



Regular Council Meeting
Town of Sundre Municipal Council Chambers
October 25, 2021
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 October 25, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 October 4, 2021 Regular Council Meeting Pg. 1
 - 4.2 October 12, 2021 Special Council Meeting Pg. 4
5. **Delegation: None**
6. **Bylaws/Policies:**
 - 6.1 Bylaw 2019-01 Council Procedural Bylaw Pg. 6
 - 6.2 Bylaw 2020-07 Council Code of Conduct Bylaw Pg. 24
7. **Old Business: None**
8. **New Business: None**
9. **Administration**
 - 9.1 Departmental Reports, September Pg. 38
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting**
 - 13.1 Advice from Officials, *FOIPP Act Section 24*
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com



Regular Council Meeting Minutes
Town of Sundre
Via Teleconference
October 4, 2021

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers via teleconference on Monday, October 4, 2021, commencing at 6:00 p.m.

IN ATTENDANCE: Mayor Terry Leslie
Councillor Richard Warnock
Councillor Paul Isaac
Councillor Rob Wolfe
Councillor Todd Dalke
Councillor Cheri Funke

ABSENT: None

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke

PUBLIC: There were 5 members of the public in attendance.

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. 268-04-10-21 MOVED by Councillor Wolfe that the agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 269-04-10-21 MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on September 20, 2021, be approved as presented.

CARRIED

DELEGATIONS: None

BYLAWS/POLICIES: None

OLD BUSINESS: None

NEW BUSINESS: **2022 Franchise Fee**

Res. 270-04-10-21 MOVED by Councillor Funke that the Town of Sundre Council maintains the Fortis Alberta Franchise Fee at 10% effective January 1, 2022.

CARRIED

Initials

Fire Hall Furnace Repair

Res. 271-04-10-21 MOVED by Councillor Dalke that the Town of Sundre Council approve the installation of the new furnace and other repairs at the Fire Hall at a cost of \$15,000 with funds being drawn from Fire-Capital Restricted Surplus Account.

CARRIED**Business Visitation and Triage Program**

Res. 272-04-10-21 MOVED by Councillor Funke that the Town of Sundre Council accept the Business Visitation & Triage Program report for information.

CARRIED**Workplace Bullying Awareness Week**

Res. 273-04-10-21 MOVED by Councillor Wolfe that the Town of Sundre Council proclaim October 17th to 23rd as Workplace Bullying Awareness Week in the Town of Sundre.

CARRIED**ADMINISTRATION:****Contract AHS/Town of Sundre e-Sim Lab**

Res. 274-04-10-21 MOVED by Councillor Warnock that the Town of Sundre Council support the agreement between the Town of Sundre and Alberta Health Services for the simulation lab at the Fire Hall and that the CAO be authorized to sign the Agreement on behalf of the Town.

CARRIED**Update on Past/Present Projects**

Res. 275-04-10-21 MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal report as information.

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

Mayor Leslie excused all public members at 7:25 p.m. and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Mayor Leslie called a recess at 7:25 p.m.

The following were in attendance for the closed meeting session:

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

CLOSED MEETING**Topic of Closed Meeting**

13.1 Advice from Officials, *Client Solicitor Advice, FOIPP Act Section 24(1)(d)*.

Res. 276-04-10-21 MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.

CARRIED

Initials

Res. 277-04-10-21 MOVED by Councillor Funke that Council return to an open meeting at 8:09 p.m.

CARRIED

ADJOURNMENT

Res. 278-04-10-21 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.

CARRIED

These Minutes approved this 25th Day of October 2021.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



Special Council Meeting Minutes
Town of Sundre Municipal Council Chambers
Via Teleconference
October 12, 2021

The special meeting of Council of the Municipality of Sundre was held via Teleconference in the Municipal Council Chambers on Tuesday, October 12, 2021 commencing at 4:30 p.m.

IN ATTENDANCE

Deputy Mayor Richard Warnock
Councillor Paul Isaac
Councillor Todd Dalke
Councillor Rob Wolfe
Councillor Cheri Funke

ABSENT

Mayor Terry Leslie

STAFF IN ATTENDANCE

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr. Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke

PUBLIC

There were no members of the public in attendance.

CALL TO ORDER

The meeting was called to order at 4:30 p.m. with a moment of reflection.

ADOPTION OF AGENDA

Res. No. 279-12-10-21

MOVED by Councillor Isaac that the agenda of October 12, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).

CARRIED

TOPIC OF MEETING

RFP for Operations Building Remediation

Res. No. 280-12-10-21

MOVED by Councillor Wolfe that the Town of Sundre Council approves to proceed with the required structural repairs quoted by Supreme Renovations at a cost not to exceed \$49,700 plus GST, with funding to be drawn from the General Corporate Stabilization RSA.

CARRIED

ADJOURNMENT

Res. No. 281-12-10-21

MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 4:41 p.m.

CARRIED

These minutes approved this 25th day of October 2021

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	October 25, 2021
SUBJECT	Bylaw 2019-01 Council Procedural Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council Procedural Bylaw 2019-01 is being brought to Council for a brief overview of the current procedures for Council and Council Committee meetings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place during the Organizational Meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the brief overview of Council Procedural Bylaw 2019-01 as information.

MOTION:

That the Town of Sundre Council accept the brief overview of Council Procedural Bylaw 2019-01 as information.

ATTACHMENTS:

Bylaw 2019-01 Council Procedural Bylaw

Date Reviewed: October 21, 2021

CAO: *Linda Nelson*

**TOWN OF SUNDRE
BYLAW NO. 2019-01
Amended by Bylaw 2020-05
May 2020**

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Procedural Bylaw".

2.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 **'ACT'** means the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended, and can be referred to as the *MGA*.
- 2.2 **'AGENDA'** means the list and order of business items for any meeting of Council, or Committees.
- 2.3 **'BYLAW'** means a bylaw of the Town.
- 2.4 **'CAO'** means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 **'CHAIRPERSON'** means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 **'CLOSED MEETING OF COUNCIL'** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 **'COUNCIL'** means the Mayor and Councillors of the Town of Sundre.
- 2.8 **'COUNCIL COMMITTEE'** means a committee, board or other body established by council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 **'COUNCIL MEETING'** means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.
- 2.10 **'DELEGATION'** means a person or group of persons wishing to appear before the Council to address a specific matter.

- 2.11 **'DEPUTY MAYOR'** means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement directed to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **"POINT OF PRIVILEGE"** means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regards to a negative personal remark.
- 2.20 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.21 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.22 **'QUORUM'** means a majority of Members of Council as prescribed in the Act.
- 2.23 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor or a majority of Council pursuant to the Act.
- 2.24 **'TOWN'** means the Corporation or the Town of Sundre.

3.0 **APPLICATION**

- 3.1 This bylaw applies to all meetings of Council.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,
 - (d) Bourinot's Rules of Order.

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act as Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 **DEPUTY MAYOR**

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 **ORGANIZATIONAL MEETING**

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
 - (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for a term of one (1) year. Councillors may be appointed to the same committee at the annual organizational meeting.

6.0 **REGULAR MEETINGS OF COUNCIL**

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.

- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.
- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.
- 6.4 Regular Meetings of Council shall commence at 6:00 pm.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

7.0 **SPECIAL COUNCIL MEETINGS**

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the Act.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 **PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:

- 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the Act;
 - 8.3.4 request that administrative staff present a report on the issue at hand;
 - 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
 - 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the majority of Council.

- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 **CLOSED MEETING OF COUNCIL (In Camera)**

- 9.1 The Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except a Motion to revert to a meeting held in public.
- 9.3 For the purposes of the Act, a meeting or part of a meeting is considered to be closed to the public if:
 - 9.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,
 - 9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
 - 9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
 - 9.4.1 the part of the meeting that is to be closed, and
 - 9.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Act may deliberate and make its decision in a meeting closed to the public.

9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

Bylaw 2020-05

9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In Camera) under the following conditions:

- a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
- b) All printed material to be provided for the Closed Meeting of Council will be "watermarked" with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
- c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
- d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

10.0 **AGENDA**

10.1 The Agenda shall list the items and order of business for the meeting,

10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.

10.3 Copies of the Agenda shall be provided to the following:

- (a) members of Council,
- (b) representatives of the local news media,
- (c) all staff who are entitled to receive copies, and
- (d) published on the Town website.

- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 **COMMUNICATIONS**

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
 - (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,
 - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
 - (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each members' mailbox.

12.0 **DELEGATIONS**

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.

- 12.2 Delegations are scheduled at the discretion of the CAO, subject to:
 - (a) the volume of material on any given agenda;
 - (b) the number of requests for a specific meeting date and urgency of request; or
 - (c) subject matter.
- 12.3 The written submission will indicate the following information:
 - (a) complete name of the presenter(s) and contact information (ie. mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
 - (b) nature and purpose of the delegation and the material to be covered/presented; and
 - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions.

13.0 **ORDER OF BUSINESS AT MEETINGS**

- 13.1 The normal order of business for the regular meeting of Council shall be as follows:
 - (a) Call to Order,
 - (b) Public Hearing (If Required),
 - (c) Agenda - Amendments and Adoption,
 - (d) Adoption of Previous Minutes,
 - (e) Delegations
 - (f) Bylaws,
 - (g) Old Business,
 - (h) New Business,
 - (i) Administration,
 - (k) MAP
 - (l) Council Committee Reports (Second meeting of each month)
 - (m) Correspondence

- (n) Closed Meeting (If Required),
- (o) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 **QUORUM**

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

- (a) failure to constitute a quorum, or
- (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 **ADJOURNMENT**

15.1 A Council meeting shall adjourn no later than 11:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 11:00 p.m. by resolution.

15.2 A Member may move a motion to adjourn a Meeting at any time, except when:

- (a) another Member has the floor,
- (b) a call for a vote has been made,
- (c) the Members are voting, or
- (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

15.3 A motion to adjourn shall be put without comment or debate.

16.0 **CANCELLATION OF MEETINGS**

16.1 Council meetings may be cancelled:

- (a) by a majority of Council at a previous meeting, or
- (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
- (c) with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public.

16.2 Special Council meetings may be cancelled:

- (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public
- (b) by the Mayor with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public

17.0 **MINUTES OF COUNCIL**

17.1 The chief administrative officer shall ensure that:

17.1.1 minutes of each council meeting:

- (a) are recorded in the English language without note or comment,
- (b) include the names of the Councillors present at the council meeting,
- (c) are given to council for adoption at a subsequent council meeting, and
- (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.

17.2 The Presiding Officer shall present the Minutes to Council with a request for a motion to confirm the Minutes.

17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 **CONTROLS AND CONDUCT OF COUNCIL MEETINGS**

18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.

18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.

18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.

- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for recess
 - (c) Point of Order
 - (d) Referral Motion
 - (e) Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a Member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.

- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER, AND PROCEDURE

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favor of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.

- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 **VOTING ON MOTIONS**

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes,
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.
- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 **NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION**

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:

- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
 - (a) it is a motion made or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration;
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 **BYLAWS**

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.
- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
 - (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
 - (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,

- (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:
 - (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
 - (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.
- 25.0 **URGENT BUSINESS**
 - 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
 - (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice,
- 26.0 **RECESS**
 - 26.1 Any Councillor may move that Council recess for a specific period.
 - 26.2 A motion to recess must not be used to interrupt a speaker.
 - 26.3 After the recess, business will be resumed at the point when it was interrupted.
- 27.0 **ATTENDANCE OF MEETINGS THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES**
 - 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
 - (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
 - (c) The facilities enable all the meeting's participants to watch and/or hear each other.

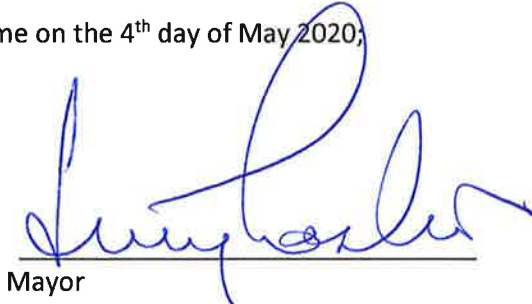
This Bylaw shall come into full force and effect upon approval by resolution of Council.

Bylaw No 14.17 and amendments thereto are hereby repealed.

Read for a first time on this 21st day of January 2019; Motion No.: 20-19-21;

Read for the second time on this 21st day of January 2019; Motion No.: 21-19-21;
Received Unanimous Consent to proceed to a third Reading this 21st day of January 2019;
Motion No.: 22-19-01-21;
Read for the third and final time on this 21st day of January 2019; Motion No.: 23-19-01-21.

Amending Bylaw 2020-05 Read for the third and final time on the 4th day of May 2020;
Motion No.: 095-04-05-20



Mayor



Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: October 25, 2021
SUBJECT: "Council Code of Conduct Bylaw"
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 6.2

BACKGROUND/PROPOSAL:

Every Council must, by bylaw, establish a code of conduct governing the conduct of councillors, pursuant to Section 146.1 (1) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Government Act (MGA) is the guide to how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. The MGA affects everyone in Alberta, the private sector and every ministry in the Government of Alberta.

