



Regular Council Meeting
Town of Sundre Municipal Council Chambers
May 30, 2023
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 May 30, 2023, Regular Council Meeting
 - 3.2 Councilor Absence: **None**
4. **Adoption of Previous Minutes**
 - 4.1 May 8, 2023, Regular Council Meeting Pg. 1
5. **Delegation: None**
6. **Bylaws/Policies:**
 - 6.1 RFD Bylaw 2023-02, Land Use Bylaw Amendment Pg. 6
7. **Old Business: None**
8. **New Business:**
 - 8.1 RFD 2023 Q1 Financial Reports Pg. 29
 - 8.2 RFD Safety Codes Council 2022 Annual Internal Review Pg. 61
 - 8.3 RFD Annual Funding Agreements Pg. 66
 - 8.4 RFD Library Board Appointment Pg. 72
9. **Administration:**
 - 9.1 RFD Departmental Reports Pg. 74
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports:**
 - 11.1 RFD Mayor Warnock, Councillor Isaac and Councillor Marr Pg. 101
 - 11.2 RFD Key Messages for the Month of April 2023 Pg. 107
12. **Council Invitations / Correspondence:**
 - 12.1 RFD Innisfail Parade Pg. 109
13. **Closed Meeting:**
 - 13.1 Advice From Officials, *FOIPP Action Section 24*
 - 13.2 Advice From Officials, *FOIPP Action Section 24*
 - 13.3 Advice From Officials, *FOIPP Action Section 24*
14. **Adjournment**

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Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
May 8, 2023

The regular meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, May 8, 2023, commencing at 6:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson, via google meets
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

ABSENT: Councillor Owen Petersen

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Manager Planning & Ec. Development, Benazir Thaha Valencia
Senior Development Officer / Admin. Support, Betty Ann Fountain

PUBLIC: 2

PRESS: 1

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

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 129-08-05-23 MOVED by Councillor Dalke that the agenda be approved as amended:

1. *Remove 3.2 from the Agenda, Councillor Anderson will be attending the meeting via google meets.*
2. *Amend 13.1 from Advice from Officials, FOIPP Section 24 to Privileged Information, FOIPP Section 27.*

CARRIED

CAO confirmed Councillor Owen Petersen notified administration of his absence in accordance with s14.6 of the Procedural Bylaw.

ADOPTION OF THE PREVIOUS MINUTES

Res. 130-08-05-23 MOVED by Councillor Vardas that the Minutes of the Special Council Meeting held on April 21, 2023, be approved as presented.

CARRIED

Res. 131-08-05-23 MOVED by Councillor Marr that the Minutes of the Regular Council Meeting held on April 24, 2023, be approved as presented.

CARRIED**DELEGATION:** **Citizen Noise Relaxation Concerns**

Res. 132-08-05-23 MOVED by Councillor Marr that the Town of Sundre accept Ms. Berg's presentation as information.

CARRIED**BYLAWS/POLICIES:** None**OLD BUSINESS:** None

Councillor Dalke left the meeting at 6:14 p.m.

Councillor Dalke returned to the meeting at 6:16 p.m.

NEW BUSINESS: **Capital Spending Restricted Surplus Accounts (RSAs)**

Res. 133-08-05-23 MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$10,000 to the Fire - Capital RSA in unspent funding for the Unit 581 ATV Utility Cart capital project.

Councillor Isaac joined the meeting at 6:23 p.m.

In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson

Opposed: Councillor Dalke

CARRIED

Res. 134-08-05-23 MOVED by Councillor Marr that the Town of Sundre Council approves the transfer of \$2123 to the Fire - Capital RSA in unspent funding for the Unit 570 Honda quad capital project.

CARRIED

Res. 135-08-05-23 MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$2,404 to the Municipal Lifecycling RSA in unspent funding for the Port-a-Potties capital project.

CARRIED

Res. 136-08-05-23 MOVED by Councillor Vardas that the Town of Sundre Council approves the transfer of \$5,674 to the Municipal New Projects RSA in unspent funding for the Council Chambers Upgrade capital project.

CARRIED

Res. 137-08-05-23 MOVED by Councillor Isaac that the Town of Sundre Council approves the transfer of \$15,093 to the Municipal Lifecycling RSA in unspent funding for the Sweeper Unit 1138 capital project.

CARRIED

Non-Budgeted Restricted Surplus Transfers

Res. 138-08-05-23 MOVED by Councillor Marr that the Town of Sundre Council approves the allocation of the \$719,539 of 2021 and 2022 operational surpluses for transfer as follows: \$471,038 to General Corporate Stabilization RSA, \$32,688 to Corporate Services Stabilization RSA, \$14,077 to Protective Services Stabilization RSA, \$82,063 to Development Stabilization RSA, and \$119,673 to Community Services Stabilization RSA.

In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson
Opposed: Councillor Dalke

CARRIED

Mountain View Regional Waste Management Commission: Recycling Services Changes to Service Levels

Res. 139-08-05-23 MOVED by Councillor Vardas that the Town of Sundre Council approve the revised waste services agreement, and the Mayor and CAO be authorized to sign the agreement on behalf of the Town.

CARRIED

Joint Use and Planning Agreement and Leasing Agreement with Chinook's Edge School Division

Res. 140-08-05-23 MOVED by Councillor Marr that the Town of Sundre Council approves the Joint Use and Planning Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre.

In Favour: Mayor Warnock, Councillor Marr, Councillor Isaac, Councillor Vardas, Councillor Anderson
Opposed: Councillor Dalke

CARRIED

Res. 141-08-05-23 MOVED by Councillor Isaac that the Town of Sundre Council approves the Lease Agreement between the Town of Sundre and Chinook's Edge School Division, and that the Mayor and CAO be authorized to sign the agreement on behalf of the Town of Sundre.

CARRIED

ADMINISTRATION: None

MUNICIPAL AREA PARTNERSHIP (MAP): **Key Messages**

Res. 142-08-05-23 MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's Key Messages from the April 13, 2023, Municipal Area Partnership meeting as information.

CARRIED

COUNCIL COMMITTEE REPORTS: None

COUNCIL INVITATIONS / CORRESPONDENCE: None

CLOSED MEETING:

Res. 143-08-05-23 MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 7:05 p.m.

CARRIED

Mayor Warnock called a 10 minute recess at 7:05 p.m.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer
 Chris Albert, Director of Corporate Services
 Manager Planning & Ec. Development, Benazir Thaha Valencia
 Senior Development Officer, Betty Ann Fountain

CLOSED MEETING **Topic of Closed Meeting**

13.1 Privileged Information, FOIPP Section 27

Chris Albert, Director of Corporate Services, Manager Planning & Ec. Development, Benazir Thaha Valencia and Senior Development Officer, Betty Ann Fountain left the closed meeting at 8.15 p.m.

Res. 144-08-05-23 MOVED by Councillor Isaac that Council return to an open meeting at 8:20 p.m.

CARRIED

ADJOURNMENT

Res. 145-08-05-23 MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 8:21 p.m.

CARRIED

These Minutes approved this 30th Day of May 2023.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Bylaw 2023-02 Land Use Bylaw Amendment
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2023-02 is a "housekeeping amendment to Land Use Bylaw 2018-10 to provide administrative changes for clarity, efficiency and new development opportunities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Refer to Report to Council attached.

ALIGNMENT WITH STRATEGIC PLAN:

This matter aligns with Council's Strategic Plan under Pillar 1, Community Development and Pillar 5 Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give First Reading to 2023-02 and set a Public Hearing date.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw; and

That the Town of Sundre Council set Monday, June 26, 2023 at 6:00 PM for a Public Hearing to Bylaw 2023-02 Land Use Bylaw Amendment.

Attachments: Report to Council and Bylaw 2023-02

Date Reviewed: May 19, 2023

CAO: Linda Nuba



REPORT TO COUNCIL

COUNCIL DATE: May 30, 2023
SUBJECT: Bylaw 2023-02 Land Use Bylaw Amendment (Housekeeping Amendments)
REPORT WRITER: Planning and Development
AGENDA ITEM: 6.1a

BACKGROUND/PROPOSAL:

The purpose of Bylaw 2023-02 is to amend Land Use Bylaw 2018-10 (LUB 2018-10) to provide administrative “housekeeping” changes for clarity and efficiency. The following provides an overview of the amendments.

PART ONE: INTERPRETATION AND ADMINISTRATION

Certificates of Compliance: Section 1.7.2 of LUB 2018-10, contains the administrative framework for the issuance of Certificates of Compliance. The Development Officer may use the request for a Certificate of Compliance as a tool to assure the applicant, in many cases a financial institution or mortgage provider, that any significant structures have been constructed with the benefit of permits issued by the Town.

Currently, Real Property Reports (RPR) issued by an Alberta Land Surveyor are accepted within a 90 day period. If a RPR is submitted with a date of survey that is greater than the 90 day period as described in 1.7.2 d), it is required to be accompanied by a Statutory Declaration signed by the current property owner stating that no other structures other than what appears on the RPR have been constructed on the property.

Research of other municipalities has revealed that the standard practice for the acceptance of RPR’s is on average, 6 months to one year (from time of survey to time of submission). Administration is recommending the Land Use Bylaw be amended to a time frame of six months (180 days). This will alleviate the requirement in some instances for a Statutory Declaration.

In addition, the standard practice is for the Development Officer to accept only original paper Real Property Reports issued by an Alberta Land Surveyor. Administration is recommending the addition of policy that allows a digital version of the RPR allowable under the Alberta Land Surveyor Association’s, Standard of Practice, Part C, s.6.8. The digital version of the RPR must be received directly from the Surveyor, to be printed by the Development Authority and processed in a similar manner as an original paper RPR.

PART TWO: USE DEFINITIONS

This section contains the definitions of both permitted and discretionary uses recognized in the Town’s Land Use Bylaw.

Home Occupation, Minor and Major: Administration is recommending a name change from Minor and Major to Home Office and Home Occupation for clarity of understanding by the applicant. Home Office, a permitted use, signifies business to be conducted by phone and computer to generate an income with no clients attending the home, and the income derived from such a business would be subordinate to a person’s primary source of income but does not apply to someone “working from home” to continue their usual employment outside of a traditional office space. Home Occupation is a discretionary use, as this type of business may affect the amenities of a neighbourhood (for example: increased traffic), applies to a person inviting customers into the home for purpose of providing a service. For example, hair dressing, esthetics, massage therapy, and clothing alterations.

Recreation Vehicle – Park Model: the revision is to modernize the definition to current manufacturers and Canadian Safety Standards for park models.

PART THREE: GENERAL REGULATIONS, Section 3. Vehicles

Section 3.1 Parking Requirements Schedule: Residential Related Parking Requirements: All new or re-development of residential properties requires the property owner, developer, or builder to provide off-street parking. Research has resulted in the amendments presented bringing our Land Use Bylaw in line with other municipalities in our region and the development industry.

Section 3.3 Regulations for Parking Recreational, Commercial Vehicles and Motor Vehicles: An additional clause is proposed to ensure that residential property owners are storing recreational type vehicles (RV's, boats, ATV etc.) that are only for the sole use of the property owner. Storing of these types of vehicles owned by anyone other than the property owner may have the appearance of commercial recreational vehicle storage being conducted in a residential district.

Section 13, Home Occupation: proposes updating the name of s.13.1 Home Occupation-Minor to Home Office and s.13.2 Home Occupation-Major to Home Occupation for clarity by the applicant. All references in the Land Use Bylaw to Home Occupation – Minor and Home Occupation – Major will be updated to reflect the updated names.

PART FOUR: LAND USE DISTRICT REGULATIONS

Maximum Building Height: The maximum building height in the R-1, R-1A, R1-N, R2, R-4 and R-4A Residential Districts is being amended from 9.0 m. to 10.0 m. (32.8 ft.) a standard measurement for a variety of housing styles in comparable municipalities, and the home construction business.

Estate Residential District, R-4: A revision to the “purpose” of the Estate Residential District (R-4) is proposed to capture those properties located on the eastside of the Town who have or are capable of connecting to the Town’s water and sewer systems. Currently the “purpose” in the Land Use Bylaw states: to provide an area for very low-density residential development in the form of single detached dwellings and compatible uses, herein listed which are not connected to the municipal sewer and water systems. In 2013 the project to deliver sewer and water services to the eastside was completed. To date, 40+ property owners have connected to Town services or paid for future connections. This represents a majority of the property owners on the eastside. For a small number of properties located adjacent to Highway 27, circumstances prevented the access to the water and sewer system. These are shown as “exceptions” until such time as re-development occurs.

Home Occupation: Various districts under Part Four will be amended to reflect the name change(s) for Home Occupation as defined in Part Two and the Part Three Regulations.

CONCLUSION: The proposed Land Use Bylaw Amendments are “housekeeping” changes to address improvements for consistency and ease of interpretation for the benefit of the Town’s development authority, stakeholders, developers, builders and property owners. The intent is to improve the tools utilized by the Development Authority to provide better communication and transparency with applicants. The amendments also introduce new regulations pertaining to Recreation Vehicle storage in residential districts, an update to Use terminology, and modernizing the Certificate of Compliance process and the height requirement for some residential buildings.

RECOMMENDED ACTION:

That the Town of Sundre Council give first reading to Bylaw 2023-02 being a bylaw to amend the Land Use Bylaw and set a Public Hearing date of June 26, 2023.

Attachment: Bylaw 2023-02

Date Reviewed: _____	CAO: _____
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Land Use Bylaw Amendment 2023-02



TOWN OF SUNDRE

BYLAW 2023-02

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 2018-10

WHEREAS, Section 639 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto requires council to enact a Land Use Bylaw;

AND WHEREAS, Section 191 (1) of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts the following “housekeeping” amendments to Land Use Bylaw 2018-10. Portions of Land Use Bylaw 2018-10 to be amended (*amendments indicated in bold type / strikethroughs*) as follows:

UNDER PART ONE: INTERPRETATION AND ADMINISTRATION

REVISE: 1.7.2d) age of Real Property Report accepted from ~~90 days~~ to **180 days (six months)**;

REVISE: 1.7.2e) A minimum of two (2) **paper** originals of the Real Property Report must support a request for a Stamp of Compliance. ~~The contracted Alberta Land Surveyor (A.L.S.) may submit a digital version of the Real Property Report to support a request for a Stamp of Compliance.~~

UNDER PART TWO: SECTION 1 – GENERAL DEFINITIONS

REVISE: “Certificate of Compliance” means a document (stamp) signed by the Development Authority, certifying that a development is compliant with this Bylaw as represented on:

- a) a current Alberta Land Surveyors’ Real Property Report; or
- b) ~~an Alberta Land Surveyors’ Real Property Report or Survey Certificate that is older than three months and supported by an affidavit that the Real Property Report or Survey Certificate is an accurate representation of the development on the property.~~

An Alberta Land Surveyor’s Paper or Digital Real Property Report or Survey Certificate that is older than 180 days (six months) and supported by an affidavit that the Real Property Report or Survey Certificate is an accurate representation of the development on the property.

UNDER PART TWO: SECTION 2 – USE DEFINITIONS

REVISE SECTION 13.2 “Home Occupation – Major” to “Home Occupation”, updating the name change throughout this section and the consolidated Land Use Bylaw.

~~**Home Occupation – Major** means development consisting of the use of a Dwelling for an occupation, trade, or craft, for gain or income support, conducted entirely within the Dwelling and accessory buildings by those persons occupying the Dwelling as a private residence. The use shall be incidental and secondary to the residential use of the Dwelling. Homecrafts shall be limited to those uses which do not interfere with the rights and enjoyment of a residential neighborhood. Examples of Home Craft are hairdressers, esthetics, massage therapy, small engine repair, travel agency.~~

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Home Occupation means a business, occupation, trade, profession, or craft carried on by an occupant of a dwelling, and which does not change the character of the building in which it is located. The Home Occupation may be located in the primary dwelling or in some cases a detached accessory building. A home occupation may include, but is not restricted to, hairdressing, esthetics, massage therapy, mental health therapy, medical/physician health care, travel agency, dressmaking, millinery, and similar domestic crafts, music and/or dance instruction, fitness instruction, minor repairs to household equipment and appliances, small engine repair, day home (childcare), and educational tutoring.

REVISE SECTION 13.1 “Home Occupation – Minor” to “Home Office”, updating the name change throughout this section and the consolidated Land Use Bylaw.

~~**Home Occupation – Minor** means development consisting of the use of a Dwelling as a desk, computer and phone operation only by a person who occupies the Dwelling as his private residence. There shall be no warehousing of goods and minimal client contact in the home. Examples of Home Office are website design, document transcripts, contractor services.~~

Home Office means development consisting of the use of a Dwelling as a “desk-phone-computer” business only by a person who occupies the Dwelling as their private residence. There shall be no warehousing of goods and no clients attending the home. All transactions with clients to be conducted by traditional mail services, phone or digitally. A Home Office may include, but is not restricted to, professional accounting and bookkeeping services, business and professional consultants, online catalogue sales and service, internet sales, contractors.

REVISE: Recreation Vehicle – Park Model means a recreation vehicle conforming to CAN-CSA series Z241, or the equivalent, mounted on a single chassis, on wheels, and is relocatable from time to time, and has a maximum width of 3.66 m, including any extensions or pull-out sections, and a maximum length of 13.4 m. may not exceed 538 sq. ft. in size and to a maximum of 55 inches in height, may have a footprint of 12’ x 44’, 13’x 41’ for 14’ x 39’, and shall be identified with a CSA sticker and product number.

