



Regular Council Meeting
Town of Sundre Municipal Council Chambers
December 4, 2023
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing:** None
3. **Agenda – Amendments and Adoption**
 - 3.1 Councillor Absence - None
 - 3.2 December 4, 2023
4. **Adoption of Previous Minutes**
 - 4.1 November 20, 2023 Regular Council Meeting Pg. 1
5. **Delegation:**
 - 5.1 RFD Travel Alberta Pg. 6
 - 5.2 RFD RCMP, Q2 Sundre Community Provincial Report Pg. 32
 - 5.3 RFD Executive Director, Greenwood Neighbourhood Place Pg. 38
6. **Bylaws/Policies:**
 - 6.1 RFD Policy A-012-00 POL, Grants to Organizations Pg. 55
 - 6.2 RFD Bylaw 2023-09, Community Standards Bylaw Pg. 67
 - 6.3 RFD Bylaw 2023-10, Backyard Chicken Pilot Program Bylaw Pg. 88
 - 6.4 RFD Policy C-041-00 POL, Corporate Credit Card Policy Pg. 101
 - 6.5 RFD Mid-Sized Towns Mayors Caucus Pg. 105
7. **Old Business:** None
8. **New Business:**
 - 8.1 RFD 2024, 4 Year Operating & 10 Year Capital Budget Pg. 107
9. **Administration:** None
10. **Municipal Area Partnership (MAP):** None
11. **Council Committee Reports:** None
12. **Council Invitations / Correspondence:**
 - 12.1 Letter of Support – Celebrate Canada Grant Pg. 143
 - 12.2 Olds & District Kiwanis Music Festival Society Pg. 144
 - 12.3 Pg. 145
13. **Closed Meeting:**
 - 13.1 Advice From Officials, *FOIPP Act Section 24*
 - 13.2 Local Public Body Confidences, *FOIPP Act Section 23*
 - 13.3 Confidential Evaluations, *FOIPP Act Section 19*
14. **Adjournment**



Regular Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
November 20, 2023

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, November 20, 2023, commencing at 6:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac

ABSENT: Councillor Chris Vardas (*joined the meeting by phone at 6:45 p.m.*)

STAFF: Acting Chief Administrative Officer, Chris Albert
Administrative Support, Betty Ann Fountain

PUBLIC: 5, including owners of Foothills Terrace Condominium, and Joy Willinhnganz of Sundre Municipal Library

PRESS: 1

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

PUBLIC HEARING: None

AGENDA – AMENDMENTS AND ADOPTION:

Res. 307-20-11-23 MOVED by Councillor Anderson that the agenda be approved presented.
Councillor Absence, Councillor Vardas, joining by phone at 6:45 p.m.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 308-20-11-23 MOVED by Councillor Petersen that the Minutes of the Regular Council Meeting of Council held on November 6, 2023, be approved as presented

CARRIED

DELEGATION: **Sundre Municipal Library**

Res. 309-20-11-23 Moved by Councillor Dalke that the Town of Sundre Council thank and accept the presentation from Ms. Joy Willihnganz of the Sundre Municipal Library as information

CARRIED

CLOSED MEETING**Topic of Closed Meeting***FOIPPA Act Section 24(1)(b)**Res. 310-20-11-23*

MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 6:17 p.m. with the Mayor advising that the public is welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

CARRIED

The following, including 6 Council members were in attendance for the closed meeting session: Absent, Councillor Vardas

Staff: Acting Chief Administrative Officer, Chris Albert
Administrative Support, Betty Ann Fountain

Public: KPMG LLP representatives Colin Mitchell and Samuel Straka

RETURN TO OPEN MEETING:*Res. 311-20-11-23*

MOVED by Councillor Isaac that Council return to an open meeting at 6:47 p.m.

CARRIED

Mayor Warnock called a 3 minute recess at 6:47 p.m.

Administrative Support invited the public to re-enter the Council Chambers

Mayor Warnock resumed the regular meeting of Council at 6:51 p.m.

IN ATTENDANCE:

Mayor Richard Warnock
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Todd Dalke
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Chris Vardas (by phone at 6:49 p.m.)

ABSENT:**STAFF:**

Acting Chief Administrative Officer, Chris Albert
Administrative Support, Betty Ann Fountain

PUBLIC:

5

PRESS:

1

BYLAWS /POLICIES:**2024 Fees and Rates Bylaw 2023-07***Res. 312-20-11-23*

MOVED by Councillor Isaac that the Town of Sundre Council give first reading to Bylaw 2023-07 "Fees and Rates Bylaw", being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre effective January 1, 2024.

