



Regular Council Meeting
Town of Sundre Municipal Council Chambers
March 23, 2026
5:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 March 23, 2026
 - 3.2 Councillor Absence (if applicable)
4. **Adoption of Previous Minutes**
 - 4.1 March 9, 2026 Regular Meeting of Council Minutes Pg. 1
5. **Delegation:**
 - 5.1 RFD Sundre RCMP Detachment Commander, Q3 Report Pg. 7
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2026-05 Committees of Council Bylaw, Amendments to Schedule “D: Pg. 24
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Q4 (2025) Financial Reporting Pg. 52
 - 8.2 RFD Sundre & District Aquatic Society Request to Waive February Utility Billing Pg. 86
 - 8.3 RFD Transportation & Economic Corridors – Transfer Westside Lands for Round-a-Bout Pg. 89
 - 8.4 RFD Awards Pg. 91
 - 8.5 RFD Appointment of Councillor to Shady Grove Bluegrass Festival Organizing Committee Pg. 92
 - 8.6 RFD Grants to Organizations (*Supplemental Item, RFD package will be provided at the meeting*)
9. **Administration:**
 - 9.1 RFD Departmental Reports, February 2026 Pg. 94
10. **Council Committee Reports:** None
11. **Council Invitations / Correspondence:** RFD Correspondence/Invitations Pg. 115
 - 11.1 Parkland Regional Library System Board Talk & Draft Meeting Minutes Pg. 116
12. **Closed Meeting:**
 - 12.1 Advice From Officials, *Access To Information Act*, Section 29
 - 12.2 Advice From Officials, *Access To Information Act*, Section 29
 - 12.3 Advice From Officials, *Access To Information Act*, Section 29
13. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
March 9, 2026
5:00 P.M.

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, March 9, 2026, commencing at 5:00 p.m.

IN ATTENDANCE: Deputy Mayor Connie Anderson
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Todd Dalke
Councillor Owen Petersen
Councillor Cheri Buchan

ABSENT: Mayor Richard Warnock
Chief Administrative Officer, Linda Nelson

STAFF: Director of Corporate Services, Chris Albert
Director Community Development, Benazir Thaha Valencia
Associate Development Officer, Chelsea Kruger
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 7

DELEGATION: Sundre Seniors Protected & Respected Under Community Engagement (S.P.R.U.C.E.),
Jane Atkins
Skating for Olivia Fund-raising Event, Amanda Adair

PRESS: 1

CALL TO ORDER: The meeting was called to order at 5:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING: **20260309: Bylaw 2026-03 Land Use Bylaw Map Amendment**
The Public Hearing was held in the Town of Sundre Municipal Council Chambers and pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26 and amendments* thereto.

The Deputy Mayor declared Public Hearing 20260309 relating to Bylaw 2026-03 Land Use Bylaw Map Amendment now open at 5:03 p.m.

ROLL CALL: Deputy Mayor Anderson requested that anyone registered to attend the Public Hearing by phone to state their name and address for the record.

Legislative Executive Assistant confirmed there were no person(s) registered to call in to the Public Hearing.

Purpose of Bylaw 2026-03 The purpose of Bylaw No. 2026-03 is to amend the Land Use Bylaw Map by changing the land use designation for three parcels from Flood Plain Industrial (I-2) and Light Industrial (I-1) to Highway Commercial (C-2), legally described as: NE 34-32-5-5, Civic Address 915 Main Avenue East; Plan 3079GP, Block 2, Lot 4, Civic Address 1005 Main Avenue East; and Plan 3079GP, Block 2, Lot 3, Civic Address 1004 1 Avenue SE.

Order of Presentations:

- Confirmation of Notices;
- Development Authority's report;
- Questions from Council to the Development Authority;
- Public Communication (letters/emails) read into the minutes;
- Presentation(s) by those in Favour of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Presentation(s) by those in Opposition of the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Any other person(s) deemed affected by the Bylaw (max. of 5 minutes, person(s) present in the Council Chambers will speak first, anyone on the phone will speak second);
- Closing statement of the Development Authority;
- Further questions for the Development Authority;
- Adjournment of the Public Hearing.

Public Notifications

Administration verified that notification of the Public Hearing for Bylaw 2026-03 was published in the local newspaper. Notification of the Public Hearing for Bylaw 2026-03 was published in the local newspaper on February 17th and February 24th, 2026 and the Town's website from February 20th to March 9th, 2026. Adjacent Landowner Notifications were mailed via Canada Post on February 12, 2026.

Development Authority's Report:

The Development Authority, Chelsea Kruger, delivered a verbal report accompanied by a PowerPoint presentation.

Public Communications:

Communications received from Transportation and Economic Corridors, Foothills Natural Gas Co-op Limited, Fortis Alberta, Mountain View County and Telus were read into the Minutes by the Legislative Executive Assistant.

Those in Favour of the Bylaw:

Mr. Steve Overguard and Curt Luzi, property owners addressed Council in favour of the redesignation.

Those in Opposition to the Bylaw:

None

Other person(s) Deemed Affected by the Bylaw:

None

Closing Statement:

The Development Authority provided a brief closing statement.

Initials

Call for a Motion: Deputy Mayor Anderson called for a motion to close the Public Hearing at 5:25 p.m.
Res. 079-09-03-26 MOVED by Councillor Petersen that the Town of Sundre Council has received sufficient information to close Public Hearing No. 20260309 pertaining to Bylaw 2026-03 being a bylaw to amend the Land Use Bylaw Map.

CARRIED

AGENDA – AMENDMENTS AND ADOPTION:

Res. 080-09-03-26 MOVED by Councillor Buchan that the agenda be approved as presented or amended, as follows:

CARRIED

Councillor Absence: *Mayor Warnock advised administration that he would not attend the meeting in compliance of s.14.6 of Council’s Procedural Bylaw.*

ADOPTION OF THE PREVIOUS MINUTES:

Res. 081-09-03-26 MOVED by Councillor Petersen that the Minutes of the Regular Meeting of Council held on February 23, 2026 be approved as presented.

CARRIED

DELEGATION:

Sundre Protected and Respected Under Community Engagement Society (SPRUCE)

Res. 082-09-03-26 MOVED by Councillor Buchan that the Town of Sundre Council accept the presentation by the representative of S.P.R.U.C.E. as information and thank the Society members and volunteers for the programs they provide to our community.

CARRIED

Arena Ice-time Fee Waiver for Fund-raising Event: Skate for Olivia

Res. 083-09-03-26 MOVED by Councillor Marr that the Town of Sundre Council approve the fee waiver for the ice-time rental fee for the Sundre Arena in an amount not to exceed \$378.00, to be funded from the Council Discretionary Contributions to Local Organizations, for the Skating for Olivia Fund-raising event March 21, 2026.

CARRIED

BYLAWS/POLICIES:

Bylaw 2026-01, Debenture Borrowing Bylaw

Res. 084-09-03-26 MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North Upgrade.

CARRIED

Res. 085-09-03-26 MOVED by Councillor Buchan that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North Upgrade.

CARRIED

_____ Initials

Bylaw 2026-03, Land Use Redesignation

Res. 086-09-03-26 MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5, Flood Plain Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2).

Note:

Bylaw 2026-03 has been corrected to show that the civic address for Plan 3079GP, Block 2, Lot 3 is 1004 - 1 Ave SE.

CARRIED

Res. 087-09-03-26 MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5, Flood Plain Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2).

CARRIED

Bylaw 2026-02, Flood Mapping

Res. 088-09-03-26 MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2026-02, being a bylaw to amend the Land Use Bylaw 2018-10 and further;

Res. 089-09-03-26 That the Town of Sundre Council set Monday, May 11, 2026, at 5:00 p.m. for a Public Hearing to Bylaw 2026-02 Land Use Bylaw Amendment.

CARRIED

OLD BUSINESS: None

NEW BUSINESS: **Purple Day, March 26, 2026 Proclamation**

Res. 090-09-03-26 MOVED by Councillor Marr that the Town of Sundre Council proclaim March 26, 2026 as “Purple Day” in the Town of Sundre, and further that Deputy Mayor Anderson sign the proclamation on behalf of Council and the Citizens of Sundre.

CARRIED

*Deputy Mayor Anderson called a break at 6:22 p.m.
Deputy Mayor Anderson reconvened the meeting at 6:27 p.m.*

ADMINISTRATION: None

COUNCIL COMMITTEE REPORTS: **Council Committee Reports February 2026**

Res. 091-09-03-26 MOVED by Deputy Mayor Anderson that the Town of Sundre Council accept his verbal report for February as information.

CARRIED

Initials

Res. 092-09-03-26 MOVED by Councillor Buchan that the Town of Sundre Council accept her written report for February as information.

CARRIED

Councillor Dalke did not provide a verbal or written report.

Res. 093-09-03-26 MOVED by Councillor Isaac that the Town of Sundre Council accept his written report for February as information.

CARRIED

Res. 094-09-03-26 MOVED by Councillor Marr that the Town of Sundre Council accept her written report for February as information.

CARRIED

Res. 095-09-03-26 MOVED by Councillor Petersen that the Town of Sundre Council accept his written report for February as information.

CARRIED

Res. 096-09-03-26 MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock’s written report for February as information.

CARRIED

COUNCIL KEY MESSAGE:

Council Key Messages February 2026

Res. 097-09-03-26 MOVED by Councillor Dalke that the Town of Sundre Council accept the Key Messages of Council for the month of February 2026 as information.

CARRIED

**COUNCIL INVITATIONS /
CORRESPONDENCE:**

Canadian History Ehx Video Partnership

Res. 098-09-03-26 MOVED by Councillor Petersen that the Town of Sundre Council accept the correspondence from Mr. Craig Baird of Canadian History Ehx as information.

CARRIED

Chinook’s Edge Board Update and Board Highlights

Res. 099-09-03-26 MOVED by Councillor Marr that the Town of Sundre Council accept Chinook’s Edge Board Update and Meeting Highlights as information.

CARRIED

CLOSED MEETING:

None

ADJOURNMENT

Res. 100-09-03-26 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 6:38 p.m.

CARRIED

Initials

These Minutes approved this 23rd Day of March 2026.

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Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	Delegation: Sundre RCMP Detachment Commander
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

The Detachment Commander is appearing before Council to present the quarterly Policing Report. This report provides a snapshot of Community Priorities, Community Consultations, Service Composition, and Crime Statistic for the Sundre Detachment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion and presentation of report.

In addition, Council was provided a copy of the February 25, 2026 letter prepared by Sgt. Harding pertaining to the transition and implementation of a new Community Priorities Plan (CPP) for 2026-2027. The letter is intended to allow community leaders sufficient time to begin considering local priorities and to engage constituents before formal planning begins.

ALIGNMENT WITH STRATEGIC PLAN

Item aligns with Council's Strategic Plan Pillar 2, Community Wellbeing and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council thank the Detachment Commander for attending Council and accepts the Sundre quarterly Policing Report and Crime Statistics as information.

MOTION:

That the Town of Sundre Council thank the Detachment Commander for attending Council and accepts the Sundre quarterly Policing Report and Crime Statistics as information.

ATTACHMENTS:

- 5.1a February 12, 2026 Letter to Mayor Warnock;
- 5.1b February 4, 2026 Letter from Deputy Commissioner
- 5.1c Community Priorities and Consultations;
- 5.1d Provincial Service Composition;
- 5.1e Crime Statistics
- 5.1f Community Priorities Letter dated February 25th

Date Reviewed: March 18, 2026

CAO: 



February 12, 2026

Mr. Richard Warnock
Mayor
Sundre, Alberta

Dear Mayor Warnock,

Please find attached the quarterly Community Policing Report for the Town of Sundre. It outlines staffing, financial information, and crime trends for the Sundre RCMP, and supports our commitment to transparency and ongoing collaboration with our community partners.

Through both provincial and municipal policing contracts, the RCMP serves roughly 40% of Albertans across 95% of the province, including your community. That is why it is so important that our work is centered on people — the frontline members serving your community, the support teams behind the scenes, and the Albertans who rely on us every day.

The Government of Alberta's Police Funding Model (PFM) has strengthened our ability to meet those needs. With your contributions, we have added 279 police officers, 136 directly to detachments, along with 242 civilian staff, including 77 supporting detachment operations. These investments have also enabled the development of a Real-Time Operations Centre to support frontline officers, the expansion of our drone program, enhanced investigative capacity, and the addition of a third specialized Emergency Response Team.

These resources, along with the dedication of our employees and the support of your community, have helped bring Alberta's crime rates to their lowest point in five years — and we are committed to building on this progress together.

I welcome continued conversations about your community's policing priorities and any ideas that can help us strengthen our service. Working collaboratively is essential to maintaining this forward progress, and I encourage you to reach out at any time with questions, concerns, or suggestions.

Sincerely,

A handwritten signature in blue ink that reads 'C. Harding'.

Sgt. Courtney Harding
Officer in Charge
Sundre RCMP Detachment

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

February 4, 2026

Good day,

As we begin a new year, I would like to take the opportunity to share an update on the work the Alberta RCMP is doing to support safe, resilient communities across the province.

Like you, and the communities you serve, crime remains a primary concern for the Alberta RCMP. We recognize the significant impacts crime has on residents, businesses, and overall community well-being. Policing in Alberta presents unique and real challenges, including vast geographic areas, long response distances, and a relatively small number of repeat offenders who cause a disproportionate amount of harm. Addressing these challenges requires responses that are intelligence-led, fiscally responsible, and built on strong partnerships.

We remain focused on addressing crime through continual reassessment of operational approaches, responsible deployment of resources, and close collaboration with municipal and community partners. We also recognize the significant cost of policing for communities and remain committed to ensuring available resources are deployed strategically and efficiently to deliver effective policing services to Albertans.

As part of this commitment, we are investing in modernization initiatives, including the development of the Real-Time Operations Centre, the expansion of the Emergency Response Team, increased investigative capacity and resources focused on working in partnership with communities and government on prevention initiatives and address the root causes of crime.

I want to highlight for you some of the initiatives we have underway, some of the results we've realized and some of the opportunities we remain focused on.

Despite fiscal pressures, we continue to focus resources where they will have the greatest impact. One of our key strategies is concentrating on the relatively small number of offenders responsible for the greatest harm across the province through tracking and prioritizing the Top 100 offenders. Using data compiled from RCMP and municipal police services across Alberta our Strategic Research and Analysis Unit, has assessed nearly 100,000 unique offenders and ranked them to identify those causing the most significant harm. This intelligence directly informs the work of Crime Reduction Units located across the province that can be deployed where and when emerging crime trends demand to target those offenders causing the most harm. These units work in close coordination with local detachments and partner agencies, including municipal police services and Alberta Sheriffs.

We have countless examples of successful operations targeting property crime offenders across Alberta where significant seizures of stolen property including vehicles, ATV's heavy construction equipment, and copper wire, have been recovered and offenders have been arrested to face prosecution. This includes well coordinated investigations involving teams of investigators located strategically throughout the four districts working in concert and utilizing sophisticated investigative techniques and tools including the leveraging of cutting-edge surveillance assets from our federal RCMP partners.

We know that addiction to illicit drugs is a huge driver of the types of crime that victimize Albertans. To that end, we have also utilized enhanced investigative resources to compliment local detachments in combatting the drug trade in communities across the province. We have made significant seizures of fentanyl, methamphetamines, cocaine and illegal firearms in numerous investigations across the province. These successes impact the availability of these harmful drugs through disruption of supply and act as a deterrent by holding accountable those who are profiting from the distribution of substances that deprive Albertans of their safety and security.

We are embracing technology to make policing more effective, efficient, and safer for both the public and police. The policing landscape is changing; yesterday's solutions won't solve today's challenges. As such, modern policing requires that frontline officers be supported by layers of expertise, coordination, and technology. The Real-Time Operations Centre does exactly that and is a critical component of police modernization. Operating twenty-four hours a day, seven days a week, the Real-Time Operations Centre provides operational support to every Alberta RCMP officer in the province. It enhances officer and public safety, coordinates specialized resources, and ensures informed decision-making during complex and evolving incidents. For our officers, the Real-Time Operations Centre ensures they are never working alone, regardless of location. For Alberta communities, this means every officer on their street is supported by a robust network of specialized units ready to respond at any moment. Ratepayers aren't funding just one uniformed member, but a comprehensive system of expertise and technology working behind that officer to keep their community safe.

Advanced investigative resources and practices represent another essential component of modernized policing as do resources such as the Emergency Response Teams. Emergency Response Teams are teams of highly skilled and trained individuals, bringing together experienced members, specialized tactics, advanced technology, and trained negotiators as a complete operational package, essentially bringing the right resource to the most volatile and dangerous calls. Their role is to safely resolve high-risk incidents involving armed or barricaded individuals, hostage situations and high-risk arrests. By deploying the appropriate expertise, equipment, and techniques, Emergency Response Teams have consistently led to safer outcomes for community members, suspects, and police officers. Demand for these specialized responses has increased significantly, with a sixty-one per cent increase in calls requiring Emergency Response Team involvement over the past four years. In response we have increased our capacity in this area enhancing overall public safety throughout the province. These specialized units place the Alberta RCMP on the leading edge of modern policing in Canada and directly support community safety. Combined with the dedication of our employees and the partnership of the communities we serve, these efforts have helped reduce crime rates in Alberta to the lowest in five years.

We recognize that police visibility and staffing levels remain key concerns for our clients and stakeholders. We continue to focus on recruiting Albertans to serve Albertans, strengthening experienced police officer recruitment. Since April 1, 2024, we have seen 5,450 applications in Alberta and 22 Experienced Police Officers have joined the Alberta RCMP since April 1, 2025. While these recruiting numbers are encouraging, we recognize the ongoing urgency to fill vacancies which is why we continually look inward at our hiring processes to remove barriers, find efficiencies and ensure the most qualified applicants are finding their way to service in communities across Alberta as quickly as possible.

Like all police services, we experience short-term human resource pressures at frontline detachments and have developed several strategies that enable a flexible response to these pressures. We have established a Relief Team based out of Leduc and Cochrane that is comprised of 30 members who

support detachments throughout the province. Since the start of 2026, the Relief Team has deployed 34 times to various detachments in the province. In addition, we currently have 33 Reservists who are retired police officers available as and when required to deploy where the greatest needs are. This provides another option of flexible deployment of highly experienced resources.