UNDER PART THREE: GENERAL REGULATIONS

REVISE 3.1 Parking Requirements Schedule: Residential & Residential Related Parking Requirements

Single Detached and Modular Home Dwellings	1 parking space per dwelling
Single Detached Dwelling, Semi-Detached Dwelling, Multi-Family Dwelling fronting onto to a public roadway	2.0 per unit
Semi-detached, Duplex or Attached Dwellings	1 parking space per dwelling if the dwelling unit is contained fee simple lot or bare land condominium unit and has direct access to a public road or lane
Single Detached Dwelling, Semi-Detached Dwelling, Multi-Family Dwelling front onto a private roadway	2.0 per unit plus 1.0 space for every 5.0 units which must be provide for guest parking
Semi-detached, or Attached Dwellings	1.3 parking spaces per dwelling unit if the dwelling units a within a cluster housing or building condominium development where access and egress is by the common property

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Accessory Suite with two or fewer bedrooms	1.0 parking spaces (in addition to parking spaces for primary residence)
Accessory Suite with more than two bedrooms	2.0 parking spaces (in addition to parking spaces for primary residence)
Mixed Use Development	1 parking space per dwelling unit
Apartment Dwellings	<p>Two (2) parking spaces per dwelling if the building contains 8 or less dwelling units; for buildings containing 9 or more dwelling units, 2.6 parking spaces per dwelling unit are required and are to be calculated on the total number of dwelling units</p> <p>proposed for the development site</p> <p>For each one-bedroom unit, 1.0 spaces per unit;</p> <p>For each two-bedroom unit, 1.5 spaces per unit; and for each three-bedroom unit, 2.0 spaces per unit; plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking.</p> <p>In the Central Commercial District, the parking requirement is 1.0 per residential unit, regardless of the number of bedrooms in the unit, plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking.</p>

ADD to Section. 3.3 d) Regulations for Parking Recreational, Commercial Vehicles and Motor Vehicles:

- (vii) **Notwithstanding sections (i), (v) and (vi) Only recreational vehicles for the sole use of the property owner (including but not limited to, boats, campers, RV's, ATVs, Motor Homes, 5th Wheels, pull-trailers, tent-trailers) may be stored on any residential property. This does not apply to multi-family, or apartment properties.**

REVISE Section 11.1 d) and h) Day Home Facility:

- d) **One other Home Occupation—Minor Office may operate within the residence;**
- h) **A Development Permit Home Occupation Permit is required. A permit may be revoked at any time, if in the opinion of the Development Authority, the operator of the facility has violated any provisions of this Bylaw or the conditions of the permit. A day home facility shall not operate without a valid Business License issued by the Municipality.**

13. Home Occupation

13.1 Home Occupation—Minor Office

Home Office Occupation—Minor shall comply with the following:

- a) **Are less intensive home-based businesses. Home Office Occupation—Minor are “desk, computer and telephone” home businesses that require no deliveries, require no storage, do not generate any non-residential traffic, no walk-in clientele, do not have signage, and are essentially “invisible” within a residential neighbourhood;**
- b) **Require a Development Permit and an annual Business License issued by the Town of Sundre. A permit can be revoked at any time if, in the opinion of the Development Authority, the operator of a Home Office Occupation—Minor has violated any provisions of this Bylaw or the conditions of a permit or a valid Business License is not in place;**

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- c) Shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood;
- d) Shall be an incidental and subordinate use to the principal residential use and shall be contained within the principal building;
- a) Development Permits are non-transferable to other locations; they are approved for a specific Lot, Block and Plan;
- b) The Development Authority may require that the permit be reviewed on a periodic basis to ensure compliance with an approved Development Permit;
- c) Home **Office Occupation—Minor** are limited to two (2) minor businesses per dwelling unit;
- d) Employees working at the Home **Office Occupation—Minor** shall be limited to those living at the residence;
- e) The operator of a Home **Office Occupation—Minor** shall not:
 - (i) have outside storage of materials, goods or equipment on the site;
 - (ii) create a nuisance by way of dust, noise, odour, smoke, parking, excessive traffic generation, electrical interruption, bright light, or anything of an objectionable nature which is detectable to normal sensory perception outside the building containing the Home **Office Occupation—Minor** or beyond the parcel boundaries;
 - (iii) display any form of advertising related to the Home **Office Occupation—Minor** on the site except in accordance with this bylaw;
 - (iv) a Home **Office Occupation—Minor** permit does not exempt the applicant from compliance with any Federal or Provincial regulation, or any other municipal bylaw or regulation;
 - (v) shall not use any dangerous goods which would not reasonably be used in association with a residential use of the dwelling;
 - (vi) Exterior storage of goods related to the Home **Office Occupation—Minor** is prohibited;
 - (vii) include the direct sale of goods to walk-in clientele.

13.2 Home Occupation —~~Major~~

Home Occupation —~~Major~~ shall comply with the following:

- a) Are more intensive home-based businesses and may generate vehicular traffic, but will not result in traffic that has a negative impact on the community, may have walk in cliental, does not have signage;
- b) Requires a Development Permit and an annual Business License issued by the Town of Sundre. A permit may be revoked at any time if, in the opinion of the Development Authority, the operator of a Home Occupation —~~Major~~ has violated any provisions of this Bylaw or the conditions of a permit or a valid Business License is not in place;
- c) Shall not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood;
- d) Shall be incidental and a subordinate use to the principal residential use and be located or contained within the principal building, or accessory structure;
- e) Development Permits are non-transferable to other locations; they are approved to a specific Lot, Block and Plan;
- f) The Development Authority may require that the permit be reviewed on a periodic basis to ensure compliance with an approved Development Permit;
- g) Home Occupation —~~Major~~ are limited to one (1) Home Office and one (1) Home Occupation —~~Major~~ per dwelling unit;

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- h) Employees working at the Home Occupation ~~–Major~~ shall be limited to a maximum of two (2) and at least one shall live at the residence;
- i) Allowed one vehicle with commercial advertising associated with the business parked on-site that does not exceed 4500 kg. and or a length of 6.3 m. Anything over 4500 kgs. requires a CVOR certificate.
- j) In addition to parking requirements for residential use, up to two (2) additional parking spaces may be required at the discretion of the Development Authority;
- k) No commodity other than the product or service of the Home Occupation ~~–Major~~ shall be sold on the premises;
- l) The operator of a Home Occupation ~~–Major~~ shall not:
 - (i) have outside storage of materials, goods, or equipment on the site;
 - (ii) (ii) create a nuisance by way of dust, noise, odour, smoke, parking,
 - (iii) excessive traffic generation, electrical interruption, bright light or anything of an objectionable nature which is detectable to normal sensory perception outside the building containing the home craft or beyond the parcel boundaries;
 - (iv) display any form of advertising related to the Home Occupation on the site except in accordance with this bylaw;
 - (v) (iv) a Home Occupation ~~–Major~~ permit does not exempt the applicant from compliance with any Federal or Provincial regulation, or any other municipal bylaw or regulation;
 - (vi) shall not use any dangerous goods, which would not reasonably be used in association with the residential use of the dwelling. Exterior storage of goods related to the Home Occupation ~~–Major~~ is prohibited;
 - (vii) shall not be ~~permitted~~ **allowed** if, in the opinion of the Development Authority, it would be more appropriately located in a commercial or industrial district;

PART FOUR: LAND USE DISTRICT REGULATIONS

LOW DENSITY RESIDENTIAL DISTRICT (R-1)

General Purpose:	To provide an area for low-density residential development in the form of single detached dwellings and compatible uses, herein listed, which are connected to the municipal sewer and water systems.
Permitted Uses:	Accessory Building Home Office Occupation –Minor Housing, Single Detached Dwellings Protective Emergency Services Public Parks
Discretionary Uses:	Adult Care Residence Alternate Energy Systems Bed and Breakfast Accommodation Day care facility – neighbourhood Day home facility Group Homes, Limited Home Occupation –Major Public and quasi-public uses Public utility buildings

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Temporary Residential Sales Centre

Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District:

Maximum Building Height: **10.0 m. 9.0 m.**

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

UNIQUE RESIDENTIAL DISTRICT (R-1A)

General Purpose: To provide an area for unique residential development on lots for single detached dwellings with options for rear yard accessory buildings or garden suite / laneway homes with access from a road or rear lane.

Permitted Uses: Accessory Building
Accessory Building – Oversized
~~Home Office Occupation – Minor~~
Housing, Garden Suite / Laneway Home
Housing, Single Detached Dwellings
Public Parks
Protective Emergency Services

Discretionary Uses: Adult Care Residence
Alternative Energy Systems (*solar*)
Bed and Breakfast Accommodation
Day-care Facility (*Neighbourhood*)
Day Home Facility
Group Home, Limited
Home Occupation – ~~Major~~ (*except small engine or mechanical repair shop, auto body & paint shop, or other uses deemed incompatible with this district by the Development Authority*)
Public and Quasi-Public Uses
Public Utility Buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Maximum Building Height: **10.0 m. *principal building; and***

 9.0 m. *Accessory Building – Oversized*

 5.0 m. *(Garden Suite / Laneway Home) (single storey on slab)*

The following regulations are found in Part Three of this Bylaw and may apply to development in this District:

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

NARROW LOT RESIDENTIAL DISTRICT (R1-N)

General Purpose: To provide for low-density residential development in the form of single detached dwellings or semi-detached dwellings and compatible uses, situated on narrow lots, with or without rear lane access, which are connected to all municipal utility systems.

Permitted Uses: Accessory Building
 Home ~~Office Occupation – Minor~~
 Housing, Single Detached Dwelling
 Protective Emergency Services
 Public Parks

Discretionary Uses: Alternate Energy Systems
 Bed and Breakfast Accommodation
 Day Home Facility
 Home Occupation – ~~Major~~
 Housing, Semi-Detached
 Accessory Suites
 Public and quasi-public uses
 Public utility buildings
 Temporary Residential Sales Centre
 Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation – ~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

GENERAL RESIDENTIAL DISTRICT (R-2)

- General Purpose:** To provide an area for a variety of dwelling types and other uses, herein listed, which are compatible with a residential area, all of which are connected to the municipal sewer and water systems.
- Permitted Uses:** Accessory Buildings
Home ~~Office Occupation—Minor~~
Housing, Duplex Dwelling
Housing, Semi-Detached Dwelling
Housing, Single Detached dwellings
Protective Emergency Services
Public Parks
- Discretionary Uses:** Adult Care Residence
Alternate Energy Systems
Accessory Suites
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Garden Suites
Group Home, Limited
Home Occupation —~~Major~~
Housing, Apartment Dwellings
Housing, Attached Dwelling
Housing, Modular Homes
Housing, Multi-plex Dwellings
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

- Maximum Building Height:** Single Detached Dwellings, Semi-Detached Dwellings, Duplex Dwellings, ~~Attached Dwellings, and Four-plex Dwellings: 9.0m-10.0 m.~~
Attached Dwellings, Multi-plex Dwellings 12.0 m.
Apartment Dwelling: 12.0 m.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation—Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation —~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

MANUFACTURED HOME DISTRICT (R-3)

1.1 Manufactured Home Park District

- General Purpose:** To provide an area for and to regulate the development and use of land for manufactured home parks and other uses, herein listed, which are compatible with a residential area. The park is comprehensively designed under one (1) owner, wherein individual plots are rented or leased for the placement of manufactured homes. The area is to be connected to municipal sewer and water systems.
- Permitted Uses:** Accessory Buildings (*detached garage, shed*)
Deck
~~Home Office Occupation—Minor~~
Housing, Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)
Public Parks
- Discretionary Uses:** ~~Home Occupation—Major~~
Housing, Manufactured Home, not to exceed 20 years in age (*CSA A277 or CSA Z240 models*)
Protective Emergency Services
Private Recreational Vehicle Storage Site
Public Utility Building
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

MANUFACTURED HOME DISTRICT (R-3)

1.2 Manufactured Home Subdivision District

- General Purpose:** To provide an area for and to regulate the development and use of land for manufactured home subdivisions and other uses, herein listed, which are compatible with a residential area. The subdivision is comprehensively designed wherein manufactured homes are installed on privately owned lots. The area is to be connected to municipal sewer and water systems.
- Permitted Uses:** Accessory Buildings (*detached garage and shed*)
Addition and Attached Garage
Deck
~~Home Office Occupation—Minor~~
Housing, Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)
Housing, Modular Home
Public Parks
Protective Emergency Services
Public Utility Building

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Discretionary Uses: Day Care Facility – Neighbourhood
Day Home Facility
Home Occupation —~~Major~~
Public and Quasi-public uses
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District.

Home Occupation —~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Home Office Occupation —~~Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

ESTATE RESIDENTIAL DISTRICT (R-4)

General Purpose: To provide an area for ~~very~~ low-density residential development in the form of single detached dwellings and compatible uses, herein listed. ~~which are not connected to the municipal sewer and water systems.~~ **Connection to municipal sewer and water systems is required, with exception to those properties not capable of connecting to municipal services due to their alignment adjacent to the provincial highway and identified in Table 1. However, with new development, connection to municipal services must be made possible and connection to municipal services will be required.**

Table 1: Exception for Municipal Sewer / Water Connection

PLAN	BLOCK	LOT	CIVIC ADDRESS
8111431	1	12	920 Main Avenue East
8111431	1	11	940 Main Avenue East
4875FQ	2	E & W of S ½ 1	1002 Main Avenue East
2088FF		S ½ of C	1102 Main Avenue East
8410936	3	4	1104 Main Avenue East
8815GB		3	1106 Main Avenue East
2212008	2	7	1010 Main Avenue East
4875FQ	2	S ½ of 4	1014 Main Avenue East
4875FQ	2	S ½ of 5	1018 Main Avenue East
4875FQ	2	S Pt of 6	1022 Main Avenue East
2088FF		S ½ of B	1028 Main Avenue East

Permitted Uses: Accessory Building
Home Office Occupation —~~Minor~~
Housing, Single Detached Dwellings
Public Parks
Protective Emergency Services

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Discretionary Uses: Alternate Energy Systems
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Garden Suites
Home Occupation –~~Major~~
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Maximum Building Height: **10.0 m.** ~~9.0 m.~~

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

SERVICED ESTATE RESIDENTIAL DISTRICT (R-4A)

General Purpose: To provide an area for Single Detached Dwelling residential development on large sites and compatible uses, herein listed, which are connected to the municipal sewer and water systems.

Permitted Uses: Accessory building
Home ~~Office Occupation – Minor~~
Housing, Single Detached Dwellings
Public Parks

Discretionary Uses: Alternate Energy Systems
Bed and Breakfast Accommodation
Day care facility – neighbourhood
Day home facility
Garden Suites
Home Occupation –~~Major~~
Public and quasi-public uses
Public utility buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

Maximum building Height:

- a) Principal building: **10.0 m.** ~~9.0 m.~~
- b) Detached garages and all other Accessory buildings: 4.5 m.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation—Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation ~~—Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

CENTRAL COMMERCIAL DISTRICT (C-1)

General Purpose: To provide an area for intensive commercial use, offering a wide variety of goods and services, and other uses, herein listed, which are compatible with the area, which will create an attractive environment for pedestrians, but which will be accessible to motor vehicles.

Permitted Uses: Accessory Building

Amusement Establishments, Minor
Brew Pub
Contractor Services, Limited
Custom Manufacturing Establishments
Eating and Drinking Establishments, Minor
Financial Services
Government Services, General
Government Services, Retail
Health Services
Household Repair Services
Home ~~Office Occupation—Minor~~
Liquor Store
Personal Service Shops
Professional Offices and Office Support Services
Protective Emergency Services
Public Parks
Public Utility Buildings
Retail Stores, Convenience
Retail Stores, General
Second-hand Store
Signs, except billboards
Veterinary Services, Minor

Town of Sundre
Land Use Bylaw 2018-10
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Discretionary Uses:

- Alternative Energy System
- Amusement Establishments, Major
- Cannabis Retail Store
- Day Care Facility - Commercial
- Commercial Schools
- Eating and Drinking Establishments, Major
- Fleet Services
- Funeral Services
- Gas Bars
- Home Occupation –~~Major~~
- Hotel
- Housing, Apartment
- Indoor Recreation Services
- Libraries and Cultural Exhibits
- Micro-Brewery (Craft-Brewery)
- Micro-Distillery
- Mixed Use Development
- Motel
- Private Clubs
- Religious Assembly
- Seniors Housing
- Shopping Centre
- Spectator Entertainment Establishments
- Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home ~~Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

HIGHWAY COMMERCIAL DISTRICT (C-2)

General Purpose: To provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles

Permitted Uses:

- Accessory Building
- Amusement Establishments, Minor
- Automotive and Recreation Vehicles Sales/Rentals
- Automotive Services

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Brew-Pub
Bus Services
Contractor Services, Limited
Custom Manufacturing Establishments
Drive-In Food Services
Eating and Drinking Establishments, Minor
Equipment Rentals
Exhibition and Convention Facilities
Financial Services
Fleet Services
Gas Bars
Government Services, General
Government Services, Retail
Greenhouses and Plant Nurseries
Health Services
~~Home Office Occupation—Minor~~
Household Repair Services
Hotels
Indoor Recreation Services
Libraries and Cultural Exhibits
Liquor Store
Motels
Natural Science Exhibits
Personal Service Shops
Professional Offices and Office Support Services
Protective and Emergency Services
Rapid Drive-Through Vehicle Services
Retail Stores, Convenience
Retail Stores, General
Second-hand Stores
Service Stations
Shopping Centers
Signs, except billboards
Spectator Entertainment Establishments
Veterinary Services, Minor

Discretionary Uses: Amusement Establishments, Major
Auctioneering Establishment
Automotive and Equipment Repair Shops
Bulk Fuel Dealerships
Cannabis Retail Store
Contractor Services, General
Eating and Drinking Establishments, Major
Education Services

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Equipment and Storage Yard
Funeral Services
Heavy Vehicle and Equipment Sales/Rentals
Home Occupation –~~Major~~
Micro-Brewery (Craft Brewery)
Micro-distillery
Mini or Self Storage
Mixed Use Development
Private Clubs
Public and quasi-public uses
Religious Assembly
Temporary Residential Sales Centre
Truck and Mobile Home Sales/Rentals
Warehouse Sales
Veterinary Services, Major
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

Home **Office** Occupation - Minor shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation –~~Major~~ shall be developed in accordance with Part Three, Section 13.2 of the Bylaw.

NEIGHBOURHOOD COMMERCIAL DISTRICT (C-2)

General Purpose: To provide an area for low impact commercial convenience services for the use of area residents and primarily located at the main entrance or within a residential district.

Permitted Uses: Day care facility – neighbourhood
Eating and Drinking Establishments, Minor
Financial Services
Health Services
Home **Office** Occupation –~~Minor~~
Mixed Use Development
Personal Services
Professional Offices and Office Support Services
Protective Emergency Services
Public Utility Buildings
Retail Stores, Convenience
Retail Stores, General
Signs

Town of Sundre
Land Use Bylaw 2018-10
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Discretionary Uses: Accessory building
 Alternate Energy Systems
 Brewpub
 Day care facility – commercial
 Amusement Establishments, Minor
 Custom Manufacturing Establishments
 Drive-In Food Services
 Eating and Drinking Establishments, Major
 Gas Bars
 Home Occupation
 Indoor Recreation Services
 Liquor Store
 Private Club
 Second-hand Stores
 Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

~~Home Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation shall be developed in accordance with Part Three Section 13.2 of this Bylaw.

URBAN RESERVE DISTRICT (UR)

General Purpose: To reserve land for future subdivision and development until an overall plan is prepared for and approved by Council.