CARRIED

 Initials

Res. 313-20-11-23

MOVED by Councillor Petersen that the Town of Sundre Council give second reading to Bylaw 2023-07 “Fees and Rates Bylaw”, being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre effective January 1, 2024 amended as follows: the Bylaw to reflect no change to the Water Flat Fee (per month) and no change to the Wastewater Flat Fee.
In Favour: Councillor Petersen, Councillor Marr, Councillor Dalke
Opposed: Councillor Vardas, Councillor Anderson, Councillor Isaac & Mayor Warnock

DEFEATED*Res. 314-20-11-23*

MOVED by Councillor Anderson that the Town of Sundre Council give second reading to Bylaw 2023-07 “Fees and Rates Bylaw”, being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre effective January 1, 2024.
In Favour: Councillor Vardas, Councillor Anderson, Councillor Isaac & Mayor Warnock
Opposed: Councillor Petersen, Councillor Marr, Councillor Dalke

CARRIED*Res. 315-20-11-23*

MOVED by Councillor Isaac that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2023-07 “Fees and Rates Bylaw”, being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre effective January 1, 2024.

CARRIED*Res. 316-20-11-23*

MOVED by Councillor Anderson that the Town of Sundre Council give third and final reading to Bylaw 2023-07 “Fees and Rates Bylaw”, being a Bylaw to establish Fees and Charges for Municipal Services for the Town of Sundre effective January 1, 2024.
In Favour: Councillor Vardas, Councillor Anderson, Councillor Isaac, Councillor Marr and Mayor Warnock
Opposed: Councillor Petersen, Councillor Dalke

CARRIED**OLD BUSINESS:****One Way Back Lane***Res. 317-20-11-23*

MOVED by Councillor Marr that the Town of Sundre Council direct administration on the level of service expected for this one-way back lane by removing the one-way lane signs and return the lane to two-way traffic.
In Favour: Councillor Marr, Councillor Anderson, Councillor Dalke
Opposed: Councillor Vardas, Councillor Petersen, Councillor Isaac and Mayor Warnock

DEFEATED

Res. 318-20-11-23 MOVED by Councillor Petersen that the Town of Sundre Council directs administration to maintain the one-way lane as it exists, with no increase to the level of service for the lane.
 In Favour: Councillor Petersen, Councillor Vardas, Councillor Isaac, & Mayor Warnock
 Opposed: Councillor Marr, Councillor Dalke

CARRIED

Councillor Vardas left the meeting at 8:19 p.m.
Mayor Warnock called a 5 minute recess at 8:19 p.m.
Mayor Warnock resumed the meeting at 8:24 p.m.

NEW BUSINESS: **2023 Q3 Financial Reports**

Res. 319-20-11-23 MOVED by Councillor Dalke that the Town of Sundre Council accept the Q3 2023 Quarterly Financial Reports as information.

CARRIED

ADMINISTRATION: **Departmental Reports - March**

Res. 320-20-11-23 MOVED by Councillor Anderson that the Town of Sundre Council accept the Departmental Reports for October 2023 as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL REPORTS: **Council Committee Reports**

Res. 321-20-11-23 MOVED by Councillor Marr that the Town of Sundre Council accept Mayor Warnock's report, Councillor Anderson's report and Councillor Isaac's report for October as information.

CARRIED

Council Key Messages

Res. 322-20-11-23 MOVED by Councillor Isaac that the Town of Sundre Council accept the Key Messages of Council for the month of October 2023 as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE: None

CLOSED MEETING

Res. 323-20-11-23 MOVED by Councillor Anderson that the Town of Sundre Council go into a closed meeting at 8:43 p.m.

CARRIED

 Initials

Mayor Warnock called a 5 minute recess at 8:43 p.m.

The following were in attendance for the closed meeting session:

Staff: Acting CAO, Chris Albert
Economic Development Officer, Jon Allan

Topic of Closed Meeting

15.1 Advice from Officials, *FOIPP Act Section 23*;

Jon Allan left the Closed Meeting at 9:08 p.m.

