



Regular Council Meeting
Town of Sundre Municipal Council Chambers
October 2, 2023
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 October 2, 2023
 - 3.2 Councillor Absence
4. **Adoption of Previous Minutes**
 - 4.1 September 18, 2023 Regular Council Meeting Pg. 1
5. **Delegation:** None
6. **Bylaws/Policies:** None
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD Grants to Organization Request to Amend Use of Funds Pg. 4
 - 8.2 RFD Fire Prevention Week Pg. 5
 - 8.3 RFD Capital Budge Adj – Unit 510 Fire Command Truck Pg. 14
9. **Administration:** None
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 Municipal Council Chambers
September 18, 2023

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Tuesday, September 18, 2023 commencing at 6:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas

ABSENT: Councillor Todd Dalke

Staff: Chief Administrative Officer, Linda Nelson
Manager Planning & Economic Development, Benazir Thaha Valencia
Administrative Support, Betty Ann Fountain

PUBLIC 1

PRESS 1

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

PUBLIC HEARING None

AGENDA – AMENDMENTS AND ADOPTION

Res. 237-18-09-23 MOVED by Councillor Isaac that the Agenda be approved as amended as follows:

1. *3.2 Councillor absence confirmed by the CAO*
2. *Remove Closed Session 13.1*

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 238-18-09-23 MOVED by Councillor Marr that the Minutes of the Regular Meeting of Council held on September 5, 2023 be approved as presented.

CARRIED

DELEGATION: **Sundre Hospital Futures**

Res. 239-18-09-23 MOVED by Councillor Anderson that the Town of Sundre Council thank Mr. Gerald Ingeveld and Mrs. Heidi Overguard of the Sundre Hospital Futures Board for the update on Board activities and accept the presentation as information.

CARRIED

Res. 240-18-09-23 MOVED by Councillor Petersen that the Town of Sundre Council purchase one table of eight, with funds drawn from Council's Discretionary Fund for Grants.

CARRIED

Res. 241-18-09-23 MOVED by Councillor Vardas that the Town of Sundre Council waive the Community Centre rental fee for the Sundre Hospital Futures Gala on November 18, 2023.

CARRIED**BYLAWS & POLICIES:** **Repeal Bylaw 2019-07 Borrowing Bylaw**

Res. 242-18-09-23 MOVED by Councillor Marr that the Town of Sundre Council repeal Bylaw 2019-07 Borrowing Bylaw effective this date of September 18, 2023.

CARRIED**OLD BUSINESS** None**NEW BUSINESS** **Quality Management Plan**

Res. 243-18-09-23 MOVED by Councillor Marr that the Town of Sundre Council approve the new Quality Management Plan as presented, and direct administration to forward the Quality Management Plan to the Administrator of Accreditation for further processing.

CARRIED**Alberta Community Partnership Grant / Regional Emergency Social Services Plan**

Res. 244-18-09-23 MOVED by Councillor Vardas that the Town of Sundre Council support the application for Alberta Community Partnership Grant to create a Regional Emergency Social Services Plan.

CARRIED

Res. 245-18-09-23 MOVED by Councillor Petersen that the Town of Sundre Council supports Mountain View County as the managing partner for the grant.

CARRIED

Res. 246-18-09-23 MOVED by Councillor Marr that the Town of Sundre Council support administrative assistance to complete the ESS grant project.

CARRIED

Regular Council Minutes – September 18, 2023

ADMINISTRATION: **Departmental Reports for June, July and August 2023**

Res. 247-18-09-23 MOVED by Councillor Vardas that the Town of Sundre Council accept the Departmental Reports for June, July, and August 2023 as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL REPORTS: **Council Committee Reports**

Res. 248-18-09-23 MOVED by Councillor Isaac that the Town of Sundre Council accept Mayor Warnock's, Councillor Marr's and Councillor Petersen's reports for June, July, and August 2023 as information.

CARRIED

Council Key Messages

Res. 249-18-09-23 MOVED by Councillor Anderson that the Town of Sundre Council accept the Key Messages of Council for the months of June, July, and August 2023 as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE: None

CLOSED MEETING: None

CARRIED

ADJOURNMENT

Res. 250-18-09-23 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:00 p.m.