The Act focuses on three areas: governance and administration; assessment and taxation, and planning and development. It governs and regulates the way that municipalities plan, manage, and pay for services for their residents.

Under the governance area of the MGA a council must, by bylaw, establish a code of conduct governing the conduct of councillors. The key points of this legislation are found under Section 146.1 (1), which note the following:

146.1 (1) A Council must, by bylaw, establish a code of conduct governing the conduct of councillors

(2) A code of conduct under subsection (1) must apply to all councillors equally.

(3) A council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

(4) A councillor must not be disqualified or removed from office for a breach of the code.

(5) The Minister may make regulations

(a) respecting matters that a code of conduct established under subsection (1) must address;

(b) respecting the date by which councils must establish a code of conduct under subsection (1);

(c) respecting sanctions to be imposed for a breach of a code of conduct established under subsection (1);

(d) respecting matters that a council must take into consideration in establishing a code of conduct under subsection (1) or (3), or both;

(e) respecting implementation of a code of conduct established under subsection (1) or (3), or both;

(f) respecting any other matter, the Minister considers necessary or advisable to carry out the intent and purpose of this Division.

The MGA further regulates that one of the general duties of Councillors is to adhere to the code of conduct established by the council under section 146.1 (1).

The Bylaw is attached for Council's information.

MOTION:

That the Town of Sundre Mayor and Councillors sign the Council Code of Conduct Bylaw Acknowledgement, and commitment to abide by Bylaw 2020-07 being the Mayor and Councillor Code of Conduct Bylaw.

Date Reviewed: October 21, 2021

CAO: *Linda Nelson*



TOWN OF SUNDRE

BYLAW NO. 2020-07

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS section 146.1(1) of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS the *Code of Conduct for Elected Officials Regulation* provides that a code of conduct must contain certain provisions;

AND WHEREAS section 153(e.1) of the *Municipal Government Act* provides that councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Sundre;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Sundre, in the Province of Alberta, duly assembled, enacts as follows:

PART I – INTERPRETATION AND APPLICATION

1. Short Title

1.1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

- (b) "Administration" means the administrative and operational arm of the Town of Sundre, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- (c) "Chief Administrative Officer" means the chief administrative officer of the Town of Sundre, or their delegate;
- (d) "Council" means the duly elected council of the Town of Sundre;
- (e) "Councillor" means a member of Council and includes the Mayor;
- (f) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, and associated regulations, as amended;
- (g) "Investigator" means Council or the individual or body appointed or retained by the Town to investigate and report on formal complaints made pursuant to this Bylaw; and
- (h) "Town" means the municipal corporation of the Town of Sundre.

3. Purpose

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Councillors relating to their roles and obligations as representatives of the Town and a procedure for the investigation and enforcement of those standards.

PART II – STANDARDS OF ETHICAL CONDUCT

4. Representing the Municipality

- 4.1. Councillors shall:
 - (a) act honestly and, in good faith, serve the welfare and interests of the Town as a whole;
 - (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - (c) conduct themselves in a professional manner with decorum and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
 - (d) conduct themselves in a manner that promotes public confidence.
- 4.2. No Councillor shall electronically record any proceedings of Council or any committee of Council or any other body to which the Councillor is appointed by Council, without the express prior permission of the applicable body.

5. Communicating on Behalf of the Municipality

- 5.1. A Councillor must not imply or claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Councillor who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position. Unless the communication is of a routine nature or is a matter of such urgency that an immediate response is required, all correspondence on behalf of Council must be reviewed and supported by Council prior to being issued.
- 5.4. No Councillor shall make a statement when they know that statement is false.
- 5.5. No Councillor shall make a statement with the intent to mislead Council or members of the public.

6. Use of Social Media

- 6.1. As public figures and representatives of the Town, Councillors must exercise sound judgment and be prudent in what material they post on social media. As with any other communications, Councillors are accountable for content and confidentiality. Councillors should exercise caution when engaging in debate or making comments on contentious matters, as feelings and emotions can become enflamed very quickly.
- 6.2. Councillors shall not attempt to disguise or mislead as to their identity or status as an elected representative of the Town when using social media.
- 6.3. Councillors shall not use social media to publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment or is misleading in any way.

7. Respecting the Decision Making Process

- 7.1. Decision making authority lies with Council, and not with any individual Councillor. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Councillor shall, attempt to bind the Town or give direction to any employee in Administration, agent, contractor, consultant or other service provider or prospective vendor to the Town, and must not, with or without Council authorization, exercise a power or function or perform a duty that has been delegated to the Chief Administrative Officer.
- 7.2. Councillors shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 7.3. Councillors shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

8. Adherence to Policies, Procedures and Bylaws

- 8.1. Councillors shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 8.2. Councillors shall respect the Town as an institution, its bylaws, policies and procedures and shall encourage public respect for the Town, its bylaws, policies and procedures.
- 8.3. A Councillor must not encourage disobedience of any bylaw, policy or procedure of the Town in responding to a member of the public, as this undermines public confidence in the Town and in the rule of law.

9. Respectful Interactions with Councillors, Staff, the Public and Others

- 9.1. Without limiting the ability of a Councillor to hold a position on an issue and respectfully express their opinion, Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 9.2. Councillors shall treat one another, employees of the Town, and members of the public with courtesy, dignity and respect and without abuse, harassment, bullying or intimidation. Councillors have a duty to ensure that their work environment is free from discrimination and harassment and are governed by the *Alberta Human Rights Act* and the *Occupational Health and Safety Act*.
- 9.3. No Councillor shall use indecent, abusive, or insulting words or expressions toward another Councillor, any employee of the Town or any member of the public.
- 9.4. No Councillor shall speak or act in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 9.5. Councillors shall respect the fact that employees in Administration work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Councillor or group of Councillors.
- 9.6. Councillors must not:
- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer;
 - (b) attempt to obtain information about the operation or administration of the Town from any employee other than the Chief Administrative Officer;
 - (c) discuss Town business with any employee of the Town, other than the Chief Administrative Officer, outside of a duly constituted Council or Council committee

meeting, subject to any procedures authorized by the Chief Administrative Officer regarding the interaction of Councillors and staff in Administration;

- (d) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Town with the intent of interfering in the employee's duties; or
- (e) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Town.

10. Confidential Information

10.1. Councillors must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

10.2. In the course of their duties, Councillors may also become privy to confidential information received outside of a closed session meeting. Councillors must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- (b) access or attempt to gain access to confidential information in the custody or control of the Town unless it is necessary for the performance of the Councillor's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

10.3. Confidential information includes information in the possession of, or received in confidence by, the Town that the Town is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under the FOIP Act or any other legislation, or any other information that pertains to the business of the Town, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Town;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;

- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

10.4. To respect the confidentiality of closed session meetings, if Councillors make notes during a closed session meeting, they shall provide the notes to Administration for secure destruction and shall return all confidential documents to Administration at the conclusion of the closed session meeting.

11. Conflicts of Interest

- 11.1. Councillors have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act, and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 11.2. Councillors are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 11.3. Councillors shall approach decision-making with an open mind that is capable of persuasion.
- 11.4. No Councillor shall initiate, endorse, support or otherwise participate in any proceeding being brought against Council or the Town.
- 11.5. It is the individual responsibility of each Councillor to seek independent legal advice, at the Councillor's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

12. Improper Use of Influence

- 12.1. No Councillor shall use the influence of the Councillor's office for any purpose other than for the exercise of the Councillor's official duties.
- 12.2. No Councillor shall act as an agent for any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 12.3. Councillors shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.
- 12.4. Councillors shall refrain from using their positions to obtain employment with the Town for themselves, family members or close associates. Councillors are ineligible to apply or be considered for any position with the Town while they hold their elected position and for one year after leaving office.

13. Use of Municipal Assets and Services

- 13.1. Councillors shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Councillor, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Councillor for personal use upon

the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and

- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Town to a Councillor, may be used by the Councillor for personal use, subject to the terms and conditions described below.

13.2. Electronic communication devices provided to Councillors by the Town are the property of the Town, and shall, at all times, be treated as the Town's property. Councillors are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:

- (a) all emails or messages sent or received on Town devices are subject to the FOIP Act;
- (b) all files stored on Town devices, all use of internal email and all use of the Internet through the Town's firewall may be inspected, traced or logged by the Town;
- (c) in the event of a complaint pursuant to this Bylaw, the Investigator may require that any or all of the electronic communication devices provided by the Town to Councillors may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.

13.3. No Councillor shall use any Town property, equipment, services or supplies, including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.

13.4. Upon ceasing to hold office, a Councillor shall immediately deliver to the Town any money, book, paper, thing or other property of the Town that is in the Councillor's possession or under the Councillor's control including, without restriction, any record created or obtained by virtue of the Councillor's office other than a personal record or constituency record as those terms are used in the FOIP Act.

14. Orientation and Other Training Attendance

14.1. Every Councillor must attend the orientation training offered by the Town within 90 days after the Councillor takes the oath of office.

14.2. Unless excused by Council, every Councillor must attend any other training organized at the direction of Council for the benefit of Councillors throughout the Council term.

15. Remuneration and Expenses

15.1. Councillors are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

15.2. Councillors shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

16. Gifts and Hospitality

- 16.1. Councillors shall not accept gifts, hospitality or other benefits that would be or reasonably appear to be, to influence, directly or indirectly, Councillors' performance of their duties as Councillors, or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the Councillor's knowledge to a member of the Councillor's family that is connected directly or indirectly to the performance of the Councillor's duties is deemed to be a gift to that Councillor.
- 16.2. For further clarity, the following are recognized as acceptable gifts or benefits:
- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.00.
 - (b) a political contribution otherwise reported by law;
 - (c) a suitable memento of a function honouring the Councillor;
 - (d) food, lodging, transportation, event tickets or entertainment provide by provincial, or local governments, by the Federal government or by a foreign government within a foreign county, or by a conference, seminar or event organizer where the Councillor is either speaking or attending in an official capacity on behalf of the Town;
 - (e) food and beverages consumed at banquets, receptions, or similar events, if:
 - i. attendance serves a legitimate purpose;
 - ii. the person extending the invitation, or a representative of the organization is in attendance; and
 - iii. the value is reasonable and the invitations infrequent.
- 16.3. Gifts received by a Councillor on behalf of the Town as a matter of official protocol which have significance or historical value for the Town shall be left with the Town when the Councillor ceases to hold office.
- 16.4. An invitation to attend a function where the invitation is directly or indirectly connected with the Councillor's duties of office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fund-raising gala, provided the Councillor is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.
- 16.5. Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

17. Election Campaigns

- 17.1. Councillors are required to follow the provisions of the *Local Authorities Election Act* and are accountable under the provisions of that statute. Councillors should not make inquiries of, or rely on, staff in Administration to interpret or provide advice to Councillors regarding the requirements placed on candidates for the office of Councillor. Councillors shall be respectful of the role of the Returning Officer in managing the election process and must not interfere with how the Returning Officer's election duties are carried out.
- 17.2. Councillors shall not use Town resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Town, including but not limited to Councillor electronic newsletters, Councillor websites linked through the Town's website and Councillor social media accounts used for communication related to Town business shall not be used for any election campaign or campaign-related activities. No Councillor shall use the Town's logo for campaign purposes.

PART III – COMPLAINT PROCESS AND ENFORCEMENT

18. Complaint System

- 18.1. Any person who has identified or witnessed conduct by a Councillor that the person reasonably believes, in good faith, is in contravention of this Bylaw, may make a complaint. It is recognized that complaints may vary in severity, complexity, and whether they are admitted or denied. As a result, complainants are given the option of an informal or formal complaint process.

19. Informal Complaint Process

- 19.1. An informal complaint is appropriate for quick problem solving where the parties can seek agreement and a shared understanding of how to avoid problems in the future.
- 19.2. Any person who reasonably believes, in good faith, that a Councillor is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Councillor in person that the conduct violates this Bylaw and encouraging the Councillor to stop;
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Councillor in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 19.3. Individuals are encouraged to pursue the informal complaint process as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

20. Formal Complaint Process

- 20.1. Any person who reasonably believes, in good faith, that a Councillor is in contravention of this Bylaw may file a formal complaint in the following manner:
- (a) formal complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) all complaints shall be addressed to Council, attention of the Mayor, or, if the Mayor is the subject of, or is implicated in a complaint, to the attention of the Deputy Mayor; and
 - (c) the complaint must set out reasonable and probable grounds for the allegation that the Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation.
- 20.2. Any Councillor to whom a formal complaint is directed shall be notified of the fact and nature of the complaint.
- 20.3. Upon receipt of a formal complaint under this Bylaw, Council shall meet, in closed session, excluding the Councillor concerned, to conduct a preliminary review of the complaint as follows to determine whether to proceed to investigate, dismiss or decide the complaint:
- (a) If the complaint is not, on its face, a complaint of misconduct under this Bylaw or is covered by other legislation or another complaint procedure, Council shall advise the complainant and the Councillor alleged to have breached this Bylaw that the matter is not within the jurisdiction of Council;
 - (b) If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council may choose not to investigate and may dismiss the complaint in a summary manner. In that event, the complainant and the Councillor alleged to have breached this Bylaw shall be notified of Council's decision;
 - (c) If Council is of the opinion that the material facts are not in dispute and the complaint can be decided without further investigation, Council may, after giving the Councillor in question an opportunity to respond to the allegations, proceed to decide the complaint;
 - (d) If Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include retaining a third party to investigate the complaint, or seeking legal advice, or both.
- 20.4. The Investigator shall take such steps as is considered appropriate to investigate, and may attempt to settle, the complaint. All proceedings of the Investigator regarding the investigation shall be confidential.
- 20.5. If the Investigator is someone other than Council, the Investigator shall, upon conclusion of the investigation, provide Council and the Councillor who is the subject of the complaint, the results of the Investigator's investigation.