15.2 Advice from Officials, *FOIPP Act Section 24*;

15.3 Advise from Officials, *FOIPP Act Section 24*;

15.4 Advise from Officials, *FOIPP Act Section 24*.

Res. 324-20-11-23 MOVED by Councillor Isaac that Council return to an open meeting at 9:36 p.m.

ADJOURNMENT

Res. 325-20-11-23 MOVED by Councillor Anderson being that the agenda matters have been concluded the meeting adjourned at 9:37 p.m.

CARRIED

These Minutes approved this 4th Day of December 2023.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Delegation: Travel Alberta
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Representatives of Travel Alberta will appear before Council to present information regarding Sundre's inclusion in the Foothills Tourism Destination Zone. Destination development success is a long-term initiative that requires a collaborative approach in designing and implementing solutions in partnership with communities, operators, and many stakeholders. To stay competitive and realize their fair share of the global tourism economy, communities must continually develop offerings to visitors and Albertans alike. Bolstering supply for the long-term ensures Alberta has the desirable travel experiences that meet the ever-changing needs of visitors. Travel Alberta has identified 10 Tourism Development Zones (TDZ), with Sundre being Zone 6.

DISCUSSION:

Verbal Discussion and PowerPoint presentation.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 1, Community Development.

ADMINISTRATION RECOMMENDATIONS:

That Council thank the representatives of Travel Alberta for attending Council and accept the presentation as information.

MOTION:

That the Town of Sundre Council thank the representatives of Travel Alberta for attending Council and accept the presentation as information.

Date Reviewed: November 30, 2023

CAO: Linda Nub

5.1a



DISCOVERY REPORT

COCHRANE/SUNDRE/ROCKY MOUNTAIN HOUSE TOURISM DEVELOPMENT ZONE

NOVEMBER 2023

Kelsey's Caravan, Bow River, Cochrane

A man and a woman are walking barefoot through a shallow, rocky river. The woman is on the left, wearing a blue and white striped dress, and the man is on the right, wearing a light-colored shirt and shorts. They are both smiling and looking towards the camera. The background is a dense forest of evergreen trees under a clear blue sky. The word "AGENDA" is overlaid in large white letters.

AGENDA

The Crossing at Ghost River, Cochrane

1. Where We Started
2. Engagement
3. What We Heard
4. Where We're Heading

1

TOURISM DEVELOPMENT ZONE PROJECT



Rocky Mountain House National Historic Site

TRAVEL ALBERTA 3



WHAT WE'RE ALL STRIVING FOR

\$20B **BY** **2035**

(Visitor Spend)

WHAT GOT US HERE WON'T GET US THERE

Regional compression:
Over 75% of expenditures
are in five legacy
destinations

Seasonal compression:
Majority of revenues
realized from June to
August

COLUMBIA ICEFIELD SKYWALK

TRAVEL ALBERTA 5

CENTRAL TO OUR SUCCESS



Capitalize on the untapped
potential of rural Alberta

TOURISM DEVELOPMENT ZONES

- | | | | |
|---|----------------------------|----|--|
| 1 | Fort McMurray Wood Buffalo | 6 | Cochrane/Sundre/
Rocky Mountain House |
| 2 | Northern Rockies | 7 | Canadian Badlands |
| 3 | Northeast Lakelands | 8 | Foothills |
| 4 | David Thompson | 9 | Lethbridge to Medicine Hat |
| 5 | Olds to Lacombe | 10 | Southern Rockies |



COCHRANE/SUNDRE/ ROCKY MOUNTAIN HOUSE

TOURISM DEVELOPMENT ZONE

2022-2035 PROJECTIONS*



PROJECTED
VISITOR SPEND
GROWTH / YEAR

3.8%



ESTIMATED
TOURISM SPEND

\$147M



POTENTIAL JOB
CREATION

1,073

*incremental



2

ENGAGEMENT



Painted Warriors, South of Sundre

TRAVEL ALBERTA 9

WHO WE ENGAGED



STAKEHOLDERS

280



BUSINESSES

64



COMMUNITIES

3

INDIGENOUS ENGAGEMENT

A person in traditional Indigenous regalia, featuring a large feathered headdress and a colorful tunic, stands in a grassy field at sunset. The sun is low on the horizon, casting a warm glow over the landscape. The person is facing left, with their arms slightly outstretched.