We are continually assessing our service delivery models to ensure our resources are deployed in the most effective and efficient way. This includes assessing resource levels at detachments, monitoring our response times, reviewing and adapting our policies and piloting initiatives to improve member visibility in communities. Just recently, we approved a pilot project that leverages technology to reduce the administrative burden placed on our front-line members, so that they can spend more time engaged in proactive patrolling and community engagement.

We continually engage in consultation with our community partners and stakeholders to identify whether changes to service delivery are needed. We assess and discuss impacts with our stakeholders and prioritize flexibility to ensure we are responsive to community priorities and needs.

Municipal leadership plays a critical role in advocating for safer communities. Your collective voice—grounded in firsthand knowledge of how crime affects residents, businesses, and community well-being—is essential in advancing meaningful change related to bail practices and court capacity.

I would like to highlight some of the broader challenges we encounter in this space.

First, let me share an example of a single prolific offender whose repeated releases resulted in significant harm across multiple communities:

- In February 2025, he committed a firearm-related robbery and stole a vehicle containing a one-year-old child, receiving a 90-day sentence.
- In June 2025, he was sentenced to 21 days time served after being located in a stolen vehicle.
- In July 2025, he was arrested again in a stolen vehicle, charged with 11 offences, and released on bail with conditions.
- In September 2025, he pled guilty to theft under \$5,000 and served 30 days.
- In November 2025, he rammed an unmarked police vehicle with a stolen vehicle and was taken into custody.
- He now faces 11 charges, including failure to comply and assaulting a police officer with a weapon, and remains in custody.

This individual committed offences across Stony Plain, Spruce Grove, Parkland County, Lac Ste. Anne County, and Sturgeon County. His apprehension was the result of coordinated efforts between the Central Alberta District Crime Reduction Unit, a Community Response Team, and Parkland Detachment resources.

Examples such as this are not isolated. They demonstrate how a single prolific offender, repeatedly released back into the community, can cause significant harm to multiple municipalities in a short period of time. These cases underscore rural Albertans' concerns around repeat offending, bail, and court capacity.

We work closely with Crown Prosecutors to address repeat offending by ensuring priority offenders are supported by comprehensive bail packages that clearly outline criminal history, risk to public safety, and the broader community impacts of continued release. We also actively support the use of Community

Impact Statements, which allow communities and municipal leaders to articulate the cumulative harm crime causes beyond individual victims.

We remain compassionate toward individuals experiencing mental health challenges, addictions, and social vulnerability, and we continue to support partnerships that improve access to treatment and recovery services. This requires that adequate treatment be available and accessible. At the same time, there *are* individuals whose repeated, violent, or high-risk behaviour necessitates incarceration. Some people simply need to go to jail in order to protect the public and prevent further victimization.

Court capacity remains a significant challenge across the province, especially in rural Alberta. Limited court time, shortages of judges and clerks, and resulting delays undermine the effectiveness of the justice system. We will continue to advocate for improvements through multiple forums, consistently raising the impacts these pressures have on victims, communities, and frontline policing.

When policing data, operational experience, and municipal advocacy align, they provide a powerful foundation for justice system reform. Effective crime reduction cannot be achieved by policing alone. Long-term success depends on strong partnerships with municipalities, community organizations, government, and social service providers. We value our relationship with you and those you represent and recognize the essential role you play in shaping community safety priorities.

Modernization, fiscal responsibility, and collaboration will continue to guide our efforts. We are committed to leveraging technology, applying best practices, and deploying the right resources in the right places to support shared public safety goals.

Effective policing depends on strong partnerships, and I want to assure you that we remain committed to working closely with elected officials, municipal administrators, and community leaders to ensure policing services align with local priorities and needs. That is why I encourage you to reach out to your local Detachment Commander to discuss your policing services and explore opportunities to strengthen collaboration in support of your community priorities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trevor Daroux', with a stylized flourish extending to the right.

Trevor Daroux
Deputy Commissioner
Commanding Officer Alberta RCMP

111140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Sundre RCMP Detachment

Detachment Commander

Sgt. Courtney Harding

Report Date

February 12, 2026

Fiscal Year

2025-26

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Traffic with focus on Impaired Driving

Updates and Comments:

Members held 1 joint force Check stop operation on December 19, with Alberta Conservation Officers. 100 vehicles were checked with zero drivers impaired by alcohol or drug. RCMP Traffic Services hosted a Check stop on November 13 in Mountain View County. Sundre Members continue to patrol the Town of Sundre and surrounding Counties. Approx 165 vehicles were stopped, with 35 written warnings issued, and 21 charges laid under provincial traffic statutes. 9 Immediate Roadside Sanctions were issued to Drivers for Impaired Operation of a Motor Vehicle (5 CAU/4 FAIL). Sundre RCMP continue to make Impaired Driving enforcement and prevention a priority through traffic enforcement, check stops, and investigating complaints regarding potential Impaired Drivers.

Priority #2: Crime Reduction

Updates and Comments:

Sundre RCMP continue to focus efforts on Rural Crime reduction strategies, prevention and enforcement. RCMP deployed bait vehicles and high value items in multiple locations in Mountain View County, Clearwater County and Town of Sundre in efforts to catch thieves targeting the Community. Sundre RCMP are actively engaged with Olds RCMP, the Southern Alberta Criminal Intelligence Analyst, K Division's Community Safety branch and local oilfield companies on crime mapping, education, loss prevention initiatives and future crime prevention projects. RCMP arrested 2 prolific offenders involved in rural oilfield related crime. Sundre RCMP utilized the Civil Forfeiture program to seize a crime involved vehicle from the person charged. 7 Judicial Authorizations were applied for and granted.





Sundre Detachment is monitoring 2 offenders under curfew/house arrest. 20 curfew checks were completed.

Priority #3: Mental Health and Substance Abuse

Updates and Comments:

Sundre Detachment attended 18 calls for service in Q3. RPACT referrals were made on 3 files. 2 apprehensions were made under the Mental Health Act. Another 4 clients were transported to Hospital.

Sundre RCMP and RPACT attended a Sundre rural mental health coalition committee meeting, which included an AHS practitioner to discuss the Police's role in mental health calls. Input was provided regarding the correlation between mental health and the local unhoused population. Local emergency sheltering options were discussed, as well as available sheltering facilities in other communities. RCMP provided input regarding emergency sheltering need in Sundre. RCMP continue to advocate for mental health related clients and their families, as needed.

Priority #4: Police and Community Relations

Updates and Comments:

The Sundre RCMP continue to engage with the local Community as much as possible. Members attended a variety of community engagements including, Sundre Sundown, School Dances, local youth hockey games, Sundre war memorial unveiling, Remembrance Day ceremonies and monthly 'Coffee with a Cop'. Interagency meetings were attended with Search and Rescue, Sundre Youth Justice Committee, 'Kirsten's Place' Emergency Shelter (Olds), Sundre Rural Mental Health Coalition, and an 'unhoused' pop up navigation Interagency Meeting hosted by K Division RCMP. Sundre's school liaison officer and Corporal made a presentation to local High School students on Law, and the Police's role in the justice system.

Members continue to engage with members of the public through daily duties including but not limited to traffic/impaired driving enforcement and education.





Community Consultations

Consultation #1

Date September 19, 2025	Meeting Type Community Connection
Topics Discussed Unhoused Action plan	
Notes/Comments: Sundre RCMP attended an "unhoused" community agency action plan interagency meeting hosted by Greenwood Neighbourhood Place. Purpose of the meeting was to collaborate on ideas/initiatives for local homeless population.	

Consultation #2

Date September 13, 2025	Meeting Type Meeting with Elected Officials
Topics Discussed Prosecution for Rural Crime concerns	
Notes/Comments: Sundre Detachment Commander attended a Council meeting hosted by Mountain View County, with Crown Prosecutor's Office and Didsbury Detachment present to discuss rural crime issues and prosecutions.	

Consultation #3

Date November 24, 2025	Meeting Type Meeting with Elected Officials
Topics Discussed 2025-2026 Quarter 2, Sundre Detachment Report	
Notes/Comments: Town of Sundre Council Meeting - Attended and presented on 2025/2026 Q2 stats and crime trend reports.	





Consultation #4

Date	Meeting Type
November 26, 2025	Community Connection
Topics Discussed	
Mental Health Coalition	
Notes/Comments:	
Attended a Sundre Rural Mental Health Coalition meeting with the Rocky Mountain House RPACT Team including psychiatric nurse. Discussed prevalence of mental health concerns in the Sundre Community, supports, how RPACT and RCMP can assist with calls/education. Discussed sheltering options for unhoused population who may have mental health concerns.	

Consultation #5

Date	Meeting Type
November 11, 2025	Community Connection
Topics Discussed	
Sundre Youth Justice	
Notes/Comments:	
Attended a Sundre Youth Justice Committee meeting. Discussed referrals and addressed any other questions or concerns from the Committee. Further meetings to take place.	

Consultation #6

Date	Meeting Type
October 8, 2025	Community Connection
Topics Discussed	
Search and Rescue	
Notes/Comments:	
Sundre Member attended Sundre Search and Rescue's Annual General Meeting.	





Consultation #7

Date October 31, 2025	Meeting Type Community Connection
Topics Discussed Coffee with a Cop	
Notes/Comments: Sundre RCMP attended Coffee with a Cop the last Friday of October and November, hosted by McDonald's. Met with members of the Public to address any concerns or questions they may have.	

Consultation #8

Date November 11, 2025	Meeting Type Community Connection
Topics Discussed Remembrance Day	
Notes/Comments: Sundre RCMP attended the Sundre Schools in Red Serge for Remembrance Day ceremonies. Sundre RCMP also took part in the Sundre War Memorial unveiling on November 8, and Remembrance Day ceremony on November 11, 2025.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	8	0	0
Detachment Support	2	2	0	0

Notes:

1. Data extracted on December 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: All of the eight established Regular Member positions at Sundre Detachment are filled. There were no vacancies during Quarter 3.

Detachment Support: Both Detachment support positions are filled and working.





Sundre Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		4	0	0	0	0	-100%	N/A	-0.8
Sexual Assaults		2	0	1	1	1	-50%	0%	-0.1
Other Sexual Offences		0	1	0	1	0	N/A	-100%	0.0
Assault		24	12	20	14	11	-54%	-21%	-2.4
Kidnapping/Hostage/Abduction		0	1	1	0	0	N/A	N/A	-0.1
Extortion		0	0	1	0	1	N/A	N/A	0.2
Criminal Harassment		4	2	1	6	7	75%	17%	1.0
Uttering Threats		11	6	7	7	10	-9%	43%	-0.1
TOTAL PERSONS		45	22	32	29	30	-33%	3%	-2.3
Break & Enter		17	8	14	5	11	-35%	120%	-1.5
Theft of Motor Vehicle		12	2	10	5	2	-83%	-60%	-1.7
Theft Over \$5,000		1	4	7	1	3	200%	200%	0.1
Theft Under \$5,000		12	15	14	22	11	-8%	-50%	0.5
Possn Stn Goods		3	5	3	5	6	100%	20%	0.6
Fraud		14	12	16	19	14	0%	-26%	0.7
Arson		2	1	0	3	1	-50%	-67%	0.0
Mischief - Damage To Property		21	17	17	14	14	-33%	0%	-1.7
Mischief - Other		12	14	12	4	14	17%	250%	-0.6
TOTAL PROPERTY		94	78	93	78	76	-19%	-3%	-3.6
Offensive Weapons		5	13	1	3	14	180%	367%	0.8
Disturbing the peace		2	8	4	6	8	300%	33%	1.0
Fail to Comply & Breaches		7	21	13	11	11	57%	0%	-0.2
OTHER CRIMINAL CODE		4	6	10	1	5	25%	400%	-0.3
TOTAL OTHER CRIMINAL CODE		18	48	28	21	38	111%	81%	1.3
TOTAL CRIMINAL CODE		157	148	153	128	144	-8%	13%	-4.6



Sundre Provincial Detachment Crime Statistics (Actual) October - December: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

January 13, 2026

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	1	0	0	1	N/A	N/A	0.1
Drug Enforcement - Trafficking		0	1	1	2	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	2	1	2	1	N/A	-50%	0.2
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		0	2	0	1	0	N/A	-100%	-0.1
TOTAL FEDERAL		1	4	1	3	1	0%	-67%	-0.1
Liquor Act		2	2	3	1	2	0%	100%	-0.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		15	18	18	35	23	53%	-34%	3.3
Other Provincial Stats		22	26	20	18	33	50%	83%	1.4
Total Provincial Stats		39	46	41	54	58	49%	7%	4.6
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	2	3	3	1	-67%	-67%	-0.3
Total Municipal		3	2	3	3	1	-67%	-67%	-0.3
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		4	13	6	13	6	50%	-54%	0.4
Property Damage MVC (Reportable)		59	73	69	34	46	-22%	35%	-6.5
Property Damage MVC (Non Reportable)		6	5	9	7	8	33%	14%	0.6
TOTAL MVC		69	91	84	55	60	-13%	9%	-5.4
Roadside Suspension - Alcohol (Prov)		6	1	5	1	10	67%	900%	0.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		192	108	212	91	114	-41%	25%	-17.3
Other Traffic		0	0	0	1	0	N/A	-100%	0.1
Criminal Code Traffic		13	11	9	8	8	-38%	0%	-1.3
Common Police Activities									
False Alarms		7	5	4	3	9	29%	200%	0.2
False/Abandoned 911 Call and 911 Act		3	5	1	1	4	33%	300%	-0.2
Suspicious Person/Vehicle/Property		21	12	29	24	27	29%	13%	2.4
Persons Reported Missing		0	4	4	2	10	N/A	400%	1.8
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		23	8	15	13	5	-78%	-62%	-3.1
Form 10 (MHA) (Reported)		0	1	1	2	1	N/A	-50%	0.3

Sundre RCMP

Community Priorities Plan Invitation

February 25th, 2026

Dear Mayor Warnock;

As Alberta's provincial police service, the RCMP is continually working to modernize and strengthen the way we partner with communities to address local public safety needs. This letter is being shared to provide early awareness of an upcoming change to the community priority planning process and to support timely engagement with local leadership ahead of the next planning cycle.

Beginning in February 2026, Alberta RCMP detachments will be transitioning to a new Community Priorities Plan (CPP) for the 2026-2027 cycle. This updated approach replaces the previous Annual Performance Plan (APP) and is intended to serve as the primary framework for identifying and tracking policing priorities at the community level.

The CPP is intentionally community led. It was developed to strengthen collaboration with municipal and Indigenous leadership and ensure that the priorities of your police service are directly informed by the communities we serve. The CPP is designed to support meaningful dialogue, shared understanding, and clear achievable priorities that reflect local realities.

This early communication is intended to allow community leaders sufficient time to begin considering local priorities and engaging with constituents before formal planning begins.

Community Priorities Plan Overview

Step One: Preparation and Consultation (February 2026)

Community leaders consult with their constituents in advance of meeting with the RCMP to gather ideas, concerns, and objectives related to community safety. This initial consultation is the first of town points of engagement and is an important step in ensuring that policing priorities are built with the community, not for the community.

Should community leaders wish to involve their Detachment Commander in these early community discussions, requests can be made directly to the detachment and support will be provided.

The purpose of this stage is to develop a clear understanding of community-specific concerns and objectives to inform upcoming discussions.

Step Two: Engagement Meeting (March 2026)

An engagement meeting is held between community representatives and the Detachment Commander. This meeting provides an opportunity for community representatives to share feedback gathered during consultations and to discuss community perspectives openly.

All relevant concerns, ideas, and objectives are welcome for discussion at this stage. These conversations help build a shared understanding between the community and the detachment and support alignment as priorities begin to take shape.

Following this initial engagement meeting, the Detachment Commander will take the identified community priorities and meet with their leadership team to develop an operational plan outlining how the RCMP will work to deliver on these priorities.

Step Three: Finalizing Priorities

A subsequent meeting will be held between community representatives and the Detachment Commander where possible, during which the proposed plan will be presented to the Community for review. This meeting will provide an opportunity for community leaders to offer feedback, seek clarification and confirm alignment before priorities are finalized.

Following engagement and discussion the Community Priorities Plan is finalized. The goal of this stage is to confirm a consolidated list of up to three community policing priorities that accurately reflects and encompasses the concerns and objectives raised through earlier engagement.

Once confirmed, the plan is endorsed by the Detachment Commander and community leadership. Progress will be monitored through regular reporting, with adjustments made as required to ensure priorities remain responsive and aligned over time.

Detachments Serving Multiple Communities

For Detachments that serve multiple municipalities, this CPP process will be conducted with each community group. Engagement, consultation, and feedback will be gathered independently to ensure each communities unique needs and perspectives are understood. Overall, detachment priorities will then be developed based on the totality of feedback received across all participating communities.

Next steps – Community Consultation and Engagement

As part of the CPP process, community leaders are encouraged to begin consulting with their constituents to gather input on local safety concerns, emerging issues, and opportunities for collaboration. Community leaders may choose the consultation methods that best suit their communities, such as surveys, town halls, meetings or other engagement activities. Detachment Commanders may be invited to attend these conversations where appropriate, or consultations may be conducted independently, with feedback shared at a later stage.

This early engagement will help inform discussions with your Detachment Commander as CPP development progresses. Your partnership is essential to ensuring policing priorities reflect the unique needs of your community. Further information and guidance will be provided by your local Detachment as the CPP process moves forward.

Thank you for your continued partnership and leadership in supporting community safety.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Harding".

Sgt. Courtney Harding

Detachment Commander, Sundre RCMP Detachment



REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	RFD Bylaw 2026-05 "Council Committees Bylaw", Amendment to Schedule "D" Sundre Wellness Advocacy Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre Wellness Advocacy Committee conducted a workshop to discuss the advocacy priorities of the committee and to review the Terms of Reference for the committee on March 9, 2026. Several amendments to the Terms of Reference are proposed for Council's approval.

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Council's Strategic Plan Pillar 2 Community Well-being, and Pillar 5, Sustainable and Responsible Governance.

COSTS/FUNDING:

In-house staff time.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends all three readings to Bylaw 2026-05 "Council Committees Bylaw" as presented, by amending Schedule "D" Sundre Community Health Advocacy Committee.

MOTION:

That Council rescind Bylaw 2025-12 and amendments thereto.

That the Town of Sundre Council gives **First Reading** to Bylaw 2026-05 "Council Committees Bylaw", by amending Schedule "D" "Sundre Community Health Advocacy Committee".

That the Town of Sundre Council gives **Second Reading** to Bylaw 2026-05 "Council Committees Bylaw", by amending Schedule "D" "Sundre Community Health Advocacy Committee".