CARRIED

These Minutes approved this 2nd Day of October 2023.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	October 2, 2023
SUBJECT	RFD Grants to Organization Request to Amend Use of Funds
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL

At the February 6, 2023 Regular Council Meeting, Council approved an application for funding for the Sundre Volunteer Search and Rescue Society (SARS). The funding was to be used to for electrical and heating renovations to a building that SARS is using for storage of equipment, training sessions and meetings in the amount of \$2,000.00.

Recently SARS members determined that due to lack of funds to complete the electrical and heating upgrades, the renovation schedule was re-prioritized to complete another high priority remediation of the overhead door of the facility.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Society is requesting an amendment to the previously granted funds to assist in the cost of the overhead door to the facility,

See attached funding letter and email request from the Society.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council's strategic priorities of Pillars 2, Community Wellness and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS

That Council grant the request from the Sundre Volunteer Search and Rescue Society to utilize the allocated funding of \$2,000.00 from electrical and heating renovations to rehabilitation and replacement of the facility's overhead door.

MOTION

That the Town of Sundre Council grant the request from the Sundre Volunteer Search and Rescue Society to utilize the allocated funding of \$2,000.00 from electrical and heating renovations to rehabilitation and replacement of the facility's overhead door.

Or

That the Town of Sundre Council refuse the request from the Sundre Volunteer Search and Rescue Society to utilize the allocated funding of \$2,000.00 from electrical and heating renovations to rehabilitation and replacement of the facility's overhead door.

Attachments: Copy of Sept. 19, 2023 email from Senior Search Manager, R. Tetreault
Copy of February 7, 2023 Grants to Organization Letter
Copy of Overhead Door Invoice

Fwd: Grants To Organizations Program - Sundre Search & Rescue

1 message

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

Tue, Sep 19, 2023 at 8:21 AM

Lindsay Duke
Administrative Assistant - Town of Sundre
ph: 403-638-3551
fx: 403-638-2100
townmail@sundre.com

Municipal Info: www.sundre.com
Tourism Info: www.ExploreSundre.com
Investment Info: www.GrowSundre.com

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

From: Roger Tetreault <roger.tetreault@westfraser.com>
Date: Mon, Sep 18, 2023 at 4:10 PM
Subject: Grants To Organizations Program - Sundre Search & Rescue
To: townmail@sundre.com <townmail@sundre.com>
Cc: Paul Smith <Paul.Smith@westfraser.com>, Bruce Robb (brucer413@gmail.com) <brucer413@gmail.com>, Ken Taylor (ktaylor2157@gmail.com) <ktaylor2157@gmail.com>, Helen Jackson (h.g.jackson49@gmail.com) <h.g.jackson49@gmail.com>

Betty Anne,

Sundre Volunteer Search & Rescue Society had applied to the Town of Sundre through the Grants to Organizations Program for financial assistance for an expansion to our hanger building, specifically electrical & heating upgrades. We were approved for the amount of \$2,000 which we are very grateful for. During our upgrading and expansions planning process we determined that we did not enough funding to complete the heating and electrical upgrades initially planed so rather than start that portion of the work we re-prioritized our requirements and decided to install a new overhead door which was also a high priority. I have attached the invoice for the door and installation and I am hoping that you would consider an amendment to the use of proceeds to cover partial payment of the new door. We are continuing with our plans of upgrading our facilities to meet our needs to better serve the community and appreciate all the assistance we have received from the Town. Please feel free to contact me with any questions or concerns.

Respectfully,

Roger Tetreault
Senior Search Manager
Treasurer
Sundre Volunteer Search & Rescue
403 638-6219 cell
403 638-3435 home
Roger.tetreault@westfraser.com

-----EOP-----

This e-mail message and any attachments are confidential. Any dissemination or use of this information by a person other than the intended recipient is unauthorized. If you are not the intended recipient, please notify me by return e-mail, do not open any attachment and delete this communication and any copy.