Permitted Uses: Farms and farming operations, excluding feedlots
 Natural Habitat Areas
 ~~Home Office Occupation – Minor~~
 Public Parks
 Signs

Discretionary Uses: Accessory Buildings
 Alternate Energy Systems
 Bed and Breakfast Accommodation
 Home Occupation – ~~Major~~
 Outdoor Recreation Services
 Utility Services, Major Impact

The following regulations are found in Part Three of this Bylaw and may apply to development in this District

~~Home Office Occupation – Minor~~ shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

~~Home Occupation – Major~~ shall be developed in accordance with Part Three, Section 13.2 of the Bylaw

Town of Sundre
Land Use Bylaw 2018-10
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SEASONAL RESIDENTIAL DISTRICT (SR)

General Purpose:	To provide for and control the placement of Recreational Vehicles (motorhomes, 5 th wheel, pull trailer) and Park Model Homes not designed for year-round occupancy, the placement of accessory structures and associated facilities.
Permitted Uses:	Adjacent Accessory Structure Detached Accessory Structure (including Guest Cabin) Deck / Deck Cover / Enclosed Deck Public Parks Parking, non-accessory Recreation Vehicle Park Model Homes Signs
Discretionary Uses:	Dwelling Unit for the Occupancy of the Manager/Caretaker Public and quasi-public uses Public Utility Buildings Any use that is similar, in the opinion of the Development Authority, to the permitted and discretionary uses above

In addition to the regulations contained in Part Three of this Bylaw, the following regulations apply to this District.

1.0 General Regulations

2.0 Recreation Vehicle Standards

Maximum Length Recreation Vehicles: 12.2 m. (*except Park Models*)

~~Maximum Length Park Models: 13.4 m. excluding bay or bow windows~~

Maximum Width:

Recreation Vehicles: 2.4 m. but extendable using
(*except Park Models*) factory installed slide-outs only

~~Maximum Width~~

~~Park Models: 4.27 m. excluding bay or bow windows~~

3.1 CSA Standards for Park Models

- i. A Park Model is a home built on a single chassis with wheels meeting the national building standards code CSA Z241A.
- ii. Park Model may not exceed 538 Sq. ft. in size and to a maximum of 55 inches in height;
- iii. Park Model may have a footprint of 12' x 44', 13' x 41' or 14' x 39';
- iv. Park Models shall be identified with a CSA sticker and product number.

3.2 Height:

The maximum recreational vehicle height for recreational vehicles built in a certified factory, including park models, is as determined by the manufacturer. ~~The maximum height for park models that have been built outside a certified factory is 4.27 m. as measured from the bottom of the wheels to the highest point of the roof.~~

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

3.3 Miscellaneous:



















All recreation vehicles must retain their travel ability and be livable with the removal of any additions. Axels, wheels and hitches must remain on the vehicle as well as all original doorways and doors. Park models may have hitches removed but they must remain available on the lot for immediate reinstallation if required.

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

SCHEDULE "A": Land Use Map

REVISE: Land Use Bylaw Map as follows:

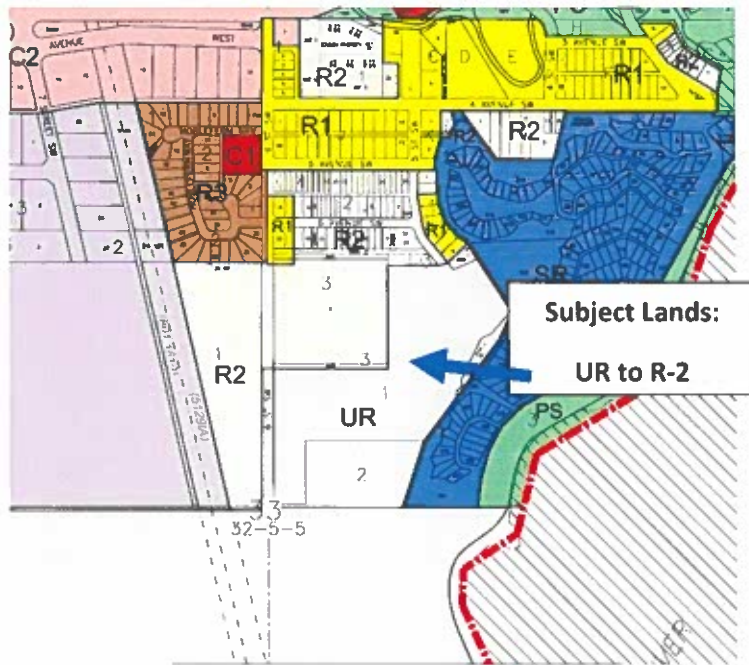
Figure 1: Correct Land Use District Legend: R1N "General Residential" to read "Narrow Lot Residential District";

LAND USE DISTRICTS		
	R1	LOW DENSITY RESIDENTIAL
	R1N	GENERAL RESIDENTIAL
	R2	GENERAL RESIDENTIAL
	R3	MANUFACTURED HOME
	R4	ESTATE RESIDENTIAL
	R4A	SERVICED ESTATE RESIDENTIAL
	C1	CENTRAL COMMERCIAL
	C2	HIGHWAY COMMERCIAL
	C3	NEIGHBOURHOOD COMMERCIAL
	I1	INDUSTRIAL
	I2	FLOODPLAIN INDUSTRIAL
	I3	INDUSTRIAL BUSINESS PARK
	I4	GENERAL INDUSTRIAL
	PS	PUBLIC SERVICE
	UR	URBAN RESERVE
	SR	SEASONAL RESIDENTIAL
	DC	DIRECT CONTROL
	1:100 YEAR FLOODPLAIN	

Revise R1N from "General Residential" to
"Narrow Lot Residential District"

Town of Sundre
Land Use Bylaw 2018-10
Land Use Bylaw Amendment 2023-02

Figure 2: Plan 9411097, Block 1 of NE 33-32-05-W5M redesignation from Urban Reserve (UR) to General Residential (R-2);



READ A FIRST TIME this ____ day of _____ 2023 Motion No. _____

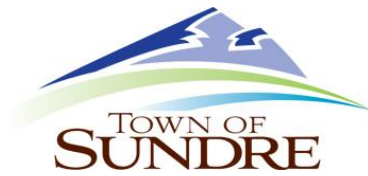
PUBLIC HEARING HELD this ____ day of _____ 2023

READ A SECOND TIME this ____ day of _____ 2023 Motion No. _____

READ A THIRD AND FINAL TIME this ____ day of _____ 2023 Motion No. _____

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	2023 Q1 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 March 31, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Revenue and Expenses: The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2022, as well as corresponding budget information.

Cash Balances: As at March 31, 2023, there is approximately \$2.4M in the operating account. There is also approximately \$900k in investment accounts and \$6.9M in Restricted Surplus identified accounts, for total holdings of almost \$10.3M.

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

Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q1 2023 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the Q1 2023 Quarterly Financial Reports, as information.

Date Reviewed: May 25, 2023

CAO

Linda Nelson

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</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	-	-	-	-	-	-	-	-
Tax Penalties	83,412	-	-	-	83,412	85,957	65,000	18,412
Investment Income	111,072	-	-	-	111,072	16,216	12,500	98,572
FortisAlberta Franchise Fee	42,861	-	-	-	42,861	42,805	61,250	(18,389)
MSI - Operating	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue	237,345	-	-	-	237,345	144,978	138,750	
Less Interest, Requisitions and Transfers								
ASFF & MVSH Requisitions	(321,352)	-	-	-	(321,352)	(309,748)	-	(321,352)
Interest on Long-Term Debt	(28,738)	-	-	-	(28,738)	(30,960)	(43,750)	15,012
Provincial Police Funding Model	(109,668)	-	-	-	(109,668)	-	-	(109,668)
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(222,413)	-	-	-	(222,413)	(195,730)	95,000	
Net Operational Excess/(Shortfall)								
11 - Legislative	(60,691)	-	-	-	(60,691)	(69,232)	(140,149)	79,458
12 - Corporate Services	(111,464)	-	-	-	(111,464)	(114,666)	(137,947)	26,483
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Municipal Enforcement	(42,800)	-	-	-	(42,800)	(20,163)	(38,419)	(4,381)
23 - Fire	(8,573)	-	-	-	(8,573)	(54,235)	(69,526)	60,953
24 - Emergency Management	(2,842)	-	-	-	(2,842)	(5,873)	(11,946)	9,104
26 - Animal Control	(2,568)	-	-	-	(2,568)	(2,284)	(1,250)	(1,318)
32 - Roads	(64,590)	-	-	-	(64,590)	(86,144)	(134,264)	69,674
35 - Shop	(91,902)	-	-	-	(91,902)	(71,166)	(74,839)	(17,063)
41 - Water	13,666	-	-	-	13,666	36,668	80,980	(67,314)
42 - WasteWater	84,793	-	-	-	84,793	33,256	57,013	27,780
43 - Solid Waste	34,940	-	-	-	34,940	8,729	13,478	21,462
51 - FCSS	-	-	-	-	-	1,556	-	-
61 - Planning & Development	(30,599)	-	-	-	(30,599)	(31,771)	(85,602)	55,003
63 - Economic Development	3,429	-	-	-	3,429	(28,586)	(80,654)	84,083
75 - Library	(33,301)	-	-	-	(33,301)	(43,816)	(34,125)	824
77 - Sundre Community Centre	(15,652)	-	-	-	(15,652)	(17,980)	(32,329)	16,677
80 - Arena	(58,978)	-	-	-	(58,978)	(51,785)	(61,044)	2,066
82 - Greenwood Campground	(13,675)	-	-	-	(13,675)	(10,888)	(17,024)	3,349
84 - Parks	(37,808)	-	-	-	(37,808)	(32,941)	(62,663)	24,855
85 - Recreation & Culture	(102,875)	-	-	-	(102,875)	(83,927)	(82,500)	(20,375)
86 - Community Services	(35,001)	-	-	-	(35,001)	(23,244)	(92,487)	57,486
87 - Trails	(11,833)	-	-	-	(11,833)	(9,760)	(18,947)	7,114
89 - Outdoor Recreation	(17,495)	-	-	-	(17,495)	(16,466)	(22,309)	4,814
91 - Gas	211,531	-	-	-	211,531	48,249	58,151	153,380
Total Net Operational Excess/(Shortfall)	(394,288)	-	-	-	(394,288)	(646,469)	(988,402)	
Year End Surplus/(Deficit)	(616,701)	-	-	-	(616,701)	(842,199)	(893,402)	

Town of Sundre
2023 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>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues								
Municipal Taxes	-	-	-	-	-	-	-	-
Tax Penalties	83,412	-	-	-	83,412	85,957	65,000	18,412
Investment Income	111,072	-	-	-	111,072	16,216	12,500	98,572
FortisAlberta Franchise Fee	42,861	-	-	-	42,861	42,805	61,250	(18,389)
MSI - Operating	-	-	-	-	-	-	-	-
Expenses								
Requisitions	(321,352)	-	-	-	(321,352)	(309,748)	-	(321,352)
Interest on Long-Term Debt	(28,738)	-	-	-	(28,738)	(30,960)	(43,750)	15,012
Provincial Police Funding Model	(109,668)	-	-	-	(109,668)	-	-	(109,668)
FortisAlberta Infrastructure Reserve Transfer		-	-	-	-	-	-	-
Surplus (Deficit)	(222,413)	-	-	-	(222,413)	(195,730)	95,000	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(29,007)	-	-	-	(29,007)	(30,810)	(101,936)	72,929
Contracted Services	(499)	-	-	-	(499)	(19,670)	(11,025)	10,526
Materials & Supplies	(31,185)	-	-	-	(31,185)	(18,752)	(27,188)	(3,997)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(60,691)	-	-	-	(60,691)	(69,232)	(140,149)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	10,037	-	-	-	10,037	5,178	3,500	6,537
Expenses								
Salaries & Wages	(31,223)	-	-	-	(31,223)	(34,251)	(50,815)	19,592
Contracted Services	(24,683)	-	-	-	(24,683)	(26,340)	(37,375)	12,692
Materials & Supplies	(57,765)	-	-	-	(57,765)	(52,194)	(46,963)	(10,802)
Utilities	(7,830)	-	-	-	(7,830)	(7,059)	(6,294)	(1,536)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(111,464)	-	-	-	(111,464)	(114,666)	(137,947)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	

Town of Sundre
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21 - Municipal Enforcement

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	105	-	-	-	105	2,904	1,000	(895)
Expenses								
Salaries & Wages	(19,038)	-	-	-	(19,038)	(14,844)	(26,931)	7,893
Contracted Services	(1,880)	-	-	-	(1,880)	(896)	(1,000)	(880)
Materials & Supplies	(21,987)	-	-	-	(21,987)	(7,327)	(11,488)	(10,499)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(42,800)	-	-	-	(42,800)	(20,163)	(38,419)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	94,825	-	-	-	94,825	70,022	87,000	7,825
Expenses								
Salaries & Wages	(45,448)	-	-	-	(45,448)	(43,754)	(74,475)	29,027
Contracted Services	(10,268)	-	-	-	(10,268)	(10,137)	(10,775)	507
Materials & Supplies	(42,943)	-	-	-	(42,943)	(65,938)	(66,363)	23,420
Utilities	(4,739)	-	-	-	(4,739)	(4,428)	(4,913)	174
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(8,573)	-	-	-	(8,573)	(54,235)	(69,526)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(1,838)	-	-	-	(1,838)	(4,955)	(3,946)	2,108
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(1,004)	-	-	-	(1,004)	(918)	(8,000)	6,996
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(2,842)	-	-	-	(2,842)	(5,873)	(11,946)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	4,404	-	-	-	4,404	4,463	6,000	(1,596)
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	(6,840)	-	-	-	(6,840)	(6,615)	(7,125)	285
Materials & Supplies	(132)	-	-	-	(132)	(132)	(125)	(7)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(2,568)	-	-	-	(2,568)	(2,284)	(1,250)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	42,248	-	-	-	42,248	15,480	21,250	20,998
Expenses								
Salaries & Wages	(63,280)	-	-	-	(63,280)	(63,461)	(98,639)	35,359
Contracted Services	(2,070)	-	-	-	(2,070)	-	(1,750)	(320)
Materials & Supplies	(9,797)	-	-	-	(9,797)	(9,018)	(11,375)	1,578
Utilities	(31,691)	-	-	-	(31,691)	(29,145)	(43,750)	12,059
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(64,590)	-	-	-	(64,590)	(86,144)	(134,264)	

Town of Sundre
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35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</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	(4,286)	-	-	-	(4,286)	(4,620)	(8,396)	4,110
Contracted Services	(6,846)	-	-	-	(6,846)	(4,830)	(7,875)	1,029
Materials & Supplies	(77,900)	-	-	-	(77,900)	(59,226)	(56,568)	(21,332)
Utilities	(2,870)	-	-	-	(2,870)	(2,490)	(2,000)	(870)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(91,902)	-	-	-	(91,902)	(71,166)	(74,839)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	221,394	-	-	-	221,394	139,877	238,000	(16,606)
Expenses								
Salaries & Wages	(39,452)	-	-	-	(39,452)	(43,888)	(77,557)	38,105
Contracted Services	(113,832)	-	-	-	(113,832)	(3,131)	(24,375)	(89,457)
Materials & Supplies	(28,186)	-	-	-	(28,186)	(37,227)	(32,463)	4,277
Utilities	(26,258)	-	-	-	(26,258)	(18,963)	(22,625)	(3,633)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
	-	-						
Surplus (Deficit)	13,666	-	-	-	13,666	36,668	80,980	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	<u>Variance (Budget V. Actual)</u> <u>Over / Under Budget</u>
Revenues	165,892	-	-	-	165,892	112,307	205,000	(39,108)
Expenses								
Salaries & Wages	(37,430)	-	-	-	(37,430)	(41,739)	(74,400)	36,970
Contracted Services	(10,269)	-	-	-	(10,269)	(7,553)	(24,500)	14,231
Materials & Supplies	(11,743)	-	-	-	(11,743)	(9,761)	(14,150)	2,407
Utilities	(21,657)	-	-	-	(21,657)	(19,998)	(34,937)	13,280
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	84,793	-	-	-	84,793	33,256	57,013	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	80,899	-	-	-	80,899	54,085	81,250	(351)
Expenses								
Salaries & Wages	(10,092)	-	-	-	(10,092)	(10,400)	(16,172)	6,080
Contracted Services	(18,051)	-	-	-	(18,051)	(17,858)	(33,100)	15,049
Materials & Supplies	(555)	-	-	-	(555)	(294)	(1,000)	445
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(17,261)	-	-	-	(17,261)	(16,804)	(17,500)	239
Surplus (Deficit)	34,940	-	-	-	34,940	8,729	13,478	

Town of Sundre
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51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	21,572	-	-	-	21,572	4,419	-	21,572
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,702)	-	-	-	(3,702)	(2,863)	-	(3,702)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(17,870)	-	-	-	(17,870)	-	-	(17,870)
Surplus (Deficit)	-	-	-	-	-	1,556	-	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	25,104	-	-	-	25,104	14,923	13,325	11,779
Expenses								
Salaries & Wages	(50,248)	-	-	-	(50,248)	(31,903)	(78,165)	27,917
Contracted Services	(1,913)	-	-	-	(1,913)	(12,209)	(17,537)	15,624
Materials & Supplies	(3,542)	-	-	-	(3,542)	(2,582)	(3,225)	(317)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(30,599)	-	-	-	(30,599)	(31,771)	(85,602)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	75,205	-	-	-	75,205	31,967	25,000	50,205
Expenses								
Salaries & Wages	(19,398)	-	-	-	(19,398)	(19,100)	(48,929)	29,531
Contracted Services	(5,948)	-	-	-	(5,948)	(5,836)	(625)	(5,323)
Materials & Supplies	(30,139)	-	-	-	(30,139)	(22,470)	(46,100)	15,961
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(16,291)	-	-	-	(16,291)	(13,147)	(10,000)	(6,291)
Surplus (Deficit)	3,429	-	-	-	3,429	(28,586)	(80,654)	

Town of Sundre
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75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	20,629	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	(31,131)	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(33,301)	-	-	-	(33,301)	(33,314)	(34,125)	824
Surplus (Deficit)	(33,301)	-	-	-	(33,301)	(43,816)	(34,125)	

Town of Sundre
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77 - Sundre Community Centre

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2023 YTD	2022 YTD	YTD Budget	Variance (Budget V. Actual) Over / Under Budget
Revenues	28,962	-	-	-	28,962	24,880	21,250	7,712
Expenses								
Salaries & Wages	(10,687)	-	-	-	(10,687)	(10,130)	(17,241)	6,554
Contracted Services	(18)	-	-	-	(18)	(191)	(1,125)	1,107
Materials & Supplies	(20,108)	-	-	-	(20,108)	(19,978)	(21,963)	1,855
Utilities	(13,801)	-	-	-	(13,801)	(12,561)	(13,250)	(551)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(15,652)	-	-	-	(15,652)	(17,980)	(32,329)	