That the Town of Sundre Council gives **Unanimous Consent for Third and Final Reading** to Bylaw 2026-05 "Council Committees Bylaw", by amending Schedule "D" "Sundre Community Health Advocacy Committee".

That the Town of Sundre Council gives **Third and Final Reading** to Bylaw 2026-05 "Council Committees Bylaw", by amending Schedule "D" "Sundre Community Health Advocacy Committee".

ATTACHMENTS: Amendments to Schedule "D"

Bylaw 2026-5 "Council Committees Bylaw" with Schedule "D" "Sundre Community Health Advocacy Committee"

Date Reviewed: March <u>18</u> , 2025	CAO: <u>Amela Nebo</u>
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Bylaw 2026-XX

Schedule "D"

TERMS OF REFERENCE

SUNDRE COMMUNITY WELLNESS HEALTH ADVOCACY COMMITTEE

Definition – Health

The Province of Alberta, through Alberta Health and the *Alberta Health Act*, primarily defines health in terms of an accessible, comprehensive and patient-focused system, covering physical, mental, and social well-being.

I. STATEMENT OF PURPOSE

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local ~~agencies~~ **organizations** and citizens.

COMPOSITION OF COMMITTEE

- Town of Sundre - Mayor and 1 Councillor
- Mountain View County - 2 Councillors
- ~~• 2 members at large~~
- 1 member of the Hospital Futures Committee
- 1 member of the Sundre Health Profession Attraction and Retention Committee
- 1 member at large appointed by the Chair
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

II. ROLES AND RESPONSIBILITIES

The Committee shall:

- Provide information and identification of health needs that are in the best interest of our community.
- Create an engagement strategy for identified issues.
- To identify a maximum of 2 advocacy priorities at a time, to allow for more impactful advocacy on critical issues.
- There shall be a focus on identified priorities.
- ~~• Be responsible to review and study the current capacity and functions of the health care facilities and programs within the municipality.~~
- ~~• Provide information and identification of health care needs to Council that may be used to approach other levels of governments or agencies to discuss actions that are in the best interests of our community.~~
- Abide by the Town of Sundre Committees Bylaw

Elected Officials:

- ~~• The Chair shall appoint a member of the committee to prepare briefing notes.~~
- ~~• Gather and receive information on community health care needs for advocacy efforts.~~
- The Chair shall be the Mayor of Sundre.
- The Chair is the official spokesperson for the Committee.
- The Chair is the approving authority for delegation(s) to the Committee.
- Report to **respective** Councils on ~~the 1—2~~ priority items **and committee key messages** that may be used to approach other levels of governments or ~~agencies organizations~~.
- Meet with government and other ~~agencies organizations~~ on agreed upon priority advocacy efforts.

Members at Large:

- Participate in meaningful discussions on health. ~~care and assisted living needs.~~
- Bring community health ~~care~~ needs to the committee's attention, with a focus on ~~the 1—2~~ priority items identified by the committee.
- **Report to respective individual committees or their organization based on key messages of the Sundre Community Health Advocacy Committee.**

I. TERM

~~The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.~~

Committee appointments of Councillors shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting.

Members at large shall serve for a term of two (2) years and may be renewed at the discretion of the Town of Sundre Council.

II. FREQUENCY OF MEETINGS

- The committee shall ~~normally~~ meet during regular business hours on a weekday. ~~on such dates and locations as determined at the discretion of the committee.~~
- The committee shall **should** meet on a Bi-monthly basis.
- Meetings may be rescheduled by the ~~Mayor~~ **Chair** if there is no new business to discuss **and/or a special meeting is required.**
- ~~• Committee meetings shall not exceed one hour, unless otherwise agreed upon.~~
- There shall be an annual hiatus for the months of July and August.

III. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any decisions in which they have a real or perceived conflict.



TOWN OF SUNDRE

BYLAW NO. 2026-05

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS, pursuant to the *Municipal Government Act*, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre’s Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE *MUNICIPAL GOVERNMENT ACT*, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:

1. NAME OF BYLAW

This Bylaw may be cited as “Council Committees Bylaw.”

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 “Administrative Representative” refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 “Chief Administrative Officer” means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 “Committee” means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 “Council” means the Council of the Town of Sundre;
- 3.1.5 “Councillor” means a Councillor of the Town of Sundre;
- 3.1.6 “Town” means the Town of Sundre
- 3.1.7 “Ex-officio” means membership by virtue of one’s office.
- 3.1.8 “Member at Large” means a member of the public appointed by Council to a Committee pursuant to the Bylaw;

- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.

- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- 8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2 The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 3.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.
- 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

15. EFFECTIVE DATE

- 15.1 All Schedules attached are part of and form part of this Bylaw.
- 15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final

16. REPEAL Reading.

16.2

Bylaw 2025-12 and amendments thereto are hereby repealed.

Read for a first time on this ____ day of _____ 2026; Motion No; _____;

Read for the second time on this ____ day of _____ 2026; Motion No. _____;

Given Unanimous Consent to Proceed to a third reading this ____ day of _____ 2026; Motion No. _____;

Read for the third time on this ____ day of _____ 2026; Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair at 5:30 p.m. prior to a Regular Council Meeting.

Schedule "B"

TERMS OF REFERENCE

COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

II. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. DUTIES AND POWERS

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council's strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required to facilitate the timely review and recommendations on applications.

VII. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any funding decisions in which they have a real or perceived conflict.

Schedule "C"

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBILITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act shall be the chair of the Committee:

- (i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
- (ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
- (iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

Schedule E Terms of Reference Emergency Management Advisory Committee continued

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

- a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;
- b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;
- c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

Schedule E Terms of Reference Emergency Management Advisory Committee continued

- d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
- e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;
- b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

Schedule "D"

TERMS OF REFERENCE

SUNDRE COMMUNITY HEALTH ADVOCACY COMMITTEE

Definition – Health

The Province of Alberta, through Alberta Health and the *Alberta Health Act*, primarily defines health in terms of an accessible, comprehensive and patient-focused system, covering physical, mental, and social well-being.

I. STATEMENT OF PURPOSE

To provide input to enhance current health service and provide direction for future health care services in the municipality. Recommendations are intended to strengthen and build upon local community partnerships between municipal government, other levels of government, local organizations and citizens.

COMPOSITION OF COMMITTEE

- Town of Sundre - Mayor and 1 Councillor
- Mountain View County - 2 Councillors
- 1 member of the Hospital Futures Committee
- 1 member of the Sundre Health Profession Attraction and Retention Committee
- 1 member at large appointed by the Chair
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

II. ROLES AND RESPONSIBILITIES

The Committee shall:

- Provide information and identification of health needs that are in the best interest of our community.
- Create an engagement strategy for identified issues.
- To identify a maximum of 2 advocacy priorities at a time, to allow for more impactful advocacy on critical issues.
- There shall be a focus on identified priorities.
- Abide by the Town of Sundre Committees Bylaw

Elected Officials:

- The Chair shall be the Mayor of Sundre.
- The Chair is the official spokesperson for the Committee.
- The Chair is the approving authority for delegation(s) to the Committee.
- Report to respective Councils on priority items and committee key messages that may be used to approach other levels of governments or organizations.
- Meet with government and other organizations on agreed upon priority advocacy efforts.

Members at Large:

- Participate in meaningful discussions on health.
- Bring community health needs to the committee's attention, with a focus on -priority items identified by the committee.
- Report to respective individual committees or their organization based on key messages of the Sundre Community Health Advocacy Committee.

I. TERM

Committee appointments of Councillors shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting.

Members at large shall serve for a term of two (2) years and may be renewed at the discretion of the Town of Sundre Council.

II. FREQUENCY OF MEETINGS

- The committee shall meet during regular business hours on a weekday.
- The committee should meet on a Bi-monthly basis.
- Meetings may be rescheduled by the Chair if there is no new business to discuss and/or a special meeting is required.
- There shall be an annual hiatus for the months of July and August.

III. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any decisions in which they have a real or perceived conflict.

Schedule "E"
TERMS OF REFERENCE

SUNDRE STRATEGIC ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

Under the *Municipal Government Act*, (MGA), councillors have the duty to: consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality. participate generally in developing and evaluating the policies and programs of the municipality, participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council, obtain information about the operation or administration of the municipality from the chief administrative officer, keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public, perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Council's effectiveness depends on councillors providing input on specific areas, while thinking and voting for the whole municipality.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Advisory)
- Staff members as designated by the Chief Administrative Officer (Advisory)
- Recording Secretary (Support Staff)
- A quorum shall consist of a majority of the current Council committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall be responsible to:

- Attend the Orientation session during the first term of council.
- Participate in the Strategic Planning Session during the first term of council.
- Participate in the spring strategic advisory meeting. Review draft documents for further administrative research, and subsequent review at fall strategic advisory meeting.
- Participate in the fall strategic advisory meeting. Review draft budget documents for the debate and subsequent approval of Council at the regular council meetings in December.
- Review draft business plans for Town departments.
- Make best efforts to participate in the spring and fall open houses.
- Abide by the Town of Sundre Committees Bylaw

IV. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

V. FREQUENCY OF MEETINGS

- Orientation shall take place over 1 weekend, generally in November following the municipal election, this session is mandatory. More than one orientation session may occur over the four year term, according to best practices, (year 1 and year 3). Orientation sessions shall be coordinated and

scheduled by the Chief Administrative Officer.

- Strategic Planning shall take place over 1 weekend in January following the municipal election, this session is mandatory.
- Spring Open House shall generally take place in March and shall be set at the Organizational meeting in the preceding year.
- Fall Open House shall generally take place in September and shall be set at the Organizational meeting in the preceding year.
- Spring strategic advisory meeting shall generally take place over three days in April and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the workshop, and all regulations for closed sessions shall be in effect. Typically, this meeting shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.
- Fall strategic advisory meeting shall generally take place over three days in October and shall be set at the Organizational meeting in the preceding year. No decisions shall be made at the meeting, and all regulations for closed sessions shall be in effect. Typically, this workshop shall be held under sections 23 and 24 of the FOIP Act, with debate and decisions being made at a regular Council meeting.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

Schedule "F"

TERMS OF REFERENCE

SUNDRE HOSPITAL STEERING COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new hospital/health complex.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Mayor
- Town of Sundre Council Representative
- Mountain View County Council Representative
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Town of Sundre Director of Corporate Services (Non-Voting)
- Mountain View County CAO or designate (Non-Voting)
- 2 Town of Sundre Physicians, one from the Moose and Squirrel and one from Greenwood Family Physicians
- 1 Hospital Futures Committee Member
- Sundre Hospital Site Lead (Advisory, Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

The committee shall be responsible to:

- Meet with P3 Capital Partners Inc. on the requirements for a new Sundre hospital proposal.
- Review and approve communications related to the project.
- Review Request for Proposals (RFP) that will go out to public tender.
- Evaluate and interview proponents based on the proposals.
- Negotiate terms with potential shortlist partners for presentation to Town of Sundre Council.
- The CAO or their designate shall present the recommendations of the committee to Council for information or decision as appropriate.
- Abide by the Town of Sundre Committees Bylaw.

IV. TERM

The committee appointment for members of Council shall be for one (1) year, renewable by motion of Council at the annual Organizational Meeting. The Chair shall be the Mayor of the Town of Sundre for a term of one (1) year, reappointed each year at the Organizational meeting. All other committee members shall be appointed for the term of the committee. The committee shall disband on the date the hospital is officially opened.

V. FREQUENCY OF MEETINGS

Meetings are convened on an as needed basis and may include meetings with P3 Capital Partners Inc. as required. The committee will regularly report to Council.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

Schedule "G"

TERMS OF REFERENCE

AD-HOC DOWNTOWN ARP COMMITTEE

VII. STATEMENT OF PURPOSE

The Downtown ARP Committee of Council builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, assist in the drafting and implementation of a Downtown Area Redevelopment Plan.

VIII. COMPOSITION OF COMMITTEE

The Downtown ARP Committee shall be made up of a core group of eight (8) individuals:

- 5 representatives from stakeholders such as individual service providers who have expertise and experience in the provision of downtown businesses, economic development, tourism; or Town electors who have an interest in the sustainability and growth of the Town of Sundre, with a majority being business owners with a valid business license issued by the Town of Sundre
- Chief Administrative Officer, and/or designate; (non-voting)
- Director of Community Development; (non-voting)
- Economic Development Officer (non-voting)
- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

IX. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

The establishment of an ARP Committee provides an important forum for identifying opportunities and provide input for the draft ARP.

The establishment of the ARP Committee provides a forum for open discussion and brainstorming of ideas that may be included in the writing and implementation of the Area Re-development Plan.

The committee will disband upon adoption of the Area Re-development Plan Bylaw by Council.

X. ROLES AND RESPONSIBILITIES

Staff Shall:

- Prepare an Expression of Interest Document for Advertising for membership on the committee.
- Prepare a Matrix for scoring, which shall use key words to identify relevant experience, suitability and/or ability to contribute positively to the committee, for all submitted Expressions of Interest.
- Prepare an agenda and topics for discussion at each committee meeting.

The Committee shall:

- Appoint a Chair;
- Provide feedback on Downtown Corridor Enhancement communication strategies.
- Participate in open discussion and idea sharing to:

- Discuss public input for consideration in drafting of the Area Re-development Plan Bylaw;
- Support administration at Public Information Sessions.

The CAO shall:

- Provide staff recommendations for appointments to the committee, based on the scoring matrix, for Council's consideration.
- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Ad Hoc Downtown ARP Committee;
- Appoint members to the Ad Hoc Downtown ARP Committee, based on recommendations of staff through an expression of interest process and scoring matrix.

XI. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project.

Schedule “H”
TERMS OF REFERENCE
NAMING COMMITTEE

XII. STATEMENT OF PURPOSE

To review and consider all applications for the naming of development areas or honorary names and make recommendation to Council for approval/refusal of the names, based on the Town’s history, culture, heritage, and natural features, and in accordance with the Council Naming Policy.

XIII. COMPOSITION OF COMMITTEE

- All Council Members
- Town of Sundre Chief Administrative Officer (Non-Voting)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

XIV. DUTIES AND POWERS

- Review Naming applications to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure all applications promote a distinctive and unique identity based on the Town’s history, culture and heritage.
- To review names submitted to the committee that will be maintained on a Names Reserve List and make recommendation to Council.
- To review requests for the “honourary” naming of roads, trails, parks or municipal facilities and make recommendation to Council.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the Naming Policy adopted by Council, which includes policy pertaining to sponsorship naming rights, in accordance with Section 5 of the Council Naming Policy.

XV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review all applications for the naming of development areas or honorary names and make recommendation to Council for approval/refusal of the names, based on the requirements in the Council Naming Policy.
- To evaluate and make recommendations to Council based on criteria as follows:
 - i. Emergency response use (e.g., confusion with similar names, redundancies);
 - ii. Signage limitations (i.e., number of character or words);
 - iii. The possibility of misuse in derogatory or profane manner.
- To review documented proof that demonstrates that the proposed commemorative name or honorary name meets one or more of the following:
 - i. Is the name of a Resident (current or past) of the Town of Sundre;
 - ii. It is of historical significance and/or landmark;
 - iii. Traditional usage of lands by Indigenous Peoples;

- iv. Extra-ordinary achievement (individual or family);
 - v. Significant cultural contribution to the Town of Sundre;
 - vi. Recognizes the flora or fauna or a geographical feature of the Town of Sundre;
 - vii. A Town of Sundre Resident who volunteers and gives extraordinary service to the community or humanitarian causes.
- To ensure the guidelines and all requirements of the Council Naming Policy are complied with in the review of all applications.
 - The CAO shall research, and draft all reports to the Committee and Council, and shall present all recommendations of the Committee to Council for decision.

XVI. TERM

The Committee appointment shall be renewable by Motion of Council at the Organizational Meeting. The Mayor shall serve as the Chair of the Committee.

XVII. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair.

Schedule "I"
TERMS OF REFERENCE
WASTEWATER FACILITY CONSTRUCTION OVERSIGHT COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Alberta. Alberta Environment and Parks has approved the technology, and the next stage is the construction of the facility. The purpose of the Wastewater Facility Construction Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning, development and construction phases of the facility.

II. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Alberta Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd.
- Representative of Construction Team
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

III. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

- Monitor project status during construction, including schedule adherence.
- Ensure compliance with building codes, regulations, and safety standards.
- Report regularly to the Council on project milestones

IV. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

V. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Wastewater Facility Construction Oversight Committee.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

VII. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

VIII. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "J"
TERMS OF REFERENCE
WASTEWATER FACILITY TECHNOLOGY OVERSIGHT COMMITTEE (Ad Hoc)

The Town of Sundre recently completed a one-year pilot project to introduce new wastewater treatment technology into the Province of Alberta. Alberta Environment and Parks has approved the technology, and the next stage is the construction of the facility. The purpose of the Wastewater Facility Technical Oversight Committee (the "Committee") is to provide advice, input and feedback at key milestones during the planning and implementation phases of the facility.

IX. COMPOSITION OF COMMITTEE

- Town of Sundre Chief Administrative Officer (Chair)
- Town of Sundre staff as determined by the CAO
- Representative of Alberta Environment and Parks (Co Chair)
- Representative of Soneera Water Canada Ltd. (Vice President of Technology)
- Recording Secretary (Non-Member)
- A quorum shall consist of a majority of the current committee members.

X. COMMITTEE ROLES AND RESPONSIBILITIES

The committee shall have an advisory role to the Town of Sundre Council.

- Monitor project status during implementation, including schedule adherence.
- Ensure compliance with regulations and safety standards.
- Report regularly to the Council on project milestones

XI. DUTIES AND POWERS

The Committee has no delegation decision making power from Council.

XII. ROLES AND RESPONSIBILITIES

- The CAO and Alberta Environment and Parks Representative shall be co-chairs for the committee
- The establishment the Committee provides an important forum for identifying opportunities and addressing challenges
- The establishment of the Committee provides a forum for open discussion and brainstorming.
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Present regular updates on the status of the project to Council in collaboration with the Alberta Environment and Parks committee member
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for the Wastewater Facility Technical Oversight Committee;

XIII. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

XIV. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the project and shall at the very least meet monthly. Regularly reports shall be provided to Council.

XV. TERM

The committee appointment shall be for the term of the committee. The committee shall disband one year from the date the Wastewater Treatment Facility is officially commissioned and operational.