**Mutual understanding,
trust, respect**

**Communities engaged
across Métis Districts
and Treaty 6 and 7**

**First Nations, Councils,
Settlements, Coops,
Confederacies, elected
community leaders**

3

WHAT WE HEARD



Mahikan Trails Guided Tours, Sundre

KEY FEEDBACK THEMES

1

**Create enabling conditions
for regenerative tourism**

2

**Unlock the potential of
tourism together**

3

**Elevate tourism as an
economic driver and
prioritize investments**

RESIDENT SENTIMENT

65%

**I would welcome more
visitors to my community**

63%

**Tourism is important to my
community**

54%

**A strong tourism industry
improves my quality of life**

ALBERTAN MARKET DEMAND

58%

are familiar with the
Sundre/Cochrane/RMH TDZ

67%

have a positive impression
the Sundre/Cochrane/
RMH TDZ

48%

are likely to visit the
Sundre/Cochrane/RMH TDZ

Activities Albertans are most likely to enjoy in the Sundre/Cochrane/RMH TDZ

27%

Farmers' Markets

33%

Camping

23%

Hiking

INTERNATIONAL MARKET DEMAND

- ☐ Northern lights/
Dark sky viewing
- ☒ Natural attractions like
mountains or waterfalls
- ☒ Nature parks
- ☒ Hiking
- ☒ Viewing wildlife
- ☒ Historical, archaeological
or world heritage sites
- ☐ Trying local food and drink
- ☐ Camping, glamping, and
unique accommodations

STRENGTHS

- A spectrum of nature-based adventure activities.
- Established, year-round Indigenous operators.
- The zone's Western heritage.



CHALLENGES

- Build synergy among stakeholders.
- Explore Crown land opportunities
- Close accommodations gap.
- Expand product offering.
- Resident sentiment.
- Enabling environment.

IMAGE



Yamnuska Wolfdog Sanctuary, Cochrane

TRAVEL ALBERTA 18

OPPORTUNITIES

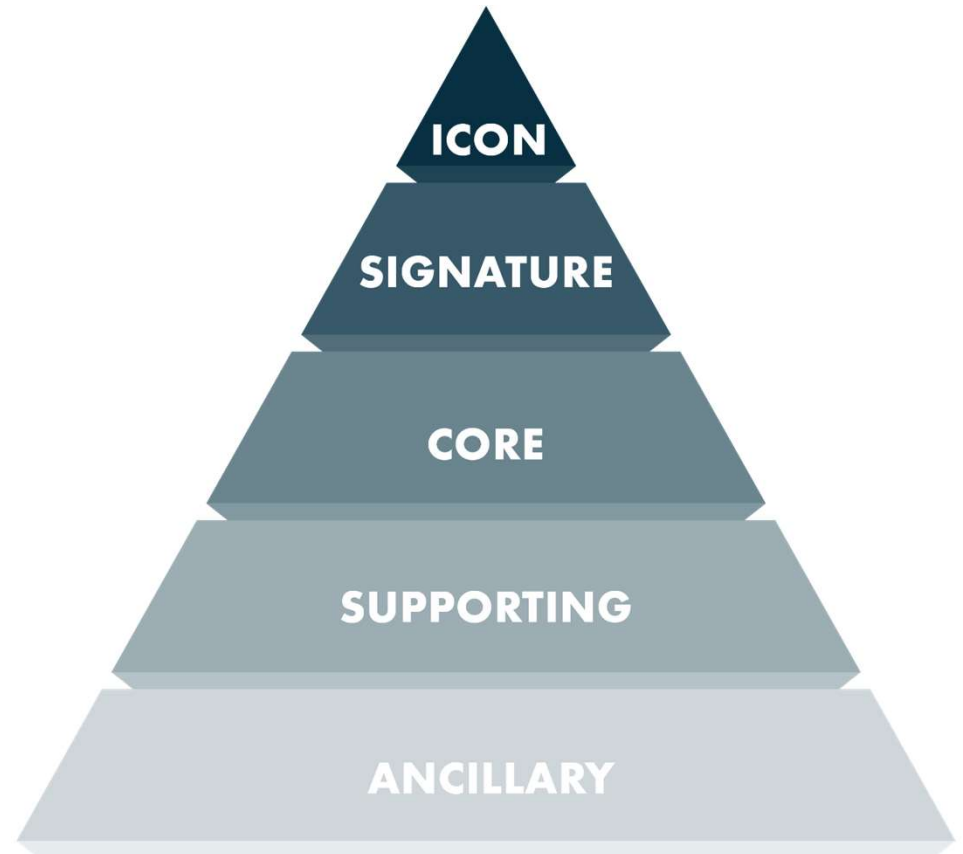
- Close the gaps between tourism-related infrastructure and assets.
- Work with key communities to identify high value product investment.
- Increase public and private investment.
- MD of Bighorn MDP.