- 20.6. A Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations, within a reasonable time, before Council deliberates and makes any decision or any sanction is imposed.
- 20.7. A Councillor who is the subject of an investigation is entitled to be represented by legal counsel, at the Councillor's sole expense.

21. Compliance and Enforcement

- 21.1. Councillors shall uphold the letter and the spirit and intent of this Bylaw.
- 21.2. Councillors are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 21.3. No Councillor shall:
- (a) retaliate against anyone, including other Councillors, who participate or provide information, in good faith, in a formal complaint investigation under this Bylaw;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 21.4. Sanctions that may be imposed on a Councillor, by Council, upon a finding that the Councillor has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Councillor;
 - (b) requesting the Councillor to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Councillor's response;
 - (d) requiring the Councillor to attend specified training;
 - (e) suspension or removal of the appointment of a Councillor as the Deputy Mayor or Acting Mayor under section 152 of the Act;
 - (f) suspension or removal of the Mayor's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction must not prevent a Councillor from fulfilling the legislated duties of a councillor.
- 21.5. Nothing in this Bylaw requires Council to impose a sanction for any substantiated complaint or contravention.

PART IV – GENERAL

22. Review

22.1. This Bylaw shall be brought forward for review within 60 days from the beginning of each term of Council, and, thereafter, annually at the Council organizational meeting, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Councillors.

23. Severability and Effective Date

23.1. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall remain in effect.

23.2. This Bylaw shall come into force and take effect upon being passed.

23.3. This Bylaw repeals Bylaw #No. 15.17 Council Code of Conduct Bylaw.

READ a First time this 9th day of November 2020, Motion 258-04-11-20

READ a Second time this 9th day of November 2020, Motion 259-04-11-20

GIVEN Unanimous Consent to Proceed to a Third Reading this 9th day of November 2020, Motion 260-04-11-20

READ a Third time this 9th day of November 2020, Motion 261-04-11-20

SIGNED AND PASSED this 9th day of November 2020.


MAYOR


CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

COUNCIL DATE	October 25, 2021
SUBJECT	Departmental Reports – September
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.

BACKGROUND/PROPOSAL:

The following Departmental Reports for September 2021 are provided to Council for their review and information:

- a) Linda Nelson, Chief Administrative Officer
- b) Chris Albert, Corporate Services
- c) Betty Ann Fountain, Planning & Development
- d) Jim Hall, Operations Manager
- e) Sue Nelson, Community Services Manager
- f) Ross Clews, Fire Chief
- g) Kevin Heerema, Emergency Management/Peace Officer
- h) Jon Allan, Economic Development Officer
- i) Karen Tubb, Sundre Municipal Library

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the of the Departmental Reports for September 2021 as information.

ATTACHMENTS:

Department Reports

Date Reviewed: October 21, 2021

CAO: *Linda Nelson*

#/D/M/Y	January 11, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
001-11-01-21	MOVED by Councillor Warnock that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-08, being an amendment to part Four, Land Use District Regulations, Central Commercial District (C-1) of Land Use Bylaw 2018-10, to provide a "site specific exception" to accommodate the construction of a 4-storey mixed use building on a parcel legally described as: Plan 1911694, Block 1, Lot 1; Civic Address: 116 - 3 ST SW, that the Public Hearing be closed.		
002-11-01-21	MOVED by Councillor Wolfe that the Agenda be approved as presented		
003-11-01-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on December 7, 2020 be approved as presented.		
004-11-01-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance.		
005-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give second reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		
006-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2020-08 being a Bylaw to amend the Land Use Bylaw		Bylaw 2020-08
007-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
008-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		

009-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-11 being the Municipal Election Bylaw, a bylaw to establish certain election procedures		
010-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2020-11, being the Municipal Election Bylaw, a bylaw to establish certain election procedures		Bylaw 2020-11
011-11-01-21	MOVED by Councillor Isaac that the Town of Sundre council give first reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre community Wellness Advocacy Committee		
012-11-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Advocacy Committee		
013-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		
014-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council give third and final reading to Bylaw 2021-01 Boards and Committees Bylaw, being a Bylaw to establish Committees of Council by adding Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee		Bylaw 2021-01
015-11-01-21	MOVED by Councillor Warnock that the Town of Sundre appoint Councillor Preston to the Sundre Futures Hospital Advisory Committee for a one-year term ending October 2021	Leg. Services send letter	Completed Appendix 1

016-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Mayor Leslie and Councillor Warnock to the Sundre Wellness Advocacy Committee for a one-year terms ending October 2021	Leg. Services send letter	Completed Appendix 2
017-11-01-21	MOVED by Councillor Preston that the Town of Sundre Council appoint Mrs. Carolyn Sykes to the Vision for Sundre Committee for a term of two years	Leg. Services send letter	Completed Appendix 3
018-11-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the request for funding in the amount of \$6,000 to the Sundre & District Curling Club, as recommended by the Grant Review Committee; with funds drawn from the 2020 Operating Budget - Transfers to Local Organizations	Leg. Services send letter	Completed Appendix 4
019-11-01-21	MOVED by Councillor Warock that the Town of Sundre Council accept the letter sent to Mountain View Senior's Housing as information		
020-11-01-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the December newsletter from the Honourable Josephine Pon, Minister of Seniors and Housing as information		
	<i>Mayor Leslie called a 10 minute recess at 6:42 p.m.</i>		
021-11-01-21	MOVED by Councillor Wolfe that Council go into closed meeting at 6:50 p.m.		
022-11-01-21	MOVED by Councillor Warnock that Council return to open meeting at 7:34 p.m.		
023-11-01-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.		
#/D/M/Y	January 25, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status

024-25-01-21	MOVED by Councillor Wolfe that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2020-09, being an amendment to Land Use Bylaw Map in Land Use Bylaw 2018-10, by changing the land use designation for a parcel legally described as Plan 5314FP, Block 1, Lots 12-13 from Flood Plain Industrial District (I-2) to Highway Commercial District (C-2), that the Public Hearing be closed.		
025-25-01-21	MOVED by Councillor Funke that the Agenda be approved as presented		
026-25-01-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 11, 2021 be amended as follows: 1. Res. 004-11-01-21 to read: Moved by Councillor Wolfe that the Minutes of the Special Meeting of Council held on December 23, 2020 be amended as follows: 1. Revise list of Staff in Attendance to show Four (4) Firefighters and Town of Sundre Peace / Bylaw Officer in attendance		
027-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council give Second Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		
028-25-01-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2020-09 being a Bylaw to amend the Land Use Bylaw Map of Land Use Bylaw 2018-10		
029-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the proposal from Behr Integrated Services to participate in the selection process for the Town of Sundre Fire Chief position in the amount of Two Thousand Eight Hundred and Fifty Dollars (\$2,850.00) utilizing funds from the current operating budget		

030-25-01-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for December / Year End 2020 as information		
031-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Cheri Funke's and Councillor Richard Warnock's reports for November-December 2020 and January 2021 as information		
032-25-01-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the following letters to Sundre & District Curling Club; Mrs. Carolyn Sykes; Sundre Hospital Futures; Sundre Wellness Advocacy Committee as information		
033-25-01-21	MOVED by Councillor Preston that the Town of Sundre Council accept the Parkland Regional Library Board Meeting Minutes of November 12, 2020 as information		
	<i>Mayor Leslie called a 5 minute recess at 6:52 p.m.</i>		
034-25-01-21	MOVED by Councillor Dalke that Council go into closed meeting at 6:57 p.m.		
035-25-01-21	MOVED by Councillor Dalke that Council return to open meeting at 8:26 p.m.		
036-25-01-21	MOVED by Councillor Preston being that the agenda matters have been concluded the meeting adjourned at 8:26 p.m.		
#/D/M/Y	February 8, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
037-08-02-21	MOVED by Councillor Isaac that the Agenda be approved as presented.		
038-08-02-21	MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on January 25, 2021 be approved as presented.		
039-08-02-21	MOVED by Councillor Dalke that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Technology Enhancement project.		
040-08-02-21	MOVED by Councillor Warnock that the Town of Sundre Council continue to support Administration proceeding with the Council Chambers Furniture Enhancement project.		

041-08-02-21	MOVED by Councillor Preston that the Town of Sundre Council supports Administration proceeding with the E-Waste Collection Drive.		
042-08-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Grants to Organizations Funding for the first intake for 2021 in the amount of \$19,642.	Leg. Services send letter	Completed Appendix 5
043-08-02-21	MOVED by Councillor Dalke that the Town of Sundre Council supports maintaining the Arena winter ice in light of the upcoming February 8, 2021, Provincial "New plan easing of health-measures" to allow for limited use of the facility until the end of March within the provincial guidelines		
044-08-02-21	MOVED by Councillor Preston that the Town of Sundre Council accept Councillor Cheri Funke's report for January 2021 as information.		
045-08-02-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letters from the Mayors of South Central Alberta to Premier Kenney as information.		
046-08-02-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the M.D. of Bonnyville No. 87 as information.		
047-08-02-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of High River as information.		
048-08-02-21	MOVED by Councillor Wolfe that Council go into closed meeting at 7:02 p.m.		
049-08-02-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:46 p.m.		
050-08-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:47 p.m.		
#/D/M/Y	February 10, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
051-10-02-21	MOVED by Councillor Warnock that Council go into closed meeting at 2:30 p.m.		
052-10-02-21	MOVED by Councillor Preston that Council return to open meeting at 4:03 p.m.		

053-10-02-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 4:03 p.m.		
#/D/M/Y	February 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
054-22-02-21	MOVED by Councillor Warnock that the Agenda be approved as presented.		
055-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on February 8, 2021 be approved as presented.		
056-22-02-21	MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on February 10, 2021 be approved as presented.		
057-22-02-21	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		
058-22-02-21	MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		
059-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness.		
060-22-02-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-03 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by amending Schedule "H" Terms of Reference for the Sundre Community Wellness Advocacy Committee.		Bylaw 2021-03

	<i>Councillor Wolfe declared "pecuniary interest" excused himself from voting.</i>		
061-22-02-21	MOVED by Councillor Preston that the Town of Sundre Council approve the waiver of 2021 Business License fees in the amount of \$3,000 for businesses affected by the December 20, 2020 Covid-19 related restrictions.		
062-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the retention of IBI Group to prepare and assist Town Administration with the development of a Campground and Passive Use Outdoor Recreation Plan at a cost not to exceed \$35,000.00 including incidentals, with funding to be drawn from the Municipal Stimulus Program.		
063-22-02-21	MOVED by Councillor Warnock that the Town of Sundre Council appoint Mountain View County Councillors Angela Aalbers and Peggy Johnson to the Sundre Community Wellness Advocacy Committee for a one-year term, ending October 2021.	Leg. Services Send Letter	Completed Appendix 6
064-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Departmental Reports for January 2021 as information.		
065-22-02-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's and Councillor Richard Warnock's report for January 2021 as information.		
066-22-02-21	MOVED by Councillor Dalke that Council go into closed meeting at 6:50 p.m.		
067-22-02-21	MOVED by Councillor Wolfe that Council go into open meeting at 7:33 p.m.		
068-22-02-21	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:33 p.m.		
#/D/M/Y	March 8, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
069-08-03-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		

070-08-03-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on February 22, 2021 be approved as presented.		
071-08-03-21	MOVED by Councillor Funke that the Town of Sundre Council proclaim March 8, 2021 as International Women's Day in the Town of Sundre.		
072-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council appoint Ms. Betty Ann Fountain, as Returning Officer for the October 18, 2021 Election, as per Section 13 (1) of the <i>Local Authorities Election Act</i> .	Leg. Serv.	Completed
073-08-03-21	MOVED by Councillor Preston that the Town of Sundre Council appoint Mr. Chris Albert as the Substitute Returning Officer for the October 18, 2021 Municipal Election, as per Section 13 (2.1) of the <i>Local Authorities Election Act</i> .	Leg. Serv.	Completed
074-08-03-21	MOVED by Councillor Funke that the Town of Sundre Council support an extension to the current contract with E360 for a one-year period from May 31, 2021 to May 31, 2022.		
No Motion	The CAO discussed the current Social Media Policy and suggested that the Policy be amended to reflect current practices.		
075-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Westlock County letter regarding concerns about proposed changes to AER Directive 067 as information.		
076-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council draft a letter in solidarity with the Municipality of Crowsnest Pass in support of retaining the services of the RCMP in Sundre.	Leg. Services letter drafted	Completed Appendix 7
<u>RECORDED VOTE:</u>			
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie	✓	
	Councillor Richard Warnock	✓	
	Councillor Rob Wolfe	✓	
	Councillor Charlene Preston		✓

	Councillor Cheri Funke		v
	Councillor Paul Isaac	v	
	Councillor Todd Dalke		v
	TOTAL VOTES	4	3
077-08-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from Gas Alberta Inc. on the gas cost rate as information.		
078-08-03-21	MOVED by Councillor Funke that Council go into closed meeting at 6:43 p.m.		
079-08-03-21	MOVED by Councillor Warnock that Council return to open meeting at 7:15 p.m.		
080-08-03-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:15 p.m.		
#/D/M/Y	March 22, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
081-22-03-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		
082-22-03-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 8, 2021 be approved as presented.		
083-22-03-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the 2020 Quarterly Financial Reports as information.		
084-22-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the selection of Superior Safety Codes Inc.. As the Town of Sundre's Accredited Safety Codes Agency, for a term of three years, ending on March 31, 2024.		
085-22-03-21	MOVED by Councillor Dalke that the Town of Sundre Council appoint accept the RCMP Priority Survey as information.		
086-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council approve the inception of the Millionaire's Educational No Cost Program for the youth in Sundre.		
087-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council accept the CAO verbal report as information.		