Schedule "K"
TERMS OF REFERENCE
VISITOR INFORMATION CENTRE RESEARCH REVIEW COMMITTEE (Ad Hoc)

I. STATEMENT OF PURPOSE

The Council of the Town of Sundre has directed the Chief Administrative Officer to research questions resulting from a Chamber of Commerce Board meeting. The Visitor Information Centre Research Review Committee (the "committee") is an Ad Hoc committee and has been formed to review and provide feedback on the results of the research. The intent is to discuss and negotiate the working arrangement between the Town of Sundre and the Sundre and District Chamber of Commerce as it pertains to the operation of the Visitor Information Centre.

II. COMPOSITION OF COMMITTEE

The committee shall be made up of a core group of five (5) individuals:

- Town of Sundre Mayor;
- Two (2) Town of Sundre Councillors;
- President of the Sundre and District Chamber of Commerce;
- Two (2) Chamber of Commerce Board Members;
- Chief Administrative Officer(non-voting).

- 1 Town of Sundre employee acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

- The Committee has no delegation decision making power from Council.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint the Mayor as Chair;
- Review and provide feedback on the research conducted by the CAO;
- Discuss the operation on the Visitor Information Centre going forward;
- Abide by the Town of Sundre Committees Bylaw.

The CAO shall:

- Research and prepare a report containing facts on the following three (3) questions, and present the findings to the committee:
 - Is the Visitor Information Centre located on Crown lands, or is the building on a separate title;
 - What can the building legally be used for;
 - Who has legal ownership of the building.

The Recording Secretary Shall:

- Prepare an agenda and topics for discussion at each committee meeting;
- Record the minutes from each committee meeting.

The Council shall:

- Approve the Terms of Reference for the Visitor Information Centre Research Review Committee;
- Appoint members to the Visitor Information Centre Research Review Committee.

V. FREQUENCY OF MEETINGS

The Committee will meet as needed for the duration of the discussions.

VI. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any discussions in which they have a real or perceived conflict.

VII. TERM

The Committee is Ad Hoc in nature and shall disband once discussions have concluded.



REQUEST FOR DECISION

COUNCIL DATE March 23, 2026
SUBJECT 2025 Q4 Financial Reports
ORIGINATING DEPARTMENT Corporate Services
AGENDA ITEM 8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, cash balances, Restricted Surplus provisions, and capital expenditures as at December 31, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The information presented was combined on a pro-forma basis and includes comparison data for the same time frame in 2024, as well as corresponding budget information.

Cash Balances: As at December 31, 2025, there is approximately \$8.0M in the operating accounts. There is also approximately \$2.8M in Restricted Surplus identified accounts for total holdings of almost \$10.8M.

Restricted Surplus Accounts: These accounts are a mechanism to track resources allocated by Council towards specific projects or for future life-cycling expenditures and emergent issues. The resources identified are not intended to reflect a specific bank account balance, as they may incorporate various accounts or investments.

Capital Expenditures: project specific comments are included in the schedule.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q4 2025 Quarterly Financial Reports as information.

MOTION:

That the Town of Sundre Council accept the Q4 2025 Quarterly Financial Reports as information.

Date Reviewed: March 18 2026

CAO: 

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>(Over) / Under Budget</u>
Taxes and Other Revenue								
Municipal Taxes	-	5,221,800	(4,252)	(1,397)	5,216,151	5,078,548	3,717,066	1,499,085
Tax Penalties	51,575	-	34,653	27,109	113,337	170,269	90,000	23,337
Investment Income	60,019	63,038	75,851	65,395	264,303	402,263	225,000	39,303
FortisAlberta Franchise Fee	56,739	74,113	76,551	114,009	321,412	304,197	320,000	1,412
MSI - Operating	-	-	-	65,000	65,000	62,972	50,000	15,000
Total Taxes and Other Revenue	168,333	5,358,951	182,803	270,116	5,980,203	6,018,249	4,402,066	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(345,405)	(345,405)	(440,731)	(376,840)	(1,508,381)	(1,377,062)	-	(1,508,381)
Interest on Long-Term Debt	(24,030)	(27,198)	(45,589)	(47,781)	(144,598)	(158,128)	(147,000)	2,402
Provincial Police Funding Model	(154,815)	(1,467)	-	-	(156,282)	(157,399)	(170,000)	13,718
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(355,917)	4,984,881	(303,517)	(154,505)	4,170,942	4,325,660	4,085,066	
Net Operational Excess/(Shortfall)								
11 - Legislative	(78,414)	(143,558)	(86,259)	(223,203)	(531,434)	(457,374)	(520,096)	(11,338)
12 - Corporate Services	(136,718)	(164,077)	(155,500)	(243,642)	(699,937)	(578,265)	(635,803)	(64,134)
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	(47)	(979)	(1,026)	-	(4,000)	2,974
21 - Municipal Enforcement	(44,306)	(48,571)	(49,611)	(66,750)	(209,238)	(196,118)	(179,099)	(30,139)
23 - Fire	(111,304)	179,722	(48,631)	(124,486)	(104,699)	(102,939)	(144,320)	39,621
24 - Emergency Management	254	(2,191)	(2,015)	(3,736)	(7,688)	(4,820)	(14,614)	6,926
26 - Animal Control	6,573	412	(303)	(488)	6,194	6,104	(10,918)	17,112
32 - Roads	(79,051)	(293,354)	(211,100)	(189,898)	(773,403)	(597,505)	(551,999)	(221,404)
35 - Shop	(93,717)	(72,580)	(73,068)	81,307	(158,058)	(104,430)	(75,013)	(83,045)
41 - Water	115,621	145,517	71,154	(45,520)	286,772	510,347	431,503	(144,731)
42 - WasteWater	64,727	84,992	112,138	19,481	281,338	298,565	283,985	(2,647)
43 - Solid Waste	44,580	26,343	27,985	16,928	115,836	97,223	60,818	55,018
51 - FCSS	(1)	1	(33,574)	-	(33,574)	(33,574)	(33,575)	1
61 - Planning & Development	(18,606)	(27,168)	(12,685)	(134,851)	(193,310)	(210,160)	(299,498)	106,188
63 - Economic Development	(23,595)	33,148	(76,355)	(179,293)	(246,095)	(266,805)	(268,862)	22,767
75 - Library	(34,685)	(34,686)	(34,685)	(34,685)	(138,741)	(134,769)	(139,500)	759
77 - Sundre Community Centre	(26,558)	(23,622)	19,206	(53,968)	(84,942)	(73,888)	(99,431)	14,489
80 - Arena	(61,216)	(89,592)	(71,096)	(85,114)	(307,018)	(228,310)	(227,245)	(79,773)
82 - Greenwood Campground	(6,938)	19,920	12,565	(23,330)	2,217	(7,081)	(29,866)	32,083
84 - Parks	(39,593)	(83,642)	3,591	(81,709)	(201,353)	(203,045)	(195,283)	(6,070)
85 - Recreation & Culture	(75,298)	608,247	(520,405)	(85,904)	(73,360)	(57,085)	(70,000)	(3,360)
86 - Community Services	(49,298)	(61,759)	(61,008)	(47,311)	(219,376)	(114,853)	(120,982)	(98,394)
87 - Trails	(10,988)	(15,632)	11,533	(21,346)	(36,433)	(30,936)	(44,562)	8,129
89 - Outdoor Recreation	(9,001)	(22,663)	16,608	(31,670)	(46,726)	(48,389)	(31,234)	(15,492)
91 - Gas	185,650	(20,818)	23,508	(18,905)	169,435	186,489	284,518	(115,083)
Total Net Operational Excess/(Shortfall)	(481,882)	(5,611)	(1,138,054)	(1,579,072)	(3,204,619)	(2,351,618)	(2,635,076)	
Year End Surplus/(Deficit)	(837,799)	4,979,270	(1,441,571)	(1,733,577)	966,323	1,974,042	1,449,990	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues								
Municipal Taxes	-	5,221,800	(4,252)	(1,397)	5,216,151	5,078,548	3,717,066	1,499,085
Tax Penalties	51,575	-	34,653	27,109	113,337	170,269	90,000	23,337
Investment Income	60,019	63,038	75,851	65,395	264,303	402,263	225,000	39,303
FortisAlberta Franchise Fee	56,739	74,113	76,551	114,009	321,412	304,197	320,000	1,412
MSI - Operating	-	-	-	65,000	65,000	62,972	50,000	15,000
Expenses								
Requisitions	(345,405)	(345,405)	(440,731)	(376,840)	(1,508,381)	(1,377,062)	-	(1,508,381)
Interest on Long-Term Debt	(24,030)	(27,198)	(45,589)	(47,781)	(144,598)	(158,128)	(147,000)	2,402
Provincial Police Funding Model	(154,815)	(1,467)	-	-	(156,282)	(157,399)	(170,000)	13,718
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Surplus (Deficit)	(355,917)	4,984,881	(303,517)	(154,505)	4,170,942	4,325,660	4,085,066	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	15,000	100	15,100	2,160	-	15,100
Expenses								
Salaries & Wages	(28,013)	(96,251)	(67,276)	(151,376)	(342,916)	(350,138)	(352,095)	9,179
Contracted Services	(13,328)	(20,368)	(15,295)	(26,368)	(75,359)	(14,907)	(34,100)	(41,259)
Materials & Supplies	(37,073)	(26,939)	(18,688)	(45,559)	(128,259)	(94,489)	(133,901)	5,642
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(78,414)	(143,558)	(86,259)	(223,203)	(531,434)	(457,374)	(520,096)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	1,713	5,834	2,776	(231)	10,092	94,494	14,000	(3,908)
Expenses								
Salaries & Wages	(32,483)	(60,897)	(58,254)	(81,078)	(232,712)	(230,616)	(227,775)	(4,937)
Contracted Services	(39,286)	(60,057)	(45,439)	(116,766)	(261,548)	(245,868)	(209,500)	(52,048)
Materials & Supplies	(59,779)	(44,674)	(50,968)	(39,567)	(194,988)	(172,559)	(187,352)	(7,636)
Utilities	(6,883)	(4,283)	(3,615)	(6,000)	(20,781)	(23,716)	(25,176)	4,395
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(136,718)	(164,077)	(155,500)	(243,642)	(699,937)	(578,265)	(635,803)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	(2,500)	2,500
Materials & Supplies	-	-	(47)	(979)	(1,026)	-	(1,500)	474
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	(47)	(979)	(1,026)	-	(4,000)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	2,407	6,006	3,835	5,207	17,455	3,755	12,500	4,955
Expenses								
Salaries & Wages	(31,507)	(51,447)	(44,368)	(65,428)	(192,750)	(140,395)	(158,897)	(33,853)
Contracted Services	(4,860)	-	(4,700)	(11)	(9,571)	(11,033)	(2,600)	(6,971)
Materials & Supplies	(10,346)	(3,130)	(4,378)	(6,518)	(24,372)	(48,445)	(30,102)	5,730
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(44,306)	(48,571)	(49,611)	(66,750)	(209,238)	(196,118)	(179,099)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	26,701	327,834	64,956	45,586	465,077	487,548	414,000	51,077
Expenses								
Salaries & Wages	(53,659)	(94,183)	(67,078)	(103,947)	(318,867)	(324,146)	(310,917)	(7,950)
Contracted Services	(11,677)	(4,922)	(6,706)	(31,294)	(54,599)	(38,154)	(40,100)	(14,499)
Materials & Supplies	(69,254)	(46,324)	(37,384)	(30,931)	(183,893)	(212,943)	(187,452)	3,559
Utilities	(3,415)	(2,683)	(2,419)	(3,900)	(12,417)	(15,244)	(19,851)	7,434
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(111,304)	179,722	(48,631)	(124,486)	(104,699)	(102,939)	(144,320)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	864	(1,324)	(938)	(3,281)	(4,679)	(1,850)	(4,814)	135
Contracted Services	-	-	(500)	-	(500)	-	-	(500)
Materials & Supplies	(610)	(867)	(577)	(455)	(2,509)	(2,970)	(9,800)	7,291
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	254	(2,191)	(2,015)	(3,736)	(7,688)	(4,820)	(14,614)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	6,826	666	240	226	7,958	7,590	7,000	958
Expenses								
Salaries & Wages	-	-	-	-	-	-	(15,518)	15,518
Contracted Services	-	-	-	-	-	-	(1,000)	1,000
Materials & Supplies	(253)	(254)	(543)	(714)	(1,764)	(1,486)	(1,400)	(364)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	6,573	412	(303)	(488)	6,194	6,104	(10,918)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,369	21,359	21,420	21,526	85,674	84,957	85,000	674
Expenses								
Salaries & Wages	(56,336)	(106,481)	(95,378)	(128,574)	(386,769)	(387,119)	(375,999)	(10,770)
Contracted Services	(3,587)	(156,052)	(80,394)	(8,889)	(248,922)	(68,095)	(62,000)	(186,922)
Materials & Supplies	(7,422)	(1,779)	(5,604)	(4,036)	(18,841)	(27,694)	(24,000)	5,159
Utilities	(33,075)	(50,401)	(51,144)	(69,925)	(204,545)	(199,554)	(175,000)	(29,545)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(79,051)	(293,354)	(211,100)	(189,898)	(773,403)	(597,505)	(551,999)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	-	165,000	165,000	165,000	165,000	-
Expenses								
Salaries & Wages	(7,866)	(11,377)	(8,769)	(11,722)	(39,734)	(36,646)	(49,741)	10,007
Contracted Services	(8,991)	(12,323)	(15,378)	(14,819)	(51,511)	(47,061)	(31,500)	(20,011)
Materials & Supplies	(74,318)	(47,201)	(48,015)	(54,653)	(224,187)	(177,075)	(150,772)	(73,415)
Utilities	(2,542)	(1,679)	(906)	(2,499)	(7,626)	(8,648)	(8,000)	374
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(93,717)	(72,580)	(73,068)	81,307	(158,058)	(104,430)	(75,013)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	234,652	272,744	291,831	265,970	1,065,197	1,089,089	1,075,500	(10,303)
Expenses								
Salaries & Wages	(41,492)	(72,886)	(60,494)	(91,725)	(266,597)	(276,413)	(276,645)	10,048
Contracted Services	(28,210)	(6,102)	(134,780)	(174,024)	(343,116)	(123,412)	(167,500)	(175,616)
Materials & Supplies	(34,026)	(28,573)	(3,799)	(22,700)	(89,098)	(83,489)	(77,352)	(11,746)
Utilities	(15,303)	(19,666)	(21,604)	(23,041)	(79,614)	(95,428)	(122,500)	42,886
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	115,621	145,517	71,154	(45,520)	286,772	510,347	431,503	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	164,663	196,401	241,330	216,021	818,415	817,210	860,000	(41,585)
Expenses								
Salaries & Wages	(38,906)	(68,516)	(56,681)	(86,403)	(250,506)	(256,687)	(263,914)	13,408
Contracted Services	(17,973)	(22,061)	(51,215)	(73,922)	(165,171)	(143,939)	(168,000)	2,829
Materials & Supplies	(31,211)	(7,497)	(8,244)	(13,746)	(60,698)	(42,233)	(36,350)	(24,348)
Utilities	(11,846)	(13,335)	(13,052)	(22,469)	(60,702)	(75,786)	(107,751)	47,049
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	64,727	84,992	112,138	19,481	281,338	298,565	283,985	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	81,021	80,986	81,060	81,167	324,234	323,611	323,500	734
Expenses								
Salaries & Wages	(6,721)	(9,382)	(7,476)	(13,014)	(36,593)	(57,712)	(59,582)	22,989
Contracted Services	(22,309)	(38,011)	(38,370)	(43,973)	(142,663)	(136,937)	(132,100)	(10,563)
Materials & Supplies	(344)	(182)	(162)	(184)	(872)	(1,118)	(1,000)	128
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(7,067)	(7,068)	(7,067)	(7,068)	(28,270)	(30,621)	(70,000)	41,730
Surplus (Deficit)	44,580	26,343	27,985	16,928	115,836	97,223	60,818	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	21,937	81,152	18,674	18,673	140,436	140,436	-	140,436
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,264)	-	-	-	(3,264)	(3,264)	-	(3,264)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,674)	(81,151)	(52,248)	(18,673)	(170,746)	(170,746)	(33,575)	(137,171)
Surplus (Deficit)	(1)	1	(33,574)	-	(33,574)	(33,574)	(33,575)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	18,046	36,439	41,745	(19,842)	76,388	53,865	53,300	23,088
Expenses								
Salaries & Wages	(33,645)	(60,299)	(48,917)	(83,540)	(226,401)	(218,530)	(304,249)	77,848
Contracted Services	(90)	(2,641)	(5,063)	(28,954)	(36,748)	(35,796)	(40,149)	3,401
Materials & Supplies	(2,917)	(667)	(450)	(2,515)	(6,549)	(9,699)	(8,400)	1,851
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(18,606)	(27,168)	(12,685)	(134,851)	(193,310)	(210,160)	(299,498)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	37,426	105,535	1,770	(82,313)	62,418	107,558	33,500	28,918
Expenses								
Salaries & Wages	(19,006)	(53,575)	(43,463)	(80,521)	(196,565)	(191,499)	(195,162)	(1,403)
Contracted Services	(6,928)	-	-	(1,337)	(8,265)	(80,167)	(9,000)	735
Materials & Supplies	(20,718)	(18,812)	(28,784)	(15,122)	(83,436)	(83,144)	(87,200)	3,764
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(14,369)	-	(5,878)	-	(20,247)	(19,553)	(11,000)	(9,247)
Surplus (Deficit)	(23,595)	33,148	(76,355)	(179,293)	(246,095)	(266,805)	(268,862)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	64,381	-	-	64,381	62,811	-	64,381
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(34,685)	(99,067)	(34,685)	(34,685)	(203,122)	(197,580)	(139,500)	(63,622)
Surplus (Deficit)	(34,685)	(34,686)	(34,685)	(34,685)	(138,741)	(134,769)	(139,500)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	31,103	25,007	69,344	19,762	145,216	139,661	137,000	8,216
Expenses								
Salaries & Wages	(23,454)	(35,629)	(31,405)	(47,243)	(137,731)	(117,170)	(131,580)	(6,151)
Contracted Services	(15)	(441)	-	(1,797)	(2,253)	(1,340)	(4,500)	2,247
Materials & Supplies	(22,295)	(4,376)	(10,524)	(13,692)	(50,887)	(47,309)	(47,351)	(3,536)
Utilities	(11,897)	(8,183)	(8,209)	(10,998)	(39,287)	(47,730)	(53,000)	13,713
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(26,558)	(23,622)	19,206	(53,968)	(84,942)	(73,888)	(99,431)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	43,443	17,104	147,925	172,194	380,666	266,804	257,500	123,166
Expenses								
Salaries & Wages	(48,893)	(88,823)	(74,880)	(118,389)	(330,985)	(317,367)	(324,395)	(6,590)
Contracted Services	(3,421)	(7,293)	(13,404)	(21,109)	(45,227)	(26,635)	(28,650)	(16,577)
Materials & Supplies	(32,735)	(1,677)	(124,479)	(90,334)	(249,225)	(79,418)	(68,700)	(180,525)
Utilities	(19,610)	(8,903)	(6,258)	(27,476)	(62,247)	(71,694)	(63,000)	753
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(61,216)	(89,592)	(71,096)	(85,114)	(307,018)	(228,310)	(227,245)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	2,392	38,402	41,601	(307)	82,088	66,581	54,500	27,588
Expenses								
Salaries & Wages	(3,824)	(7,499)	(6,427)	(10,335)	(28,085)	(26,471)	(34,717)	6,632
Contracted Services	(320)	(3,838)	(14,245)	(9,228)	(27,631)	(24,272)	(23,500)	(4,131)
Materials & Supplies	(3,827)	(4,841)	(4,014)	(324)	(13,006)	(12,093)	(15,949)	2,943
Utilities	(1,359)	(2,304)	(4,350)	(3,136)	(11,149)	(10,826)	(10,200)	(949)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(6,938)	19,920	12,565	(23,330)	2,217	(7,081)	(29,866)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	3,600	78,750	-	82,350	68,250	68,250	14,100
Expenses								
Salaries & Wages	(28,349)	(55,580)	(48,882)	(67,829)	(200,640)	(216,360)	(190,333)	(10,307)
Contracted Services	(3,175)	(8,513)	(8,479)	(9,737)	(29,904)	(16,726)	(27,000)	(2,904)
Materials & Supplies	(8,069)	(23,149)	(17,798)	(4,143)	(53,159)	(38,209)	(46,200)	(6,959)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(39,593)	(83,642)	3,591	(81,709)	(201,353)	(203,045)	(195,283)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	680,495	(426,000)	-	254,495	252,890	255,000	(505)
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(75,298)	(72,248)	(94,405)	(85,904)	(327,855)	(309,975)	(325,000)	(2,855)
Surplus (Deficit)	(75,298)	608,247	(520,405)	(85,904)	(73,360)	(57,085)	(70,000)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	500	96,521	36,872	133,893	81,250	81,500	52,393
Expenses								
Salaries & Wages	(28,896)	(41,874)	(35,866)	(47,762)	(154,398)	(92,472)	(81,882)	(72,516)
Contracted Services	(2,680)	(4,580)	(5,179)	(6,024)	(18,463)	(17,908)	(21,000)	2,537
Materials & Supplies	(15,747)	(15,805)	(72,485)	(19,067)	(123,104)	(50,809)	(44,100)	(79,004)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(1,975)	-	(43,999)	(11,330)	(57,304)	(34,914)	(55,500)	(1,804)
Surplus (Deficit)	(49,298)	(61,759)	(61,008)	(47,311)	(219,376)	(114,853)	(120,982)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	-	-	26,000	-	26,000	26,000	25,000	1,000
Expenses								
Salaries & Wages	(5,235)	(12,224)	(10,803)	(14,042)	(42,304)	(41,254)	(43,862)	1,558
Contracted Services	(2,080)	(3,408)	(3,664)	(4,304)	(13,456)	(10,564)	(18,000)	4,544
Materials & Supplies	(3,673)	-	-	(3,000)	(6,673)	(5,118)	(7,700)	1,027
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(10,988)	(15,632)	11,533	(21,346)	(36,433)	(30,936)	(44,562)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	1,231	-	40,000	-	41,231	41,398	41,300	(69)
Expenses								
Salaries & Wages	(4,647)	(16,751)	(16,089)	(16,355)	(53,842)	(67,943)	(42,034)	(11,808)
Contracted Services	(2,298)	(4,294)	(7,043)	(5,340)	(18,975)	(13,689)	(17,500)	(1,475)
Materials & Supplies	(3,287)	(1,618)	(260)	(9,975)	(15,140)	(8,155)	(13,000)	(2,140)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(9,001)	(22,663)	16,608	(31,670)	(46,726)	(48,389)	(31,234)	