Wah Rafting Panther River, Sundre

SUPPLY MIX

- **Icon:** Internationally recognized experiences.
- **Signature:** Experiences that drive domestic tourism.
- **Core:** Experiences that add variety and diversity. (ie: Yamnuska Wolfdog Sanctuary, Painted Warriors Ranch, Mahikan Trails, Kelsey's Caravan Adventures, Wild Horses of Alberta, Mukwah Rafting, Sunset Guiding and Outfitters))
- **Supporting:** Quality service enhancements.
- **Ancillary:** Amenities, services, and infrastructure (ie: Stockmen Cowboy Museum, Sundre Pioneer Village Museum)



4

NEXT STEPS



Fallentimber Meadery, Water Valley

DESTINATION DEVELOPMENT PLAN



BUILDING OUR ACTION PLAN



Shared Vision & Stakeholder Alignment

- Working groups
- Actionable steps



Accommodation

- High value
- Length of stay



Tourism Development & Investment Attraction

- Elevate tourism
- Identify priority investments



WHAT WE NEED TO MOVE FORWARD

Northern lights, Cochrane

WORKING GROUPS

**COMMUNITY PLANNING AND
ECONOMIC DEVELOPMENT**

EXPORT READINESS

REGENERATIVE TOURISM

TRAVEL ALBERTA 26

HOW DO WE BEST MOVE FORWARD?





REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Delegation: Sundre RCMP Detachment Commander
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.2

BACKGROUND/PROPOSAL:

The Detachment Commander is appearing before Council to present the 2nd Quarter Sundre Provincial Community Report for the Sundre RCMP Detachment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion and presentation of report.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council thank the Detachment Commander for attending Council and accept the 2nd Quarter Sundre Provincial Community Report as information.

MOTION:

That the Town of Sundre Council thank the Detachment Commander for attending Council and accept the 2nd Quarter Sundre Provincial Community Report as information.

ATTACHMENTS:

RCMP 2nd Quarter Sundre Provincial Community Report

Date Reviewed: November 30, 2023

CAO:

Amida Nelson



RCMP Provincial Policing Report

Detachment	Sundre
Detachment Commander	Sgt. Randy Poon
Quarter	Q2
Date of Report	October 10, 2023

Community Consultations

Date	September 21, 2023
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Discussion on the construction that was to be completed in the Town of Sundre and possible traffic problems that maybe presented.
Notes/Comments	Patrols to be increased along the alternate routes for traffic violations and setting up a speed radar sign.

Date	September 21, 2023
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Discussion on affordable housing with the Town of Sundre.
Notes/Comments	The Town Economic Planner wanted to discuss the RCMP views on how affordable housing affects policing in the Town. Topics of discussion was about RCMP members finding affordable housing and does affordable housing contribute to the crime in the area.



Community Priorities

Priority 1	Be Clear, Accountable and Transparent
Current Status & Results	Fraud presentation was given to a seniors club in Sundre with the assistance of Community Policing. Members participated in a graduation parade for the local high school that travelled through the town. Members participated in a inter-agency meeting involving several agencies and the town employees on the latest events and offerings. Detachment participated in a table top exercise involving SPOG and the fire department on a natural disaster. SAR meeting was held on their capabilities and how they can assist the Detachment. Fire department was given a seminar on preserving a crime scene. The Elders of the Kingdom Hall in the town of Sundre was given some advice on safety precautions due to an event that occurred in Germany and they wanted to discuss with the Detachment Commander.
Priority 2	Crime Reduction
Current Status & Results	Detachment continue to work with the CPO on problem properties and assist them with service of documents. Meetings to be held with Mountain View County on a property that is constantly violating County noise bylaws. Detachment working with the town of Sundre on traffic enforcement during construction along main street.
Priority 3	Enhance Awareness and Education
Current Status & Results	Sundre Detachment has 14 calls for service for mental health related issues. Two calls resulted in the assistance of Rocky Mountain House RPACT. Two calls were alcohol and drug related. Members deal with these calls displaying the utmost concern and sensitivity as per the reports on the PROS files.