088-22-03-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for February 2021 as information.		
089-22-03-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Warnock's, and Councillor Funke's reports for February 2021 as information.		
090-22-03-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Parkland Regional Library System Board Meeting (Draft) Minutes and Highlights as information.		
091-22-03-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:12 p.m.		
#/D/M/Y	April 7, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
092-07-04-21	MOVED by Councillor Preston that the agenda of April 7, 2021 Special Council Meeting be adopted, as presented.		
093-07-04-21	MOVED by Concillor Isaac that the Town of Sundre Council support the issuance of temporary permits for outdoor patios to assist local eating and drinking establishments to continue to serve their patrons during the additional COVID restrictions at no cost.		
094-07-04-21	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 6:43 p.m.		
#/D/M/Y	April 12, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
095-12-04-21	MOVED by Councillor Dalke that the Agenda be approved as presented.		
096-12-04-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 22, 2021 be approved as presented.		
097-12-04-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council held on April 7, 2021 be approved as presented.		

098-12-04-21	MOVED by Councillor Isaac that the Town of Sundre Council proclaim the week of June 7 - 13, 2021 as "Senior's Week" on behalf of the citizens of Sundre.		
099-12-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the results of the Gas Department's Operational Audit for 2020 as information.		
100-12-04-21	MOVED by Councillor Funke that the Town of Sundre Council adopt the 2021 O & M Manual as provided by the Federation of Alberta Gas Co-ops Ltd. for the operation and maintenance of rural Alberta natural gas utilities.		
101-12-04-21	MOVED by Councillor Preston that the Town of Sundre Council approve an additional \$11,208.50 to the approved budget with funding to come from Utilities Lifecycling RSA.		
102-12-04-21	MOVED by Councillor Wolfe that Council go into closed meeting at 6:19 p.m.		
103-12-04-21	MOVED by Councillor Isaac that Council return to open meeting at 6:50 p.m.		
104-12-04-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 6:51 p.m.		
#/D/M/Y	April 26, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
105-26-04-21	MOVED by Councillor Funke that the Agenda be approved as amended as follows: 1. Addition of Delegation: Dr. Vincent Grant and Mr. Gerald Ingeveld – Sim Lab, to be numbered 5.1 on the Agenda. 2. Renumber PWC Delegation to 5.2 on the Agenda.		
106-26-04-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on April 12, 2021 be approved as presented.		
107-26-04-21	MOVED by Councillor Preston that the presentation by Dr. Vincent Grant and Mr. Gerald Ingeveld be accepted as information.		

108-26-04-21	MOVED by Councillor Wolfe that the presentation by PricewaterhouseCoopers LLP be accepted as information.		
109-26-04-21	MOVED by Councillor Funke that Council go into closed meeting at 6:33 p.m.		
110-26-04-21	MOVED by Councillor Dalke that Council return to open meeting at 6:47 p.m.		
111-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council move to accept the 2020 Auditor's Report and the 2020 Audited Financial Statements and the 2020 Financial Information Return as presented by PricewaterhouseCoopers LLP; Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the Municipal Government Act.		
112-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-02 being the Intermunicipal Development Plan Bylaw between the Town of Sundre and Mountain View County.		
113-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council set Wednesday, May 26, 2021 at 1:00 p.m. for a Special Meeting of Council for the Joint Public Hearing for Bylaw 2021-02 being the Intermunicipal Development Plan between the Town of Sundre and Mountain View County.		
114-26-04-21	MOVED by Councillor Preston that the Town of Sundre Council give first reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
115-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
116-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for Third and Final Reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		
117-26-04-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.		Bylaw 2021-04

118-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council proclaim the week of May 9 to 15, 2021 as Economic Development Week in Sundre.		
119-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim April 28, 2021 as Administrative Professionals Day in the Town of Sundre.		
120-26-04-21	MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental Reports for March 2021 as information.		
121-26-04-21	MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Funke's report for March 2021 as information.		
122-26-04-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Warnock's report for March 2021 as information.		
123-26-04-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter to Minister Madu, from the County of Paintearth No. 18, as information.		
124-26-04-21	MOVED by Councillor Wolfe that Council go into closed meeting at 7:17 p.m.		
125-26-04-21	MOVED by Councillor Wolfe that Council return to open meeting at 7:34 p.m.		
126-26-04-21	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.		
#/D/M/Y	May 6, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
127-06-05-21	MOVED by Councillor Warnock that the Agenda be approved as presented.		
128-06-05-21	MOVED by Councillor Funke that Council go into closed meeting at 5:30 p.m.		
129-06-05-21	MOVED by Councillor Funke that Council return to open meeting at 5:45 p.m.		
130-06-05-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded, the meeting adjourned at 5:45 p.m.		
#/D/M/Y	May 10, 2021 Regular Council Meeting		

Res. #	Council Motion	Action	Status
131-10-05-21	MOVED by Councillor Preston that the Agenda be approved as presented.		
132-10-05-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on April 26, 2021 be approved as presented.		
133-10-05-21	MOVED by Councillor Dalke that the Town of Sundre Council thank the founder, Lisa Nicholson, of Hope 4 MVC Kids Society and accept the presentation, as information.		
134-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council support the Sundre Business Continuity Pandemic Plan as presented.		
135-10-05-21	MOVED by Councillor Funke that the Town of Sundre Council support the Sundre Municipal Emergency Response Plan as presented.		
136-10-05-21	MOVED by Councillor Warnock that the Town of Sundre Council proclaim the week of May 16 to 22, 2021 as "National Public Works Week" in Sundre.		
137-10-05-21	MOVED by Councillor Isaac that the Town of Sundre Council participate in celebrating Mrs. Johnston's 95 th Birthday with a Certificate of Recognition of Mrs Johnston's 95 th Birthday, signed by the Mayor on behalf of Council, as presented, as information.	Leg Serv	Appendix 8
138-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Leslie's report for March 2021 as information.		
139-10-05-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from Minister Pon, Senior's Week Proclamation as presented as information.		
140-10-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the letter to Minister Madu, as presented as information.		
141-10-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from Minister Madu, as presented as information.		
142-10-05-21	MOVED by Councillor Funke that Council go into closed meeting at 6:47 p.m.		

143-10-05-21	MOVED by Councillor Wolfe that Council return to open meeting at 7:26 p.m.		
144-10-05-21	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:27 p.m.		
#/D/M/Y	May 26, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
145-26-05-21	MOVED by Councillor Warnock that the agenda of May 26, 2021, a Special Council Meeting be adopted, as presented.		
146-26-05-21	MOVED by Councillor Preston that being the agenda matters of the Special Meeting of Council have been concluded the meeting adjourned at 1:46 p.m.		
#/D/M/Y	May 31, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
147-31-05-21	MOVED by Councillor Wolfe that the Agenda be approved as presented.		
148-31-05-21	MOVED by Councillor Warnock that the Minutes of the Special Meeting of Council and Joint Public Hearing held on May 26, 2021 be approved as presented.		
149-31-05-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on May 10, 2021 be approved as presented.		
150-31-05-21	MOVED by Councillor Dalke that the Minutes of the Special Meeting of Council held on May 6, 2021 be approved as presented.		
Councillor Wolfe abstained from voting, as he was not in attendance at the Public Hearing, as per Section 184(a) of the MGA.			
151-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council give Second Reading to Bylaw 2021-02 the Intermunicipal Development Plan Bylaw between the Town of Sundre and Mountain View County.		
Councillor Funke arrived to the meeting at 6:08 p.m.			

152-31-05-21	<p>MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2021-02 being the Intermunicipal Development Plan bylaw between the Town of Sundre and Mountain View County.</p>		Bylaw 2021-02
153-31-05-21	<p>MOVED by Councillor Wolfe that the Town of Sundre Council The Town of Sundre Council moves to set a reserve bid of \$193,000 for Lot 10, Block 1, Plan 0312972, Sundre, AB, and furthermore,</p> <p>The property identified by Roll No. 4009.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 26, 2021 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore,</p> <p>A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.</p>		

154-31-05-21	<p>MOVED by Councillor -----Funke that the Town of Sundre Council The Town of Sundre Council moves to set a reserve bid of \$237,000 for Lot 6, Block 10, Plan 7611274, Sundre, AB, and furthermore,</p> <p>The property identified by Roll No. 1341.000 will be offered for sale by public auction, at the Town Office on Tuesday, October 26, 2021 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore,</p> <p>A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited, and the Town will consider the next bid.</p>		
155-31-05-21	<p>MOVED by Councillor Warnock that the Town of Sundre Council approve the additional \$5000.00 to the Pickleball group, with funds to be drawn from General Corporate Stabilization.</p>		
156-31-05-21	<p>MOVED by Councillor Dalke that the Town of Sundre Council approve naming the Park located at Plan 5908E0, Block 0T, as the "Knott's Glen Memorial Park."</p>		
157-31-05-21	<p>MOVED by Councillor Preston that the Town of Sundre Council approve the purchase of the dehumidifier at a cost of \$7,500.00 from the City of Red Deer with the funding coming from the Municipal New Project (RSA) Restricted Surplus Account.</p>		
158-31-05-21	<p>MOVED by Councillor Wolfe that the Town of Sundre Council approve the cleaning services contract for Angela's Janitorial Services Ltd., for a three (3) year term, ending May 31, 2024, with an option to renew for an additional year, at an annual operating cost of \$59,530.00 plus GST.</p>		

159-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council proclaim June 2021 as Recreation and Parks Month in the Town of Sundre.		
160-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim June 15, 2021, as World Elder Abuse Awareness Day in the Town of Sundre and to give permission to the committee to fly the Elder Abuse Awareness Day Flag at the Town of Sundre office that day.		
161-31-05-21	MOVED by Councillor Funke that the Town of Sundre Council support the voluntary Pledge for Council Candidates to commit to Keep Local Elections Local, Maintain Independence and Non-Partisanship, Demonstrate Transparency, and Engage in Respectful Behavior.		
162-31-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the Departmental Reports for April 2021 as information.		
163-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Funke's April 2021 report as information.		
164-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Municipality of Crowsnest Pass as presented, as information.		
165-31-05-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from the Town of Raymond as presented, as information.		
166-31-05-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter from the Town of Redcliff as presented, as information.		
167-31-05-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Village of Rycroft as presented, as information.		
168-31-05-21	MOVED by Councillor Dalke that the Town of Sundre Council accept the certificate of appreciation from <i>Legion</i> as presented, as information.		
169-31-05-21	MOVED by Councillor Funke that Council go into closed meeting at 7:20 p.m.		