Town of Sundre
2025 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2025</u> <u>YTD</u>	<u>2024</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	444,164	267,662	176,349	504,959	1,393,134	1,318,793	1,491,000	(97,866)
Expenses								
Salaries & Wages	(61,157)	(95,258)	(79,053)	(120,644)	(356,112)	(396,226)	(356,482)	370
Contracted Services	(15,792)	(12,163)	(21,268)	(75,616)	(124,839)	(151,781)	(139,000)	14,161
Materials & Supplies	(179,376)	(153,706)	(51,766)	(326,013)	(710,861)	(550,265)	(679,500)	(31,361)
Utilities	(2,189)	(27,353)	(754)	(1,591)	(31,887)	(34,032)	(31,500)	(387)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	185,650	(20,818)	23,508	(18,905)	169,435	186,489	284,518	

**TOWN OF SUNDRE
CASH STATEMENT
Month Ending December 31, 2025**

ATB Operating	783,598.61				
CIBC Operating	7,273,730.99				
		Q3 2025	Q2 2025	Q1 2025	Q4 2024
TOTAL OPERATING	8,057,329.60	9,043,391.19	9,431,624.94	7,211,261.17	6,336,975.75

Account Name	Amount				
ATB Acct MUSH-04	0.00				
CIBC Acct 1687107	1,024,240.70				
CIBC Acct 1686909 (Off-site Levy)	363,308.76				
CIBC Acct 1686801 (Mun Cash-in-lieu)	73,988.59				
TOTAL TOWN RESTRICTED SURPLUS	1,461,538.05				
CIBC Acct 1686305 (MSI Capital)	738,186.14				
CIBC Acct 1686607 (CCBF)	518,533.88				
CIBC Acct 1686704 (FRIAA)	26.03				
CIBC Acct 1686402 (MSI Operating)	66,021.15				
<i>CIBC Acct 22-39205 (Restricted Grant Funding)</i>	<i>22.03</i>				
TOTAL GRANT RESTRICTED SURPLUS	1,322,789.23				
		Q3 2025	Q2 2025	Q1 2025	Q4 2024
TOTAL RESTRICTED SURPLUS	2,784,327.28	2,702,683.36	2,682,017.78	2,710,638.41	4,630,615.58

		TOTAL INVESTMENTS & RESTRICTED SURPLUS			
		Q3 2025	Q2 2025	Q1 2025	Q4 2024
TOTAL INVESTMENTS & RESTRICTED SURPLUS	2,784,327.28	2,702,683.36	2,682,017.78	2,710,638.41	4,630,615.58

TOWN OF SUNDRE
2025 Restricted Surplus Continuity Schedule
As at December 31, 2025

8.1c

RSA Designation	Restricted Surplus Account Name	Opening Balance	Interest	Increase	Decrease	Intra-Fund Transfer	Ending Balance
A.1	General Corporate Stabilization	1,920,418.95	9,672.61	2,156.00	(122,500.00)	-	1,809,747.56
A.2	Corporate Services Stabilization	93,056.19	485.16	-	-	-	93,541.35
A.3	Protective Services Stabilization	29,164.32	152.06	-	-	-	29,316.38
A.4	Municipal Operations Stabilization	39,659.30	206.79	-	-	-	39,866.09
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	119,843.27	624.82	-	-	-	120,468.09
A.7	Community Services Stabilization	220,314.90	1,100.11	-	(24,999.00)	-	196,416.01
B.1	Municipal "New" Projects	119,911.46	738.47	158,080.00	(120,500.00)	-	158,229.93
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	527,024.48	2,744.96	237,833.00	(310,000.00)	-	457,602.44
C.2	Utility Infrastructure Lifecycling	1,512,556.39	10,396.67	995,089.00	(101,693.00)	-	2,416,349.06
D.1	Municipal Cash-in-Lieu	71,731.50	2,257.09	-	-	-	73,988.59
D.2	Shared Fire - Capital	678,784.62	3,926.34	123,286.00	-	-	805,996.96
D.3	Shared Fire - Operating	132,862.26	692.72	-	-	-	133,554.98
D.4	Sundre Golf Society	-	-	-	-	-	-
D.5	Transportation Off-Site Levy	1,041.30	56.67	2,718.15	-	-	3,816.12
D.6	Water Off-Site Levy	361,050.15	10,718.41	23,331.08	-	-	395,099.64
D.7	Wastewater Off-Site Levy	5,658.27	307.96	14,780.50	-	-	20,746.73
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
Totals		5,833,077.36	44,080.84	1,557,273.73	(679,692.00)	-	6,754,739.93

* May differ slightly from Notes to Financial Statements due to rounding

Town of Sundre Capital Project Listing							
Q4 Capital Project List as at December 31, 2025							
Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of February 10, 2026
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	54,225.03	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site. Testing to resume Spring of 2026. Remediation report update and site testing to begin the first water of 2026.
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	391,135.86	Project Complete - Costs finalized. - Community Services
				MSI Capital	280,000.00	280,000.00	
				MSI Capital	151,456.00	151,456.00	
				Debentures	1,307,200.00	1,307,200.00	
					2,138,721.00	2,129,791.86	
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	418,859.04	Discussion with Alberta Environment and Alberta Transport ongoing. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Alberta Environment application for renewal of licensing utilizing new technology currently in 60 day advertising period. Provincial & Municipal approvals have been issued. Waiting for the Contractor to provide a construction schedule. Building permit to be obtained from the County.
28-Jun-21	198-28-06-21			MSI Capital/LGFF	800,000.00	0.00	
				CCBF	150,000.00	0.00	
28-Jun-21	201-28-06-21			Provisional Utilities Lifecycling	950,000.00	0.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling	200,000.00	0.00	
28-Jun-21	200-28-06-21			Provincial Funding AMWWP	7,500,000.00	0.00	
					11,700,000.00	418,859.04	

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of February 10, 2026
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00	66,095.71	Phase 1 is complete and on budget. Additional work to complete in 2025
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF Other Funding	100,000.00 200,000.00	6,833.20 6,833.20	Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhanney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
05-Dec-22	348-05-12-22 263-02-10-23	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA MVC Fire	84,000.00 84,000.00	82,500.00 82,500.00	Res# 263-02-10-23 Budget increase of \$38,000, Town's portion of \$19,000 to be drawn from Fire RSA. Vehicle received and in-service. MVC invoiced for their portion.
					168,000.00	165,000.00	Project complete, costs finalized
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00	27,003.51	Project Complete, costs finalized.
04-Dec-23	337-04-12-23	OP24-02	Spray Patching Unit	Municipal New Project RSA	165,000.00	176,692.52	Project Complete, costs finalized. Over budget due to cost increase from quote of previous year.
04-Dec-23	337-04-12-23	OP24-03	2nd Ave NW Undergrounds & Roadway	Municipal Lifecycling RSA Utility Life Cycling MSI Capital CCBF	375,000.00 225,000.00 1,175,000.00 225,000.00	0.00 0.00 1,114,591.41 0.00	Easement agreement registered. Project Complete. costs finalized
					2,000,000.00	1,114,591.41	

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of February 10, 2026
04-Dec-23	337-04-12-23	FD24-01	Unit 560 replace 2009 Freightliner	MVC	100,000.00		MVC to pay vendor directly. Factory Test complete waiting for RMP Red Deer to receive Unit and Complete for delivery March 2026
04-Dec-23	337-04-12-23	FD24-02	Unit 591 - Replace Rhino side x side	MVC 80%	24,000.00		On Hold pending discussion with MVC
				Fire RSA	6,000.00		Will Proceed with Purchase when MVC has funds allocated
					30,000.00		
29-Apr-24	144-29-04-24 431-16-12-24	OP24-06	Vertical In-Line Pump & Motor	Utility Life Cycling	16,000.00	14,833.03	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-01	Replace Unit 149 - CS truck	Municipal Lifecycling RSA	65,000.00	65,010.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-02	Community Services Digital Sign Display	Muni New - RSA	12,000.00	14,200.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-03	CS Floor Scrubber	Muni New - RSA	8,500.00	8,698.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-04	Arena Compressor Overhall & Valve Replacem	Municipal Lifecycling RSA	20,000.00	20,049.04	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-05	Replace Lawn Mower Unit 1162	Municipal Lifecycling RSA	110,000.00	121,395.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-06	MV Senior Trail (Linear Park) connection to 6	CCBF	15,000.00	13,900.00	Project Complete, costs finalized.
02-Dec-24	410-02-12-24	CS25-07	Eyebrow Park Trail Connections	CCBF	15,000.00	11,400.00	Project Complete, costs finalized.

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of February 10, 2026
02-Dec-24	410-02-12-24	OP25-01	Lift Stn 5 Upgrades to pumps & piping	Utility Life Cycling	100,000.00		Pumps and Motors installed, doors ordered and waiting on a quote to replace the grinder.
				MSI	180,000.00	132,868.48	
					280,000.00	132,868.48	
02-Dec-24	410-02-12-24	OP25-02	Asphalt & Concrete Material Crushing	Muni New - RSA	100,000.00	100,000.00	Project Complete, costs finalized.
28-Apr-25	161-28-04-25	OP25-03	Lagoon Materials (transport)	General Corporate RSA	100,000.00	58,745.65	
					200,000.00	158,745.65	



REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	RFD Request to Reverse Utility Service Charges for Re-fill of Aquatic Centre
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Sundre & District Aquatic Society is requesting that Council waive the February 2026 Utility Billing incurred when the pool was re-filled after the completion of an emergent filter replacement project.

DISCUSSION:

See letter dated March 9, 2026.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That the Town of Sundre Council waive the February 2026 Utility Billing for the Sundre & District Aquatic Society in an amount not to exceed \$2,220.60.

MOTION:

That the Town of Sundre Council waive the February 2026 Utility Billing for the Sundre & District Aquatic Society in an amount not to exceed \$2,220.60.

OR

That the Town of Sundre Council deny the request to waive the February 2026 Utility Billing for the Sundre & District Aquatic Society in an amount not to exceed \$2,220.60.

OR

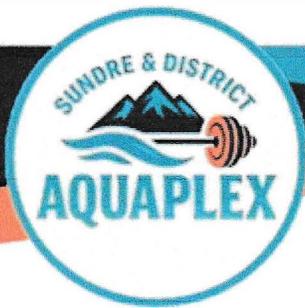
At Council's discretion.

Attachment:

8.2a March 9, 2026 Letter

82 b Copy of February 2026 Utility Bill

Date Reviewed: March 18, 2026 CAO: *Dwinda Nelson*



8.2a

March 9, 2026

Town of Sundre
Box 420
Sundre, Alberta T0M 1X0

ATTENTION: LINDA NELSON, CHIEF ADMINISTRATIVE OFFICER

Dear Ms. Nelson:

SUBJECT: ACCOUNT NUMBER 225600 – Billing Date: March 5, 2026

In 2024, the Town of Sundre kindly agreed to waive the water and sewer consumption charges related to refilling the swimming pools following the facility shutdown. At that time, we were advised to submit a request for the associated water and sewer fees to be waived once the invoice for those charges was received. We greatly appreciated that support and are hopeful that the Town may be willing to consider waiving these fees again.

We are therefore writing to formally request that Council reimburse the Sundre & District Aquatic Society for the **\$2,220.60** invoiced for the month of February, which includes the water used to refill the pools and the associated wastewater charges.

As you are well aware, raising sufficient funds to maintain and operate the Sundre Aquaplex is an ongoing financial challenge. The Aquaplex provides important recreational and wellness services to the Sundre community. Our recent shutdown resulted in costs exceeding **\$200,000** as we replaced the filters for all three pool basins. The shutdown itself was unforeseen and had to be planned quickly when one of the filters failed in the spring of 2025 and was determined to be unrepairable. The project also did not go as originally planned, as a section of the pool deck had to be cut open in order to get the new filters into the basement mechanical room. This shutdown resulted in significant volunteer time and labour from the spring of 2025 to present.

Assistance from the Town in waiving the **\$2,220.60** required to refill the pools would be greatly appreciated.

We value our partnership with the Town of Sundre and thank you for your time and consideration.

Sincerely,

Blair Rushka, President

TOWN OF SUNDRE

PO BOX 420
SUNDRE, AB T0M1X0
(403) 638-3551



8.2b

UTILITY BILLING

BILLING DATE
March 05, 2026

NAME 225600
SUNDRE & DISTRICT AQUATIC SOCI
BOX 648
SUNDRE, AB T0M 1X0
Canada

Billing Period February 01, 2026 To February 28, 2026

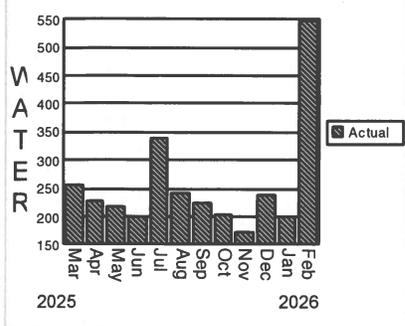
February 11	CASH RECEIPT APPLIED	Previous Balance	815.25	
		20260963	(815.25)	
		Balance Forward	0.00	0.00

SERVICE ADDRESS
Route 13 Sequence 3526
Swimming Pool
103 2 AV NW

BASIC CHARGES			
FLAT STORM WATER CHARGE	5.25		
Total Basic Charges	5.25		5.25

LEGAL DESCRIPTION
Lot 2
Block 2
Plan 9912872

Meter ID 2000584425	WATER CONSUMPTION CHARGES		
Prev Read 35241.000	January 30	Consumption 547.000 m ³	Actual
Curr Read 35788.000	February 27	WATER CONSUMPTION CHARGE	1,476.90
		WASTEWATER CHARGE	738.45



G.S.T. R108130287RT 0.00

PLEASE NOTE - UTILITY ACCOUNTS ARE DUE AND PAYABLE WHEN RENDERED

2,220.60

AMOUNT NOW DUE
RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

*** FEBRUARY'S CONSUMPTION GAS PRICE IS \$2.62 per Gigajoule Plus \$1.50 per gigajoule Distribution Charge and \$0.25 cents per gigajoule System Improvement Charge ***
TAKE NOTE: Your payments are processed on the day that we receive them in our office. If you are paying through the mail or your bank, please allow time for your payment to reach us by the due date. WE CANNOT BE RESPONSIBLE for delayed payments notification through Canada Post or your Bank.