Town of Sundre
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80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	35,675	-	-	-	35,675	32,041	60,500	(24,825)
Expenses								
Salaries & Wages	(41,700)	-	-	-	(41,700)	(36,324)	(67,294)	25,594
Contracted Services	(885)	-	-	-	(885)	(720)	(4,325)	3,440
Materials & Supplies	(30,562)	-	-	-	(30,562)	(28,727)	(34,175)	3,613
Utilities	(21,506)	-	-	-	(21,506)	(18,055)	(15,750)	(5,756)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(58,978)	-	-	-	(58,978)	(51,785)	(61,044)	

Town of Sundre
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82 - Greenwood Campground

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(6,659)	-	-	-	(6,659)	(5,722)	(9,637)	2,978
Contracted Services	(750)	-	-	-	(750)	-	(2,500)	1,750
Materials & Supplies	(4,679)	-	-	-	(4,679)	(3,907)	(4,887)	208
Utilities	(1,587)	-	-	-	(1,587)	(1,259)	-	(1,587)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(13,675)	-	-	-	(13,675)	(10,888)	(17,024)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	1,890	-	-	-	1,890	-	-	1,890
Expenses								
Salaries & Wages	(31,492)	-	-	-	(31,492)	(27,156)	(47,363)	15,871
Contracted Services	(905)	-	-	-	(905)	(83)	(2,750)	1,845
Materials & Supplies	(7,301)	-	-	-	(7,301)	(5,702)	(12,550)	5,249
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(37,808)	-	-	-	(37,808)	(32,941)	(62,663)	

Town of Sundre
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85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</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	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(102,875)	-	-	-	(102,875)	(83,927)	(82,500)	(20,375)
Surplus (Deficit)	(102,875)	-	-	-	(102,875)	(83,927)	(82,500)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	330	-	-	-	330	1	1,500	(1,170)
Expenses								
Salaries & Wages	(16,513)	-	-	-	(16,513)	(17,975)	(29,387)	12,874
Contracted Services	(600)	-	-	-	(600)	(600)	(1,500)	900
Materials & Supplies	(11,518)	-	-	-	(11,518)	(4,670)	(11,100)	(418)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(6,700)	-	-	-	(6,700)	-	(52,000)	45,300
Surplus (Deficit)	(35,001)	-	-	-	(35,001)	(23,244)	(92,487)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(7,684)	-	-	-	(7,684)	(6,484)	(13,497)	5,813
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(4,149)	-	-	-	(4,149)	(3,276)	(5,450)	1,301
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,833)	-	-	-	(11,833)	(9,760)	(18,947)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	325	(325)
Expenses								
Salaries & Wages	(13,574)	-	-	-	(13,574)	(13,380)	(16,509)	2,935
Contracted Services	2	-	-	-	2	(147)	(625)	627
Materials & Supplies	(3,923)	-	-	-	(3,923)	(2,939)	(5,500)	1,577
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(17,495)	-	-	-	(17,495)	(16,466)	(22,309)	

Town of Sundre
2023 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>2023</u> <u>YTD</u>	<u>2022</u> <u>YTD</u>	<u>YTD</u> <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	646,547	-	-	-	646,547	449,689	363,500	283,047
Expenses								
Salaries & Wages	(63,548)	-	-	-	(63,548)	(60,956)	(95,849)	32,301
Contracted Services	(30,240)	-	-	-	(30,240)	(21,475)	(21,750)	(8,490)
Materials & Supplies	(339,173)	-	-	-	(339,173)	(316,982)	(186,125)	(153,048)
Utilities	(2,055)	-	-	-	(2,055)	(2,027)	(1,625)	(430)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	211,531	-	-	-	211,531	48,249	58,151	

	31-Mar-23				
Net Balance at End of Previous Month	2,640,862.54				
ADD: Receipts for the Month	1,941,446.95				
Sub-Total	4,582,309.49				
LESS: Disbursements for the Month	2,154,770.38				
Net Balance at End of Month	2,427,539.11				
Bank Balance at End of Month	2,952,612.21				
ADD: Outstanding Deposits	23,449.04				
	0.00				
Sub-Total	2,976,061.25				
LESS: Outstanding Cheques	68,968.14	GENERAL ACCOUNT BALANCE			
Trf MSI Capital recd 2022 to Acct #00110427620	448,068.00				
Tr MSI Operating 2022 to Acct #00110427631	31,486.00				
		Q4 2022	Q3 2022	Q3 2022	Q1 2022
Balance at End of Month	2,427,539.11	2,845,147.08	3,935,776.02	3,877,958.26	1,557,932.71

INVESTMENTS					
31 Day Municipal Notice Demand Account	109,303.89	TOTAL INVESTMENTS			
90 Day Municipal Notice Demand Account	791,038.41	Q4 2022	Q3 2022	Q3 2022	Q1 2022
TOTAL INVESTMENTS	900,342.30	888,991.66	876,324.30	871,853.02	867,921.82

RESTRICTED SURPLUS ACCOUNTS					
Account Name	Amount				
Commercial Bank Acct CB-03	327,339.18				
Commercial Bank Acct CB-04	5,164,812.89				
Commercial Bank Acct CB-28	58,385.15				
Commercial Bank Acct #00127611500	66,663.30				
TOTAL TOWN RESTRICTED SURPLUS	5,617,200.52				
Commercial Bank Acct CB-20	679,934.67				
Commercial Bank Acct CB-22	609,552.02				
Commercial Bank Acct CB-24	38.05				
Commercial Bank Acct CB-31	37,401.17				
TOTAL GRANT RESTRICTED SURPLUS	1,326,925.91				
		<i>TOTAL RESTRICTED SURPLUS</i>			
		Q4 2022	Q3 2022	Q3 2022	Q1 2022
TOTAL RESTRICTED SURPLUS	6,944,126.43	6,861,108.09	6,789,076.05	6,737,998.74	6,712,189.90

		TOTAL INVESTMENTS & RESTRICTED SURPLUS			
		Q4 2022	Q3 2022	Q3 2022	Q1 2022
TOTAL INVESTMENTS & RESTRICTED SURPLUS	7,844,468.73	7,750,099.75	7,665,400.35	7,609,851.76	7,580,111.72

TOWN OF SUNDRE
2023 Restricted Surplus Continuity Schedule
As at March 31, 2023

<u>RSA Designation</u>	<u>Restricted Surplus Account Name</u>	<u>Opening Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	<u>Intra-Fund Transfer</u>	<u>Ending Balance</u>
A.1	General Corporate Stabilization	1,440,068.33	20,368.68	-	-	-	1,460,437.01
A.2	Corporate Services Stabilization	54,513.01	771.04	-	-	-	55,284.05
A.3	Protective Services Stabilization	13,358.85	188.95	-	-	-	13,547.80
A.4	Municipal Operations Stabilization	36,778.62	520.20	-	-	-	37,298.82
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	31,349.60	443.42	-	-	-	31,793.02
A.7	Community Services Stabilization	77,248.96	1,092.63	-	-	-	78,341.59
B.1	Municipal "New" Projects	116,180.97	1,643.32	-	-	-	117,824.29
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	879,546.71	12,440.52	-	-	-	891,987.23
C.2	Utility Infrastructure Lifecycling	1,925,045.78	27,228.32	-	-	-	1,952,274.10
D.1	Municipal Cash-in-Lieu	65,867.45	795.85	-	-	-	66,663.30
D.2	Shared Fire - Capital	478,682.53	5,762.76	-	-	-	484,445.29
D.3	Shared Fire - Operating	122,705.71	1,735.58	-	-	-	124,441.29
D.4	Sundre Golf Society	57,570.85	814.30	-	-	-	58,385.15
D.5	Transportation Off-Site Levy	-	-	-	-	-	-
D.6	Water Off-Site Levy	323,431.30	3,907.88	-	-	-	327,339.18
D.7	Wastewater Off-Site Levy	-	-	-	-	-	-
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
Totals		5,622,348.67	77,713.45	-	-	-	5,700,062.12

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

Town of Sundre Capital Project Listing								8.1d
Q1 As at March 31, 2023								
Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Status Comments as of May 19, 2023	
Feb 12/18	65/18	CS18-01 (CCBF-1892)	Sundre Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00	9,398.70	Signage for Snake Hill and Trail parking signage complete October 2020. Work on Bearberry Creek trail began Sept 2022. Contractors removed top base, laid fabric and top layer of gravel. Waiting to hear from contrator to complete paving and install benches.	
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	40,764.02	Study conducted in 2020 and 2021. Ongoing monitoring by Engineer to determine requirements & cost. October 2022, a sample well was drilled for further monitoring and extracation of salts.	
19-Mar-2019	124-18-03-19	OP19-02	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00	236,379.42	Added Boardwalk and OGS per Motion 175-15-04-19. Infrastructure work complete July 2020. Shrubs planted, mulch and edging installed. Banner sign frame has been installed. Art stands have been cancelled (supply issues) Outdoor furniture to be assebled and installed mid June 2023.	
				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	1,975,035.42		
16-Dec-2019	422-16-12-19	OP19-04	Gas Line Heater	Utilities Lifecycling RSA	80,000.00	0.00	Study of cold weather temperature operation completed. Preliminary quote and scope underway	
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	30,791.99	Discussion with Alberta Environment and Alberta Transport ongoing. Permit for testing new technology approved. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Excavation has commenced	
28-Jun-21	198-28-06-21			MSI Capital	800,000.00	0.00		
28-Jun-21	201-28-06-21			Federal Gas Tax Fund	150,000.00	0.00		
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling F	950,000.00	0.00		
28-Jun-21	200-28-06-21			Provisional Utilities Lifecycling F	200,000.00	0.00		
				Provincial Funding AMWWP	7,500,000.00	0.00		
					11,700,000.00	30,791.99		
06-Dec-21	331-06-12-21	CPO22-01	CPO AFRRACS Radio	Municipal Lifecycling RSA	12,500.00	0.00	Radio ordered 2022. Delivery unknown due to supply chain issues. Anticipated on budget	
06-Dec-21	331-06-12-21	CS22-01	Lions Pk and Prairie Creek Pathway Lighting	GTF	39,722.00	18,533.76	Motion #095-28-03-22 Mar 28 increased Project to \$85,000.00 to cover inflationary costs. Lion's Park Lights were vandalized 2022. CCRF granted extension to Mar 31, 2023. Motion #275-12-10-22 - to go ahead with project as per original scope increasing cost to include replacement and repair of damaged lighting and include 27 protective shrouds to mitigate the potential for vandalism. CCBF approved additional Extension; final reporting due Mar 31, 2024. Groundwork complete, replacement lighting arrived, fabrication of protective shrouds complete. Projected completion Spring 2023. Anticipated on budget.	
	095-28-03-22	CS22-01		CCRF	45,278.00	45,278.00		
		CS22-01		Municipal New Projects RSA	40,354.00			
					125,354.00	63,811.76		

06-Dec-21	331-06-12-21	FD22-02	Superior Pumper Unit Replacement	Fire RSA	500,000.00	266,129.90	Build nearing completion, delivery expected July-Aug 2023
				MVC Fire	500,000.00	266,129.90	
					1,000,000.00	532,259.80	
05-Dec-22	348-05-12-22	CS23-01	Permanent Outdoor Rink	CCBF	362,500.00		Anticipated installation Summer/Fall 2023
05-Dec-22	348-05-12-22	CS23-02	Tall Timber Playground Replacement	CCBF	75,000.00		Reviewing quotes and equipment recommendations
05-Dec-22	348-05-12-22	CS23-03	Arena Dehumidifier	Municipal Lifecycling RSA	92,500.00		Dehumidifier has been ordered. Estimated installation July 2023.
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00		
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF	100,000.00		
				Other Funding	200,000.00		
					300,000.00	0.00	
05-Dec-22	348-05-12-22	PKS23-01	Replace Unit 110 (2002 GMC)	Municipal Lifecycling RSA	67,500.00		New truck 2500 Dodge Ram picked up May 15th; 2002 GMC to be disposed of at auction.
05-Dec-22	348-05-12-22	FD23-01	Replace Command Truck Unit 510 (2010 Chev 2500)	Fire RSA	65,000.00		Quotes requested, waiting on responses
				MVC Fire	65,000.00		
					130,000.00		
05-Dec-22	348-05-12-22	FD23-02	Lucas Resuscitation Machine	Fire RSA	10,000.00	9,491.21	Project complete, all costs are in.
				MVC Fire	10,000.00	9,491.21	
					20,000.00	18,982.42	
05-Dec-22	348-05-12-22	OPS23-01	Water Treatment Plant Software Upgrade	Utility Lifecycling RSA	30,000.00		research initiated.
05-Dec-22	348-05-12-22	OPS23-02	Highway 27 Water & Wastewater Upgrades	MSI	1,500,000.00	73,767.20	Tenders received Project scope and schedule being reviewed.
				Utility Lifecycling RSA	306,000.00		
					1,806,000.00	73,767.20	



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Safety Codes Council 2022 Annual Internal Review – Building, Electrical, Fire, Gas & Plumbing Disciplines
ORIGINATING DEPARTMENT	Planning and Development
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

In addition to all of the planning and development related functions, the Planning and Development Department also processes and issues plumbing, gas, electrical and building permits, which we are authorized to issue under the Town's Quality Management Plan (QMP). The Town is also responsible for the Fire Discipline within the QMP. One of the mandatory conditions of our accreditation is an annual internal review of our files.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the letter from the Safety Codes Council approving the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as presented.

MOTION:

That Council accept the letter from the Safety Codes Council approving the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as presented.

ATTACHMENT:

8.2a March 30, 2023, Safety Codes Council letter

Date Reviewed: May 17, 2023

CAO:

Linda Mbu



REPORT TO COUNCIL

COUNCIL DATE **MAY 30, 2023**

SUBJECT: **SAFETY CODES COUNCIL 2022 ANNUAL INTERNAL REVIEW**
BUILDING, ELECTRICAL, FIRE, GAS & PLUMBING DISCIPLINES

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

In addition to all of the planning and development related functions, the Planning and Development Department also processes and issues plumbing, gas, electrical and building permits, which we are authorized to issue under the Town's Quality Management Plan (QMP). The Town is also responsible for the Fire Discipline within the QMP. One of the mandatory conditions of our accreditation is an annual internal review of our files.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Minister of Alberta Municipal Affairs is ultimately responsible for the delivery of safety services in the province. The Minister can delegate this responsibility to municipalities, regional services commissions, and corporations that are interested in administering the safety codes system through the Safety Codes Council. Additionally, agencies can become accredited to provide services under the Act to provide services to municipalities, regional services commissions, corporations, or the Government of Alberta. The Town of Sundre does not employ its own safety codes officers, we contract with an agency to provide inspection services under the disciplines we are accredited for.

To become accredited means to be delegated the authority and responsibility to administer safety codes including the issue of permits and inspection of work performed in the disciplines and jurisdiction we are accredited under. Accredited organizations are those that want to take responsibility for delivering safety services in their own jurisdiction on behalf of the Minister and the Safety Codes Council. As an accredited municipality, we are required to follow a Quality Management Plan, or a QMP. Permits are required to ensure that the construction or installation is done in compliance with codes and standards. Codes and standards define what makes a structure or system safe for use. They are written by subject matter experts and used by designers, contractors, and safety codes officers to ensure that permitted work complies with safety standards. Each discipline has its own set of codes and standards. These regulations are there to ensure the safety of all occupants of the building at all times.

A Quality Management Plan (QMP) is a document in which an organization (e.g. municipality, regional services commission, corporation, agency) describes the disciplines (or parts of disciplines) and extent of safety services it intends to provide when it becomes accredited.

A QMP consists of the following:

- details of the discipline(s) and the components of the *Safety Codes Act* the organization seeks to administer;
- a statement committing senior management to the plan, (QMP Manager)
- an organizational chart outlining operational structures and reporting responsibilities;
- an outline of safety policies and standards, and the process for ensuring compliance, e.g., the number of inspections and at what stages, plans review (if applicable), verification of compliance, resolution of non-compliance (variances and orders);
- a strategy that ensures the ability of a Safety Codes Officer to make decisions without undue influence from management or elected officials; and
- a strategy that prohibits persons from participating in design, construction or installation activities for projects for which they are involved in compliance monitoring.

As part of their Quality Management Plan (QMP), Accredited organizations are required to submit an Annual Internal Review to the Safety Codes Council and the Administrator of Accreditation.

On March 29, 2023, staff conducted internal reviews of the following disciplines, for 2022:

- Building,
- plumbing,
- gas,
- electric, and
- fire

The internal audit consisted of a review of the Town's QMP, and a comparison of the requirements of the QMP from randomly selected files from each discipline, against each permit issued under the disciplines.

MOTION:

That Council accept the results of the 2022 annual internal review for the building, plumbing, gas, electric and fire disciplines for the Town of Sundre as presented.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: May 17, 2023

CAO:



March 30, 2023

Linda Nelson
Chief Administrative Officer
Town of Sundre
BOX 420
Sundre AB T0M 1X0

Dear Linda Nelson:

**RE: 2022 Annual Internal Review
Town of Sundre - Accreditation No: M000319**

Town of Sundre 2022 Annual Internal Review (AIR) for the building, electrical, fire, gas, and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review and appreciate the comments made and documents uploaded.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,



Peter Burrows
Administrator of Accreditation

LM

2022

Annual Internal Review

Accredited Municipality

Town of Sundre





REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Annual Funding Agreements
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

In addition to the annual Grants to Organizations Program that supports a number of community organizations each year, Council approves annual funding for 7 organizations within the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

We have received requests for additional funding from 2 of the 7 organizations, and a funding request from the Chinooks Edge School Division Board of Trustees.

See attached requests, discussion to take place at Council Meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priorities:

This initiative aligns with Pillar 5, Sustainable and Responsible Government

ADMINISTRATION RECOMMENDATIONS:

At Council's discretion.

MOTION:

The Town of Sundre Council approve additional funding in the amount of _____ for the Chamber of Commerce for 2023, with funds to be drawn from _____.

The Town of Sundre Council approve additional funding in the amount of _____ for the Aquaplex for 2023, with funds to be drawn from _____.

The Town of Sundre Council approve funding in the amount of _____ for the Chinooks Edge School Division for 2023, with funds to be drawn from _____.

Or

Other motions as directed by Council.

Date Reviewed: May 17, 2023

CAO: Aminda Nelson

November 18, 2022

Ms. Linda Nelson, CAO, Town of Sundre
PO Box 420
Sundre, AB
T0M 1X0



Dear Ms. Nelson,

RE: Annual Funding for Sundre & District Chamber of Commerce 2023 Year

Please accept this letter as a formal request for an increase on the annual funding provided to the Sundre & District Chamber of Commerce. We are very appreciative of all the past support the Town of Sundre has contributed to our organization and recognize that this contribution of funding has greatly assisted in operating and keeping the VIC open for visitors and tourists over the years.

In our previous letter we outlined the need to formalize the arrangement with clearly defined responsibilities, timeline, and the obligations of each party. We continue to work with the Town to develop a new agreement that is mutually beneficial.