Chris Albert left the closed meeting at 8:15 p.m.			
Councillor Funke left the closed meeting at 9:00 p.m.			
Linda Nelson left the closed meeting at 9:05 p.m.			
170-31-05-21	MOVED by Councillor Wolfe that Council return to open meeting at 9:48 p.m.		
171-31-05-21	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 9:48 p.m.		
#/D/M/Y	June 14, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
172-14-06-21	MOVED by Councillor Wolfe that the Agenda be approved as amended to include "via Teleconference," and a change to item 6.4 that will be included in the upcoming presentation.		
173-14-06-21	MOVED by Councillor Dalke that the Minutes of the Regular Meeting of Council held on May 31, 2021 be approved as presented.		
174-14-06-21	MOVED by Councillor Dalke that the presentation by Mr. Jim Stelfox and Ms. Brenda McKenzie be accepted as information with direction to Administration to invite a Coal Mining advocate and/or a member of the Provincial Government to make a presentation to Council in favour of coal mining on the Eastern Slopes.		
175-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council approve Policy B-025-00-POL , being the Asset Management Policy, as presented.	Leg. Serv.	Appendix 9
176-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve Policy C-002(a)-00-POL Human Resources Management – Best Practices Policy as presented.	Leg. Serv.	Appendix 10
177-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council rescind the list of Policies attached to the Policy #C-002(a)-00 POL Human Resources Best Practices Policy.	Leg. Serv.	Complete

178-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve the amended Policy A-007-01-POL, being the Social Media Policy, as presented.	Leg. Serv.	Appendix 11
179-14-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve Policy A-002-01-POL Council Remuneration Policy as amended to Clause 2 , Per Diems, to be changed to “on an hourly basis,” and to include “by invitation” under Council Honorarium, at “Attendance at Town functions, etc.”	Leg. Serv.	Appendix 12
180-14-06-21	MOVED by Councillor Dalke that the Town of Sundre Council approves the allocation of the \$1,476,776 of 2019 and 2020 operational surpluses for transfer as follows: \$831,978 to General Corporate Stabilization RSA, \$53,216 to Corporate Services Stabilization RSA, \$13,041 to Protective Services Stabilization RSA, \$35,904 to Municipal Operations Stabilization RSA, \$30,584 to Development Stabilization RSA, \$75,411 to Community Services Stabilization RSA, \$421,489 to Utility Infrastructure Lifecycling RSA and \$15,153 to Shared Fire Operating RSA.		
181-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q1 2021 Quarterly Financial Reports, as information.		
182-14-06-21	MOVED by Councillor Dalke that the Town of Sundre Council approve the Grants to Organizations Funding for the 2nd in-take for 2021 in the amount of \$7,956.29 as shown on Schedule “A”.	Completed	Appendix 13
183-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council funding be awarded to Hope 4 MVC Kids Society in the amount of \$1200. DEFEATED.	Leg Serv	Complete
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie	Not stated	Not stated
	Councillor Richard Warnock	√	
	Councillor Rob Wolfe		√
	Councillor Charlene Preston		√
	Councillor Cheri Funke		√

	Councillor Paul Isaac	v	
	Councillor Todd Dalke		v
	TOTAL VOTES	2	4
184-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve a 3 rd intake to the Grants to Organizations Funding with an August 31, 2021 deadline for applications.		
185-14-06-21	MOVED by Councillor Funke that the Town of Sundre Council approve the project request to improve 6 th Street SE, 6 th Street NW and the back lane between 3 rd St NW and 2 nd St NW at a combined total cost of \$69,999.00, with funds to be drawn from MSI.		
186-14-06-21	MOVED by Councillor Isaac that the Town of Sundre Council approve the request to enter into a License of Occupation Agreement with 583445 Alberta Ltd. to allow for a patio within a Town Right of Way at Lot 1, Block D, Plan 7447ER, for a ten-year term period with an option to renew for an additional two terms, and that the CAO be authorized to sign the agreement on behalf of the Town of Sundre.		
187-14-06-21	MOVED by Councillor Preston that the Town of Sundre Council accept the CAO verbal report as information, and directs Administration to include the project list on the Utility Bill insert.		
188-14-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept Mayor Leslie's May 2021 report as information.		
189-14-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Warnock's April and May 2021 report as information.		
190-14-06-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:57 p.m.		
191-14-06-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:45 p.m.		
192-14-06-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:45 p.m.		
#/D/M/Y	June 28, 2021 Regular Council Meeting		

Res. #	Council Motion	Action	Status
193-28-06-21	MOVED by Councillor Isaac that the agenda be approved as amended to include "Delegation, Minister of Environment, Jason Nixon."		
Res. 194-28-06-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 14, 2021, be approved as presented.		
Res. 195-28-06-21	MOVED by Councillor Preston that the presentation by the Hon. Jason Nixon, Minister of the Environment, be accepted as information.		
196-28-06-21	MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with upgrades to the skatepark at a cost of \$5,187.00, with funds being drawn from the Federal Gas Tax Fund and direct staff to work with the resident to bring anymore upgrades forward to the Fall Workshop.		
197-28-06-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the draft list of Capital Projects as information, with the understanding that the list will be updated with the new information provided this evening and brought back to Council for approval at a later date.		
198-28-06-21	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Supply and Service Agreement between Soneera Water Canada Ltd., and the Town of Sundre and that the CAO be authorized to sign the agreement on behalf of the Town.		
199-28-06-21	MOVED by Councillor Funke that the Town of Sundre Council reconfirm the \$2,100,000.00 already set aside in the utility life cycling RSA, the \$150,000.00 confirmed in the Federal Gas Tax, and the \$800,000.00 already confirmed in the MSI.		
200-28-06-21	Moved by Councillor Isaac that the Town of Sundre Council acknowledge the \$7,500,000.00 funding commitment from the Province of Alberta towards the lagoon project.		

201-28-06-21	Moved by Councillor Warnock that Council ensure the remaining \$950,000.00 is available in the Utilities Lifecycling RSA, through future transfers and the budgeting process, to meet the financial obligation.		
202-28-06-21	Moved by Councillor Dalke ensure an additional \$200,000.00 is available in the Utilities Lifecycling RSA, through future transfers and the budgeting process, in the event there are unforeseen Town costs, and to cover legal costs, third party engineering and due diligence.		
203-28-06-21	MOVED by Councillor Isaac that the Town of Sundre Council accept the Departmental Reports for May and June 2021 as information.		
204-28-06-21	MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Funke's May 2021 report as information.		
205-28-06-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:50 p.m.		
Linda Nelson left the meeting at 8:00 p.m.			
206-28-06-21	MOVED by Councillor Dalke that Council return to open meeting at 8:09 p.m.		
207-28-06-21	MOVED by Councillor Dalke that the Town of Sundre Council support the nomination of CAO, Linda Nelson, for the Dedicated Chief Administrative Officer Award, sponsored by the Society of Local Government Managers of Alberta (SLGM) and the Alberta Urban Municipalities Association (AUMA).		
208-28-06-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y	August 3, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
209-03-08-21	MOVED by Councillor Isaac that the agenda of August 3, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		

210-03-08-21	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2021-11 being a bylaw to amend Part Four of the Land Use Bylaw 2018-10 and the Land Use Bylaw Map, Schedule "A".		
211-03-08-21	MOVED by Councillor Dalke that the Town of Sundre Council set Monday, September 7, 2021 at 6:00 p.m. for a Public Hearing for Bylaw 2021-11.		
212-03-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council revoke Resolution #78/15, being the appointment of Steve Washington as a Designated Officer for the Town of Sundre.		
213-03-08-21	MOVED by Councillor Funke that the Town of Sundre Council appoint Mr. Kevin Bohlken, AMAA, as Designated Officer to carry out the functions, duties, and powers of a municipal assessor under the Act, for the Town of Sundre.	Completed	Appendix 14
214-03-08-21	MOVED by Councillor Warnock that Council go into closed meeting at 4:37 p.m.		
215-03-08-21	MOVED by Councillor Isaac that Council return to open meeting at 4:59 p.m.		
216-03-08-21	MOVED by Councillor Wolfe that being the agenda matters have been concluded the meeting adjourned at 4:59 p.m.		
#/D/M/Y	August 16, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
217-16-08-21	MOVED by Councillor Isaac that the agenda of August 16, 2021 Regular Council Meeting be adopted, as presented.		
218-16-08-21	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 28, 2021, be approved as presented.		
219-16-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council give First Reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		

220-16-08-21	MOVED by Councillor Wolfe that the Town of Sundre Council set a Public Hearing date for Bylaw 2021-07 for September 20, 2021.		
221-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council give First Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021.		
222-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council set a Public Hearing date for Bylaw 2021-06 for September 20, 2021.		
223-16-08-21	MOVED by Councillor Isaac that the Town of Sundre Council direct Administration to write a letter, on their behalf, to acknowledge, thank, and send best wishes to Councillor Preston in her future endeavours.	Completed	Appendix 15
224-16-08-21	MOVED by Councillor Isaac that Council go into closed meeting at 4:55 p.m.		
225-16-08-21	MOVED by Councillor Isaac that Council return to open meeting at 5:29 p.m.		
226-16-08-21	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 5:29 p.m.		
#/D/M/Y	September 7, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
227-07-09-21	MOVED by Councillor Isaac that the Council of the Town of Sundre has received sufficient information to make a decision on Bylaw 2021-11 that the Public Hearing be closed.		
228-07-09-21	MOVED by Councillor Funke that the agenda be approved as presented.		
229-07-09-21	MOVED by Councillor Funke that the Minutes of the Special Council Meeting held on August 3, 2021, be approved as presented.		
230-07-09-21	MOVED by Councillor Wolfe that the Minutes of the Regular Council Meeting held on August 16, 2021, be approved as presented.		

231-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2021-11 being a bylaw to amend the Land Use Bylaw and the Land Use Bylaw Map, Schedule "A" Legend.		
232-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-11, being a bylaw to amend the Land Use Bylaw and the Land Use Bylaw Map, Schedule "A" Legend.		Bylaw 2021-11
233-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council appoints PricewaterhouseCoopers LLP as the Town's auditors for the 2021 fiscal year.		
234-07-09-21	MOVED by Councillor Dalke that the Town of Sundre Council approve three members of the Sundre Library Board, Laura Skorodenski, Simon Ducatel, and Lynda Lyster to continue to serve for a 3-year term ending October 31, 2024.		
235-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council reschedule the Fall Workshop date from October 23 rd and 24 th to October 29 th to 31 st and reschedule the Regular Council Meeting from November 15 th to November 22 nd , 2021.		
236-07-09-21	MOVED by Rob Wolfe that the Town of Sundre Council approve the Grants to Organizations Funding for the 3rd in-take for 2021 in the amount of \$16,634 as shown on Schedule "A" with the amendment to allocate the initial amount requested for Original T's, \$4777.50, and to allocate \$1,500.00 to The Sundre & District Curling Club.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		√
	Deputy Mayor Richard Warnock		√
	Councillor Rob Wolfe	√	
	Councillor Cheri Funke		√

	Councillor Todd Dalke		√
	TOTAL VOTES	1	4
			DEFEATED
237-07-09-21	MOVED by Terry Leslie that the Town of Sundre Council approve the Grants to Organizations Funding for the 3 rd in-take for 2021 in the amount of \$16,634 as shown on Schedule "A" with the friendly amendment to change the allotted \$500 to the full amount of \$3000 as requested by Burden Bearers Counselling.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie	√	
	Deputy Mayor Richard Warnock		√
	Councillor Rob Wolfe	√	
	Councillor Cheri Funke		√
	Councillor Todd Dalke		√
	TOTAL VOTES	2	3
			DEFEATED
238-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council approve the Grants to Organizations Funding for the 3 rd in-take for 2021 in the amount of \$16,634 as shown on Schedule "A."		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		√
	Deputy Mayor Richard Warnock	√	
	Councillor Rob Wolfe		√
	Councillor Cheri Funke	√	
	Councillor Todd Dalke	√	
	TOTAL VOTES	3	2
			CARRIED

239-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to draft a Bylaw to prohibit the feeding of wildlife within Town of Sundre Corporate Limits for the Bylaw Policy Review Committee's review.		
	MEMBER	IN FAVOUR	OPPOSED
	Mayor Terry Leslie		√
	Deputy Mayor Richard Warnock		√
	Councillor Rob Wolfe		√
	Councillor Cheri Funke	√	
	Councillor Todd Dalke		√
	TOTAL VOTES	1	4
			DEFEATED
240-07-09-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter from the Municipality of Crowsnest Pass as presented, as information.		
241-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to prepare a letter to the Honorable Ric McIver with regard to the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement, in solidarity with the Town of Claresholm, under the signature of the Mayor.	Completed	Appendix 16
242-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council direct administration to prepare a letter to Premier Kenney to ensure municipalities will not be burdened with the retroactive pay to the RCMP, and that the Provincial and Federal Government should manage any shortfalls as a result of the agreement, under the signature of the Mayor.	Completed	Appendix 17
243-07-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from Big Lakes County as presented, as information.		
244-07-09-21	MOVED by Councillor Dalke that Council go into closed meeting at 7:05 p.m.		

