater County:		3
Unclassified		
10	Fire	1
37	Medical Assist	1
39	Medical - Stood Down	1
Total For Unclassified:		3
Total Number of Responses		30



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Memorial Park
ORIGINATING DEPARTMENT	Administration
AGENDA ITEM	9.2

BACKGROUND/PROPOSAL:

Administration to provide an update to Council on the proposed Memorial Park.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at the Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

ADMINISTRATION RECOMMENDATIONS:

MOTION:

That the Council of the Town of Sundre provide continual support for this project.

Date Reviewed: June 18, 2020

CAO: Amida Nelson



REQUEST FOR DECISION

COUNCIL DATE	June 22
SUBJECT	2020 High School Graduation
ORIGINATING DEPARTMENT	Administration
AGENDA ITEM	9.3

BACKGROUND/PROPOSAL:

Administration will update Council on the 2020 High School Graduation discussions.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

ALIGNMENT WITH STRATEGIC PLAN

ADMINISTRATION RECOMMENDATIONS:

MOTION:

Attachment:

Date Reviewed: June 18, 2020

CAO: Linda Neber



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Office Protective Barriers
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	9.4

BACKGROUND:

In order to reopen public spaces within the Town office, Alberta Health Services and Occupational Health & Safety have instituted guidelines to be followed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council for further details.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with health guidelines and Council's strategic priorities of Community Well-being and Risk Management.

ADMINISTRATION RECOMMENDATIONS:

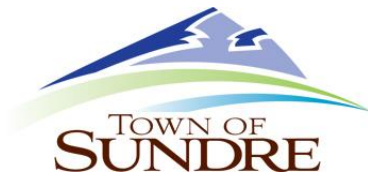
Administration recommends that Council accept the attached Report to Council for information.

MOTION:

That the Town of Sundre Council accept the Report to Council on Office Protective Barriers as information.

Date Reviewed: June 18, 2020

CAO: Amel Nebun



Report to Council

COUNCIL DATE	June 22, 2020
SUBJECT	Office Protective Barriers
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	9.4a

BACKGROUND:

The Town of Sundre main office and Council Chambers have been closed to the public since March 18th due to the COVID-19 pandemic. As of June 12th, the Province of Alberta has initiated Stage 2 of their relaunch strategy, which allows more facilities to open to the public. In order to reopen, organizations must initiate safety measures to minimize the risk of spreading the virus. Alberta Health Services and Occupational Health & Safety have instituted guidelines which involve a combination of physical and procedural measures to minimize the spread. One physical measure is the installation of barriers where physical distancing is not possible.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has been researching options to install clear barriers in areas where physical distancing is not possible, namely the front reception area and Council Chambers.

For the front desk, we will be installing a permanent glass partition along the whole length of the counter with pass-through slots to manage document and payment handling. There will also be a full door installed in place of the existing gate. We have received quotes for the desired work and the estimated cost will be \$6,000 which can be accomplished utilizing the existing amounts budgeted for building repairs and maintenance.

Council Chambers will involve installing temporary plexiglass barriers between each Councillor and each Town staff position, which will extend across the desk, to the floor and back past the chair. The barriers will be approximately five feet high off the floor and extend back about three feet from the desk area. Public seating will be setup with physical distancing measures in place, so there will not be a need for additional barriers. We have received quotes for the desired work and the estimated cost will be \$5,000 which can be accomplished utilizing the existing amounts budgeted for building repairs and maintenance.

Installation of the barriers is expected to occur in 3 – 4 weeks.

If Provincial grant funding for Covid-19 becomes available, the Town will attempt to recover these costs through this program.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with health guidelines and Council's strategic priorities of Community Well-being and Risk Management.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council accept this Report to Council for information.



REQUEST FOR DECISION

COUNCIL DATE	June 22, 2020
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of June 9th and June 19th, 2020.

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council accept the correspondence from the Honourable Jonathan Wilkinson, Minister of Environment & Climate Change as information.

That the Town of Sundre Council accept the correspondence from the Honourable Josephine Pon, Minister of Seniors and Housing as information.

That the Town of Sundre Council accept the correspondence from Mountain View County in regard to the extension of operations for Sundre Contracting as information.