Our Board acknowledges the importance of 'tourism' for our community and how it impacts business growth and continued viability for them.

As mentioned previously, the current estimate for the VIC 2022 costs is anticipated to be between \$25,000 - \$33,000. This amount fluctuates based on the staffing/hours open ratio of the VIC.

We are requesting consideration of more funding than our previous allocation. We do acknowledge that the Town of Sundre has a responsibility to the public on how their tax dollars are spent. We are requesting an increase to \$20,000 per annum, from the current \$15,500 per annum. We would hope that some of these dollars are available through any 'tourism' grants or budgets, especially given the direct tourism functions of the VIC.

If you have any questions or would like the Chamber to present to Council regarding this increase, we would be happy to oblige.

We look forward to hearing from you. Thank you for your time and consideration.

Lois Warnock, President

Sundre & District Chamber of Commerce

www.sundrechamber.com

PO Box 1085, Sundre, AB T0M 1X0

Tel: 403-638-3245

scoc@telus.net



Box 648 • Sundre, Alberta • T0M 1X0 • 403-638-9370

November 10, 2022

Town Of Sundre
Box 420
Sundre, AB T0M 1X0

Dear Mayor Warnock:

SUBJECT: ANNUAL FUNDING (TOWN AND COUNTY RECREATIONAL GRANT)

The Sundre Aquaplex is one of the amenities that influences people's decision to live in Sundre. It operates 361 days of the year, and now offers 24-hour access to the fitness center. It is affordable and friendly. Tourists who camp, fish, hunt and play in the Sundre area also use our facilities. The swimming pool offers classes for adults and children, a variety of public/family swims, and regular lane swims. The Aquaplex also works with the Sundre schools to get the kids in the water, teaching our youth essential swimming and water safety skills. The number of adults in our aquafitness classes continues to grow. The fitness center includes weights, treadmills, stationary bicycles and other fitness equipment. The Board of Directors wants to ensure that the facility is well maintained, and continues to run into the foreseeable future. This requires us to look seriously at our sources of income and the cost of running and maintaining the Aquaplex.

We are governed under the Societies Act. We are not a charitable organization. Thus, we cannot give a tax receipt to anyone who wishes to donate to us. This restricts us to getting our income from the Town of Sundre and Mountain View County, grants, admissions and any other fundraising that we do. We greatly appreciate the financial support from the Town of Sundre and Mountain View County. It currently represents approximately 50% of our income. We have compared our admissions to those of the surrounding towns, and they are similar. However, the board is contemplating an admission review since the cost to run the facility only increases. We do not want to increase the cost of swimming lessons. Our swimming lesson prices need to be comparable to nearby facilities, and when families register multiple children, the amount adds up quickly. Fundraising is another challenge. We have a few raffles and events that have historically been successful, and we expect to continue with them. We do apply for a casino when we can, but that is only available to us every four years. Money from the raffles and casino is restricted and can only be used to pay for expenses that meet the criteria.

What does it cost to run the Aquaplex? More and more every year. Our staff are underpaid. We recently did a wage survey of other pools in the area (Olds, Didsbury, Rocky Mountain House and Innisfail) and our wages are much lower. These neighboring facilities also offer their employees health benefits and pension packages, which we do not, and we cannot. Making our wages comparable to these neighboring facilities, in an effort to retain our valuable staff, would increase our costs by another \$20,000-\$25,000.

Utility bills and other operating costs continue to rise. The Sundre Aquaplex is now over 20 years old, and a lot of the equipment is getting to the end of its lifecycle. Many areas of our facility (grout/tiles in and around pool basins, roof, sand filters, etc.) are going to require costly attention in the near future. As you know, our hot tub basin no longer meets Alberta Health standards, we are waiting for the engineers to complete the design for the basin upgrade. We expect this upgrade to be very costly (\$75,000+).

During Covid, the pool maintenance was done on a volunteer basis. The board, recognizing that this was not sustainable, hired a Facility/Maintenance Manager at a cost of \$30,000 per year.

When deciding on the funding for the new term, PLEASE consider the following:

- We are the only recreational facility in Sundre that is open 361 days a year,
- We cater to all ages, from babies to the very elderly (not only do we cater to them, we are essential for their health and wellness),
- Our facility helps to keep our youth off the street,
- We employ up to 20 individuals from Sundre and the surrounding area,
- When individuals get their lifeguard certifications and work at the Aquaplex they gain valuable employment skills that make them more employable in the future (when our High School students move onto College or University they are able to get great paying, weekend jobs in aquatic facilities), and
- We often hire and train mom's and other mature individuals from the community.

Please consider increasing the amount of funding that is allocated to the Sundre Aquaplex. As we have identified in this letter, we are going to incur at least \$55,000 of additional costs and we have not included the unknown effect of the rampant inflationary increases that we are all currently experiencing.

Thank you so much for your time.

Respectfully submitted,

Kari McQuaid

Kari McQuaid, Manager

Doug Korek

Doug Korek, President



November 9, 2022

Town of Sundre
 Mayor and Town Council
 717 Main Avenue West
 Box 420
 Sundre, AB T0M 1X0
 Email: richard.w@sundre.com

Dear Mayor Warnock and Council,

I am writing on behalf of the Chinook's Edge School Division Board of Trustees. The local trustee, Terry Leslie has shared information and the following requests for Council that the entire Board supports.

Background for the first request.

Family School Wellness is a program serving the needs of students in both our Sundre schools. Thirty-five years ago that program began here in Sundre, with a partnership, to support students and families, when student learning was being impacted by factors outside schools. Children and families sometimes struggle accessing community and provincial support and services. Families often require support navigating government assistance programs and other services. Many of our students and families require extra support with regulation, grief and loss and family dynamics. The original partnership pilot was funded 1/3 by the Provincial Government through Child and Family Services, 1/3 through the Town of Sundre and Mountain View County FCSS, and 1/3 by the School Division. The win for all partners was to spend \$1 in prevention and support efforts, rather than \$10 later in treatment.

Thirty-five years later, there are 25 Family School Wellness workers in 40 schools in Chinook's Edge School Division, with multiple funding partners throughout the School Division.

The Town of Sundre has not contributed to this program for 7 years.

Olds, Didsbury, Cremona and Mountain View County continue to support this program each year. The Province of Alberta cut funding to this program 2 years ago. Chinook's Edge School Division increased their funding at that time from \$1.3 million to \$1.8 million per year.

The request of you today is to fund the Family School Wellness program in the amount of \$15,000 for the next year. Stable predictable funding is certainly the ultimate goal for the School Division to secure stable staffing. We commit to updating you next fall to outline the programs and services your funding has provided for our community so you can highlight your support for making our community a safe and caring community.

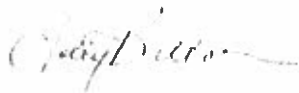
Background for the second request.

The mental health of many in our community is at risk; some might say it is in crisis. Children and families in our schools are not immune from this post pandemic phenomenon. Referrals to outside agencies for support by Family School Wellness workers in Sundre Schools have increased by 450% from 2020/2021 to 2021/2022. The shocking reality is that, of the 86 Family School Wellness referrals to outside agencies last year, only 26 were actually able to obtain needed support, while 60 referrals were "bounced back" to Sundre Family School Wellness workers because those agencies were over capacity. The problem is that there are not enough treatment practitioners to deal with those referrals - especially in rural Alberta.

The second request of you today is to consider a funding partnership with Chinook's Edge School Division, and others, to address the treatment gap for "bounced back" outside agency referrals. We request Council consider a commitment of \$30,000 - \$50,000 for each of the next two years to address this issue.

Should you have questions, we would be pleased to discuss this further with a few board members as well as key administration who are well versed in the specifics of the operational side of this request.

Respectfully yours,



Holly Bilton, Chair
Chinook's Edge School Division Board of Education

cc: Terry Leslie, Trustee Ward 6



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Appointment of Library Board Member
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL:

The Town of Sundre has received a request to appoint a new member to the Library Board to replace a vacant spot.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Letter.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan Pillar 2, Community Wellness

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approve the recommendation of Mr. Allan Tarnoczi to the Sundre Library Board for a three (3) year term, beginning June 1, 2023, ending on October 31, 2026.

MOTIONS:

That the Town of Sundre Council approve the appointment of Mr. Allan Tarnoczi to the Sundre Library Board, for a 3-year term beginning June 1, 2023, ending on October 31, 2026.

ATTACHMENTS:

8.4a Letter from the Chair of the Sundre Library Board

Date Reviewed: May 23, 2023

CAO: *Linda Nelson*

Anton Walker

Address | Telephone | Email

8.4a

May 19, 2023

Linda Nelson
CAO
Town of Sundre

Dear Linda

The Sundre Library board is 3 members short of the mandated maximum. We now have an excellent candidate who wishes to join. We wish to recommend Mr. Allan Tarnoczi for a position on the board. He brings to the board wide experience of teacher, school principal, and administrator in the Alberta School system. He has served on boards such as the Communities Without borders, the Alberta School Board Insurance Exchange, Chinook's Edge School division and the Central Alberta Assessment board.

We are fortunate to have a long-time Sundre resident with such wide experience willing to serve on our board.

I respectfully request that the Council approve Mr Tarnoczi for a 3 year term beginning June 1, 2023

Anton Walker

Chair of the Sundre Library Board



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Departmental Reports – April 2023
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for April 2023 are provided to Council for their review and information:

- a) Chief Administrative Officer
 - i. Motion Log and Council Directives
 - ii. Council Expenses
- b) Fire Chief
- c) Senior Manager Planning & Economic Development
 - i. Planning and Economic Development
 - ii. Economic Development
 - iii. Community Services
- d) Community Peace/Bylaw Officer
- e) Manager Operations
- f) Sundre Municipal Library

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached April 2023 Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for April 2023 as information.

ATTACHMENTS:

Department Reports

Date Reviewed: May 19, 2023

CAO



January 09, 2023 Regular Council Meeting				
Res. #	#/D/M/Y	Council Motion	Action	Status
001	09-01-2023	MOVED by Councillor Marr that the Agenda be approved as presented		
002	09-01-2023	MOVED by Councillor Vardas that the Minutes of the Regular Meeting Minutes of Council held on December 19, 2022, be approved as presented.		
003	09-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the Director of Corporate Services, on behalf of the CAO presentation on the History and Status of the Bylaw Review Project initiated in 2018		
004	09-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council recommends that discussions take place regarding the Closing of Recycling Depots, as well as, the Funding and Staffing of Victims Services be considered for inclusion on the January 26, 2023 MAP Agenda.		
005	09-01-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accepts the invitation from the Sundre Branch #223 Legion as information.		
006	09-01-2023	MOVED by Councillor Dalke, that Council go into closed meeting at 6:30 p.m.		
007	09-01-2023	MOVED by Councillor Anderson, that Council return to an open meeting at 7:38 p.m.		
008	09-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council requests Administration to send a letter to notify MVC that the Town of Sundre would like to begin the process to review the current ICF Master agreements.	Legislative Services	Appendix # 1
009	09-01-2023	MOVED by Councillor Petersen, that Council go into closed meeting at 7:40 p.m.		
010	09-01-2023	MOVED by Councillor Vardas, that Council return to an open meeting at 7:45 p.m.		
011	09-01-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:46 p.m.		
January 23, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
015	23-01-2023	amended as follows: Add: RFD 8.4 Mountain View County All-Council ICC Meeting 13.2 Local Body Confidences, FOIPP Act Section 23 Appendix #24 to Departmental Reports		
016	23-01-2023	MOVED by Councillor Anders Andersen, that the Minutes of the Regular Meeting Minutes of Council held on January 9, 2023, be approved as presented.		
017	23-01-2023	Mayor and CAO or Gas Utility Manager to sign the attached forms, noting that Council and the 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.		
018	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accepts Administration's verbal presentation for information.		
019	23-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the CAO's report on Tourism as information.		
020	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council direct Administration to coordinate a date for the all-Council ICC Agreement with Mountain View County	Legislative Services	Appendix # 2
021	23-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council accepts the Departmental Reports for Year 2022 as information.		
022	23-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accepts the Article titled Thank you to You, from the December 9, 2022, edition of the Municipal Information News Network, by author Gord Hume as information.		
023	23-01-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept Mayor Warnock's report as information.		
024	23-01-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:00 p.m.		
025	23-01-2023	MOVED by Councillor Petersen, that Council return to an open meeting at 7:38 p.m.		

026	23-01-2023	MOVED by Councillor Dalke, that Town of Sundre supports the following recycling service level: Close all recycling sites.		
027	23-01-2023	MOVED by Councillor Anderson, being that the agenda matters have been concluded the meeting adjourned at 7:39 p. m.		
February 6, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
028	06-02-2023	MOVED by Councillor Isaac, that the Agenda be approved and amended or presented as follows: Addition of RFD 9.1 – Amendment to Council Date		
029	06-02-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on January 23, 2023, be approved as presented.		
030	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Carolyn McTigue for her presentation and accept the Crime Prevention Liaison for Southern Alberta District presentation as information.		
031	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approves the Terms of Reference with changes as presented.		
032	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$1,000.00.	Legislative Services	Appendix #3
033	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$600.	Legislative Services	Appendix #4
034	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors Indoor Walking Club in the amount of \$1,604.	Legislative Services	Appendix #5
035	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$1,000. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. DEFEATED	Legislative Services	Appendix #6
036	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$500. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. DEFEATED	Legislative Services	Appendix #6a
037	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for The Slingshot Garage in the amount of \$1,100	Legislative Services	Appendix #7
038	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Grad Committee in the amount of \$1,700. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #8
039	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers-Sundre in the amount of \$1,500.00	Legislative Services	Appendix #9
040	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre & District Historical Society and Sundre and District Chamber of Commerce in the amount of \$2,400.00. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #10
041	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for the Foothills Bluegrass Music Society in the amount of \$2,000.	Legislative Services	Appendix #11
042	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Volunteer Search and Rescue Society in the amount of \$2,000 to be utilized for the Electrical and Heating installation in the proposed expansion project. OPPOSED: Councillor Isaac	Legislative Services	Appendix #12
043	06-02-2023	MOVED by Councillor Andersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Rodeo and Race Association in the amount of \$5,000. 00.	Legislative Services	Appendix #13
044	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council defer funding for Sundre Minor Hockey (nets) as this may be considered an Operational item under Community Services.	Legislative Services	Appendix #14

045	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Minor Hockey (Jerseys) in the amount of \$0.00.	Legislative Services	Appendix #15
046	06-02-2023	MOVED by Councillor Anderson, that the Town of Sundre Council approve the to Organizations funding for Suds & Sundries in the amount of \$5,000.	Legislative Services	Appendix #16
047	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place, Sundre Seniors Connection program in the amount of \$2,000.	Legislative Services	Appendix #17
048	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting Scheduled for February 27th to February 21st, 2023 in alignment with Procedural Bylaw 2022-06.		
049	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the correspondence to the CAO of Mountain View County as information.		
050	06-02-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:23 p.m.		
051	06-02-2023	MOVED by Councillor Marr, being that the agenda matters have been concluded the meeting adjourned at 7:54 p.m.		
February 21, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
052	21-02-2023	MOVED by Councillor Petersen that the Agenda be approved amended as follows: 1. Move 8.2_RFD 3rd Quarter 2022 Sundre RCMP Report to 5.2 under Delegations. 2. Add Closed Meeting under FOIP s. 17 Disclosure Harmful to Private Information.		
053	21-02-2023	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on February 6, 2023, be approved as presented.		
054	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council thank the Town of Sundre Fire Department for the Lucas Resuscitation (CPR) demonstration and accept as information.		
055	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept the Sundre RCMP Detachment 3 rd Quarter 2022 Statistics Report as information		
056	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council proclaim the week of June 5 - 11, 2023 as "Senior's Week" in the Town of Sundre.		
057	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council direct administration to submit the resolution to the Alberta Municipalities Resolution Session no later than May 31, 2023.	Legislative Services	
058	21-02-2023	MOVED by Councillor Petersen that the Town of Sundre Council accept the information provided regarding applying to the Calgary Flames for new hockey nets for the arena as information.		
059	21-02-2023	MOVED by Councillor Anderson that the Town of Sundre Council accept the CAO's verbal report as information		
060	21-02-2023	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for January 2023 as information.		
061	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's January 2023 report as information.		
062	21-02-2023	MOVED by Councillor Isaac that the Town of Sundre Council accept Councillor Marr's January 2023 report as information.		
063	21-02-2023	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
064	21-02-2023	MOVED by Councillor Dalke that Council return to an open meeting at 7:07 p.m.		
065	21-02-2023	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:07 p.m.		
March 13, 2023 Regular Council Meeting				
Res. #		Council Motion	Action	Status
066	13-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
067	13-03-2023	MOVED by Councillor Petersen, that the Minutes of the Regular Meeting Minutes of Council held on February 21, 2023, be approved as presented.		

068	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Sundre Rodeo & Race Association for the presentation and accept the presentation as information.		
069	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the amended Arena Facility & Ice Allocation Policy E-004-00-POL as presented.		
070	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council could approve the relaxation of Noise Bylaw 818 s.16(b), as requested.	Legislative Services	Appendix #18
071	13-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept the Q4 2022 Quarterly Financial Reports, as information.		
072	13-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accept the CAO's verbal report on the 2023 Alberta Tourism Advocacy Summit as information.		
073	13-03-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accept the Minister of Health letter as information, and that the Mayor request a meeting with MLA Nixon to discuss the letter.	Legislative Services	Appendix #19
074	13-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Sundre Daycare Centre letter as information.		
075	13-03-2023	MOVED by Councillor Peterson, that Council go into closed meeting at 8:10 p.m.		
076	13-03-2023	MOVED by Councillor Marr, that Council return to an open meeting at 9:06 p.m.		
077	13-03-2023	MOVED by Councillor Isaac, being that the agenda matters have been concluded the meeting adjourned at 9:07 p.m.		
		March 27, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
078	27-03-2023	MOVED by Councillor Isaac, that the Agenda be approved as presented.		
079	27-03-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on March 13, 2023, be approved as presented.		
080	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Linda Nelson for her service to the Town of Sundre, Emergency Management Services and other municipalities for her dedicated service and recognizes the significance of the Queens Jubilee Medal that was presented to Linda Nelson by MLA Jason Nixon.		
081	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council give First Reading to Bylaw 2023-01, being a Bylaw to adopt the Mountain Springs Area Structure Plan.		
082	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre accept the Mountain View Regional Film Office presentation as information.		
083	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the McElhanney Engineering proposal for Funding the Underground Infrastructure Replacement Plan with funding in the amount of \$110,000, to be drawn from General Corporate Stabilization RSA. Councillor Dalke opposed		
084	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council proclaim the week of May 21 st - 27 th , 2023, as "National Public Works Week".		
085	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept the CAO report on the March 23, 2023, Open House as information.		
086	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept the Departmental Reports for February 2023 as information		
087	27-03-2023	MOVED by Councillor Isaac, that the Town of Sundre Council approve the change to the Regular Council Meeting scheduled for May 29 th to May 30 th , 2023.		
088	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accept Mayor Warnock's February 2023 report as information.		
089	27-03-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accept Councillor Marr's February 2023 report, as information.		
090	27-03-2023	MOVED by Councillor Marr, that the Town of Sundre Council Anderson's January 2023 report as information.		
091	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council go into a closed meeting at 7:00 p.m.		