245-07-09-21	MOVED by Councillor Funke that Council return to an open meeting at 7:45 p.m.		
246-07-09-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:45 p.m.		
#/D/M/Y	September 13, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
247-13-09-21	MOVED by Councillor Wolfe that the agenda of September 13, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		
248-13-09-21	MOVED by Councillor Funke that the Town of Sundre Council approve the Capital Project on 9 th Street NE to not exceed the amount of \$36,873 plus GST with funds being drawn from the federal gas tax reserve.		
249-13-09-21	MOVED by Councillor Funke that Council go into closed meeting at 4:45 p.m.		
250-13-09-21	MOVED by Councillor Funke that Council return to open meeting at 5:14 p.m.		
251-13-09-21	MOVED by Councillor Wolfe that being the agenda matters have been concluded the meeting adjourned at 5:15 p.m.		
#/D/M/Y	September 20, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
252-20-09-21	MOVED by Councillor Funke that the Council of the Town of Sundre That the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2021-06, being a Bylaw to Amend the Eagle Ridge Area Structure Plan and, Bylaw 2021-07, being a Bylaw to Amend the Municipal Development Plan.		
253-20-09-21	MOVED by Councillor Wolfe that the agenda be approved as amended to include Item 9.1a-1 Council Expenditures.		
254-20-09-21	MOVED by Councillor Warnock that the Minutes of the Regular Council Meeting held on September 7, 2021, be approved as amended as follows: 1. To correct on page 5: "Mayor/Deputy Mayor Leslie."		

255-20-09-21	MOVED by Councillor Wolfe that the Minutes of the Special Council Meeting held on September 13, 2021, be approved as presented.		
256-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Second Reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		
257-20-09-21	MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2021-07 being a bylaw to amend the Municipal Development Plan for specific modifications to the Intermunicipal Development Plan area (Map 2), Land Use Concept Map (Map 3) and supporting policies.		Bylaw 2021-07 Municipal Development Plan Amendment
258-20-09-21	MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.		
259-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council give Third and Final Reading to Bylaw 2021-06 being a bylaw to amend the Eagle Ridge Area Structure Plan by replacing the existing ASP with the revised ASP as appended to Schedule A of Bylaw 2021-06.		Bylaw 2021-06 Eagle Ridge Area Structure Plan Amendment
260-20-09-21	MOVED by Councillor Warnock that the Town of Sundre Council accept the Q2 2021 Quarterly Financial Reports, as information.		
261-20-09-21	MOVED by Councillor Dalke that the Town of Sundre Council approve two members of the Sundre Library Board, Anton Walker and Wendy Murphy, to serve for a 3-year term ending October 31, 2024.		
262-20-09-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of September 19 – 25, 2021 as Alberta Development Officer's Week in the Town of Sundre.		

263-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Departmental Reports for July and August 2021 as information.		
264-20-09-21	MOVED by Councillor Funke that the Town of Sundre Council accept the letter from the Town of Crossfield as presented, as information.		
265-20-09-21	MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.		
266-20-09-21	MOVED by Councillor Funke that Council return to an open meeting at 7:56 p.m.		
267-20-09-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:56 p.m.		
#/D/M/Y	October 4, 2021 Regular Council Meeting		
Res. #	Council Motion	Action	Status
268-04-10-21	MOVED by Councillor _____ that the agenda be approved as presented.		
269-04-10-21	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on September 20, 2021, be approved as presented.		
270-04-10-21	MOVED by Councillor Funke that the Town of Sundre Council maintains the Fortis Alberta Franchise Fee at 10% effective January 1, 2022.		
271-04-10-21	MOVED by Councillor Dalke that the Town of Sundre Council approve the installation of the new furnace and other repairs at the Fire Hall at a cost of \$15,000 with funds being drawn from Fire-Capital Restricted Surplus Account.		
272-04-10-21	MOVED by Councillor Funke that the Town of Sundre Council accept the Business Visitation & Triage Program report for information.		
273-04-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim October 17 th to 23 rd as Workplace Bullying Awareness Week in the Town of Sundre.		

274-04-10-21	MOVED by Councillor Warnock that the Town of Sundre Council support the agreement between the Town of Sundre and Alberta Health Services for the simulation lab at the Fire Hall and that the CAO be authorized to sign the Agreement on behalf of the Town.		
275-04-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal report as information.		
276-04-10-21	MOVED by Councillor Warnock that Council go into closed meeting at 7:25 p.m.		
277-04-10-21	MOVED by Councillor Funke that Council return to an open meeting at 8:09 p.m.		
278-04-10-21	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:10 p.m.		
#/D/M/Y	October 12, 2021 Special Council Meeting		
Res. #	Council Motion	Action	Status
279-12-10-21	MOVED by Councillor Isaac that the agenda of October 12, 2021 Special Council Meeting be adopted, as presented (no amendments allowed).		
280-12-10-21	MOVED by Councillor Wolfe that the Town of Sundre Council approves to proceed with the required structural repairs quoted by Supreme Renovations at a cost not to exceed \$49,700 plus GST, with funding to be drawn from the General Corporate Stabilization RSA.		
281-12-10-21	MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 4:41 p.m.		

SCHEDULE A

Mayor Terry Leslie

\$ 7,500.00

Date	Description	Expense	Cost	Balance
2021-01-27	Jan 15-19; RDRMUG meetings	Per Diem	\$ 265.00	\$ 7,235.00
2021-04-01	AUMA 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 7,185.00
2021-05-04	Feb 3 to Mar 18; RDRWA, RDRMUG, Mayors Meetings	Per Diem	\$ 270.00	\$ 6,915.00
2021-05-04	Mar 19 to April 16; Mayors Mtgs, Presenter World Water Day, AUMA Municipal Leaders Caucus and Spring Workshop	Per Diem	\$ 490.00	\$ 6,425.00
2021-05-04	April 17 to 18 - Spring Workshop	Per Diem	\$ 350.00	\$ 6,075.00
2021-05-04	April 27 to April 25 - RDRMug Executive and Central AB Mayors Meeting	Per Diem	\$ 135.00	\$ 5,940.00
2021-05-04	April 16 to 18 - Spring Workshop	Mileage	\$ 112.38	\$ 5,827.62
2021-05-04	Staples	Paper/Printer Ink	\$ 144.89	\$ 5,682.73
2021-05-27	April 16 to 18 - Hotel - Spring Workshop	Accommodation	\$ 252.48	\$ 5,430.25
2021-05-27	April 16 to 18 - Meal - Spring Workshop	Meal	\$ 16.00	\$ 5,414.25
2021-09-16	Red Deer River Municipal Users Group - Executive and Regular Meeting Via Zoom	Per Diem	\$ 67.50	\$ 5,346.75
			\$ 2,153.25	\$ 5,346.75
			Spent	Remaining

Councillor Todd Dalke

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 2,747.52
2021-05-27	Spring Workshop - Red Deer	Meals	\$ 40.42	\$ 2,707.10
			\$ 292.90	\$ 2,707.10
			Spent	Remaining

Councillor Cheri Funke

\$ 3,000.00

Date	Description	Expense	Cost	Balance
1-Feb-21	January expenses: Water Future Mtgs	Per Diem	\$ 202.50	\$ 2,797.50
2-Feb-21	Water Futures Project Meeting #10	Per Diem	\$ 45.00	\$ 2,752.50
4-Feb-21	AUMA Policing Summit - Part 1	Per Diem	\$ 45.00	\$ 2,707.50
9-Feb-21	Water Futures Project Meeting #11	Per Diem	\$ 45.00	\$ 2,662.50
11-Feb-21	Brownlee Law Seminar - Emerging Trends	Per Diem	\$ 157.50	\$ 2,505.00
16-Feb-21	Water Futures Projecct Meeting #12	Per Diem	\$ 45.00	\$ 2,460.00
17-Feb-21	AUMA Policing Summit - Part 2	Per Diem	\$ 67.50	\$ 2,392.50
19-Feb-21	RDRWA Governance Meeting	Per Diem	\$ 45.00	\$ 2,347.50
23-Feb-21	Water Futures Project - Meeting #13	Per Diem	\$ 45.00	\$ 2,302.50
26-Feb-21	AUMA Budget Analysis	Per Diem	\$ 33.75	\$ 2,268.75
8-Mar-21	AUMA International Woman's Day Virtual Gathering	Per Diem	\$ 22.50	\$ 2,246.25
19-Mar-21	RDRWA Board Meeting	Per Diem	\$ 67.50	\$ 2,178.75
22-Mar-21	RDRWA Spring Forum	Per Diem	\$ 45.00	\$ 2,133.75
1-Apr-21	AUMA 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 2,083.75
3-May-21	Media Training, AUMA Leaders Caucus, Spring Workshop	Per Diem	\$ 490.00	\$ 1,593.75
3-May-21	Regional Partnership and Collaboration Course	Registration	\$ 275.00	\$ 1,318.75
3-May-21	Public Risk Conference (May 3-7 - 5 days - 1 hour each)	Per Diem	\$ 112.50	\$ 1,206.25
5-May-21	EOEP Planning and Collaboration Course (May 5, 12, 19 - 2.5 hrs each)	Per Diem	\$ 168.75	\$ 1,037.50
21-May-21	RDRWA Board Meeting	Per Diem	\$ 67.50	\$ 970.00
27-May-21	April 16 to April 18 - Spring Workshop	Accommodation	\$ 252.48	\$ 717.52
27-May-21	April 16 to April 18 - Spring Workshop	Meal	\$ 57.42	\$ 660.10
8-Sep-21	ICC Prep Meeting	Per Diem	\$ 22.50	\$ 637.60
9-Sep-21	ICC Meeting	Per Diem	\$ 67.50	\$ 570.10
			\$ 2,429.90	\$ 570.10
			Spent	Remaining

Councillor Paul Isaac

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-04-16	Spring Workshop - Red Deer	Mileage	\$ 140.00	\$ 2,860.00
2021-04-16	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 2,685.00
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 2,510.00
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 2,335.00
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 2,082.52
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 34.00	\$ 2,048.52
			\$ 951.48	\$ 2,048.52
			Spent	Remaining

Councillor Charlene Preston

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-12	Recycling Council AB - Back to Basics	Registration	\$ 99.00	\$ 2,901.00
2021-04-01	AUMA 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 2,851.00
2021-04-27	Recycling AB and AUMA	Per Diem	\$ 315.00	\$ 2,536.00
2021-04-27	Spring Workshop - Red Deer	Per Diem	\$ 395.00	\$ 2,141.00
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 1,888.52
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 54.42	\$ 1,834.10
			\$ 1,165.90	\$ 1,834.10
			Spent	Remaining

Councillor Richard Warnock

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-01-27	EOEP Courses Feb 11, 18 & 25	Registration	\$ 200.00	\$ 2,800.00
2021-02-04	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 2,732.50
2021-02-17	AUMA President's Summit - Policing in Alberta	Per Diem	\$ 67.50	\$ 2,665.00
2021-02-11	EOEP Course - Partnership Collaboration Session #1	Per Diem	\$ 67.50	\$ 2,597.50
2021-02-18	EOEP Course - Partnership Collaboration Session #2	Per Diem	\$ 67.50	\$ 2,530.00
2021-02-25	EOEP Course - Partnership Collaboration Session #3	Per Diem	\$ 67.50	\$ 2,462.50
2021-04-01	AUMA - 2021 Spring Municipal Leadership Caucus	Registration	\$ 50.00	\$ 2,612.50
2021-04-14	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 2,322.50
2021-04-15	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 2,232.50
2021-04-16	AUMA - Municipal Leadership Caucus	Per Diem	\$ 90.00	\$ 2,142.50
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 1,967.50
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 1,792.50
2021-04-19	Spring Workshop - Red Deer	Mileage	\$ 118.00	\$ 1,674.50
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 1,422.02
2021-05-27	Spring Workshop - Red Deer	Meals	\$ 25.00	\$ 1,397.02
2021-07-21	AUMA Leadership Caucus - High River	Mileage	\$ 213.52	\$ 1,183.50
2021-07-21	AUMA Leadership Caucus - High River	Per Diem	\$ 175.00	\$ 1,008.50
2021-09-01	AUMA Leadership Caucus - High River	Hotel	\$ 106.05	\$ 902.45
2021-09-01	AUMA Leadership Caucus - High River	Meals	\$ 22.50	\$ 879.95
2021-09-11	Library Fall Workshop - Pioneer Lodge Bergen	Mileage	\$ 23.60	\$ 856.35
2021-09-09	Inter-Municipal Collaboration Committee	Per Diem	\$ 90.00	\$ 766.35
2021-09-11	Sundre Library Workshop	Per Diem	\$ 175.00	\$ 591.35
			\$ 2,408.65	\$ 591.35
			Spent	Remaining