ATTACHMENTS:

12.1
12.2
12.3

Date Reviewed: June 18, 2020

CAO: *Amida Nelson*



Environnement et
Changement climatique Canada

Environment and
Climate Change Canada

JUN - 9 2020

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

Dear Mr. Mayor:

Thank you for your letter of February 26, 2020, addressed to the Honourable Jonathan Wilkinson, Minister of Environment and Climate Change, concerning support for pine beetle mitigation in Alberta. I regret the delay in responding.

The matter you raise is the responsibility of Natural Resources Canada. In this regard, I note that you have also written to the Honourable Seamus O'Regan, Minister of Natural Resources.

Please accept my best regards.

Sincerely,

Sylvie Poulin
Manager
Departmental Correspondence Unit



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

Fwd: Newsletter - Alberta Seniors and Housing

1 message

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

Mon, Jun 15, 2020 at 9:55 AM

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

From: **Alberta Seniors & Housing** <seniorsinformation@gov.ab.ca>
Date: Fri, Jun 12, 2020 at 3:51 PM
Subject: Newsletter - Alberta Seniors and Housing
To: <townmail@sundre.com>

Trouble viewing this email? [Read it online](#)



Message from **Honourable Josephine Pon** **Minister of Seniors and Housing** **June 12, 2020**

Special Minister's Statement on COVID-19

Stage two relaunch underway

It is good news that Alberta has entered stage two of our relaunch, but safety remains the top priority.

As Chief Medical Officer of Health Dr. Deena Hinshaw said, "Think of the people in your life who may be at high risk of COVID-19 and protect all those around you as you would want your loved ones protected."

I am thinking of seniors. I know that many seniors are eager to return to normal activities. That means taking the grandchildren to the park, getting back to regular exercise classes or art lessons and having lunch with friends. Social connections are essential to good health for us all.

As the economy opens up, we know that Albertans over the age of 50 remain at a higher risk of becoming seriously ill with COVID-19. Seniors, and in particular, those with underlying medical conditions, should stay cautious and limit their activities.

We encourage seniors who are healthy and feeling well to continue to adhere to public health guidelines and restrictions, while starting to resume their regular activities. Remember to maintain physical distance and wear a mask if you can't stay two metres apart from others at the store or on the bus. Use pick-up and delivery services whenever possible for shopping and other services.

If you go out, please be safe and go to alberta.ca/COVID19 for the most up-to-date information.

Premier Kenney said Albertans have demonstrated the care and common sense needed to move forward with stage two of our relaunch. If we continue to exercise caution, we can keep more people safe and continue our gradual return to regular activity.

Free masks

Remember that you can pick up four free non-medical masks per person at any Alberta A&W, McDonald's Canada and Tim Hortons drive-thru locations.

Masks are not available inside restaurants or at locations without drive-thrus. No purchase required.

If you can't access a participating drive-thru location, a family member, friend or neighbour could pick up your four masks. You can also call 211 for help.

Masks are also available to the following groups to distribute to community members:

- Communities more than 50 km from a drive-thru location.
- Long-term care and seniors facilities.
- Groups and organizations that support vulnerable Albertans.
- First Nations and Metis Settlement communities.
- Calgary Transit and Edmonton Transit Service (for transit users).
- Places of worship.

Government helped distribute masks to seniors with mobility or transportation challenges by providing more than 118,000 masks to seniors-serving organizations to distribute as part of their ongoing outreach and engagement with seniors. Masks will be packaged in bundles of four and distributed to seniors in regions more affected by COVID-19 with assistance from the Kerby Centre, Calgary Seniors Resource Society, Calgary Chinese Elderly Citizens Association, the Golden Circle Senior Resource Centre in Red Deer, the Edmonton Seniors Coordinating Council, the Lethbridge Senior Citizens Organization and others.

Specialized distribution of masks is similarly occurring with community organization support to other vulnerable populations.

Communities and organizations distributing masks

World Elder Abuse Awareness Day – June 15, 2020

Every year, on June 15, we recognize World Elder Abuse Awareness Day to highlight the importance of preventing elder abuse. We mark this day to help reduce the stigma around elder abuse, tell people they are not alone, and that help is available.

There is heightened concern during the COVID-19 pandemic for a potential increase of elder abuse. The need for isolation and distancing increases the risk of financial, physical, and emotional abuse, as well as neglect. Our government will do everything it can to prevent and end elder abuse, and to ensure the safety and security of Alberta seniors.