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

TOWN OF SUNDRE

PO BOX 420
SUNDRE, AB T0M1X0
(403) 638-3551



BILLING DATE
March 05, 2026

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	2,220.60	2,276.12	March 31, 2026	2,220.60	

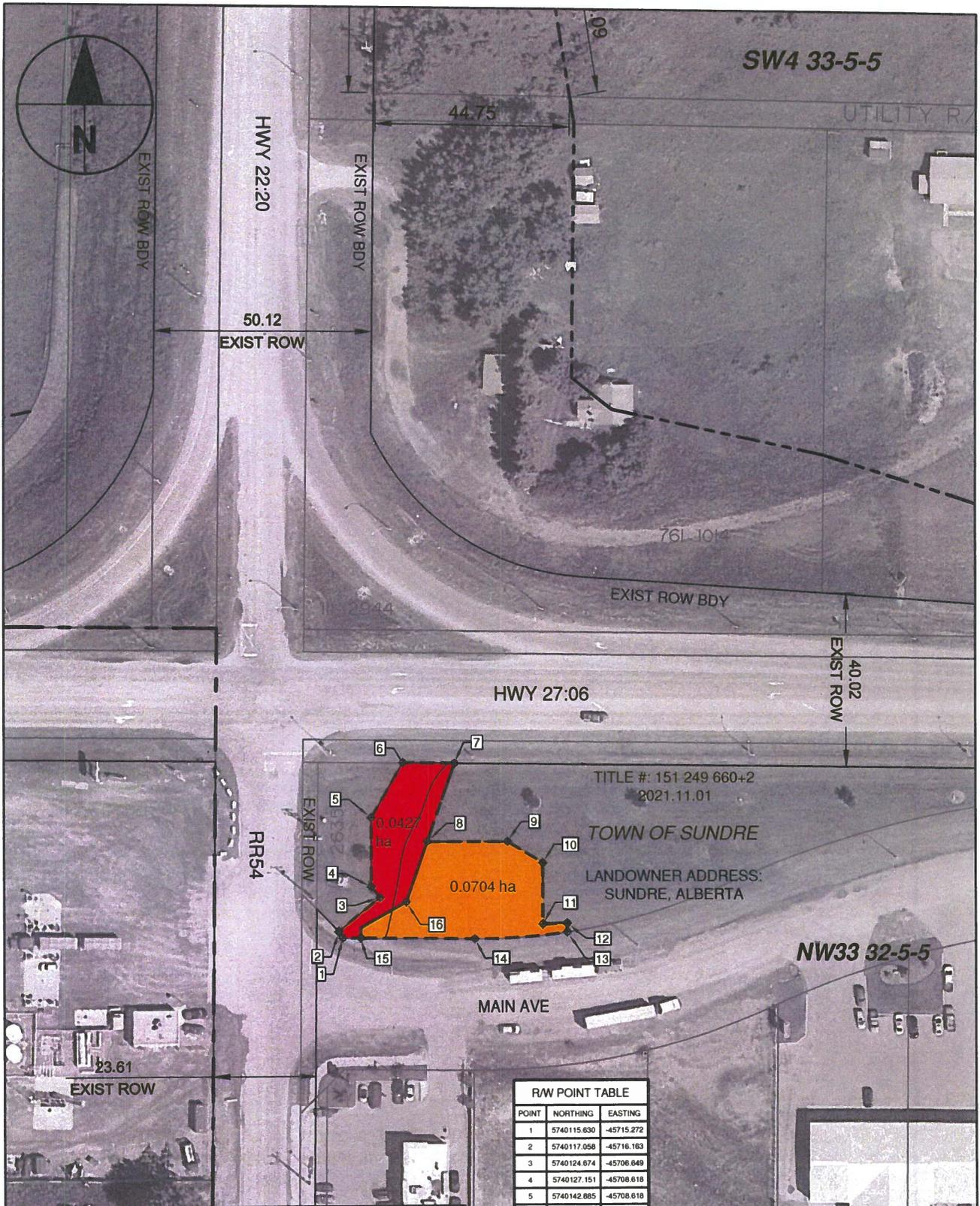
Account Number
225600

SUNDRE & DISTRICT AQUATIC SOCIETY
BOX 648
SUNDRE, AB T0M 1X0
Canada

THIS ACCOUNT IS PAYABLE AT MOST FINANCIAL INSTITUTIONS

00 2 2 5600 0586 3 900

96



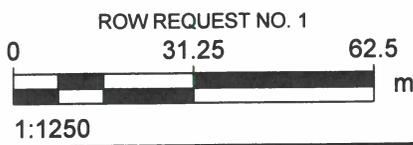
RW POINT TABLE		
POINT	NORTHING	EASTING
1	5740115.630	-45715.272
2	5740117.058	-45716.183
3	5740124.674	-45706.649
4	5740127.151	-45708.618
5	5740142.885	-45708.618
6	5740155.497	-45701.308
7	5740155.383	-45689.421
8	5740137.403	-45695.754
9	5740127.403	-45677.201
10	5740132.569	-45689.103
11	5740118.508	-45669.103
12	5740118.752	-45663.505
13	5740116.821	-45663.505
14	5740115.342	-45684.803
15	5740115.595	-45711.124
16	5740123.840	-45700.803

LEGEND

- RIGHT-OF-WAY REQUIRED
- PREVIOUSLY REQUESTED RIGHT-OF-WAY
- CANCELLATION OF PREVIOUSLY REQUESTED RIGHT-OF-WAY
- TEMPORARY WORK SPACE
- OPTIONAL PURCHASES
- POSSIBLE BORROW LOCATIONS
- PROPOSED GRADING LIMIT

DRAFT
 LAND REQUIREMENTS SHOWN ARE
 PRELIMINARY ONLY AND SUBJECT TO
 CHANGE AS DESIGN PROGRESSES

NW33 32-5-5		
OWNER	R/W REQUIREMENTS	
	ACRES	HECTARES
ROW REQUIRED	0.116	0.047
TEMPORARY WORK SPACE	0.174	0.070
TOTAL AREA	0.284	0.115



AECOM

Alberta Transportation and Economic Corridors

DATE	DRAWN BY
SEP, 2025	WN

This is Schedule A attached to and forming a part of the Offer and Sell between _____ and His Majesty the King in Right of Alberta as represented by the Minister, Alberta Transportation & Economic Corridors and signed by the landowner(s) on the ____ day of _____

Witness: _____ Landowner: _____
 Witness: _____ Landowner: _____

COPY



REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	RFD Awards
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

The Town of Sundre, Transportation and Economic Corridors, PME and AECOM are the recipients of 2 awards, the Minister’s Award for Transportation Innovation, and the Partnering Award for Excellence – Highway Construction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion by CAO.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council’s Strategic Plan Pillar 4 Reliable and Supportive Infrastructure and Pillar 5 Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the CAO’s verbal update and formally recognize the achievements of the Sundre team and its partners.

COSTS/FUNDING:

n/a

MOTION:

That Council accept the CAO’s verbal update and formally recognize the achievements of the Sundre team and its partners.

ATTACHMENTS:

N/A

Date Reviewed: March <u>18</u> , 2026	CAO: <u>Amide Nelson</u>
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REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	RFD Request for Council Representation on an Organizing Committee
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND/PROPOSAL:

Council members may be appointed to serve on various Committees, Boards and Commissions. A request has been received from the Shady Grove Bluegrass Festival Organizing Committee to have Council appoint a Councillor to their committee. The festival has become an annual event in Sundre since 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached copy of the February 24, 2026 email from the Shady Grove Sponsorship Director.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council’s Strategic Plan Pillar 1, Community and Economic Growth and Pillar 5, Sustainable & Responsible Governance

MOTIONS:

That the Town of Sundre Council appoint Councillor Todd Dalke to the Shady Grove Bluegrass Organizing Committee for a term ending at the Organizational Meeting in October 2026.

ATTACHMENTS: Copy of Feb. 24 Email

Date Reviewed: March <u>19</u> , 2026	CAO: <u><i>Jonda Nelson</i></u>
---------------------------------------	---------------------------------

REQUEST FOR COUNCIL REPRESENTATION ON AN ORGANIZING COMMITTEE

From: Barry Tunzelmann <barrycindy@yahoo.com>

Sent: Tuesday, February 24, 2026 12:41 PM

To: linda.n@sundre.com

Cc: todd.dalke@fountaintire.com; David Woodman <woodman.davidm@gmail.com>

Subject: Council Representation

Linda, I am the Sponsorship Director for the Shady Grove Bluegrass festival we run at Sundre each year. With the never ending pursuit to make the festival better each year we have realized that we should have a Sundre representative on our organizing committee and are asking if Todd Dalke can be officially attached to the Shady Grove organizing committee in order to help us on the Sundre perspective of what we can do better in terms of local participation. I have chatted with Todd on this, and he has agreed to come on board as he has been a great asset for the past years and likes the idea of being able to participate as a spokesperson from the organization side of the festival.

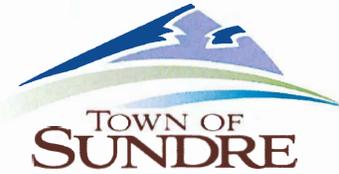
Please let me know if this is possible as we think our show will be larger this year due to the Blueberry Festival being cancelled for 2026 which is held in Stony Plain near our date. Thanks in advance for considering this matter

Regards

Barry Tunzelmann

SG Sponsorship Director

(403) 763-7168



REQUEST FOR DECISION

COUNCIL DATE March 23, 2026
SUBJECT RFD Departmental Reports – February 2026
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for February 2026 are being provided to Council for their review and information:

- a) Chief Administrative Officer
- b) Fire Chief
- c) Community Development (Planning & Development / Community Services)
- d) Community Peace Officer
- e) Operations
- f) Economic Development

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal Report by CAO.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Pillar 5 of the Strategic Plan, Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept the February 2026 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the February 2026 Departmental Reports as information.

ATTACHMENTS:

February 2026 Departmental Reports

Date Reviewed: March 19, 2026

CAO: 

	#/D/M/Y	February 23, 2026 Regular Council Meeting	STRATEGIC PLAN PILLAR			# of Public Attending Council
Res. #	Date	Council Motion		Action	Status	3
063	23-02-26	MOVED by Councillor Isaac that the agenda be approved amended as follow: ADD Item 12.3 Invitation to March 11, 2026 Rocky Prayer Breakfast				
<i>Councillor by Phone: Council Buchan advised the CAO that she would attend the meeting by phone in compliance with s.14.6 of Council's Procedural Bylaw</i>						
064	23-02-26	MOVED by Councillor Anderson that the Minutes of the Regular Meeting of Council held on February 9, 2026 be approved as presented				
065	23-02-26	MOVED by Councillor Dalke that the Minutes of the Special Closed Meeting of Council held on February 11, 2026 be approved as presented				
<i>Mayor Warnock called for a Motion to go in to Closed Meeting at 5:05 p.m.</i>						
066	23-02-26	MOVED by Councillor Petersen that the Town of Sundre Council go into Closed Meeting at 5:05 p.m.				
<i>Mayor Warnock advised the public sitting in the Council Chambers that Council will remain in the Chambers and that the member of the press and members of administration will retreat to the Board Room</i>						
067	23-02-26	MOVED by Councillor Isaac that the Town of Sundre Council return to Open Meeting at 5:37 p.m.				
<i>The member of the press and members of administration were invited to return to the Municipal Council Chambers at 5:38 p.m.</i>						
<i>Mayor Warnock called a break at 5:39 p.m. to allow Councillor Cheri Buchan, Jim Hall Operations Manager and representatives of Fed Gas and Gas Alberta to join the Open Meeting virtually at 5:44 p.m.</i>						
068	23-02-26	MOVED by Councillor Anderson that the Town of Sundre Council thank the representatives of Fed Gas and Gas Alberta Inc. for their presentation and the valuable information pertaining to their provision of services to the Town of Sundre	Pillar 4: Supportive Infrastructure & Pillar: 5 Sustainable & Responsible Governance			
<i>The representatives of Fed Gas abd Gas Alberta Inc. disconnected from the virtual google meets at 6:25 p.m.</i>						
069	23-02-26	MOVED by Councillor Petersen that the Town of Sundre Council approve the Mayor and CAO to sign the attached forms, noting that the Council and CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan	Pillar 5: Sustainable & Responsible Governance	Legislative Services	Completed	
070	23-02-26	MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's report on the 2026 APEGA Project Achievement Summit Award as information	Pillar 1, 2, 3, 4, and 5 of Strategic Plan			
<i>Mayor Warnock called a break at 6:53 p.m.</i>						
<i>Mayor Warnock reconvened the meeting at 6:57 p.m.</i>						
071	23-02-26	MOVED by Councillor Dalke that the Town of Sundre Council adopt the 2026-2029 Municipal Strategic Plan as presented	Pillar 1, 2, 3, 4, and 5 of Strategic Plan	Legislative Services	Completed	
072	23-02-26	MOVED by Councillor Marr that the Town of Sundre Council accept the January 2026 Departmental Reports as information				
073	23-02-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the Letter of Condolence to Tumbler Ridge BC as information				

085	09-03-26	MOVED by Councillor Buchan that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-01, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,400,000 for the purpose of Centre Street North Upgrade			
086	09-03-26	MOVED by Councillor Isaac that the Town of Sundre Council give Second Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5, Flood Plain Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2)			
<i>Note: Bylaw 2026-03 has been corrected to show that the civic address for Plan 3079GP, Block 2, Lot 3 is 1004 - 1 Ave SE</i>					
087	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2026-03, being a bylaw to amend the Land Use Bylaw Map by redesignating three parcels legally described as NE 34-32-5-5, Flood Plain Industrial (I-2); Plan 3079GP, Block 2, Lot 4, Light Industrial (I-1) and Plan 3079GP, Block 2, Lot 3, Light Industrial (I-1) to Highway Commercial (C-2)			
088	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council give First Reading to Bylaw 2026-02, being a bylaw to amend the Land Use Bylaw 2018-10; and further			
089	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council set Monday, May 11, 2026, at 5:00 p.m. for a Public Hearing to Bylaw 2026-02 Land Use Bylaw Amendment			
090	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council proclaim March 26, 2026 as "Purple Day" in the Town of Sundre, and further that Deputy Mayor Anderson sign the proclamation on behalf of Council and the Citizens of Sundre			
091	09-03-26	MOVED by Deputy Mayor Anderson that the Town of Sundre Council accept his verbal report for February as information			
092	09-03-26	MOVED by Councillor Buchan that the Town of Sundre accept her written report for February as information			
<i>Councillor Dalke did not provide a written or verbal report</i>					
093	09-03-26	MOVED by Councillor Isaac that the Town of Sundre Council accept his written report for February as information			
094	09-03-26	MOVED by Councillor Marr that the Town of Sundre Council accept her written report for February as information			
095	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council accept his written report for February as information			
096	09-03-26	MOVED by Councillor Buchan that the Town of Sundre Council accept Mayor Warnock's written report for February as information			
097	09-03-26	MOVED by Councillor Dalke that the Town of Sundre Council accept the Key Messages of Council for the month of February 2026 as information			
098	09-03-26	MOVED by Councillor Petersen that the Town of Sundre Council accept the correspondence from Mr. Craig Baird of Canadian History Ehx as information			

<u>YEAR 2026</u>			<u>PUBLIC IN</u>
<u>DATE OF MEETING</u>	<u>TYPE OF MEETING</u>	<u>TOPIC(s)</u>	<u>ATTENDANCE</u>
09-Feb-26	REGULAR	1st Reading Bylaw 2026-03 LUB Amendments; Appointment of Chamber of Commerce delegates to Visitor Information Centre Research Committee (Ad Hoc); Council Reports January (verbal & written); Council Key Messages January	2
23-Feb-26	REGULAR	Closed Meeting held before continuing with Regular Meeting	3



9.1a(ii)

CAO's NEW BUSINESS REPORT TO COUNCIL

COUNCIL DATE: March 23, 2026

Council requested periodic updates on the new businesses operating in Town at the Strategic Advisory Committee Meeting, held in October 2023.

New Business List: January 1 – February 28, 2026

Little Red Sol Ltd.; Health Services, 116 Centre St. N. (southside)

Mad Dog Mutts; Dog Grooming, Bay 10 200 Main Ave. W.

Macro Mechanical, Heavy Vehicle & Equipment Repairs, Bay 3, 774 Main AVE. W.

Parallel Group (Dollarama), 110 Main Ave. W.