Councillor Robert Wolfe

\$ 3,000.00

Date	Description	Expense	Cost	Balance
2021-02-04	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 2,932.50
2021-02-11	ARPA Alberta Health Town Hall	Per Diem	\$ 22.50	\$ 2,910.00
2021-02-17	AUMA President Policing Summit	Per Diem	\$ 67.50	\$ 2,842.50
2021-02-26	AUMA Alberta Budget 2021 (How Will It Impact Municipalities?)	Per Diem	\$ 45.00	\$ 2,797.50
2021-02-26	GOA Budget Review Town Hall	Per Diem	\$ 22.50	\$ 2,557.50
2021-04-17	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 2,495.00
2021-04-18	Spring Workshop - Red Deer	Per Diem	\$ 175.00	\$ 2,425.00
2021-04-16	Spring Workshop - Red Deer	Mileage	\$ 118.00	\$ 2,307.00
2021-04-17	Spring Workshop - Red Deer	Meal	\$ 9.75	\$ 2,297.25
2021-05-27	Spring Workshop - Red Deer	Accommodation	\$ 252.48	\$ 2,044.77
2021-05-27	Spring Workshop - Red Deer	Meal	\$ 16.00	\$ 2,028.77
			\$ 971.23	\$ 2,028.77
			Spent	Remaining

DEPARTMENTAL REPORT

DEPARTMENT	Corporate Services
SUBMITTED BY	Chris Albert
DATE	May 26, 2021
FOR MONTH OF	April 2021

TOPIC #1	Cooperation with local municipalities
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Assisted other local municipalities with possibly adapting their policies and procedures to align with Sundre's recent best practice and Municipal Affairs recognized approach. Areas discussed included taxation of manufactured homes, levels of service documentation, budgeting process and alignment with levels of service, and asset management.
TOPIC #2	2021 Fall Workshop preparation
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Began review of all department's Business Plans, Levels of Service, Operating Budget and Capital Plan in preparation of Fall Workshop at the end of October. Discussed process with department heads and requirement to have all changes documented prior to the end of September.
TOPIC #3	Election preparation
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Worked with the Returning Officer to prepare for the Oct 18/21 Municipal Election to ensure processes were established and training occurred.
TOPIC #4	2021 Tax Sale
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> The tax sale process is a regulatory requirement to be carried out on all properties with multiple years of property taxes in arrears. The process also involves a lengthy notification and recovery process prior to proceeding to the final stage of tax sale. In May 2021 there are 3 properties subject to the regulations and brought forward to Council establish a tax sale date of Oct 26/21 and minimum bids. Conversations continued with property owners in order to settle accounts. By Sept 30/21 all subject properties met at least the minimum payment requirements and the Oct 26/21 tax sale has been cancelled.
TOPIC #5	Fire Dept pay structure
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Worked with Chief Clews to establish a consistent honorarium pay structure for the volunteer firefighters, which recognized levels of commitment, response, and training. The new structure is similar to other regional departments while reflecting the unique requirements of Sundre. Also, quarterly payments to the volunteers have been incorporated.
TOPIC #6	Review of electricity costs for facilities
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Utilizing a consulting firm recommended by Mountain View Seniors Housing and Councilor Warnock, a no-initial-cost review of our

	electricity transmission costs was initiated. While most facilities would not see cost savings, by revising the contracts for 2 of our facilities, it is estimated the Town will have a net savings between \$10,000 and \$15,000 per year, taking into account the portion of savings payable to the consulting firm.
TOPIC #7	Financial reporting and 2021 audit
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Q2 2021 Financial Reports were presented to Council on Sept 20/21 with Q3 reporting anticipated in mid-November. Discussions and planning have begun with PWC regarding the 2021 audit with fieldwork tentatively scheduled to occur the weeks of December 13, March 28, and April 4.



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Betty Ann Fountain, Development Officer
COUNCIL DATE	October 25, 2021
MONTH	September 2021

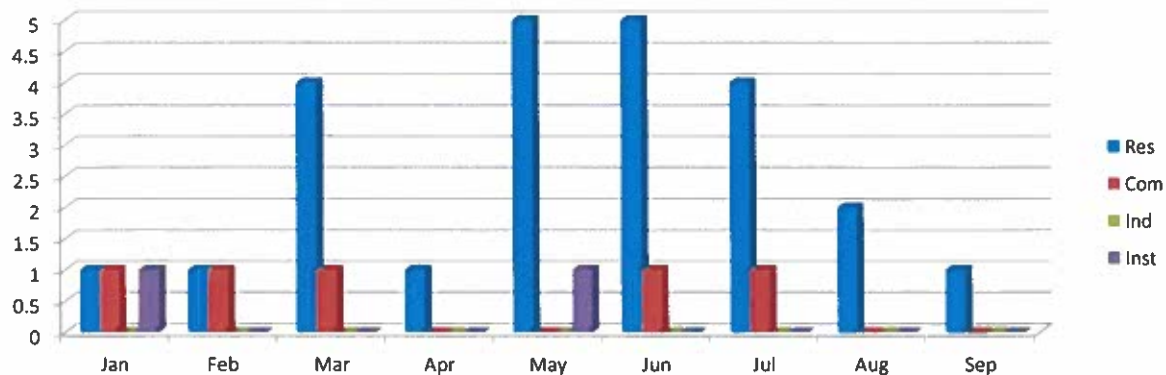
TOPIC #1	Development and Building Permits
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 1 • Building Permits – 1 • Electrical Permits – 4 • Gas Permits – 0 • Plumbing Permits – 0
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • Development Permits included: Commercial Improvement (carport for staff); • Building Permits included: Residential Improvement to a Detached Garage • Electrical, Gas and Plumbing Permits issued for a variety of residential and commercial projects.
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • RPRs – 3
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> • RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of property. Role of Administration is to assist property owners to solve non-compliant issues.
TOPIC #5:	Campground and Outdoor Passive Use Plan
ISSUES:	<ul style="list-style-type: none"> • Ongoing
RESOLUTIONS/SUCSESSES	<ul style="list-style-type: none"> • Virtual Public Open House to present draft concept to be scheduled in September; • Report to Council at Fall Workshop
TOPIC #6:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • 0 subdivision applications were received and processed:
RESOLUTIONS/SUCSESSES	<ul style="list-style-type: none"> • Although no subdivision applications were received in July/Aug. 2021, Administration is tracking the Developer's progress to meet conditions of previously approved subdivision applications.
TOPIC # 8:	Area Structure Plans
ISSUES:	<ul style="list-style-type: none"> • One (1) new ASP application circulated; comments shared with Developer; 1st reading and public hearing forthcoming in 2022; • One (1) ASP Amendment (housekeeping) to Council, Public Hearing scheduled Sept 7, 2021, Bylaw adopted by Council

RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • The ASP amendment for housekeeping adopted by Council Sept 7, 2021 • Administration continues to work with developers and planning consultants in regards to new ASPs for the northwest part of Town (lands annexed in 2010).
TOPIC # 9:	Municipal Development Plan (MDP)
ISSUES:	MDP amendment circulated and advertised for comment for Public Hearing and Council consideration in September 2021
RESOLUTIONS/SUCCESES:	MDP amendment adopted by Council Sept 7, 2021
TOPIC # 12:	Administrative
ISSUES:	<ul style="list-style-type: none"> • Filing Project – ongoing; • Succession Planning – staff recruitment continues.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Improved departmental efficiencies, knowledge and team building; • Improves overall departmental performance, transparency and stakeholder engagement; • Succession planning underway to building capacity within the department.

Attachments	September Monthly Building Permit Statistics
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**MONTHLY BUILDING REPORT
FOR THE MONTH OF SEPTEMBER 2021**

	Sept. 2021			2021 Year To Date			2020 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	0	1	\$ 335,000	0	0	\$ -
Bi-Level				0	0	\$ -	0	0	\$ -
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				0	0	\$ -	0	0	\$ -
Multi-Family				0	0	\$ -	0	0	\$ -
Mobile Homes	0	0	\$ -	1	1	\$ 200,000	1	1	\$ 200,000
Accessory Buildings		0	\$ -	0	5	\$ 127,000	9	9	\$ 67,800
Renovation/Addition	0	1	\$ 1,000	0	16	\$ 143,850	0	10	\$ 397,500
Sub-Total	0	1	\$ 1,000	1	23	\$ 805,850	1	20	\$ 665,300
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		2	\$ 58,070
		0	\$ -		2	\$ 303,619		6	\$ 1,773,500
		0	\$ -		5	\$ 303,619		8	\$ 1,831,570
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		2	\$ 118,575		2	\$ 495,000
		0	\$ -		2	\$ 118,575		2	\$ 495,000
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	1	\$ 1,000	2	30	\$ 1,228,044	1	30	\$ 2,991,870



DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	October 20, 2021
FOR MONTH OF	September 2021

TOPIC #1	Fibre Optic Internet Project
Progress	<ul style="list-style-type: none"> The contractor is currently working south in the NE section of Town. Due to easements in frontages they are utilizing drilling and excavation practices to install conduit. Operations continues to work closely with crosscut to protect our utility infrastructure.
Next Steps	<ul style="list-style-type: none"> Due to approaching winter freeze up crosscut is moving to different sections of town to install as much conduit as possible.
TOPIC #2	Highway 27 engineering visit
Progress	<ul style="list-style-type: none"> Engineering firm met with ops staff to review several aspects of the future potential overlay project. Scope included easements, gas locations entrances storm water and pedestrian safety. Ops indicated several field level deficiencies to the engineering staff
Next Steps	<ul style="list-style-type: none"> This visit report has been circulated to development for comments. The Engineering firm will continue to meet with us during each step of design process. Pre-engineering survey has been quoted to investigate our infrastructure prior to the repaving.
TOPIC # 3:	Lift Station Failure
Progress	<ul style="list-style-type: none"> The lift station control logic experienced a brownout by Fortis power. This resulted in an alarm failure to call out to on call staff and would allow for control reset. The upstream waste stream began to fill however staff were able to manually rest the controls and pump down.
Next Steps	<ul style="list-style-type: none"> This has required a immediate project to update the alarms and mechanical controls to the newly installed VFD logic.
TOPIC # 4:	Cremona
Progress	<ul style="list-style-type: none"> Cremona has continued assistance in the oversight of water and wastewater operations by our level 2 operator. This was in conjunction with a request by AE&P.
Next Steps	<ul style="list-style-type: none"> Cremona has hired a new operator however there is some training requirements.

TOPIC # 5:	Centre Street South Capital Project
Progress	<ul style="list-style-type: none"> The project was completed in a timely manner with minimal impact to customers
Next Steps	<ul style="list-style-type: none"> Due to some unforeseen issues requiring repair additional to the scope of the project there are additional overages to the budget. This is in report stage to admin.
TOPIC # 6:	Gas line strike
Progress	<ul style="list-style-type: none"> September 17, 2021: crosscut struck a gas service at 11A NE. This was again an avoidable issue. Gas crews repaired the service and there were no negative outcome to the system, customer or equipment.
Next Steps	<ul style="list-style-type: none"> While its never a good thing to have any gas line strikes, responding to them is excellent training. Crosscut is being extra vigilant with communication with our staff.

DEPARTMENTAL REPORT

DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	October
FOR MONTH OF	September 2021

TOPIC #1	Arena opened for business September 20 th
ISSUES:	
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> This is the first time the Sundre Arena was able to open up early. The First test since the new ice plant was installed was to start the ice plant early which was a success. The new ice plant performed fantastically. It handled the start-up in early September, and we were able to start making ice 4 weeks earlier. This is the first in the history of our arena. Minor Hockey was able to use their home ice 3 weeks earlier and did not have to reach out to other towns' facilities to book ice. The rec hockey association and the Figure Skating Club took the opportunity to start early as well.
TOPIC #2	Community Services
ISSUES:	
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Community Services' annual elevator inspection was completed and passed with flying colors. New Guidelines were composed for the arena, with new regulations from AHC. See attachment #1 <p>Community Gym</p> <ul style="list-style-type: none"> Gymnastics season for youth started Sept.14 MVTKD season for youth started Sept. 20th <p>Parks</p> <ul style="list-style-type: none"> In September outdoor projects and tasks start to slow down as the weather starts changing. With fall fast approaching and with a staff shortage, our two staff members have been out working hard to getting the fall cleanup done as much as they can around town before our first snowfall.

ATTACHMENTS:

Attachment #1	COVID-19 Arena Users Guidelines September 2021
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COVID-19 Arena Users Guidelines September 2021

This document is to guide for users of the Sundre Arena into following safe but practical direction in sport. COVID – 19 pandemic is a moving dynamic. This guide is subject to revision or change at any time.

Youth (under 18) sport, fitness, recreation, and performance activities)

- Indoor group classes, training, and competitions are permitted, but participants are required to:
 - Screen for symptoms.
 - Maintain 2 meters distancing, except youth while engaged in physical activity.
 - Wear a mask, except youth while engaged in physical activity.
- Spectator attendance is restricted to 1/3 fire code capacity, attendees are limited to a single household or 2 close contacts if living alone and must be masked and maintain 2 meters physical distancing.

Pre-screening measures: Stay home if you are sick or displaying any symptoms of COVID-19. Follow the prescreen procedures outlined by your organization or Alberta Health Services.

- **Youth activities**
 - A parent or guardian of a youth must screen a youth for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the COVID-19, Alberta Health Daily Checklist (for children under the age of eighteen).