On June 15, wear purple to help draw attention and raise awareness of this important issue.

Call 911 if you or someone you know is in immediate danger. Police and RCMP will respond

even if you have COVID-19 or are in self-isolation or quarantine and experiencing symptoms.

Information and resources are available by calling 211, the Family Violence Info Line at 310-1818, or at <https://www.alberta.ca/get-help-elder-abuse.aspx>.

Health Quality Council of Alberta COVID-19 experiences and impact survey

The Health Quality Council of Alberta (HQCA) is conducting a survey to find out what Albertans think about public health measures, health system access, as well as the support available to stay informed, well and protected during the pandemic.

The survey asks questions about your experiences during the pandemic and should only take about 15 minutes to complete. All Albertans over the age of 16 are invited to participate.

Your survey responses will be analyzed along with those of other Albertans. The HQCA will share findings with Albertans, key decision makers in government and healthcare, as well as other jurisdictions across Canada.

The survey is available at <https://hqca.ca/COVID-19>

CORE Alberta

CORE Alberta is a hub for community-based seniors-serving (CBSS) organization staff, volunteers, and allied professionals engaged in efforts to support and promote healthy aging. This web-based platform and related initiatives, which were introduced last month, are designed to foster connections, communication, coordination, collaboration, and capacity building to help strengthen individual organizations and the CBSS sector at large.

Please consider attending a CORE 101 virtual open house. The open house will include information about the efforts to create a coordinated CBSS sector, and explore what CORE can offer you.

Go to healthyaging@calgaryunitedway.org to arrange a tailored CORE 101 session and for more info on upcoming sessions.

I am pleased that CORE membership continues to grow. More than 80 CBSS organizations and partners have participated in online discussions so far. Recent online discussions have focused on issues like business continuity, transportation and food security.

I encourage all seniors-serving organizations to register for CORE Alberta so they can get involved. To do so, follow these steps:

1. Visit <https://corealberta.ca/>.
2. Sign up for a free membership and create a profile.
3. Once your account has been validated by the CORE Alberta team, you will be able to log in, explore the full site, access groups that you can join, and register for upcoming Zoom Forum discussions.
4. Subscribe to the bi-weekly CORE Alberta newsletter.

Current information

As always, please visit alberta.ca/COVID19 for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans. Additionally, please visit the ongoing implementation of Alberta's Relaunch Strategy – a safely staged COVID-19 recovery plan to relaunch our economy.

I appreciate the opportunity to inform you of our government's ongoing pandemic response

as it relates to seniors-serving organizations and housing providers. Now that we are in stage two of our relaunch, let's keep working together and keep our most vulnerable citizens safe.

Thank you.

Josephine Pon

Minister of Seniors and Housing

June 12, 2020



Website



Email

For a print-friendly version click on "Read it online" at the top of the page.

Alberta Seniors & Housing
600-10405 Jasper Avenue
Edmonton Alberta T5J 4R7

This email is intended for townmail@sundre.com.
[Update your preferences](#) or [Unsubscribe](#)