Thank you

 Doormaster Invoice.pdf
32K

COPY

**DOORMASTERS**

10360210 Canada Inc.
7911 Edgar Industrial Drive
Red Deer , AB T4P3R2

Tel: 403-347-8670 • Fax: 403-341-4630

TOLL FREE: 1-800-886-9409

www.doormastersinc.ca

8.1b

INVOICE

114137

DATE

2022/12/08

DUE DATE

2022/12/08

BILL TO Sundre Search & Rescue Sundre Airport Sundre, AB unsure		INSTALLED AT Sundre Search & Rescue Sundre Airport Sundre, AB unsure	
PHONE : 4038632157	FAX :	PHONE : 4038632157	FAX :
CUSTOMER P.O. #	JOB NAME Supply & Install	SALES PERSON Shawn Mulligan	SALES ORDER # D113765
PAYMENT TERMS Due upon receipt	SHIP VIA	SOLD TO 102918	BILLED TO 102918
QUANTITY	DESCRIPTION		

Group : 1

1.0	G-5000, Steel, Woodgrain 26/26 ga Door, Grooved, Ice white 1 3/4" of thickness, polyurethane insulated rsi 2.82 (r-16.04) 10' 0" X 10' 0" 120 X 120 in
3.0	Windows : Clear 21x13 1 3/4" white 3 windows section #5 Centered
1.0	Top W/S Aluminum reinforced retainer only
1.0	Bottom W/S PVC Black complete
3.0	W/s frame alu. 101 complete 10'

Hello Ken,

I have quoted you 1 - 10' x 10' steel insulated R16 white overhead door with one row of glass and an electric operator.

Warranty: Parts 1 year/Labor 90 days from invoice date. Special order parts & springs are non-returnable. 5% restocking fee on stock parts. Any balance overdue is subject to a monthly 2% interest fee.

SUBTOTAL		\$4,499.47
798905915RT0001	GST	+
		+
LESS DEPOSIT		-
TOTAL DUE		\$0.00



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

February 7, 2023

Sundre Volunteer Search and Rescue Society
c/o PO Box 175
Sundre, AB T0M 1X0
Attn: Roger Tetreault

email: svsar.treasurer@gmail.com

Re: Town of Sundre Grants to Organizations Program

Dear Mr. Tetreault

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$2,000.00 to assist with the Electrical and Heating installation in the proposed expansion project.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2023 budget of \$50,00.00, which is distributed in 3 separate in-takes of applications, into consideration. The Town received a total of fifteen (15) applications with a total of \$50,746.00 in funding requests on the 1st intake for 2023, which is more than was allocated for the entire year.

Once you have confirmed that your project, program, or service, has been completed, and you have submitted your invoices, a cheque will be mailed to your organization, or the funds will be deposited by electronic funds transfer (EFT) within 2 weeks of receiving this documentation.

The funds must be used no later than December 31, 2023. If your project, program, or service cannot be completed in this timeline, you can apply for an extension by submitting a written request. Additionally, if your project, program, or service has not been completed or taken place in accordance with the application, the funds must be returned to the Town.

If you require any further information, please feel free to contact me at your convenience.

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

cc: Council

COPY

www.sundre.com



REQUEST FOR DECISION

COUNCIL DATE	October 2, 2023
SUBJECT	Proclamation – Fire Prevention Week
ORIGINATING DEPARTMENT	Sundre Fire Department
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

This year marks the 101st Anniversary of “Fire Prevention Week”. The National Fire Protection Association (NFPA) is requesting that all communities join together to celebrate the 101st anniversary of “Fire Prevention Week,” from October 8 – 14, 2023. Since 1922, the NFPA has sponsored the public observance of Fire Prevention Week. Fire Prevention Week is the longest-running public health observance in North America. During fire Prevention Week, children, adults and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

This years FPW campaign, “Cooking safety starts with YOU,” strives to educate all people about simple but important actions they can take to keep themselves and those around them safer from home fires. To pay attention to fire prevention and to educate everyone about simple but important actions they can take to keep themselves and those around them safe when cooking.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached: cooking safety tip sheets, two tip sheets aimed at children and the 2023 Fire Prevention Week Proclamation.

ALIGNMENT WITH STRATEGIC PLAN

This aligns Council’s strategic priorities of Pillar 2, Community Wellness.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town Sundre proclaim October 8 – 14, 2023 as Fire Prevention Week in Sundre.