Under New Management: January 1 – February 28, 2026

n/a

Home Office, January 1 – February 28, 2026 (Permitted Use in Residential Districts):

The Tire Guy, Mobile Auto Service, 35 Noblefern Way

ECG Cleaning Services, 201 - 6 St. SW

Andrew Cook Generalized Contracting, 207 – 9 Ave. NE

Royal Services, Plumbing & Heating Company, 230 – 11 Ave NE

Home Occupation to Date (Discretionary Use in Residential Districts):

n/a

SCHEDULE A - 2026 Expenditures to Date**TOTAL COUNCIL BUDGET 2026: \$79,000****TOTAL EXPENDITURES TO DATE (February 28, 2026) \$19,206.21****BALANCE: \$59,793.79****Mayor Richard Warnock**

Date	Hosting Town	Description	Expense (less Tax)	Cost
6-Jan-26	Sundre	RAC10 Planning Meeting	Per Diem	\$ 80.00
8-Jan-26	Sundre	MTMC Board Meeting	Per Diem	\$ 80.00
14-Jan-26	Calgary	Boundary Commission	Mileage	\$ 175.20
14-Jan-26	Calgary	Boundary Commission	Travel Per Diem	\$ 60.00
14-Jan-26	Calgary	Boundary Commission	Per Diem	\$ 120.00
14-Jan-26	Calgary	Boundary Commission	Accommodations	\$ 210.00
15-Jan-26	Drumheller	RDRMUG Meeting	Mileage	\$ 248.20
15-Jan-26	Drumheller	RDRMUG Meeting	Travel Per Diem	\$ 80.00
15-Jan-26	Drumheller	RDRMUG Meeting	Per Diem	\$ 160.00
16-Jan-26	Sundre	RDRWA Board Meeting	Per Diem	\$ 80.00
17-Jan-26	Sundre	Council Strategic Plan Meeting	Per Diem	\$ 280.00
19-Jan-26	Crossfield	MTMC Crossfield	Mileage	\$ 116.80
19-Jan-26	Crossfield	MTMC Crossfield	Travel Per Diem	\$ 40.00
19-Jan-26	Crossfield	MTMC Crossfield	Per Diem	\$ 80.00
26-Jan-26	Red Deer	RAC10 Meeting	Mileage	\$ 163.30
26-Jan-26	Red Deer	RAC10 Meeting	Travel Per Diem	\$ 50.00
26-Jan-26	Red Deer	RAC10 Meeting	Per Diem	\$ 200.00
28-Jan-26	Sundre	Sundre Chamber of Commerce	Per Diem	\$ 40.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Mileage	\$ 153.50
29-Jan-26	Red Deer	Red Deer Polytecnic	Travel Per Diem	\$ 50.00
29-Jan-26	Red Deer	Red Deer Polytecnic	Per Diem	\$ 100.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 60.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	\$ 134.16
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Mileage	\$ 390.92
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Travel Per Diem	\$ 120.00
9-Feb-26	Edmonton	Tourism Industry Alberta Conference	Accommodations	\$ 960.58
Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Registration	\$ 747.13
Feb 9-10	Edmonton	Tourism Industry Alberta Conference	Per Diem	\$ 280.00
12-Feb-26	Sundre	Sundre Chamber of Commerce	Per Diem	\$ 80.00

Mayor Warnock Con't				
Feb 17-19	Edmonton	International Indigenous Tourism Conference	Registration	\$ 1,575.00
17-Feb-26	Edmonton	International Indigenous Tourism Conference	Per Diem	\$ 280.00
16-Feb-25	Edmonton	International Indigenous Tourism Conference	Travel Per Diem	\$ 120.00
18-Feb	Edmonton	International Indigenous	Per Diem	\$ 280.00
19-Feb-26	Edmonton	International Indigenous	Per Diem	\$ 280.00

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost
13-Jan-26	Sundre	Sundre Hospital Futures	Per Diem	\$ 80.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	\$ 183.96
04-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 40.00
05-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
04-Feb-26	Calgary	Brownlee Emerging Trends	Accommodations	\$ 134.16
05-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conference	Mileage	\$ 390.92
16-Feb-26	Edmonton	Int'l Indigenous Tourism Conference	Travel Per Diem	\$ 120.00
17-Feb-26	Edmonton	Int'l Indigenous Tourism Conference	Registration	\$ 1,575.00
17-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism	Per Diem	\$ 280.00

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost
Expense Claims Not Yet Submitted				

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost
4-Feb-26	Calgary	Brownlee Emerging Trends	Mileage	\$ 183.96
4-Feb-26	Calgary	Brownlee Emerging Trends	Travel Per Diem	\$ 40.00
5-Feb-26	Calgary	Brownlee Emerging Trends	Registration	\$ 198.45
5-Feb-26	Calgary	Brownlee Emerging Trends	Per Diem	\$ 280.00
4-Feb-26	Calgary	Brownlee Emerging Trends	Accommodation	\$ 134.16

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan-26	Sundre	Council Strategic Planning Session	Per Diem	\$ 280.00
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conference	Mileage	\$ 390.92
Feb 16 & 20	Edmonton	Int'l Indigenous Tourism Conference	Travel Per Diem	\$ 120.00

Councillor Isaac Con't				
Feb 17-19	Edmonton	Int'l Indigenous Tourism Confer	Registration	\$ 1,575.00
Feb 17-19	Edmonton	Int'l Indigenous Tourism Confer	Per Diem	\$ 280.00
18-Feb-26	Edmonton	Int'l Indigenous Tourism Confer	Per Diem	\$ 280.00
19-Feb-26	Edmonton	Int'l Indigenous Tourism Confer	Per Diem	\$ 280.00
feb 16 - 19	Edmonton	Int'l Indigenous Tourism Confer	Accommodations	\$ 1,587.04

Councillor Cheri Buchan

Date	Hosting Town	Description	Expense (less Tax)	Cost
17-Jan	Sundre	Strategic Planning	Per Diem	\$ 280.00
22-Jan-26	Sundre	RhPAP Seminar	Per Diem	\$ 40.00
22-Jan-26	Sundre	Munis 101	Per Diem	\$ 140.00
29-Jan-26	Sundre	Munis 101	Per Diem	\$140.00
Jan 22 & 29	Sundre	EOEP Course - Munis 101	\$ 295	\$ 295.00
12-Feb-26	Sundre	Virtual Presentation - Brownlee	Registration	\$ 145.95
12-Feb-26	Sundre	Virtual Presentation - Brownlee Emerging Trends	Per Diem	\$ 280.00
26-Feb-26	Sundre	Joint ICC Meeting	Per Diem	\$ 60.00

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
COUNCIL DATE	March 23, 2026
FOR MONTH(S) OF 911 DISPATCHES:	February 2026
	Emergency Response Numbers, 56 Year to Date February 2026 - 23
Response Types:	<ul style="list-style-type: none"> ➤ Alarm – No Fire – Steam or Smoke Mistaken – 1 ➤ Alarm – Detector Activated – 2 ➤ Controlled Burn – Arrived on Scene – 1 ➤ Fire – Structure – 1 ➤ Fire – Investigation – 1 ➤ Outside Fire Investigation – 1 ➤ Medical First Response – 5 ➤ Medical Assist – Echo - 1 ➤ Medical – Stood Down at Hall – 2 ➤ Medical – Stood Down Enroute – 1 ➤ Medical – Stood Down at Scene - 4 ➤ Motor Vehicle Collision – 3
Results:	➤ All incidents Responded, Managed and Resolved by SFD Members
TRAINING & ACTIVITIES	
In-Hall/Weekly:	<p>February 2026 consisted of the following:</p> <ul style="list-style-type: none"> ➤ Officer Meeting ➤ General Meeting/Truck Checks ➤ High School Cadet Introduction Night <ul style="list-style-type: none"> ○ IFFAC Chapter 1 ○ IFFAC Chapter 2 ➤ Gas Monitor Explanation, Usage and Testing ➤ Portable Pump Usage and Water Flow ➤ Winter Pumping Operations ➤ Hall Cleanup ➤ Truck Sign Offs <p>Community/Public Relations Events</p> <ul style="list-style-type: none"> ➤ Grad Parade, June ➤ Sundre Rodeo Parade and Fireworks in June ➤ Canada Day Fireworks Fire Watch, July ➤ SPOG booth and request for same Demonstration as last year, August
Formal Courses in-Progress/Upcoming:	<ul style="list-style-type: none"> ➤ Member Hearing Testing – March 4th – 2026 Completed ➤ NFPA 1001 Level I – March 11th – 2026 start ➤ NFPA 1001 Level II – Q3 & Q4 ➤ SFD High School Cadet Program/New member Basic training on schedule ➤ BTLS March 7th ➤ Advanced First Aid recertification to be completed by end of March ➤ Standard First Aid/CPR Q2 ➤ Complete Advanced First Aid course Q3 & Q4 ➤ 2 members registered for ICS-300 March ➤ 2 members registered for ICS-200 March

	<ul style="list-style-type: none"> ➤ AHS/MFR High Performance CPR Train the Trainer 2 members registered April
Fire Hall:	
Building/Maintenance:	<ul style="list-style-type: none"> ➤ Associated Fire to repair leak on SCBA Compressor, compressor, Unit still functional in manual mode. No response to date ➤ Purchased New natural gas commercial drier for gear cleaning, Quotes requested for installation 1 received to date
SFD Units - Equipment	
Units:	<ul style="list-style-type: none"> ➤ Unit #560- Red Deer Inspection/completion review March 5th ➤ New Unit #540 Red Deer Inspection /completion review March 5th ➤ Unit #550 – retained as second Wildland Unit, Until Unit #540 is delivered. ➤ Unit #550 to be Unit 580 SFD Support unit ➤ 3 Sets of New Structural Firefighting bunker gear Delivery March 5th
Safety Codes:	
Inspections -Occupancies	<ul style="list-style-type: none"> ➤ Inspections scheduled on Request – Complaint Basis ➤ 5 members to receive Alberta Safety codes Fire inspection training and certification start Q-2 2026 ➤ Mountain View Seniors Lodge annual fire inspection completed March 4th



Sundre Fire Department Incident Location Breakdown Feb 1 – 28, 2026



INCIDENTS	Town of Sundre incidents	Mountain View County	Clearwater County	Bighorn MD	Month(s) Total	Year to Date Total
Outside Fires - Investigation		1			1	1
Controlled Burn - Arrived on scene		1			1	1
Controlled Burn - No Response					0	1
Fire - Structure		1			1	4
Fire - Investigation - Report of Smoke - Unfounded					0	1
Fire - Investigation	1				1	1
Alarm -No Fire - Steam or Smoke mistaken	1				1	2
Alarm -No Fire - detector activated	2				2	2
False Alarm – Confirmed telephone					0	3
Medical First Response		4			4	21
Medical First Response - Echo		1			1	1
Medical - Stood Down at Hall	2				2	3
Medical - Stood Down Enroute	1				1	2
Medical - Stood Down On Scene	2	2			4	4
Motor Vehicle Collision	2	1			3	7
Mutual Aid Request					0	1
Public Hazard - Electrical					0	1
Total	11	11	0	0	22	56

DEPARTMENTAL REPORT

DEPARTMENT:	Community Development - Planning & Development
SUBMITTED BY:	Benazir Thaha Valencia, Director of Community Development
COUNCIL DATE:	March 23, 2026
FOR MONTH OF:	February 2026
TOPIC / PROJECT #1	Development Permits
Status of Project: Ongoing	Development permits ensure land use aligns with local planning, zoning, and safety regulations.
ACTION/SUCSESSES:	Total of 5 Development Permits: <ul style="list-style-type: none"> • Eating & Drinking, Major (Drive Thru Coffee Kiosk) • Home Office- Plumbing & Heating Company • Heavy Vehicle and Equipment Repairs • Change of Use- Retail Store General • Signage for Dollarama
TOPIC / PROJECT #2	Building Permits
Status of Project: Ongoing	Building permits are required to ensure construction meets safety codes, standards and regulations.
ACTION/SUCSESSES:	A total of 3 Building Permits were issued for: <ul style="list-style-type: none"> • Rooftop Solar Panels • Demolition • Roof top solar panels
TOPIC / PROJECT #3	Safety Code Permits
Status of Project: Ongoing	Safety code permits ensure that construction and installations comply with technical safety standards to protect public health and safety.
ACTION/SUCSESSES:	A total of 7 Safety Code Permits were issued for residential upgrades/renovations and new residential developments Electrical Permits: 6 Gas Permits: 0 Plumbing: 1
TOPIC / PROJECT #4	Subdivision Applications
Status of Project: Ongoing	Continued processing 3 Subdivision Applications: <ul style="list-style-type: none"> ▪ 2025-SD01 – Endorsement Package Received ▪ 2025-SD02 – Conditionally approved ▪ 2025-SD06 – Conditionally approved
ACTION/SUCSESSES:	The Subdivisions applications were assessed to ensure alignment with municipal planning policies and infrastructure capacity. They support orderly growth and allow for new housing and development.
TOPIC / PROJECT #5	Land Use Redesignation
Status of Project: Ongoing	- Land Use Redesignation from Flood Plain Industrial (I-2) and Light Industrial (I-1) Districts to Highway Commercial (C-2). - Council passed First Reading on February 9, 2026 - Scheduled PH and Second/Third Reading on March 9, 2026.
ACTION/SUCSESSES:	The redesignation aligns with the Town’s broader planning objectives and offers a balanced approach to addressing current non-residential needs.

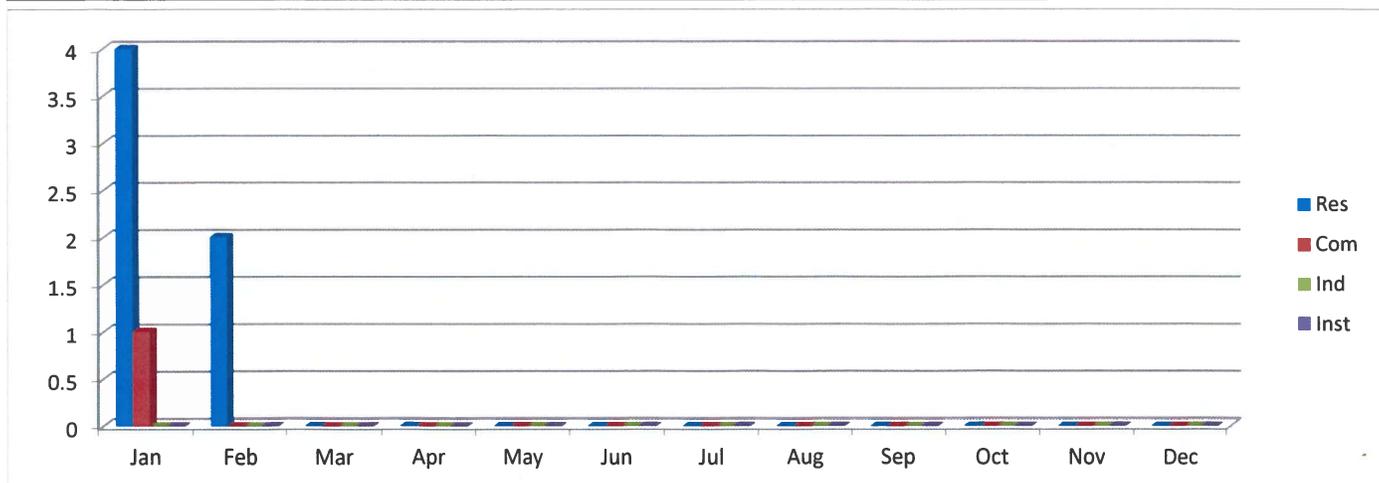
TOPIC / PROJECT #6	Downtown Area Redevelopment Plan
Status of Project: Ongoing	Currently in Phase 3 of the Downtown ARP project – Stakeholder Consultation Phase 1
ACTION/SUCCESES:	<ul style="list-style-type: none"> • Developing ARP Draft • ARP Committee meeting held on February 2, 2026: <ul style="list-style-type: none"> ○ Refined Vision and confirmed ARP Principles ○ Discussed Gateways into the Downtown Area ○ Discussed areas of interest including back alleyways ○ Reviewed preliminary Centre Street North rendering
TOPIC / PROJECT #7	Administration
Status of Project: Completed	Focused on strengthening internal operations with efforts resulting in improved efficiency, enhanced knowledge sharing, and stronger team cohesion.
ACTION/SUCCESES:	<ul style="list-style-type: none"> • Job descriptions for P&D and CS • Brownlee Emerging Trends webinar

ATTACHMENT: Feb 2026 Building Permit Statistics
CAO’s Commercial / Industrial / Institutional Report

MONTHLY BUILDING REPORT FOR THE MONTH OF FEBRUARY 2026

9.1c(i)

	Feb. 2026			2026 Year To Date			FEB. 2025 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building		No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -			
Bungalows	0	0	\$ -	0	0	\$ -			
Bi-Level				0	0	\$ -			
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	3	3	700000
Multi-Family				1	1	\$ 643,000	0	0	\$ -
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -		1	50000
Renovation/Addition		2	\$ 33,095	0	5	\$ 63,895		3	\$ 61,700
				0	0	\$ -			
Sub-Total	0	2	\$ 33,095	1	6	\$ 706,895	3	7	\$ 811,700
COMMERCIAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		1	\$ 8,900		1	\$ 500
		0	\$ -		1	\$ 8,900		1	\$ 500
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	\$ -
		0	\$ -		0	\$ -		1	\$ 30,000
		0	0		0	\$ -		1	\$ 30,000
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	2	\$ 33,095	1	7	\$ 715,795	3	9	\$ 842,200





MEMO

TO: Linda Nelson, CAO
 FROM: Chelsea Kruger, Associate Development Officer
 RE: February 2026 Commercial, Industrial, Institutional Projects

Development / Building Permit No.	District	Address	Project	Value
2026-D09	I-1	1005 Main Ave. E.	Drive Thru Coffee Kiosk	\$40,000 (B-0007)
2026-D10	R-1	230 – 11 Ave. NE	Home Office – Plumbing & Heating Services	n/a
2026-D11	C-2	Bay 3, 774 Main Ave. W.	Heavy Vehicle & Equip. Repairs	n/a
2026-D12	C-1	110 Main Ave. W.	Change of Use – Retail (Dollarama)	\$300,000 (B-0009)

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

Value: n/a = no building permit required



COMMUNITY DEVELOPMENT REPORT- COMMUNITY SERVICES

DEPARTMENT	Community Development- Community Service
SUBMITTED BY	Jeff Elder, Manager of Community Services
COUNCIL DATE	March 23, 2026
FOR MONTH OF	February 2026

TOPIC #1	Community Centre
Status of Project: Ongoing	The Community Centre is a well-used facility with regular user groups, special events, and community meetings, supported by daily gym floor maintenance to ensure a clean and functional space for all activities.
ACTION/SUCSESSES:	Regular User Groups keeping the gym busy: <ul style="list-style-type: none"> ● Gymnastics ● Pickleball ● Taekwondo ● Volleyball ● Indoor Walking Group Other bookings: <ul style="list-style-type: none"> ● Birthdays ● Music Event ● Private Pickleball ● Homeschool Group ● Various User group meetings
TOPIC # 2	Parks
Status of Project: Ongoing	Parks are regularly maintained to support seasonal use, with upkeep focused on cleanliness, landscaping, and ensuring safe, accessible spaces for public enjoyment and recreation.
ACTION/SUCSESSES:	<ul style="list-style-type: none"> ● Supported Winterfest Event with set up and take down ● Added a "Crockicurl" Ice surface for the event
TOPIC #3	Arena
Status of Project: Ongoing	The Arena continues to support seasonal programming and events, with ongoing maintenance ensuring the facility remains in good condition for both public use and organized activities.
ACTION/SUCSESSES:	<ul style="list-style-type: none"> ● Regular User Groups in full use ● Adult Public Skating and Shinny offered ● Sticks & Pucks for the youth continues to be well attended ● Hosted 2 Minor Hockey Tournaments (U9) & (U7)
TOPIC # 4	Administration
Status of Project: Ongoing	Various administration tasks to ensure the smooth functioning of the Community Services Department
ACTION/SUCSESSES:	<ul style="list-style-type: none"> ● Gathering quotes for any potential 2026 Arena Upgrades ● Gathering quotes for Building Security Alarm upgrade



DEPARTMENTAL REPORT

DEPARTMENT:	Municipal Enforcement
SUBMITTED BY:	Peace Officer Sam Zhao
COUNCIL DATE:	March 23, 2026
FOR MONTH OF:	February 2026

TOPIC #1	Calls for Service – February
STATUS OF PROJECT Completed:	<ul style="list-style-type: none"> Animal Carcass Disposal – 1 Assist Fire – 1 Assist Other Agency – 3 Assist RCMP – 6 Assist Resident – 2 Assist Town Dept – 2 Bylaw Violation: Cat Bylaw – 1 Bylaw Violation: Dog Bylaw – 7 Bylaw Violation: Snow Removal Bylaw – 3 Bylaw Violation: Traffic Bylaw – 7 Bylaw Violation: Waste and Recycling – 1 Damage to Property – 1 Foot Patrol – 1 General Patrol – 5 Neighbour Dispute – 3 Provincial Violation: Environmental Protection Act – 1 Provincial Violation: Traffic Safety Act – 1 Provincial Violation: Trespass to Premises Act – 3 School Zone Patrol – 1 Traffic Control – 3 Traffic Enforcement – 1
Action Steps / Successes	Municipal Enforcement responded to 61 calls for service in the month of Feb 2026

**Attachment
#1**

Municipal Enforcement has initiated the relocation process for the encampment behind the Sundre Feed Mill following numerous complaints from local residents and businesses. These concerns primarily center on public safety, potential theft, and the accumulation of debris. A formal notice to vacate has been issued, and the individual has been directed to seek alternative housing. Our priority is to manage this transition carefully to ensure the issue is not simply displaced to adjacent properties for an effective resolution to the problem.