Priority 4
Current Status & Results

Crime Reduction

Detachment continue to work with CPO on traffic enforcement in the area. Detachment is assisting in setting up a speed radar display along an alternate route during construction on main street in the town of Sundre. Enforcement of the alternate route is also being coordinated with the town of Sundre CPO. Targeted traffic enforcement is being done on a regular basis with the new recruit as part of his training. PROS shows 23 violation tickets issued for this quarter. This number does not include warnings provided to the public.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	246	191	-22%	698	826	18%
<i>Persons Crime</i>	34	47	38%	165	139	-16%
<i>Property Crime</i>	171	103	-40%	414	511	23%
<i>Other Criminal Code</i>	41	41	0%	119	176	48%
Traffic Offences						
<i>Criminal Code Traffic</i>	10	13	30%	54	49	-9%
<i>Provincial Code Traffic</i>	144	113	-22%	769	467	-39%
<i>Other Traffic</i>	0	0	N/A	2	1	-50%
CDSA Offences	4	2	-50%	5	11	120%
Other Federal Acts	8	4	-50%	14	21	50%
Other Provincial Acts	48	52	8%	177	184	4%
Municipal By-Laws	7	5	-29%	26	14	-46%
Motor Vehicle Collisions	77	71	-8%	251	269	7%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

For this quarter, person crimes is trending up. There was an increase in reported sexual assaults, criminal harassment and uttering threats. Property crime is trending down significantly, this shown in all categories except for frauds. This has shown a slight increase. Presentations have been completed in an attempt to educate the public with regards to frauds. There is an increase in traffic offence violation tickets due to the members increasing patrols on the alternate route from the construction in the Town of Sundre.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	8	7	2	1
Detachment Support	2	2	0	0

² Data extracted on September 30, 2023 and is subject to change.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Seven officers are currently working. One officer is on special leave (Medical leave), and that officer will be reassessed at the end of November. One officer is currently on administrative duties.

One officer will be coming to the Detachment in the middle of December, pending the sale of that officer's residence. This will bring the Detachment to its full allotment of eight officers.

Detachment Support: The Detachment has two full time support staff. There are no vacancies in this area.

Quarterly Financial Drivers



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Delegation: Greenwood Neighbourhood Place
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.3

BACKGROUND/PROPOSAL:

The Executive Director of Greenwood Neighbourhood Place (GNP) has requested to appear before Council to highlight 2023 activities and future plans and programs.

DISCUSSION:

A copy of the 2023 GNP Newsletter and the 2022 Impact Report are included in the Council Agenda Package.

In addition, there will be a hand-out pertaining to a Community Needs Study.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan under Pillar 2, Community Wellness and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Executive Director's presentation as information.

MOTION:

That the Town of Sundre Council accept the Executive Director's presentation as information with appreciation for the contributions of GNP to our community.

Attachments: 2023 GNP Newsletter
2022 Impact Report

Date Reviewed: November 29, 2023

CAO: Amela Nelson



Together, we will build a connected,
resilient and thriving community
... a place to belong.

We are *keeping* the community *strong!*



What We Are Asking

- Advocate for a change in the restrictions placed on how Government Grants can be spent
- Short term sustainability funding
\$20,000/year



Who We Are



- Community Resource Centre open to the public
- Provide referrals by phone or in person
- People are referred to us
- Preventative programming



No one is turned away.