092	27-03-2023	MOVED by Councillor Anderson, that the Town of Sundre Council return to an open meeting at 7:20p.m.		
093	27-03-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:21 p.m.		
		April 11, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
094	11-04-23	MOVED by Councillor Vardas that the Agenda be approved as presented		
095	11-04-23	MOVED by Councillor Anderson that the Minutes of the Regular Meeting Minutes of Council held on March 27, 2023, be approved as presented		
096	11-04-23	MOVED by Councillor Vardas that the Town of Sundre Council give First Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
097	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Second Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
098	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council give Unanimous Consent for Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
099	11-04-23	MOVED by Councillor Marr that the Town of Sundre Council give Third and Final Reading to Bylaw 2023-03, 2023 Tax Rate Bylaw		
100	11-04-23	MOVED by Councillor Isaac that the Town of Sundre approve the fee waiver for the Community Centre in the amount of \$169.25, to be funded from Council Discretionary Contributions to Local Organizations, for the second Annual Job Fair to take place April 27th, 2023		
101	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council accept Mayor Warnock' report as information		
102	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the CAO's update on the Lagoon project as information		
103	11-04-23	MOVED by Councillor Anderson that the Town of Sundre Council amend the Minutes of December 5, 2022, to reflect Motion #348-05-12-22 as follows: The Town of Sundre Council adopts the 2023 Four-Year Operating Budget and Ten-Year Capital Plan as presented with total operating cash expenditures of \$9,067,227; \$9,241,963; \$9,412,090; \$9,598,331 and total operational revenues of \$5,112,850; \$5,129,350; \$5,134,850; \$5,149,850 in 2023, 2024, 2025 and 2026 respectively. With the remaining \$3,954,377; \$4,112,613; \$4,277,240; \$4,448,481 in 2023, 2024, 2025, 2026 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified."		
104	11-04-23	MOVED by Councillor Petersen that the Town of Sundre Council go into a closed meeting at 6:33 p.m.		
<i>Mayor Warnock called a 5 minutes recess at 6:34 p.m.</i>				
<i>Benazir Thaha Valencia left the meeting at 6:48 p.m.</i>				
<i>Chris Albert left the meeting at 7:13 p.m.</i>				
<i>Councillor Anderson left the meeting at 7:20 p.m.</i>				
105	11-04-23	MOVED by Councillor Isaac that the Town of Sundre Council return to an open meeting at 7:25 p.m.		
106	11-04-23	MOVED by Councillor Isaac being that agenda matters have been concluded the meeting adjourned at 7:26 p.m.		
		April 21, 2023 Special Closed Council Meeting (Spring Workshop)		
Res. #		Council Motion	Action	Status
107	21-04-23	MOVED by Councillor Marr that the agenda be approved as presented		
108	21-04-23	MOVED by Councillor Isaac that Council go into closed meeting at 9:12 a.m. on April 21, 2023.		
		<i>Mayor Warnock called a 10 minute recess at 10:05 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 10:15 a.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 11:00 a.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 11:10 a.m.</i>		
		<i>Mayor Warnock called a 50 minute recess at 12:10 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 1:00 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:15 p.m.</i>		
		<i>Mayor Warnock reconvened the meeting at 2:25 p.m.</i>		
		<i>Mayor Warnock called a 10 minute recess at 2:57 p.m.</i>		

		Mayor Warnock reconvened the meeting at 3:07 p.m.		
		Mayor Warnock recessed the April 21, 2023 meeting at 4:00 p.m.		
		Mayor Warnock reconvened the meeting on April 22, 2023 at 9:00 a.m.		
		Mayor Warnock called a 10 minute recess at 10:00 a.m.		
		Mayor Warnock reconvened the meeting at 10:10 a.m.		
		Mayor Warnock called a 10 minute recess at 11:10 a.m.		
		Mayor Warnock reconvened the meeting at 11:20 a.m.		
		Mayor Warnock called a 45 minute recess at 12:25 p.m.		
		Mayor Warnock reconvened the meeting at 1:10 p.m.		
		Ross Clews, Benazir Thaha Valencia, Jim Hall and Shantele Smith left the April 22, 2023 meeting at 1:30 p.m.		
		Mayor Warnock called a 5 minute recess at 2:50 p.m.		
		Mayor Warnock reconvened the meeting at 2:55 p.m.		
		Mayor Warnock recessed the April 22, 2023 meeting at 4:35 p.m.		
		Mayor Warnock reconvened the meeting on April 23, 2023 at 9:00 a.m.		
		Mayor Warnock called a 15 minute recess at 10:00 a.m.		
		Mayor Warnock reconvened the meeting at 10:15 a.m.		
		Mayor Warnock called a 50 minute recess at 12:10 p.m.		
		Chris Albert, and Betty Ann Fountain left the April 23 meeting at 12:50 p.m.		
		Mayor Warnock reconvened the meeting at 1:00 p.m.		
		Linda Nelson, CAO left the April 23, 2023 meeting at 2:57 p.m.		
		Linda Nelson, CAO returned to the meeting at 3:14 p.m. on April 23, 2023.		
109	21-04-23	MOVED by Councillor Anderson that Council return to open meeting at 3:15 p.m. on April 23, 2023.		
110	21-04-23	MOVED by Councillor Vardas being that the agenda matters have been concluded the meeting adjourned at 3:16 p.m. on April 23, 2023.		
		April 24, 2023 Regular Council Meeting		
Res. #		Council Motion	Action	Status
111	24-04-23	MOVED by Councillor Anderson that the agenda be approved as amended: 1. Add 13.3: Local Public Body Confidences, FOIPP Section 23		
112	24-04-23	MOVED by Councillor Vardas the the Minutes of the Regular Council Meeting of Council held on April 11, 2023 be approved as presented.		
113	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council thank the representatives of KPMG LLP and accept their presentation as information.		
114	24-04-23	MOVED by Councillor Vardas that the Town of Sundre Council go into a closed meeting at 6:07 p.m. with the Mayor advising that the public is welcome to return to the Regular Council meeting at the conclusion of the closed meeting.		
CAO Linda Nelson and Director of Corporate Services, Chris Albert, left the meeting at 6:21 p.m.				
115	24-04-23	MOVED by Councillor Vardas that Council return to an open meeting at 6:27 p.m.		
116	24-04-23	MOVED by Councillor Isaac that the Town of Council move to accept the 2022 Auditor's Report and approve the 2022 Audited Financial Statements; and		
117	24-04-23	MOVED by Councillor Anderson that the Town of Sundre Council move to approve the 2022 Financial Information document; and		
118	24-04-23	Furthermore, MOVED by Councillor Marr that the Town of Sundre Council direct Administration to forward said documents to the Minister as prescribed by Section 278 of the <i>Municipal Government Act</i> .		
119	24-04-23	MOVED by Councillor Petersen that the Town of Sundre Council accept the Departmental Reports for March 2023 as information.		
120	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report as information.		
121	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Mountain View Seniors' Housing as information.		
122	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from the Honourable Jason Nixon, MLA as information.		
123	24-04-23	MOVED by Councillor Dalke that the Town of Sundre accept the letter of support to the Sundre & District Museum for Alberta Cultur Days 2023 as information.		
124	24-04-23	MOVED by Councillor Marr that the Town of Sundre Council accept the letter and the CAO's verbal update pertaining to concerns of 5G installations as information.		

125	24-04-23	MOVED by Councillor Isaac that the Town of Sundre Council go into a closed meeting at 6:56 p.m.		
Mayor Warnock called a 5 minute recess at 6:56 p.m.				
126	24-04-23	MOVED by Councillor Isaac that Council return to an open meeting at 7:27 p.m.		
127	24-04-23	MOVED by Councillor Anderson that Council authorize the Mayor to sign the letter to the Province of Alberta as requested by the Mayor of Ponoka.		
128	24-04-23	MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 7:30 p.m.		

SCHEDULE A - 2023 Expenditures to Date

9.1a(ii)

Mayor Richard Warnock

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 15,000.00
10-Jan-23		South McDougall - Area Structure Plan (ASP)	Per Diem	\$ 150.00	\$ 14,850.00
10-Jan-23		South McDougall - Area Structure Plan (ASP)	Mileage	\$ 68.00	\$ 14,782.00
18-Jan-23	Red Deer	Red Deer River Municipal Users Group	Mileage	\$ 231.20	\$ 14,550.80
18-Jan-23	Red Deer	Red Deer River Municipal Users Group	Per Diem	\$ 280.00	\$ 14,270.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Mileage	\$ 142.00	\$ 14,128.80
24-Jan-23	Red Deer	Red Deer Polytechnic	Per Diem	\$ 130.00	\$ 13,998.80
26-Jan-23	County	Municipal Aera Partnership	Mileage	\$ 68.00	\$ 13,930.80
26-Jan-23	County	Municipal Aera Partnership	Per Diem	\$ 110.00	\$ 13,820.80
8-Feb-23	Spruce	Spruce - Coordinate Response	Meeting Per Diem	\$ 80.00	\$ 13,740.80
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 13,597.73
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 13,412.73
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 35.00	\$ 13,377.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 13,097.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 13,037.73
14-Feb-23	County	Mountainview County ASP Meeteing	Meeting Per Diem	\$ 80.00	\$ 12,957.73
14-Feb-23	County	Mountainview County ASP Meeteing	Travel Per Diem	\$ 30.00	\$ 12,927.73
8-Mar-23	Calgary	Eco Growth	Mileage	\$ 163.20	\$ 12,764.53
8-Mar-23	Calgary	Eco Growth	Meeting Per Diem	\$ 80.00	\$ 12,684.53
8-Mar-23	Calgary	Eco Growth	Travel Per Diem	\$ 60.00	\$ 12,624.53
8-Mar-23	Calgary	Deshmesh Culture Centre	Meeting Per Diem	\$ 80.00	\$ 12,544.53

16-Mar-23	Drumheller	RDRMUG Executive	Mileage	\$ 231.20	\$ 12,313.33
16-Mar-23	Drumheller	RDRMUG Executive	Meeting Per Diem	\$ 80.00	\$ 12,233.33
16-Mar-23	Drumheller	RDRMUG Executive	Travel Per Diem	\$ 80.00	\$ 12,153.33
16-Mar-23	Drumheller	RDRMUG Board	Meeting Per Diem	\$ 120.00	\$ 12,033.33
21-Mar-23	Sundre	Mayorss of South Central Alberta	Meeting Per Diem	\$ 100.00	\$ 11,933.33
22-Mar-23	Blackfalds	RDRWA	Mileage	\$ 156.40	\$ 11,776.93
22-Mar-23	Blackfalds	RDRWA	Meeting Per Diem	\$ 160.00	\$ 11,616.93
22-Mar-23	Blackfalds	RDRWA	Travel Per Diem	\$ 50.00	\$ 11,566.93
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Hotel	\$ 626.64	\$ 10,940.29
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Mileage	\$ 346.80	\$ 10,593.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Registration	\$ 350.00	\$ 10,243.49
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meals	\$ 81.75	\$ 10,161.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 280.00	\$ 9,881.74
29-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Travel Per Diem	\$ 120.00	\$ 9,761.74
30-Mar-23	Edmonton	AB Munis Presidents & Leadership Caucus	Meeting Per Diem	\$ 280.00	\$ 9,481.74
31-Mar-23	Edmonton	AB Municipalities Leadership Caucus	Meeting Per Diem	\$ 160.00	\$ 9,321.74
13-Apr-23	MVC	MAP Committee Meeting	Meeting Per Diem	\$ 80.00	\$ 9,241.74
13-Apr-23	MVC	MAP Committee Meeting	Travel Per Diem	\$ 30.00	\$ 9,211.74
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Mileage	\$ 209.44	\$ 9,002.30
18-Apr-23	Ponoka	Ponoka Central AHS Issues	Meeting Per Diem	\$ 100.00	\$ 8,902.30

18-Apr-23	Ponoka	Ponoka Central AHS Issues	Travel Per Diem	\$ 60.00	\$ 8,842.30
20-Apr-23	Sundre	AB Munis FOMG Climate Risk	Meeting Per Diem	\$ 60.00	\$ 8,782.30
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 7,942.30
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 7,872.30

Councillor Connie Anderson

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 208.36	\$ 6,103.44
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,263.44
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,193.44

Councillor Owen Petersen

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 15.00	\$ 6,656.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,493.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,213.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,153.73

28-Feb-23	Sundre	Sundre District & Historical Society (SDHS)	Meeting Per Diem	\$ 80.00	\$ 6,073.73
8-Mar-23	Calgary	Eco and Dashmesh Tour	Mileage	\$ 163.20	\$ 5,910.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Meeting Per Diem	\$ 160.00	\$ 5,750.53
8-Mar-23	Calgary	Eco and Dashmesh Tour	Travel Per Diem	\$ 60.00	\$ 5,690.53
21-Mar-23	Sundre	SDHS Monthly Meeting	Meeting Per Diem	\$ 80.00	\$ 5,610.53
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Mileage	\$ 346.80	\$ 5,263.73
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Hotel	\$ 417.76	\$ 4,845.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Parking	\$ 38.00	\$ 4,807.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Registration	\$ 200.00	\$ 4,607.97
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meals	\$ 41.18	\$ 4,566.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Meeting Per Diem	\$ 280.00	\$ 4,286.79
29-Mar-23	Edmonton	Spring Municipal Leaders Caucus	Travel Per Diem	\$ 120.00	\$ 4,166.79
18-Apr-23	Sundre	SDHS Regular Meeting	Meeting Per Diem	\$ 80.00	\$ 4,086.79
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 209.44	\$ 3,877.35
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 3,037.35
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 2,967.35

Councillor Todd Dalke

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,815.00

9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,651.80
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,371.80
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,311.80
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 208.36	\$ 6,103.44
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,263.44
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,193.44

Councillor Jaime Marr

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
24-Jan-23	Sundre	Pool Committee Meeting	Meeting Per Diem	\$ 40.00	\$ 6,960.00
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,775.00
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,495.00
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,435.00
21-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ -	\$ 6,435.00
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 840.00	\$ 5,595.00
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,525.00

Councillor Paul Isaac

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
8-Feb-23	Calgary	Emerging Trends	Hotel	\$ 143.07	\$ 6,856.93
9-Feb-23	Calgary	Emerging Trends	Registration	\$ 185.00	\$ 6,671.93
9-Feb-23	Calgary	Emerging Trends	Meals	\$ 32.00	\$ 6,639.93
9-Feb-23	Calgary	Emerging Trends	Mileage	\$ 163.20	\$ 6,476.73
9-Feb-23	Calgary	Emerging Trends	Meeting Per Diem	\$ 280.00	\$ 6,196.73
9-Feb-23	Calgary	Emerging Trends	Travel Per Diem	\$ 60.00	\$ 6,136.73
20-Apr-23	Canmore	Spring Workshop (308Km)	Mileage	\$ 208.36	\$ 5,928.37
21-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,648.37
21-Apr-23	Canmore	Spring Workshop	Travel Per Diem	\$ 70.00	\$ 5,578.37
22-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,298.37
23-Apr-23	Canmore	Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,018.37

Councillor Chris Vardas

Date	Hosting Town	Description	Expense (less Tax)	Cost	Balance
					\$ 7,000.00
03-Mar-23	Olds	MVSH Board Retreat	Meeting Per Diem	\$ 200.00	\$ 6,800.00
03-Mar-23	Olds	MVSH Board Retreat	Travel Per Diem	\$ 20.00	\$ 6,780.00
08-Mar-23	Calgary	ECO Growth/Desh Mest	Mileage	\$ 137.40	\$ 6,642.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Meeting Per Diem	\$ 160.00	\$ 6,482.60
08-Mar-23	Calgary	ECO Growth/Desh Mest	Travel Per Diem	\$ 60.00	\$ 6,422.60
04-Apr-23	Didsbury	Mountianview Fim	Mileage	\$ 74.80	\$ 6,347.80
20-Apr-23	Canmore	Council Spring Workshop	Travel Per Diem	\$ 70.00	\$ 6,277.80
21-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,997.80
22-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,717.80
23-Apr-23	Canmore	Council Spring Workshop	Meeting Per Diem	\$ 280.00	\$ 5,437.80



DEPARTMENTAL REPORT

9.1b

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	May 15, 2023
FOR MONTHS OF	April 2023
<u>911 DISPATCHES:</u>	
	Emergency Response Numbers, 123 Year to Date April 2023, Responses – 29 Total
<u>Response Types:</u>	<ul style="list-style-type: none"> ➤ Medical Assist - 13 ➤ Alarms - 6 ➤ Structure Fire- 1 ➤ Motor Vehicle Collisions - 4 ➤ Outside/Vegetation Fires - 5 <p style="text-align: center;"><u>Location Breakdown as Chart Below</u></p>
<u>Results:</u>	<ul style="list-style-type: none"> ➤ All incidents Responded, Managed and Resolved by SFD Members
<u>TRAINING & ACTIVITIES</u>	
<u>In-Hall/Weekly:</u>	<p style="text-align: center;"><u>March in House Training consisted of the following:</u></p> <ul style="list-style-type: none"> ➤ Portable Pump Operations and Structural Protection Sprinkler applications ➤ Vehicle Extrication Training; Blocking Cutting Roof Door Removal Cutter and Sawzall usage. ➤ Unit and Equipment inspection, inventory, and usage <p style="text-align: center;"><u>Community/Public Relations Events</u></p> <ul style="list-style-type: none"> ➤ SPOG Neighbors Day Meeting ➤ Meeting with July 1st Car Show Representatives
<u>Formal Courses in-Progress/Upcoming:</u>	<ul style="list-style-type: none"> ➤ ICS-300 course April 4, 5, 6, 2023 19 Participants Completed ➤ Two Electric Vehicle Extrication Courses Vendor supplied Sundre Fire Hosting April 22nd & 23rd 2023. 45 Participants Completed ➤ ICS-100 & Basic Emergency Management for recruits <u>Individual Study online</u> ➤ RCMP Evidence Protection, Collection, Agency Collaboration Training <u>RCMP differed, Date TBD</u> ➤ Trans Canada Pipeline Information/training session Completed. ➤ Plains-Midstream training/information session Date TBD ➤ West Fraser Mill Tour/Hazard Identification Date TBD ➤ Advanced First Aid for 4 members in <u>Date 2023 TBD</u> ➤ Advanced First Aid Refresher April 2023 Completed ➤ Pentrox (Pain Reliever for EMS Patients) Use and Administration Training In progress
<u>Fire Hall:</u>	
<u>Building/Maintenance:</u>	<ul style="list-style-type: none"> ➤ Furnace in Ambulance Bay to be replaced.