MOTION:

That the Council of the Town of Sundre proclaim October 8 – 14, 2023 as Fire Prevention Week, and urge all the citizens of Sundre to “Cook Safely” and to support the many public safety activities and efforts of Sundre’s fire and emergency services.

Attachment: Cooking Safety Tip Sheets and Fire Prevention Week Proclamation

Date Reviewed: September 27, 2023

CAO: Aminda Nelson



Fire Prevention Week
October 8 – 14, 2023
PROCLAMATION

WHEREAS, the Town of Sundre is committed to ensuring the safety and security of all those living in and visiting Sundre; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, Sundre residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Sundre residents should ensure that all members of a household, visitor and those with physical and sensory disabilities know how to respond to an alarm, who to notify and initiate the escape plan; and

WHEREAS, Sundre residents should ensure that all alarms are in good working condition, test twice a year and that everyone in the home understands the sounds of the smoke alarms and carbon monoxide alarms and knows how to respond; and

WHEREAS, Sundre first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Sundre residents that are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2022 Fire Prevention Week theme, “Cooking safety starts with YOU”™ effectively serves to remind Sundre it is important to practice safe cooking methods and to have a home fire escape plan.

THEREFORE, I Richard Warnock, Mayor on behalf of Council, Administration and the Town of Sundre Fire Department do hereby proclaim October 8-14, 2023, as Fire Prevention Week, and I urge all the people of Sundre to practice safe cooking methods and to plan and practice a home fire escape for Fire Prevention Week 2023 and to support the many public safety activities and efforts of Sundre’s fire and emergency services.

Mayor, Richard Warnock



For More Information Visit
www.nfpa.org

Cooking Safety

Cooking brings family and friends together, provides an outlet for creativity and can be relaxing. But did you know that cooking fires are the number one cause of home fires and home injuries? By following a few safety tips you can prevent these fires.

"COOK WITH CAUTION"

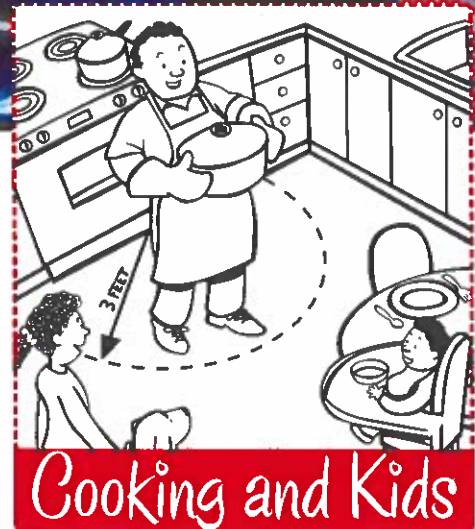
- Be on alert! If you are sleepy or have consumed alcohol don't use the stove or stovetop.
- Stay in the kitchen while you are frying, boiling, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, or roasting food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.

If you have a small (grease) cooking fire and decide to fight the fire...

- On the stovetop, smother the flames by sliding a lid over the pan and turning off the burner. Leave the pan covered until it is completely cooled.
- For an oven fire, turn off the heat and keep the door closed.

If you have any doubt about fighting a small fire...

- Just get out! When you leave, close the door behind you to help contain the fire.
- Call 9-1-1 or the local emergency number from outside the home.



Have a "kid-free zone" of at least 3 feet (1 metre) around the stove and areas where hot food or drink is prepared or carried.

FACTS

- ❗ The leading cause of fires in the kitchen is unattended cooking.
- ❗ Most cooking fires in the home involve the kitchen stove.



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

Your Logo

Electrical Cooking Appliance Safety

When we think of cooking appliances in the kitchen, we often think of the stovetop, oven, and microwave. However, more and more people are often turning to electrical appliances like air fryers and slow cookers for the convenience of cooking meals quickly. Using these appliances properly is key to keeping safe in the kitchen.

Key Safety Tips

- Always use cooking equipment—air fryers, slow cookers, electric skillets, hot plates, griddles, etc.—that are listed by a qualified testing laboratory.
- Follow the manufacturer's instructions on where and how to use appliances.
- Remember to unplug all appliances when not in use.
- Check cords regularly for damage. Do not use any appliance with a damaged cord.