**We don't want anyone to fall
through the cracks.**



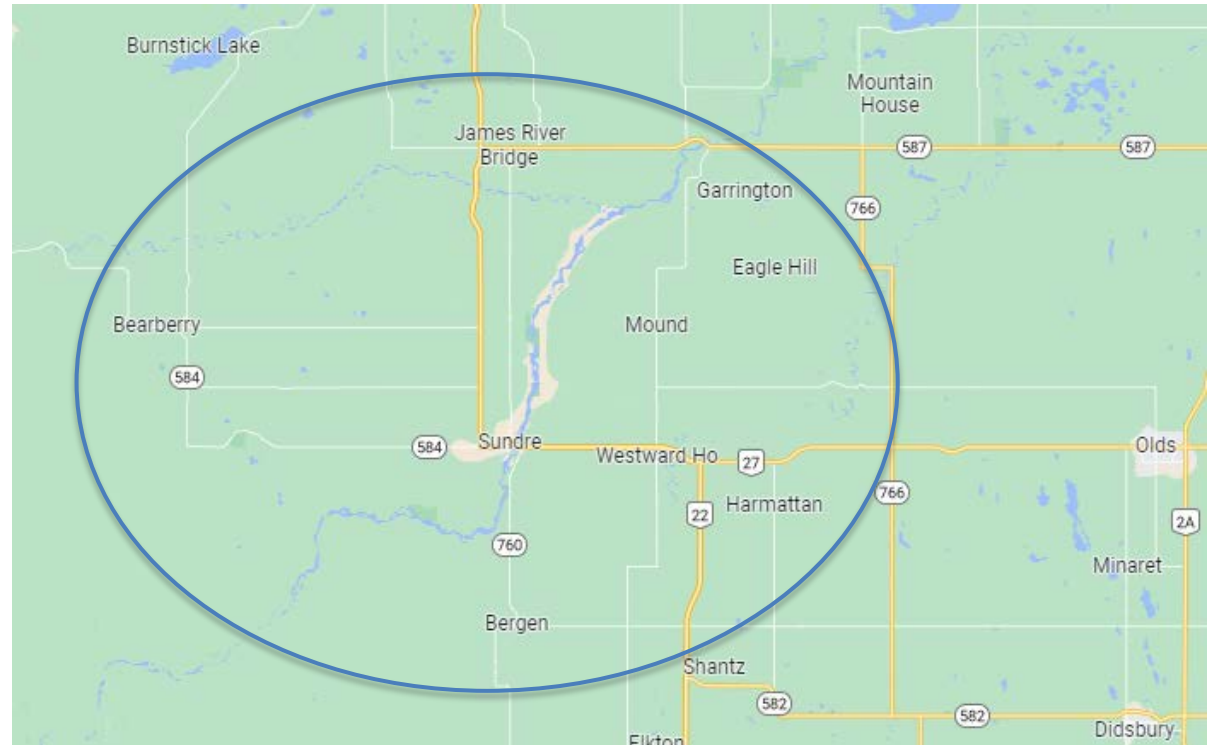
What We Do

- 100% direct preventative programming with FCSS funding (for all ages)
- Monthly community events newsletter – Sundre On The Go
- Assistance accessing & navigating government agencies, subsidies and benefits
- Events to reduce isolation, build connections and resilience
- Community Garden
- The Den S.Y.C. (Sundre Youth Centre)
- Sundre Santas
- Interagency collaboration
- Providing practical supports – computer access, photocopying & faxing
- Meeting spaces for non-profits (counselling, assessments etc.)
- Volunteer and Employment boards and supports



Who We Serve

- Sundre
- Bergen
- Eagle Hill
- Bearberry
- James River
- Harmattan
- Mountain View County
(clients outside of our catchment)



2022 Impact Report

Making A
Difference

Thank you for helping Sundre and area residents!

2,058



Services provided via
walk-in, telephone & email

Addressing: Housing • Food Security
Transportation • Employment Assistance
and more

351



Seniors
Services/Advocacy
Appointments

272

Income Tax
Returns Prepared



310

Referrals to
Crucial Services



of Events

50

Kids & Youth

14

Families

30

Seniors

31 Adults

Event
Participants



Kids & Youth

476

364 Families

Adults

151

511 Seniors

Sundre On
The Go



Community Events Publication

2,400

Copies distributed
each month



2,034

Sign-ins to events and
drop-in nights

100+ members

587

Volunteers
Contributed



4,477

Volunteer Hours

SAVING US

\$89,540

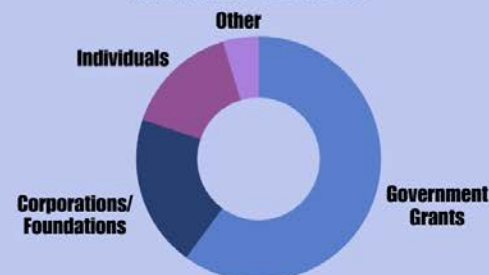
**SUNDRE
SANTAS**

Hampers Delivered

119

287 Individuals Served

REVENUE SOURCES





Our Staff

- Dedicated employees (Part Time)
- No Benefits
- Lack of job security due to unstable funding



Being Sustainable

- We rely on and cultivate volunteer involvement
4,400 volunteer hours logged in 2022
- We are actively working to build our donor base
GOAL - 625 monthly donors at \$20/mo = \$150,000/yr
Currently 10 monthly donors at \$655/mo = \$7,860/yr
- Sourcing funding from other Foundations
- Major fundraising campaign in May