delivered by
 Campaigner

From: Margaretha Bloem <mbloem@mvcounty.com>

Sent: June 17, 2020 11:36 AM

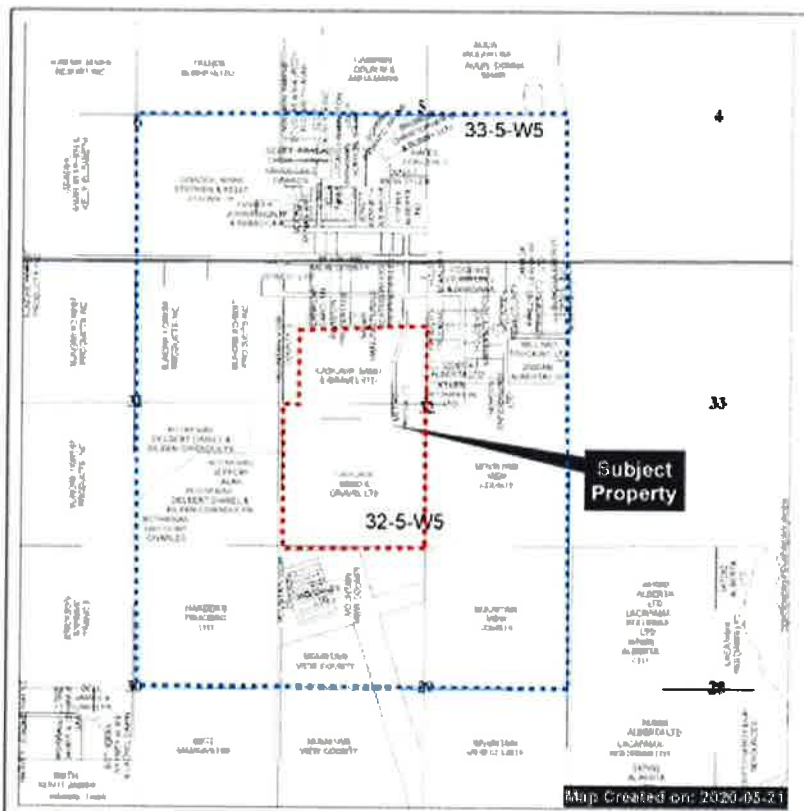
To: Jeff Holmes <jholmes@mvcounty.com>

Subject: Sundre Contracting requesting support for extended hours of crushing

Good morning Jeff,

Sundre Contracting is in the process of asking landowners within half a mile of their pit for support to have additional hours to crush.

- The Operating Regulations in the AEP District have provision for extended hours beyond 7am -7pm Mondays to Saturdays, no Sundays or Stat Holidays if the majority of landowners within $\frac{1}{2}$ a mile consent. (We interpret majority as 50 % plus 1)
- Attached is the letter they share with landowners and an example of response where there is the option for 6 – 10 pm or 24 hours as explained in the letter.
- Sundre Contracting hopes to extend the hours for 90 days.
- There are 108 properties within half a mile. Sundre Contracting sent us 35 signatures that represents 32%.
- One quarter section SE 5-33-5-5 is located within the Town (4 titles, 2 private landowners and 2 Crown owned parcels).





Box 600 - 403-638-2266 - T0M1X0 - Sundre, Alberta

June.1/2020

Hello neighbour and fellow community member,

We are Shelbi & Skyler Duncan, new owners of Sundre Contracting as of June, 2019! We have been living in Sundre for the past eight years, and working for the Harder's at Sundre Contracting for all of them. We decided to stay for the long haul, and took over operations last June. With two little ones under two and the global pandemic, it's been a very exciting first year of business! We want to extend our gratitude to all the neighbours we have called on for advice, permissions and information in the last year. You have made us feel warm and welcome, so from our family to yours, thank you!

We are hoping to call on you for a little help at this moment. Due to the global pandemic with Covid-19, the government has decided to put A LOT of money into infrastructure. This is fantastic news, our roads need fixing, our hospitals need to be reinforced, and jobs need to be created. It's a good step to put some money into our economy during these scary times. What does this mean for us as aggregate manufacturers? Our volumes need to be increased temporarily. We are not meeting volumes required by various companies to complete these jobs. We have reached out to the county to extend our crushing operations from 7am-7pm to 6am-10pm OR 24 Hours, if we have our neighbours' support.

What could this mean for our community? We have had to hire more staff during the pandemic due to increased activities at the pit, extending crushing hours would mean we need to hire even more staff to accommodate extended hours. Community members temporarily laid off have already expressed interest in a temporary position with us, until their regular jobs go back to normal. We are extremely fortunate to have this work during these times, we need to spread and extend that work to our neighbours and community members. The more work we have, the greater the need to utilize our neighbouring businesses services, the list goes on and on. This is a great temporary boost to our local economy!

We are asking for your help in signing off on extended hours. The reasons we do not see support for crushing operations are normally potential sound and dust disturbances. We would like to ensure our neighbours we will have every control necessary to mitigate that risk at all times! We run a water truck to help with dust - rain helps substantially. We will ensure our equipment does not make the reverse "beeping" sound that is normally heard with large equipment. We will include our personal cell phone numbers on this letter, so you have access to call us with questions or concerns 24 hours a day.

Furthermore, if you are not so sure what an aggregate company does or just the crushing operations we are asking to extend, we invite you to give us a call. We are very passionate about what we do, we would love to take you on a personal tour to show you how we operate, what we do, and who we are! We are very invested in this community and would love to continue to build that relationship.

Thank you for your consideration!

Yours truly,

Skyler & Shelbi Duncan

Skyler - 587-226-6911

Shelbi 403-638-6945