Slow Cooker

A slow cooker is designed to be left on while you do other things, even things outside of the home. However, there are few safety tips to keep in mind:

- Keep things that could catch fire away from the slow cooker.
- Make sure the slow cooker is in a place where it won't get bumped. If the lid gets dislodged, the liquid could boil away, which could cause the appliance to overheat and create a fire.

Pressure Cooker

A pressure cooker is designed to cook food faster than a stovetop or oven. Because it uses hot steam and pressure to cook food it is important that they are used properly to prevent burns.

- Place the cooker in an open space to give enough room for the steam to ventilate.
- Never cover the steam release valve on the pressure cooker.
- Do not leave the home when using a pressure cooker.

Air Fryers

- Give your air fryer enough space. The air vents release heat and need airflow.
- Do not leave the home when using the air fryer.
- Make sure you clean grease and food debris after every use. Unplug and allow to cool completely before cleaning.

Hot Plate, Griddle and Electric Skillet

- Stay with the hot plate, griddle, or electric skillet when cooking.
- Do not touch the surface of a hot plate, griddle, or electric skillet, as it could burn you.
- Unplug a hot plate, griddle, or electric skillet when not in use and before cleaning. Allow the appliance to cool before cleaning it.



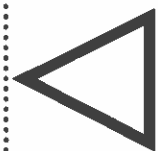
Turkey fryers that use oil and an open flame cannot be used safely. These fryers use a large quantity of cooking oil at hot temperatures, which can lead to devastating burns.

Buy an infrared fryer or electric turkey fryer that has been listed by a qualified testing laboratory. Do not leave fryers unattended when in use.



**FIRE
PREVENTION
WEEK™**

MAKE YOUR OWN KID-FREE ZONE MARKER!



STAY

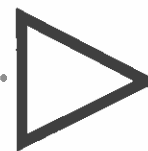
OUT

OF THE

36" (3-foot)

KID-FREE

ZONE!



GLUE

GLUE

GLUE

GLUE

GLUE

1. Cut along all the dotted lines.
2. Tape or glue the rectangles together into a line.
3. Have a grown-up help you measure the “**kid-free zone**” around the stove, oven, and other things that could get hot like a grill, fireplace, or space heater.

CHECK OUT **SPARKY.ORG** FOR MORE FUN!

THE NAME AND IMAGE OF SPARKY ARE TRADEMARKS OF THE NFPA.

Name _____

Cooking safety starts with YOU!



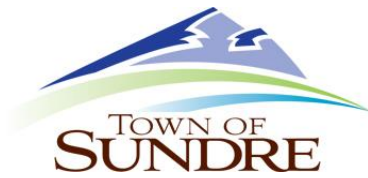
Sparky says: Have a 3-foot (1-meter) “kid-free zone” around hot things like the grill or stove. Stay away from things that get hot.



Kids

Visit [Sparky.org](https://sparky.org) • fpw.org
Sparky® is a trademark of NFPA. © 2023 NFPA

Your Logo



REQUEST FOR DECISION

COUNCIL DATE: October 2, 2023
SUBJECT: Capital Budget Adj – Unit 510 Fire Command Truck
ORIGINATING DEPARTMENT: Corporate Services
AGENDA ITEM 8.3

BACKGROUND/PROPOSAL:

Unit 510, 2010 Chev 2500 Command Truck, was approved for replacement in 2023 as part of the 2023-2032 Capital Plan at a cost of \$130,000. Administration has now received two formalized quotes based on the specific build parameters, and the revised cost is \$168,000.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Under the terms of the Fire Services Sub-Agreement with Mountainview County, Unit 510 has a cost sharing model of 50/50. The original estimate provided by suppliers was based on the information they had at the time and the general specifications we were considering, the formal quotes are now based on specific build parameters which are consistent with the Carstairs command equipment recently purchased.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's strategic priorities of Pillar 4, Supportive Infrastructure and Pillar 5, Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

Council approves the budget increase as requested, with the Town's portion to come from the Fire Capital RSA.

MOTION:

The Town of Sundre Council approves the budget increase of \$38,000 for the replacement of Unit 510, for a total budget of \$168,000, with the Town's additional portion of \$19,000 to be withdrawn from the Fire Capital Restricted Surplus Account.

Date Reviewed: September 27, 2023

CAO: *Linda Nelson*