	➤ Remodel Training Room to incorporate EOC for Disaster Management. <u>Quotes Required</u>
SFD Units - Equipment	
<u>Units:</u>	➤ New Replacement Fire Truck Expected <u>Delivery July/August 2023</u>
	➤ Requested Quotes from vendors for Unit 510 Replacement <u>1 received to date</u>
	➤ Annual CVIP's <u>May-Early June for completion.</u>
	➤ Pump Annual testing to be scheduled. <u>June/July</u>
<u>Equipment:</u>	➤ New Breathing Air Compressor Vendor Required, <u>Waiting on Quote for Service</u>
Safety Codes:	
<u>Inspections -Occupancies</u>	➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<u>Status:</u>	➤ Safety Codes Officer training 2 Members - 90% completed, 1 member complete.
	➤ 4 Additional SFD Members to take training in 2023

INCIDENTS	Town of Sundre	Mountain View County	Clearwater County	Bighorn MD	Total	Last Month's Total	Total April 30th
Fires					0	0	2
Outside Fires					0	1	1
Control Burn - Arrived on scene		1			1	0	3
Rubbish/Grass Fires		4			4	2	6
Investigation of Smoke					0	0	
Electrical Public Hazard					0	0	
Alarm -No Fire - Steam or Smoke mistaken					0	2	2
Alarm -No Fire - dectector activated		1			1	2	4
False Alarms-internal or local alarm system	3	1			4	1	9
Gas Leak Miscellaneous	1				1	0	1
Gas Leak Natural Gas					0	0	
Gas Leak Response to CO					0	0	2
Medical Assists	11	2			13	15	54
Medical Assists-stood down					0	0	
Miscellaneous Rescues					0	0	
Motor Vehicle Collisions		3			3	1	13
Mutual Aid Requests		1			1	0	2
Miscellaneous	1				1	0	1
Total	16	13	0	0	29	24	100



DEPARTMENTAL REPORT

9.1c(i)

DEPARTMENT	Planning and Economic Development
SUBMITTED BY	Benazir Thaha Valencia, Manager of Planning & Economic Development
COUNCIL DATE	May 30, 2023
FOR MONTH OF	April 2023

TOPIC #1	Development and Building Permits
	<ul style="list-style-type: none"> Development Permits – 4 Building Permits – 5 Electrical Permits – 1 Gas Permits – 0 Plumbing Permits - 0
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Development Permits issued include: Discretionary Use – Veterinary Services Major (new Pioneer Vet Clinic); Residential Accessory Building; Change of Use – Permitted Use Building Permits issued include: 1 Single Detached Dwelling; 1 Mobile Home Demolition; 1 Residential Accessory Building and 2 Residential Basement Remediation permits. Electrical Permit issued for a residential project.
TOPIC #2	Real Property Reports (RPRs)
	<ul style="list-style-type: none"> RPRs – 0
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #3	Area Structure Plans (ASP)
	<ul style="list-style-type: none"> Completion of two internal reviews for the NW quarter sections Area Structure Plans (Mountain Springs and Sundre Hills).
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Mountain Springs: First Reading March 27th, ASP circulated to external agencies for review and comments. Responses received from various agencies were provided to the consultant. Sundre Hills: Planning and Engineering comments shared with Developer's Consultant prior to public hearing. Plan is being revised.
TOPIC #4:	Land Use Bylaw
	<ul style="list-style-type: none"> Staff continues to review land use bylaw to ensure clarity in language and regulations for applicants.
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Administration is reviewing the Land Use Bylaw and "housekeeping" amendments will be forthcoming.
TOPIC #5:	Municipal Development Plan (MDP)

	<ul style="list-style-type: none"> The Town's Municipal Plan was drafted and approved by Council in 2013. A comprehensive review and rewrite of Municipal Development Plan is required to bring it to current standards.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Administration has completed the project management plan for the MDP rewrite. Project initiation and background research complete. Public Consultation: commenced surveys, updated website, and planning stakeholder engagement sessions.
Topic #6:	Joint Use / Lease Agreement with Chinook Edge School Division
	Agreement prepared for May 8 th Council Agenda.
RESOLUTIONS/SUCSESSES:	Council acceptance and for the CAO and Mayor to sign.
Topic #7:	Eastside Campsite & Passive Recreation Use Area
	Public Consultation: updated website
	Public Engagement planning - forthcoming
RESOLUTIONS/SUCSESSES:	Public "buy-in", Council acceptance of plan for site
Topic #8:	Brookside Subdivision 2023-SD01
	Application received for 6.89 ha (17.02 ac) parcel to create 33 residential lots and 3 municipal reserve lots
	Application and tentative plan circulated to internal departments & external agencies for comment
	Subdivision approval (decision) issued April 12 th
RESOLUTIONS/SUCSESSES:	We continue to work with the Developer / Engineers to complete requirements to commence with Phase 1.
TOPIC #9:	Administrative
	<ul style="list-style-type: none"> Filing Project – ongoing
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Improved departmental efficiencies, knowledge, and team building. Improves overall departmental performance, transparency, and stakeholder engagement. Succession planning underway to build capacity within the department.

Attachments	<ol style="list-style-type: none"> CAO Commercial / Industrial Report Building Permit Statistics
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MEMO

TO: Linda Nelson, CAO
FROM: Betty Ann Fountain, Sr. Development Officer
RE: April 2023 Commercial, Industrial, Institutional Projects

COMMERCIAL

Development / Building Permit	District	Civic Address	Project	Value
2023-D12	I-1	503 - 7 ST SW	Change of Use: Auto Detailing	n/a
2023-D14	I-1	801 - 5 AVE SW	Veterinary Services Major	\$3,500,000

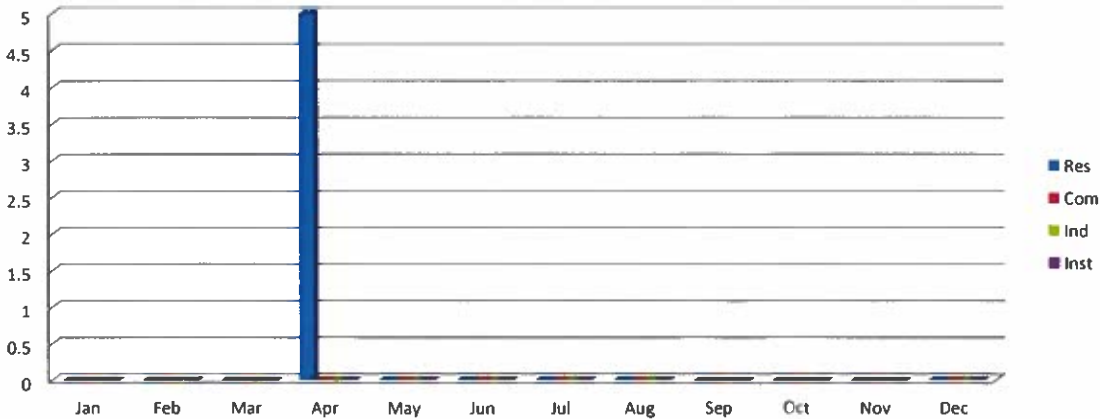
Legend:

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

MONTHLY BUILDING REPORT FOR THE MONTH OF APRIL 2023

	Apr. 2023			2023 Year To Date			2022 Year to Date		
	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	1	1	\$ 400,000	0	1	\$ 400,000	0	0	\$ -
Bi-Level				0	0	\$ -	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				0	0	\$ -	0	0	\$ 0
Multi-Family	0	0	\$ -	0	0	\$ -	0	0	\$ 0
Mobile Homes	0	0	\$ -	0	0	\$ -	0	0	\$ -
Accessory Buildings		1	\$ 5,000	0	1	\$ 5,000		1	\$ 35,000
Renovation/Addition		3	\$ 105,000	0	3	\$ 105,000	0	2	\$ 27,000
				0					
Sub-Total	1	5	\$ 510,000	1	5	\$ 510,000	0	3	\$ 62,000
COMMERCIAL									
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	\$ -
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	\$ -		1	\$ 2,000
		0	\$ -		0	\$ -		1	\$ 2,000
INSTITUTIONAL									
Building Starts		No. of	Building		No. of	Building		No. of	Building
Renovation/Addition		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ 0
		0	\$ -		0	\$ -		0	\$ -
TOTAL	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	1	5	\$ 510,000	1	5	\$ 510,000	0	4	\$ 64,000



DEPARTMENTAL REPORT

9.1c(ii)

DEPARTMENT	Economic Development
SUBMITTED BY	Jonathan Allan
DATE	May 17, 2023
FOR MONTH OF	April 2023

EDO was out of office for most of April.

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> VACANCY RATES - April 2023 was estimated at 6.1% as a proportion of square footage available in the C1 district downtown, March 2023 vacancy rate was estimated at 5.9%.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Continued work with Town of Didsbury and Mountain View County on Mountain View Regional Film Office (MVRFO) and its website. Planning MVRFO launch party. Meetings with prospective international investors as part of Sundre's participation in the Rural Entrepreneur Stream (RES). Toured with a prospective investor. Met / corresponded with several Sundre commercial property owners about vacancies.
TOPIC #2	Tourism Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Continued coordination of Explore Sundre tourism advertising campaign. 2023 advertising campaign and strategy grant application submitted to Travel Alberta. Travel Alberta 2022 grant report submitted. Attended Travel Alberta meeting regarding new Tourism Development Zone. Attended Outdoor Adventure and Travel Show in Calgary.
TOPIC # 3:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Attended Regional EDO meeting.
TOPIC # 4:	Communications
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Updated website(s) as necessary.
Attachments	<ul style="list-style-type: none"> N/A



DEPARTMENTAL REPORT

9.1c(iii)

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	May ,2023
FOR MONTH OF	April,2023

TOPIC #1	Community Centre
	<p>Community Centre gym bookings for the month of April:</p> <ul style="list-style-type: none"> • 3 Girls Softball Pitching Clinic • 7 Private Bookings • Indoor Pickleball • Indoor Walking • Small Hoops • MVTKD until the 6th • SMB practices • Youth Basketball • Job Fair • Youth birthday party <p>Conference bookings:</p> <ul style="list-style-type: none"> • SMB meeting in Conference room • ATHA meeting in Conference room
TOPIC #2	Arena/ Clubroom
	<ul style="list-style-type: none"> • Sundre Soccer Club Meeting • Rockit Vocal Studios every Wednesday for 7 weeks starting on April 19th. • SMH AGM Meeting • Ice was removed and floor cleaned.
TOPIC # 3:	Parks
	<ul style="list-style-type: none"> • Sue attended AARFP Conference in Red Deer • Outdoor rink took down for season. • Spring cleaning all the parks, boulevards, and greenspaces. • Painted picnic tables • Weeding and cleaning out Shrub beds. • Pruned broken, dead and diseased branches in parks. • Cut down dead trees in the Campground, Contractor cut down two trees by property's that were dead or unsafe and trimmed a very large branch by a power line.

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

May 15, 2023

Dear Jason:

**RE: JASON RUSHTON
EMPLOYEE RECOGNITION FOR OUTSTANDING INNOVATION AND SERVICE**

In 2023, the Town implemented a formal employee recognition program to recognize employees who go above and beyond what is expected in a typical work day. The program focuses on projects or practices that provide a better level of service to our residents through innovation.

Jason, you have been selected as an employee deserving recognition for your innovative approach to maintaining the outdoor rink ice surface, which provides a high level of service to the residents of Sundre without increasing costs, through retrofitting existing equipment to replicate a "Zamboni."

I understand that you created the makeshift "Zamboni" as follows:

- purchased a rain barrel;
- attached a hose to the bottom of the barrel;
- installed open/close valve to end of hose;
- attached to a 4 foot piece of 1 inch pvc pipe, capped both ends, and drilled holes every inch along the bottom of the pipe;
- connected entire piece via a T bracket to the other end of the hose,
- mounted the unit on the back of the mule, with the pipe sitting an inch off of the ground;
- attached a towel to hang a couple of inches behind the pipe, flat on the ice surface; and
- fill the barrel with hot water, open the valve to the desired width so water dispenses to evenly wet the towel as the unit is driven across the ice, to create the same effect as a Zamboni.

Jason it is this type of creative thinking that truly epitomizes innovation and results in improving the level of service to our residents through the existing budget, and we are fortunate to have you as an employee for the Municipality of Sundre.

In recognition of this innovation, we are pleased to provide you with a \$25.00 gift card, and a copy of this memo will be placed in your personnel file.

On behalf of the Town of Sundre, thank you for being such a productive and inspirational member of our team!!

Yours truly,



Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Cc: Council
Personnel File
Staff



DEPARTMENTAL REPORT

9.1d

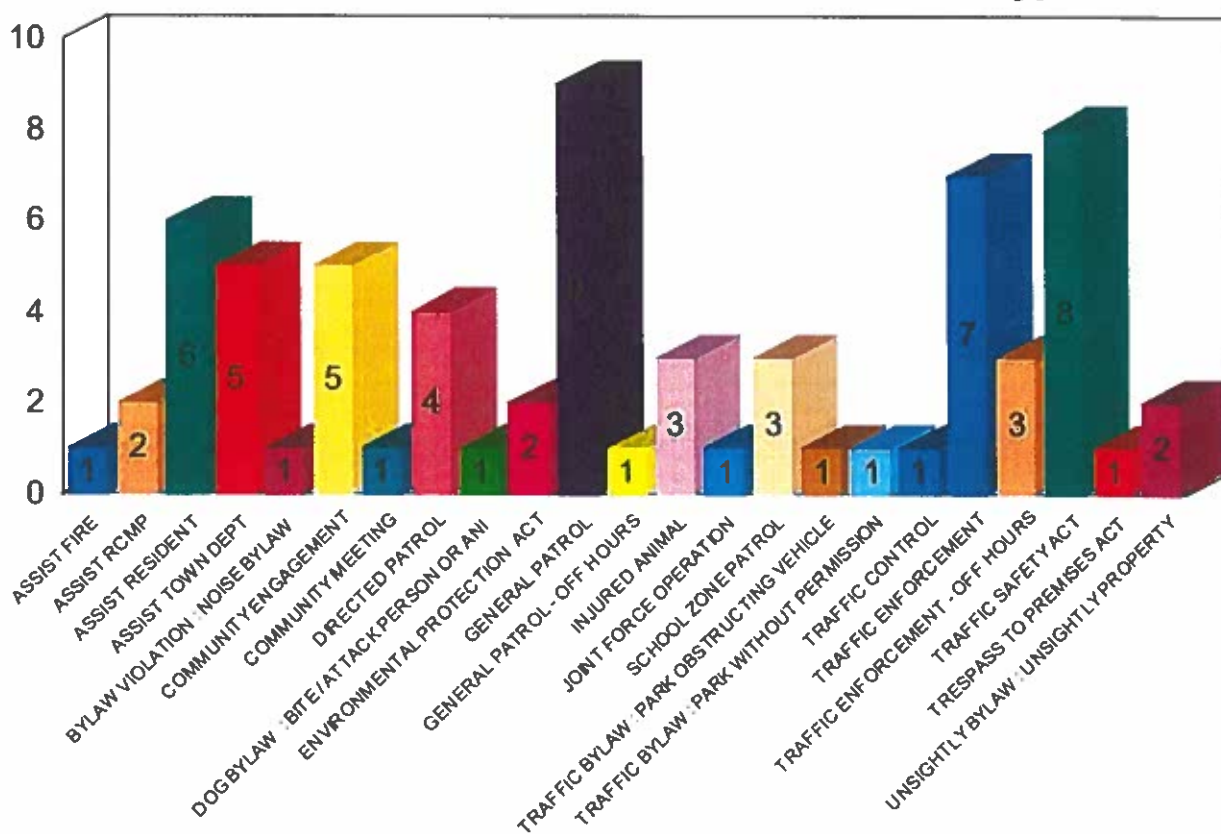
DEPARTMENT	Municipal Enforcement
SUBMITTED BY	CPO Sam Zhao
DATE	2023/05/01
FOR MONTH OF	April 2023

Calls for Service – April 2023

April total – 69

Year to date total – 297

Count of Incident Types





Small Hoops Program

The Small Hoops Program wrapped up on April 24th with a pizza party and consisted of 10 weeks of basketball for youth grades 4-6. Sundre Municipal Enforcement, Alberta Conservation, RCMP, Fish and Wildlife and volunteers assisted GNP with running the program.



DEPARTMENTAL REPORT

9.1e

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	May 11 2023
FOR MONTH OF	April 2023

TOPIC #1	Explornet Fibre Optic
Progress	Crosscut is anticipating commencing the 3 rd and 4 th weeks of May. Repairs to past construction and concerns are being addressed.
Action	The gas department is preparing for an increase of daily one calls while balancing new installs and system ops
TOPIC #2	Water leaks/survey
Progress	Report there are potential water leaks in the business district of Centre Street N, 2 nd Street NW and 3 rd street NW
Next Steps	Staff are waiting for the arrival of a new detection device to narrow down the area of leaks. Leak repairs will be scheduled based on severity and budget availability.
TOPIC # 3:	Gas Department Service installs
Progress	There are 4 servicing alteration projects scheduled for May and June 2023
Next Steps	Staff are scheduling the work in conjunction with One call and system operational tasks
TOPIC # 4:	Hwy 27 upgrades Gas Department
Progress	The requirement for relocation of the gas main crossing Hwy 27 has been quoted and scheduled for the 2023 underground project.
Next Steps	A schedule of the Hwy 27 Upgrade will follow the installation of the conduit .
TOPIC # 5:	Meter set leak
Progress	Measurement Canada regulatory inspections disclosed that the high volume meter set had several small leaks. These leaks occur over time with threaded pipe systems and are difficult to repair.
Next Steps	Staff are preparing costs and a schedule plan to have the set rebuilt. The rebuild will consist of welding of joints, upgraded measurement and a replacement of the aged pressure regulator system
TOPIC # 6:	Fleet Management
Progress	A final report has been completed on the current fleet and equipment, usage of fleet and capital planning.
Next Steps	The Fleet Manager will be reporting to the CAO regarding the fleet management plan.

DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Joy Willihnganz
DATE	May 30, 2023
FOR MONTH OF	April 2023

TOPIC #1	Children's Programs
ISSUES:	Supporting STEM skill development in youth
RESOLUTIONS/SUCSESSES:	Through a generous grant from Xplore Inc, the Library was able to offer an intermediate level STEM program for children aged 10-14. This program sought to build on/advance coding and robotics skills of any youth who had previously participated in a beginner robotics class at the Library. Our local instructor taught the youth how to utilize a Smart Home Kit to create their own intelligent home system using simple modules and programming. Youth were able to explore ways to code using temperature, light, noise, soil moisture sensors and a submersible pump.
TOPIC #2	Literacy Development
ISSUES:	Provide opportunities for children to build and develop literacy skills.
RESOLUTIONS/SUCSESSES:	The Library is pleased to have a couple of initiatives on the go to build young readers. We received a generous donation of free pizza vouchers from Panago Pizza in Olds. We are encouraging children in Kindergarten through Grade 6 to track their time spent reading. Every 5 hours spent reading earns the child a FREE 3-topping small pizza. We are also pleased to be welcoming a local daycare to our Library twice a month for story time. The energetic group of 2-4-year-olds eagerly participate in the songs and activities that will help build their early literacy skills.
TOPIC # 3:	Provide a Meeting Space
ISSUES:	Provide residents and community groups with a safe and comfortable space to meet
RESOLUTIONS/SUCSESSES:	Sundre Library continues to welcome groups looking for space to accommodate their meetings. The Library space has been well used the last several months with groups accessing our space for a variety of reasons: infant CPR, group planning meetings, grief counseling, financial literacy workshops, board basic workshops, group open house events, ESL classes, and tutoring.



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Council have provided reports for Council's review and information for the month of April 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept Mayor Warnock's, Councillor Isaac's and Councilor Marr's reports as presented.

MOTION:

That the Town of Sundre Council accept Mayor Warnock's April 2023, Councillor Isaac's April 2023 and Councillor Marr's, March and April 2023 reports as information.

ATTACHMENTS:

- 11.1a – Mayor Warnock Report
- 11.1b - Councillor Isaac Report
- 11.1c - Councillor Marr Reports

Date Reviewed: May 23 2023

CAO: 

**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF MAYOR RICHARD WARNOCK**

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

For the Month of April 2023

Bylaw Policy Review Committee

Date of Meeting:

No Meeting

Emergency Management Advisory Committee

Date of Meeting: April 25

Attended the mandatory annual Emergency Advisory Committee meeting, to discuss what is in place and what work needs to be done. Sundre Administration and Director of Emergency Management provided a very clear presentation showing that the plans are in place that Sundre can quickly implement if required to do so.

Intermunicipal Collaboration Committee

Date of Meeting:

No Meeting

Mountain View Senior's Housing

Date of Meeting:

No Meeting

Mountain View Regional Waste Management Committee

Date of Meeting: April 24

The AGM was held prior to the Regular Board Meeting – The AGM Covered the 2022 Audited Financial Reports and officers on the Board. – Then the Board Meeting was held with Agenda items of: Resolution to revise to the Waste agreements to remove the recycling components, the Landfill operations report, Statement of financial results and the recommended reserve transfers for year end.

Intermunicipal Planning Commission

Date of Meeting:

No Meeting

Red Deer River Municipal Users Group

Date of Meeting:

No meeting

Red Deer River Watershed Alliance

Date of Meeting:

No meeting

Sundre Petroleum Operators Group

Date of Meeting:

No Meeting

Sundre Wellness Advocacy Committee

Date of Meeting: April 06

A meeting was held at the West Country Centre to highlight next steps and a review of the program "Taking Action Against Elder Abuse"

Other:

Date of Meeting:

April 12 – Attended the Sundre Ministerial meeting to discuss the upcoming Mayor's Breakfast to be held on April 28 at the Sundre Golf Club.

April 23 – Attended the Municipal Area Partnership meeting held at MVC office.

April 19 – Attended the Cooking for Kindness Lunch held at the Sundre Legion – Assisted in serving with other community members

April 20 – Attended the ABMunis webinar on Climate Risk and Adaptation Considerations, which covered emergency management best practices during a Climate Event.

April 21 to 23 – Attended the ALL Council Spring Workshop where Administration brought forward operational and capital reports and projects for Council's consideration to be put into the 2024 Budget.

April 28 – Attended the Sundre Ministerial Mayor's breakfast with a great agenda and presentations.

11.1b

*COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR ISAAC*



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For the Month of April 2023

Bylaw Policy Review Committee

Date of Meeting:

Emergency Management Advisory Committee

Date of Meeting:

Sundre Forest Products/West Fraser

Date of Meeting:

Other:

Date of Meeting:

11 April – Council Meeting
21-23 April – Council Spring Workshop
24 April – Council Meeting

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For the Month of MARCH

Bylaw Policy Review Committee

Date of Meeting: MARCH 2, 2023

Met with the rest of the committee and discussed the Ice Allocation Policy. To be motioned at next council meeting.

Emergency Management Advisory Committee

Date of Meeting: TBD

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: MARCH, 2023

This was a special policy review session focusing on the Board Policy Manual and Library Plan of Service. Started the day with an interesting show and tell. Discussed the future of the library and its place for our residents and area users. Summer reading program discussed along with budget and future training opportunities for the board.

Sundre Aquatic Society

Date of Meeting: March 21, 2023

Met in person but quorum was not met. Discussion about hot tub, new fundraising ideas, the casino success, and future gym expansion talked about. Will set new date prior to April meeting to pass 2023 budget.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

March 2, 2023 – Ladies elected official meeting in Cochrane (3pm-4:30pm)
March 8, 2023 – Tour of Eco-Growth Plant (Diversion of waste from landfills) 10:30am-12)
March 8, 2023 – Dashmesh Cultural Centre Tour in Calgary (1pm – 3pm)
March 8, 2023 – Pump Track Open House (Library) *Note: missed this event*
March 13, 2023 – 6pm Regular Council Meeting
March 18, 2023 – Library Policy and Plan of Service Session (9am – 4pm)
March 20, 2023 – High School Council Meeting *Note: missed this event*
March 27, 2023 – 6pm Regular Council Meeting

**COUNCIL COMMITTEE MEETING REPORT
FROM THE DESK OF COUNCILLOR MARR**



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

Bylaw Policy Review Committee

Date of Meeting: TBD

Nothing to report.

Emergency Management Advisory Committee

Date of Meeting: April 25, 2023

Nothing to report.

Grant Review Committee

Date of Meeting: TBD

Nothing to report.

Sundre Municipal Library Board

Date of Meeting: April 19, 2023

Much discussion on programming – very exciting things to come to the library. Long time public servant Pat Toone has decided to step down from the board but will keep herself available for perpetuity of information and assisting the current and future board if necessary. I was asked to step in and sit in on the finance sub-committee as Pat did hold a place there as well. I did consult with admin to ensure this was not a conflict but was told it could be perceived as a conflict. I will accept this position interim until they have an opportunity to fill the vacant board seat. I do hold some interest in sitting on the Parkland Regional Board if the position becomes available.

Sundre Aquatic Society

Date of Meeting: TBD

Nothing to report.

SPOG

Date of Meeting: TBD

Nothing to report.

Other:

Date of Meeting:

April 6, 2023 – Elder Abuse Presentation 7:30pm (did not attend)
April 11, 2023 – Regular Council Meeting 6pm
April 20 – 23, 2023 – Spring workshop (Canmore, AB)
April 24, 2023 – Regular Council Meeting 6pm
April 25, 2023 – Emergency Advisory Meeting 1pm
April 26, 2023 – Virtual Elections Online Talk 3pm
April 28, 2023 – Mayors Breakfast 7pm (did not attend)



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Key Messages April 2023
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.2

BACKGROUND/PROPOSAL:

Each month an insert with key messages from the Office of Council is included in the mailing of the Town of Sundre Utility bills.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Key Monthly Messages will be incorporated into the Town of Sundre Regular Council Meeting Agenda at the end of each month to ensure we are reaching as many residents as possible.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Pillar 5 of the Strategic Plan-Sustainable and Responsible Governance.

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the month of April 2023 as information.

ATTACHMENTS:

11.2 - April 2023, Key Messages from the Office of Council.

Date Reviewed: May 19, 2023

CAO: Linda Nelson



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FROM THE OFFICE OF THE COUNCIL

KEY MESSAGES FOR THE MONTH OF April, 2023

April 11, 2023

Council approved the Tax Rate Bylaw for 2023. To meet the adopted 2023 Operating Budget, the Mill Rate was set at 7.6011 for Residential and 11.2166. In 2022, the Mill Rate was 7.9918 for Residential and 11.7933, which means the Residential Millrate was reduced by .3907, and the Non- Residential Millrate was reduced by .5767. Changes to the Millrate Rate do not directly translate to an actual dollar impact on property owners, as it also depends on the proportion of total assessment and other information. In addition, there are amounts that the Town is mandated to collect on behalf of others, which affect the property tax bill. These amounts are outside of the control of the Town, and include costs such as Education Funding, Senior's Housing, Police Funding, which the Town collects, and then forwards to Mountain View Seniors Housing and the Province.

The 28-day stress test on the concrete footings for the wastewater plant, which rates the compressive strength of the concrete has come back with great results. This means we can proceed with construction of the building pending delivery of the steel walls.

Council was pleased to approve a waiver of Community Centre rental fees for the second annual job fair that the Den Youth Centre, Chamber and High School are hosting on April 27th.

April 24, 2023

Each year, Council holds two open houses to gather feedback from Town citizens with regard to the level of service that the municipality provides to its residents. This year, Council decided to try an earlier time in an attempt to attract more people. We are very pleased to report that the new time was very successful; we had more input than we have had from previous open houses held at later times over the past 5 years. Some of the comments we received included a request for more trail connectivity, a bylaw to prohibit off leash dogs, lighting at the skatepark, reminder to residents to keep sidewalks adjacent to their properties free of ice and snow, replace Damaged trees at linear park by seniors complex, potholes, and a number of other comments. Council discussed the feedback during the spring workshop held from April 21 to 23rd.

FROM THE DESK OF THE MAYOR

April was another busy month! I participated in a number of events and meetings that support Sundre residents and all of the Council, including a 3-day workshop, which included discussions on the feedback from citizens who attended the open house.

I met with SPRUCE, (Seniors Protected and Respected under Community Engagement), and our discussions were focused on working towards "Taking Action Against Elder Abuse".

I am the Council appointed member of the Sundre Wellness Advocacy Committee, which is a committee that advocates for Health needs in the community. We are currently working on completing a Resolution for Alberta Municipalities to support the much-needed combined Lab/Xray Techs that supports our Sundre Hospital.

I participated in another great coffee gathering at the Sundre Supportive Living Facility with great input from the residents on Sundre from a senior's perspective.

The Sundre Mayor's Breakfast held by the Ministerial Society was held at the Sundre Golf Course. I always appreciate the remarkable enthusiasm from those that attend this event.

Respectfully,

Richard Warnock, Mayor



REQUEST FOR DECISION

COUNCIL DATE	May 30, 2023
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

The Town of Innisfail & Community has sent an invitation to participate in their annual Innisfail Rodeo Parade, Saturday, June 17th, 2023, at 10:30 a.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Town of Innisfail & Community is hosting their annual Innisfail Rodeo Parade, Saturday, June 17th, 2023, at 10:30 a.m. Registration forms are to be submitted by June 14, 2023, to the Town of Innisfail Office. Attendees are to be in their designated Staging Area at 9:15 a.m., judging to commence at 9:30 a.m. The parade start is at 10:30 a.m., and the route concludes at 52 Ave and 47 St., adjacent to the high school.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Pillar 1 of the Strategic Plan-Community Development.

MOTION:

That the Town of Sundre Council accept the invitation to participate in the annual Innisfail Rodeo Parade, Saturday, June 17th, 2023, at 10:30 a.m. Administration to prepare the Innisfail Rotary Rodeo Parade Registration Form.

Or

At Council's discretion.

ATTACHMENTS:

12.1 – 2023 Innisfail Rotary Rodeo Parade Registration Form.

Date Reviewed: May 19, 2023

CAO: Linda Nub



Innisfail Rotary Rodeo Parade Registration Form

Saturday, June 17, 2023, 10:30am Parade Start

Organization/Business Name: _____

Contact Person: _____

Address: _____

Town

Postal Code

Phone: (Work) _____ (Cell – for day of the parade) _____

Fax Number: _____

Email: _____

Float Category - Check one

☐ Business/Industrial/Commercial

☐ Community Group/Organization/School

☐ Dignitary: _____

☐ Other (Please describe): _____

Type of Entry – Check ALL that apply

☐ Live Band on float or Marching Band

☐ Car/Truck

☐ Walking

☐ Bicycle/Rollerblade/Scooter

☐ Music/Sound System

☐ Domestic Animals

☐ Livestock

Waiver

We assume all liability relating to or arising from our involvement in the Innisfail 2023 Rotary Rodeo Parade. We are aware that participants may appear in pictures and promotional materials used for future Town of Innisfail publications and have read and agreed to the Parade Rules & Regulations.

**** Registration forms must be submitted to the Town Office no later than Wednesday, June 14, 2023. Parade participants must submit a certificate of insurance to the Town of Innisfail listed as Additional Insured with their registration form****

Print Name _____

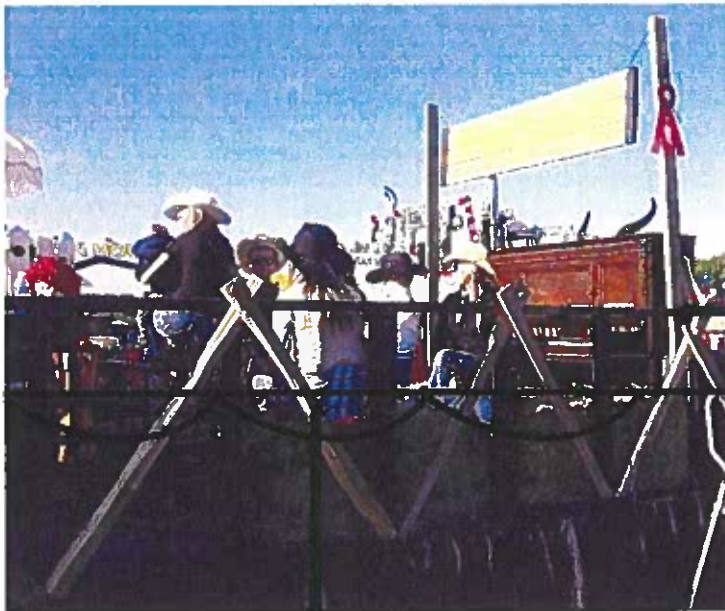
Signature _____

Date _____

Submit Registration Form and Insurance Certificate to the Town Office at 4943 53 Street in person, or by email to reception@innisfail.ca.

Parade Rules, Regulations and Information

1. To ensure proper judging and space allotment, we require the completed registration form and supporting insurance certificate(s) be submitted no later than **4:00pm on Wednesday, June 14, 2023**. This will allow time for review of the registration form and certificate of insurance.
2. **ALL** entries, including but not limited to; vehicles, floats, machinery, ATV's, organizations, school, bands, private entries, livestock, etc. must carry a minimum \$2,000,000.00 public liability insurance policy, which names the Town of Innisfail listed as "Additional Insured" under your policy, for the purpose of your participation in the parade. A certificate of insurance must be submitted with your parade registration form.
3. All entries must be in their designated Staging Areas no later than 9:15 a.m., Saturday, June 17. Judging will begin at 9:30a.m. sharp and the parade will commence at 10:30am. No parking will be allowed at the Parade Muster Area. Note: parade will conclude at 52 Ave adjacent to the Innisfail High School at the corner of 52 Ave and 47 Street.
4. The Town of Innisfail may postpone the parade to the following week if severe weather warnings have been issued such as extreme cold, freezing rain, thunderstorms, and hail. This decision will be made the week leading up to the event and parade entrants will be notified by email as soon as the decision to postpone has been made. If the severe weather conditions are still in effect the following week, the parade will be cancelled. The parade will proceed as planned if minor weather conditions exist.
5. All units carrying people must be equipped with adequate restraining devices that can reasonably be considered capable of stopping anyone from falling from the unit. See example below:



Good Example of railing height and strength to ensure safety.

Height of 36" - 42" is recommended.

It is recommended that an additional railing be placed here to ensure safety. Rope, wood, or metal may be used but must be securely anchored.

Parade Rules, Regulations and Information

6. If generators, lighting/special effects are used, a Fire Extinguisher must accompany the float.
7. For safety reasons **candy or advertising items may only be handed out** along the parade route. Under no circumstances will throwing items from vehicles be allowed. To ensure the comfort and safety of all spectators viewing the parade, **water guns or apparatus that shoot water or other material are strictly prohibited.**
8. Ample supervision of children must be provided, prior to and during the Parade. The ratio being a minimum of 1 adult to 8 children.
9. All drivers must have a valid driver's license and may be asked to present their license when they arrive at the Muster Area. All entries must allow the driver a 180-degree view of the route. All entries should have direct communication with the driver, whether they are attached or not.
10. Noises must be kept at a reasonable level during the Parade. The only time required for sirens, blowing of horns, or playing loud music is during the Parade itself. Suitable noise levels will be determined by the members of the Parade Committee and any requests to adjust sound levels must be obeyed.
11. Those who wish to bike, skateboard, rollerblade, scooter, use ATV's, etc. during the Parade must wear proper protective equipment, especially helmets.
12. Members of the Parade Team have the right to pull the Livestock entry off the route at the first suitable location if the managing of any livestock should become a problem.
13. If at any time a member of the Parade Team has concerns regarding your entry such as safety, or any other reason that may seem unsuitable, the member has the right to remove your entry from the parade. Failure to comply in removal from the parade will be subject to a minimum 3-year suspension.
14. All applicants must assume all liability relating to or arising from their involvement in the Innisfail Rodeo Parade. The applicant will hold the Town of Innisfail and its volunteers harmless of all claims, actions or causes arising from their participation.
15. In the event of an EMERGENCY, Parade participants must move to the RIGHT of the Parade route to allow clear access for Emergency Vehicles. In the event of a large emergency and the parade must stop, turn into the nearest intersection to your right and cautiously proceed back to the muster area for further direction.

Where to Line- Up by Category?

Staging Area 1- Antique Cars and Decorated Cars line up West of 51st Ave on 48th Street.

Staging Area 2- Bands, line up West of 51st Ave on 49th Street. All Walking, Roller Blading, Scooter, and Bicycle Participants (not with a float) Line-up behind the Bands. All Dignitaries, Commercial, Comedy, Business and Industrial Floats line up East of 51st Ave on 49th Street.

Staging Area 3 -Clubs, Church, Organizations and Agriculture line up East of 51st Ave on 48th Street

Staging Area 4- Participants on Horses line up East of 51st Ave on 47th Street.

For a visual representation of this please see the map attached on the following page.

Parade Map