Masking:

- **Indoor masking requirements**
 - A person must wear a face mask at all times while attending an indoor public place.
- **General exceptions to indoor masking**
 - A youth under two years of age.
 - A youth participating in an indoor physical activity.
 - Seated or standing while consuming food or drink, as long as the person remains seating or standing while consuming the food or drink.
 - Health conditions must be verified by a medical exception letter.

Physical Distancing:

- **Two meters physical distance required**
 - Attending as a spectator for the purpose of observing, except those who reside in the same household or 2 close contacts if living alone.
- **General exceptions to two meters physical distance required**
 - A coach, instructor or trainer is not required to maintain two meters physical distance from the person being coached, guided, or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.
 - A youth is not required to maintain two meters physical distance while participating in an indoor or outdoor physical activity or performance activity.

Hand Sanitizer: Sanitizer stations are located throughout the facility for your use.

Cleaning and Sanitizing: Additional cleaning and sanitizing measures will be in place to ensure a safe and healthy environment for everyone. Arena staff will be disinfecting various areas of the arena and common touch points in between users. Bleachers are open with social distancing protocols in place and will **NOT** be regularly sanitized.

Dressing Rooms: If available extra dressing rooms will be available to provide greater physical distancing between individuals and groups. ***Shower facilities are not available.*** Try to minimize contacting high-touch surfaces such as door handles and going in and out of dressing rooms. ***Indoor warm-up space is not available currently.***

Arrival /Exit Times: Players and coaches can **enter the facility 30 minutes** before their booking and **must exit the facility 15 minutes after their booking.** The facility will promote physical distancing by promoting one-way traffic flow to reduce interactions between groups. Players will enter through the main entrance and exit out through the player's dressing room entrance.

Arrive ready to train or play: Participants are encouraged to arrive with their required equipment on, (not including helmets, skates, and gloves). Bring a pre-filled, labeled water bottle. Bottle fill station is available, but the drinking fountain is not.

Additional support required: User groups parents/guardian only allowed in dressing room with younger children requiring assistance with skate tying. (Must wear masks while managing the physical distancing guidelines.)

Limited Spectators: Enter/exit by main doors only. Spectators should not enter the facility until the scheduled booking time and exit the facility at end of activity.

- Spectators will not be allowed in the participant areas.
- Spectator attendance is restricted to 1/3 fire code capacity.
- Spectators must follow masking and physical distancing requirements.



DEPARTMENTAL REPORT

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	October 20, 2021
FOR MONTH OF	September 2021

TOPIC #1	Emergency Response Numbers, 289 Year to Date September 2021 Responses – 35 Total
ISSUES:	<ul style="list-style-type: none"> September Medical Assist 23, Alarms 5, Water Rescue 1, Vehicle Fire 2, Vehicle Collision 2, Aircraft Emergency 1, Gas leak 1.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> All incidents Responded, Managed and Resolved by SFD Members
TOPIC #2	Training
ISSUES:	NFPA 1002 Standard for Fire Apparatus Operator/Driver Personnel Professional Qualifications, NFPA 1051 Wildland Firefighting Personnel Professional Qualifications, Swiftwater Rescue Technician.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> NFPA 1002 and NFPA 1051 courses will be instructed in house and completed before year end. Dates to be confirmed by the Office of the Fire Commissioner. Swiftwater Rescue Technician course 5 members completed. Weekly training September consisted of motor vehicle extrication training, pump operations and pump driving.
TOPIC # 3:	Fire Hall
ISSUES:	<ul style="list-style-type: none"> AHS e-Sim Lab construction, Furnace repair.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> e-lab construction in-progress approximately 75% complete, Fire Hall, Furnace replacement/repair scheduled to Start November 2nd.
TOPIC # 4:	Fire Hall & Unit PPE and Equipment
ISSUES:	<ul style="list-style-type: none"> Delivery delays on replacement 45mm, 77mm firehose, Vehicle extrication blades, AED pads and suction unit.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Expedite delivery dates from suppliers
TOPIC # 5:	Fire Inspections and Occupancy loads for businesses
ISSUES:	COVID requirements increasing requests
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Scheduling and completing fire inspections/occupancy loads as time permits.



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin Heerema
DATE	Oct , 2021
FOR MONTH OF	SEPT 2021

TOPIC #1	Peace Officer Memorial
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Annual Police & Peace Officer Memorial was held Sept 26. Attendee numbers were greatly reduced due to COVID restrictions.
TOPIC #2	School Zone
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> School started up again and so school zone patrols have commenced

DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin Heerema
DATE	Oct. 2021
FOR MONTH OF	Sept. 2021

TOPIC #1	COVID Restrictions
	<ul style="list-style-type: none"> COVID Restrictions were reintroduced by the province. EM has reintroduced restrictions for staff as well.
TOPIC #2	PSN Emergency Preparedness for Municipalities
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Public Sector Network hosted an online Preparedness Webcast that EM attended. Topics ranged from Regional AHIMTs to Mitigation all under the Preparedness Section of Emergency Management
TOPIC # 3:	Provincial Emergency Plan
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Received and reviewed the Provincial Emergency Plan in preparation for a group review in October

DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	October 20, 2021
FOR MONTH OF	September, 2021

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<p>VACANCY RATES</p> <ul style="list-style-type: none"> September vacancy rate was estimated at 5.8% as a proportion of square footage available in the C1 district downtown.
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Continued interviews as part of Business Visitation & Triage Program; report completed, finding 93% business satisfaction. Fielded at least two inquiries regarding land purchase in Town. Followed up with multiple potential investors from previous inquiries. Met with AHS and chair of eSim (health learning) Lab. Attended Business Link presentation on Digital Service Squad to support small business digital presence. Began participation in Regional Economic Growth Strategy being developed by Central Alberta Economic Partnership.
TOPIC #2	Tourism Development
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Continued management and coordination of Explore Sundre tourism advertising campaign. Completed production updates to Visitors' Guide for 2022. Completed swag order. Set up and attended the Calgary Fall Home Show (Sept 30-Oct 3). Conducted photoshoot with several businesses as part of our ongoing Proprietors' Series.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	<ul style="list-style-type: none"> N/A
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Xplornet Communications fibre optic deployment continuing, as planned.
TOPIC # 4:	Other Projects
ISSUES:	<ul style="list-style-type: none"> N/A
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> Continued meeting with working group of the new Master Regional Recreation and Culture Plan; helped coordinate consultant presence at the Sundre Farmer's Market, for public input. Continued working on light garden project together with Community Services Dept., and partners. Corresponded with supplier of EV charging stations in preparation for potential grant application to have one installed in Sundre, in support of tourism development.

TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Attended Supply Chain Management course with CAEP. • Attended Election training.
TOPIC # 6:	Communications
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Updated website(s) as necessary. • Issued economic development newsletter update.
Attachments	<ul style="list-style-type: none"> • None

DEPARTMENTAL REPORT

DEPARTMENT	Sundre Municipal Library
SUBMITTED BY	Karen Tubb
DATE	19 October, 2021
FOR MONTH OF	October

TOPIC #1	Municipal Election – How can Sundre Library support the residents of our community to become informed about candidates and issues?
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> Although current restrictions prevented us from hosting any in-person events, we produced brochures for both town and county residents with candidates' answers to 7 questions regarding current issues. Physical copies of the brochures were printed and disbursed at the library (120 copies), pdf versions were sent to patrons on our email list (210 subscribers), and a link to the online format was accessed through our website (accessed over 100 times). The brochures were very well received, with many positive comments on the format and content. Thank you to all the candidates who provided answers to our questions.
TOPIC #2	Providing family programs during the fourth wave.
RESOLUTIONS/SUCCESSES:	<ul style="list-style-type: none"> With AHS and PLSB restrictions precluding any indoor programming for adults, our focus has been on programs for families. These have included preschool story times, Lego club, and a family craft event. Through a generous grant from Finning, we have been able to collaborate with Red Deer Polytechnic (formerly Red Deer College) to offer a 6-week STEM club focused on robotics and 3D printing. Upcoming programs include an outdoor Halloween family extravaganza to be held outdoors at the Sundre Museum, a parenting program offered in partnership with Mountain View Family Resource Network, and several science focused programs presented by Red Deer Polytechnic. As always, programs are run in compliance with current guidelines. We are also planning to offer two Take and Make kits this fall. The first will be a Cozy Craft for adults (with a mental health focus), and the second a collection of fun Minute to Win It activities for families.

TOPIC # 3:	Celebrating Arts and Culture in Sundre
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Sundre Library, Sundre Museum and Sundre Chamber of Commerce were successful in a funding request from Alberta Arts and Culture Days 2021. Each group then hosted events on the last weekend in September. At the library we were pleased to present artist demonstrations by members of Sundre Creative Arts and two local music groups – <i>Bergen Strings</i> and <i>Hither and Yon</i>. Thankfully the weather cooperated, and we were able to move the event outdoors into the parking lot, where around 60 people stopped by to enjoy the music and chat with the artists.

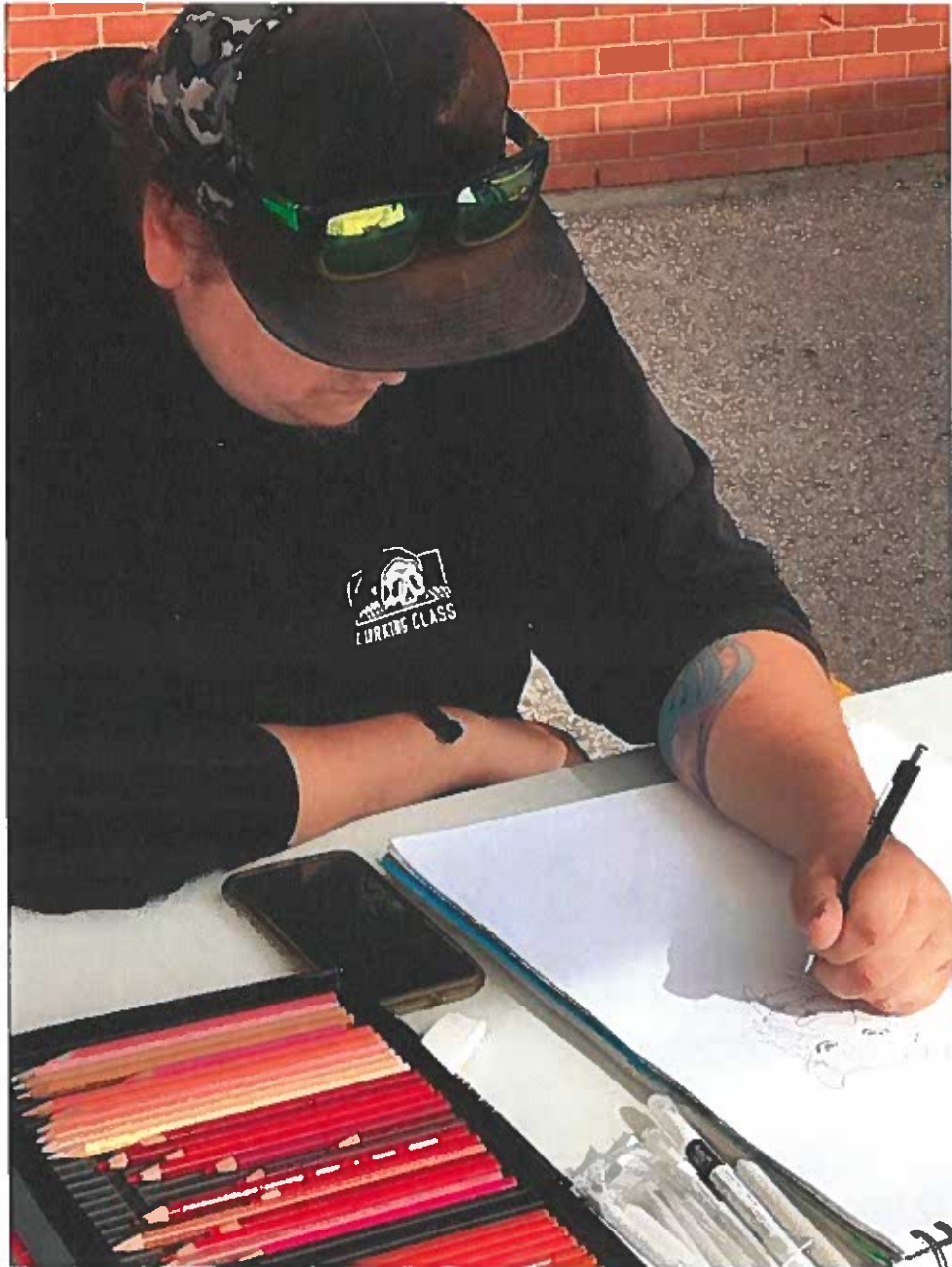
LIST & PROVIDE ATTACHMENTS:

Attachment #1	Arts and Culture Days 1
Attachment #2	Arts and Culture Days 2
Attachment #3	Arts and Culture Days 3
Attachment #4	Family Lantern Making

9.1i - Attachment 1



9.1i-Attachment 2



9.1i- Attachment 3