Attachment #2

In response to several weeks of extreme cold, Municipal Enforcement has prioritized motorist safety by attending to numerous vehicle breakdowns on the highway. Simultaneously, the department is preparing for a regular audit by the Ministry of Public Safety and Emergency Services to ensure continued compliance with provincial oversight standards.



DEPARTMENTAL REPORT

DEPARTMENT:	Operations
SUBMITTED BY:	Jim Hall
COUNCIL DATE:	March 23, 2026
FOR MONTH OF:	February 2026

TOPIC / PROJECT #1	Gas Department Servicing
STATUS OF PROJECT In progress: Completed: Yes	Service Connections: 2 new services completed Upcoming Installations: 3 new service installs scheduled and several alterations for the month of March/April
Action Steps / Successes	Services have been completed on time and future schedules planned
TOPIC / PROJECT #2	Gas Dept. servicing cost analysis
STATUS OF PROJECT In progress: Completed: Yes	The department is currently studying the costs to install gas services. The requirement for daylighting our supply mains due to close proximity and unclear locates of Fibre optic services costs are increasing.
Action Steps / Successes	A detail of all parts, labour and contracted welding, daylighting including the hourly charge for our new mini-hoe will dictate the new price. This will be requested to be set as a single cost to all new customers to ensure the Coop recovers costs.
TOPIC / PROJECT #3	2026 Planned Projects by Department
STATUS OF PROJECT In progress: Yes Completed:	The operations group meet on Monday morning to discuss the weekly work plan. Community Services participates for coordination of common work.
Action Steps / Successes	These meetings ensure everyone is aware of each department's tasks. A seasonal meeting will begin (either monthly or quarterly as necessary) to strategize future tasks such as sweeping streets , storm maintenance and meter changeouts
TOPIC / PROJECT #4	Roads Department
STATUS OF PROJECT In progress: Completed: Yes	The roads dept. provided priority 1 route snow clearing during the last snow events. The operators are preparing for any upcoming freezing rain events and/or spring storms.
Action Steps / Successes	Emphasis on sanding of all critical intersections and ice prone areas.
TOPIC / PROJECT #5	Alberta Emergency Management Agency AEMA
STATUS OF PROJECT In progress: Completed: Yes	The annual audit for the Town of Sundre (MEP) Municipal Emergency Plan is scheduled for March 18. This audit discusses the Town's Program Review Report, agency meetings and compliance
Action Steps / Successes	A report from Emergency Management has been submitted to the CAO for review.
TOPIC / PROJECT #6	Water Treatment /Wastewater Treatment
STATUS OF PROJECT In progress: Completed: Yes	The department has noted water volumes treated of mid 900 cu/m/day with wastewater values of mid 1000 cu/m/day
Action Steps / Scheduled Events / Successes	Staff will continue to analyze daily trending conditions to allow for understanding of seasonal inputs such as fire training, pool change over and regional wastewater dumping increases. It will also signal if a substantial water leak occurs



DEPARTMENTAL REPORT

DEPARTMENT:	Economic Development
SUBMITTED BY:	Jon Allan
COUNCIL DATE:	March 23, 2026
FOR MONTH OF:	February 2026

TOPIC #1	Business Attraction, Retention and Expansion
STATUS OF PROJECT Ongoing	Work conducted to support business development and diversification within Sundre.
Action Steps / Successes	<ol style="list-style-type: none"> 1) Alberta Advantage Immigration Program, <ol style="list-style-type: none"> a. New RES entrepreneur moved to Sundre from China in February. We are assisting to find a location to rent for the business owner. b. RES entrepreneur’s business – Direct Outdoor Gear – open for business. c. Met with RES prospect to finalize the letter of support for their proposed medical business. d. Responded to multiple RES-related emails. e. Due to the critically low commercial vacancy rate, all new RES applications from this point forward are being paused until new commercial spaces are available. Applications will only be considered on a case-by-case basis, for example, if they involve new development, or business succession (i.e. purchase of an existing business). 2) The Downtown Area C-1 vacancy reduced to 1.3% due to new national chain that secured commercial space downtown. <ol style="list-style-type: none"> a. As result of the new investment, assisting to find alternative locations / options for business needing to relocate. 3) Processed multiple business licenses. 4) Hosted a Central Alberta Economic Resilience Taskforce meeting. 5) Attended Regional Economic Developers Meeting.
TOPIC #2	Mountain View Regional Film Office
STATUS OF PROJECT In progress	Film development in support of economic diversification, workforce development, and awareness generation about Sundre and our partners.
Action Steps / Successes	<ol style="list-style-type: none"> 1. Responded to an overseas company regarding a film co-production. 2. Met with president of the Alberta Media Producers Industry Assoc. 3. Worked on Standard Operating Procedures with partners.
TOPIC #3	Tourism Development and Promotion
STATUS OF PROJECT Ongoing	Work conducted to promote Sundre and expand partnerships and tourism service opportunities in the area.

Action Steps / Successes	<ol style="list-style-type: none"> 1. Continued online promotion of Sundre through social media. 2. Met with Travel Alberta regarding potential funding model. 3. Produced more Winter content for social media with 3 Peaks Studios; partnered with Bike n Ski Club to produce more trails footage (XC skiing). 4. 2026 Visitor Guide updates completed and magazine submitted for publication. 5. Swag and promotional orders completed.
TOPIC #4	Community Development
STATUS OF PROJECT Ongoing	Work completed to support the development of amenities, education/workforce and quality of living in the Town of Sundre.
Action Steps / Successes	- Attended ARP meeting.
TOPIC #5	Events and Festivals
STATUS OF PROJECT Ongoing	Events & Festivals of note
Action Steps / Successes	<ol style="list-style-type: none"> 1) Winterfest & the Mountain Survivalist Competition successful. 750-1000 people attended the one day event



REQUEST FOR DECISION

COUNCIL DATE	March 23, 2026
SUBJECT	RFD Correspondence / Invitations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.

Correspondence and invitations received by, and/or sent by Legislative Services.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence and invitation as information by separate motion.

Motion:

That the Town of Sundre Council accept the Parkland Regional Library System's Board Talk and Draft Meeting Minutes as information.

ATTACHMENTS:

11.1 PRLS Board Talk and Draft Meeting Minutes

Date Reviewed: March 18, 2026

CAO *Amie Nilsen*



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting FEBRUARY 26, 2026

Vacant Seat on the Executive Committee

At the November organizational board meeting, seat 7 on Parkland's Executive Committee was not filled. After sending out invitations to PRLS board members for Area 7, staff found two volunteers, Dana Kreil of Lacombe Country and Cory Twerdoclib from Blackfalds. Twerdoclib was appointed.

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2025 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for three library service points. Highlights from their annual reports are included below:

Brownfield Community Library Accomplishments

This year we really focused on programs/clubs. We successfully run a monthly Adult Book Club, which has been going for more than 15 years. We also ran a Junior High Book Club this year, participation was more than expected. We held a Summer Reading Program every week with the kids. For fundraisers we held a successful Rummage Sale in the spring and an online spring auction. We continue to be passionate about keeping our little library open!

Spruce View Community Library Accomplishments

We have partnered with Red Deer County to bring programs into our library. We are doing more outreach to get our name in the community. In 2025 we celebrated 25 years bringing library services to Spruce View and area.

Water Valley Public Library Accomplishments

We are really happy that we have been able to continue to offer a wide variety of programming for our community. Being a rural community, it can be challenging to find programming locally. Finding instructors can be very challenging, but luckily, we have been able to find some amazing people to help keep our programs running.

Advocacy & Marketing Report

Article on Library Funding

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

Radio Interview

On January 6th with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

Budget Summary Report

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budgeted remained at 35%, the same as 2024.

Provincial Advocacy Steering Committee

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library.

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and the broader library community on many occasions.

Parkland's Director and Chair have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the

Next Meeting: May 21, 2026 (in-Person) FOR MORE INFORMATION, OR FOR A COPY OF THE DRAFT MINUTES, PLEASE CONTACT PRLS

provincial government will almost certainly involve itself in the curation of public library collections.

Marketing for Libraries

Parkland Marketing Specialist, Hailey Halberg, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, and created a social media strategy for them. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

LinkedIn Presence

You may have noticed a new follow from Parkland Regional Library System on your LinkedIn profile. We are using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.

County Forums Update

In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Audit Service Plan

Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit.

After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4.

Staff Recognition

Parkland employees are recognized with a monetary reward and pin for long service with PRLS. For 2026, long service award recipients were:

Hailey Halberg – 5 years
Bob Schiltz – 5 years
Olya Korolchuk – 5 years

Committee News from Trustees

Penhold & District Public Library has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

Camrose Public Library's manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area. In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

Hughenden Public Library is holding a book folding event on February 27th.

Board Members Present

Barb Gilliat (Board Chair), **(Zoom)** Janet Adam, Jackie Almberg, Skyla Attfield, Alison Barker-Jevne, Laureen Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox **Absent:** Delijiah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Marc Mousseau, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse

Next Meeting: May 21, 2026 (in-Person) FOR MORE INFORMATION, OR FOR A COPY OF THE DRAFT MINUTES, PLEASE CONTACT PRLS



PRLS Board Meeting Minutes

February 26, 2026

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday February 26, 2026 in the Small Board Room, Lacombe.

Present: Barb Gilliat

Present via Zoom: Janet Adam, Jackie AlMBERG, Skyla Attfield, Alison Barker-Jevne, Lauren Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox

Guests: Maia Foster, Megan Ginther, Lesley Moody

With Regrets: Marc Mousseau

Absent: Delijiah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse

Staff: Hailey Halberg, Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

Agenda

1.1.2 Adoption of the Agenda

Motion by Theresa Cunningham to accept the agenda as presented.

CARRIED

PRLS 01/2026

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 27, 2025 minutes. There were none.



Motion by Kathy Hall to approve the minutes of the November 27, 2025 meeting as presented.

CARRIED

PRLS 02/2026

1.3. Business arising from the minutes of the November 27, 2025 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Dana Kreil to approve the consent agenda as presented.

CARRIED

PRLS 03/2026

3.1 Incomplete Motion

Sheppard reviewed. At the last board meeting, as part of PRLS' legislative compliance procedures, board members who sent regrets were to be excused at the beginning of each meeting. Gilliat asked for a motion to excuse Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib from attendance at the board meeting on November 27, 2025 and remain a member of the Parkland Board in good standing. Kathy Hall, the board member for the Village of Hughenden made the motion. However, before the motion could be voted on, another motion was made to discontinue the practice of making motions to excuse regrets at the beginning of Parkland's board meetings. The second motion was subsequently passed by the board.

Unfortunately, Hall's motion was lost in the lively discussion related to the second, successful motion. Following the meeting, Hall notified Parkland that her motion was not captured in the board minutes. Hall's motion was clearly made which means it is still "on the table" for consideration. Motions once made must either be voted on, or withdrawn. This situation necessitated that Hall's motion to,

"allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025." be placed back on the agenda to be voted on or withdrawn.

Motion to allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025.

WITHDRAWN

PRLS 04/2026

3.2 Vacant Seat on the Executive Committee

Sheppard reviewed. At the November 27th board meeting one seat on Parkland's Executive Committee was not filled. That seat was for Area 7. As Parkland Policy 2.6.7 states,



"on those occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or 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. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board."

With only three representatives for Area 7, Cory Twerdoclib was selected for the vacant seat on the Executive Committee.

Motion by Joy-Anne Murphy to appoint Cory Twerdoclib to Parkland's Executive Committee.

CARRIED
PRLS 05/2026

3.3 P.D. Session

Sheppard provided a presentation outlining what Parkland offers to libraries.

3.4 2025 in Review – Approval of the 2025 Annual Report

Sheppard reviewed. Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. There were three amendments to the annual report since the creation of the meeting package: The physical items ordered was changed from 22,285 to 24,552, and the library manager visits were changed from 9 to 20 to include the County forum meetings. Additionally, the van run volume listed in the package was corrected to read 982,305.

Motion by Leona Thorogood to approve the Parkland Regional Library System's 2026 Public Library Survey and 2025 Annual Report as amended.

CARRIED
PRLS 06/2026

3.5 Approval of the 2025 Outlet Annual Reports

Sheppard reviewed. Parkland Regional Library System is the board of record for three library service points. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

- Brownfield Community Library – County of Paintearth
- Spruce View Community Library – Red Deer County
- Water Valley Public Library – Mountain View County

The report for Water Valley Public Library was amended to remove some eContent platforms that were recorded in error.



Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Carlene Wetthuhn to approve the annual reports for Brownfield Community Library, Spruce View Community Library, and Water Valley Public Library as amended.

CARRIED

PRLS 07/2026

3.6 **Advocacy and Marketing Report**

Sheppard reviewed the recent advocacy activity at Parkland.

Article on Library Funding

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

Radio Interview

On January 6th with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

Budget Summary Report

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budgeted remained at 35%, the same as 2024.

Provincial Advocacy Steering Committee

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library. Documents related to this include:

- A terms of reference for the Alberta Public Libraries Coalition which is made up of all the major libraries and systems in the province
- Coalition of Libraries survey results "Perceptions of Public Libraries" which Parkland will be contributing funds towards. The survey was conducted between January 16-28 of this year
- A *Coalition of Alberta Public Libraries Pre-Budget Submission 2026* document which is being submitted to the Government of Alberta

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and, on occasion, the broader library community on many occasions. Meeting dates included; December 12th and 16th last year, and January 9th, February 4th and 13th of this year.



Parkland's Chair and Director have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the provincial government will almost certainly involve itself in the curation of public library collections. To date Gilliat and Sheppard have met with Jennifer Johnson (MLA for Lacombe-Ponoka) and Rick Wilson (MLA for Maskwacis-Wetaskiwin).

Advocacy Information Session

To help promote advocacy for both funding and intellectual freedom among member libraries, Sheppard held two information sessions to answer questions about the province-wide campaign and the support materials distributed to Parkland libraries. Meetings were held on February 13th, 18th, and 27th.

Marketing Report

Marketing for Libraries

Hailey Halberg, Marketing Specialist, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space – The Reading Cave, and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, created a social media strategy for them, and is going later this month to take photos at their Youth Theatre event. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

Travelling Journal Project

Part programming, part library marketing, at the request of our libraries, Parkland has put together a "kit" to foster connection among our libraries with a travelling journal.

Libraries will receive the scrapbook and some supplies to design their own pages and collaborate with other libraries on this project. We will be left with an art piece that contains the creativity of all 16 participating member libraries.

Spring Campaign Brainstorm

Parkland organizes activities for Library Card Sign Up Month (September) and Canadian Library Month (October). By adding a regional spring campaign, libraries could add consistency to their marketing efforts. There is a meeting scheduled to gather feedback from libraries on the desire to add another campaign to the year, and hash out ideas and details.

LinkedIn Presence

Parkland now has a LinkedIn presence. PRLS is using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.



Motion by Sarah Fahey to receive the Advocacy and Marketing report for information.

CARRIED

PRLS 08/2026

3.7 County Forums Update

Newland reviewed. In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Extensive notes were taken at these interviews as a way of collecting and recording feedback and the findings are shared here as a thematic analysis of common themes heard. Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Motion by Lauren Clark-Rennie to receive the County Forums update for information.

CARRIED

PRLS 09/2026

3.8 Audit Service Plan

Sheppard reviewed the Audit Service Plan. Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit. Staff considered the plan simple and straight forward with few areas of significant risk identified for consideration. After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4. A draft of the audit report has already been received and will be reviewed at an upcoming Executive Committee meeting prior to being reviewed by the board in May.

Motion by Matt Sumegi to receive the Audit Service Plan for information.

CARRIED

PRLS 10/2026

3.9 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees are recognized with a monetary reward and pin for long service with Parkland Regional Library System.

For 2026, long service award recipients were:

Hailey Halberg– 5 years

Bob Schiltz – 5 years

Olya Korolchuk – 5 years



Motion by Cory Twerdoclib to receive for information.

CARRIED
PRLS 11/2026

3.10 Updates

3.10.1. Director's Report

3.10.2. Deputy Director's Report

Sheppard asked if there were any questions about the reports. There were none.

Motion by Joy-Anne Murphy to receive the Director's and Deputy Director's Reports for information.

CARRIED
PRLS 12/2026

3.11. Parkland Community Update

Dana Kreil asked if there is any Parkland policy around renting library space to political groups. There is not; but best practice is to allow everyone or no one.

Penhold & District Public Library has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

Camrose Public Library's manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area.

In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

Hughenden Public Library is holding a book folding event on February 27th.

4. Adjournment

Motion by Scott Pfeiffer to adjourn the meeting at 11:43 a.m.

CARRIED
PRLS 13/202

Chair