Our Need

**We need to be open
4 days a week**

Thrive not just survive



Why We Are Fundraising

- Political and economic shifts effect funding
- Loss of \$82,000 since 2020, long term government funding
- The need continues to grow, and we want to remain responsive
- The scope of what we do goes beyond FCSS funding
- Obtaining grants for operating and administration costs are difficult



Advocate for Us

- Government grants are restrictive in their use
- Obtaining grants for operating and administration costs are difficult

Testimonials

*"I needed some help with my taxes and my OAS. **I heard about the services provided here** and was helped by a wonderful lady named Lorey. She was so helpful that it left me overwhelmed! I am thankful for the help I received. **This service is awesome** and Lorey is a Saint!" JT*

*"Just wanted to say a BIG THANK YOU to Greenwood Neighbourhood Place. Every time I have an issue that I don't know how to deal with, **they always come through with the solution!** And it is not just one person. They all chip in for those solutions. I have been helped with things from self-managed care, my personal situation with work and just recently I needed to get information to my psychiatrist from an iPad. Of course, someone knew what to do. I am **forever grateful** for these angels in disguise!" SG*

*"My daughter just attended her first art night last night, she loved it! She's also super stoked about the bowling trip coming up. **Thank you for providing this wonderful safe space** for the kiddos in our community! H.H.*

*"Art classes are always enjoyable great instruction and great participants, **always a good informative fun time, I love it!** " "The art class is my lifeline!, I really enjoy the classes. It gets me out of the house and learn new techniques. **It's wonderful - Thank you!**" Senior Art Class Participants*



2 Year Financial Forecast

TWO YEAR OVERALL BUDGET AS IS- 3 Days per Week					Budget Year 2024	Budget Year 2025
REVENUE						
			Donations		\$ 140,783.00	\$ 143,606.00
			Grants & Restricted Income (Federal, Prov. Municipal, Other)		\$ 227,565.00	\$ 228,590.00
			Interest Income		\$ 1,125.00	\$ 1,125.00
			Photocopying/Faxing and reim exp income		\$ 11,177.00	\$ 11,293.00
			Gaming and Fundraising Event Income		\$ 15,500.00	\$ 15,500.00
			Other program income (Garden plots, Canteen Sales, Program fees)		\$ 11,100.00	\$ 11,600.00
TOTAL REVENUE					\$407,250.00	\$411,714.00
EXPENSES						
			Administration Expenses		\$ 77,052.00	\$ 78,327.00
			Communication Expenses		\$ 10,086.00	\$ 10,225.00
			Equipment/Furn Replacement/Upgrades		\$ 10,000.00	\$ 10,200.00
			Building Maint & Utilities		\$ 18,556.00	\$ 18,927.00
			Wages & Benefits			
			Program Wages		\$ 92,691.00	\$ 93,820.00
			Communication, Front Desk and ED Wages		\$ 90,630.00	\$ 93,349.00
			Fundraising Campaign Expenses		\$ 4,050.00	\$ 5,250.00
			Program Expenses		\$ 144,246.00	\$ 141,889.00
Total Expenses					\$ 447,311.00	\$ 451,987.00
Net Income					-\$40,061.00	-\$40,273.00
			Deferred GNP Funds (not fundraising)		\$ 20,000.00	\$ 17,757.00
			Fundraising Funds deferred funds used			
			Deficit		-\$ 20,061.00	-\$ 22,516.00

2022 Impact Report

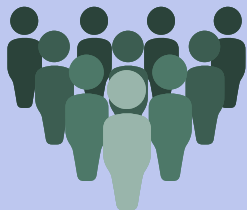
Making A
Difference

Thank you for helping Sundre and area residents!

2,058

Services provided via
walk-in, telephone & email

Addressing: Housing • Food Security
Transportation • Employment Assistance
and more



351



Seniors
Services/Advocacy
Appointments

5.3b

272

Income Tax
Returns Prepared



310

Referrals to
Crucial Services



of Events

50

Kids & Youth

14 Families

30

Seniors

31

Adults

Event
Participants



Kids & Youth **476**

364 Families

Adults **151**

511 Seniors

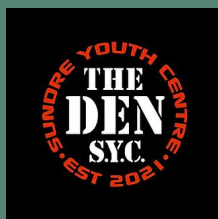
Sundre On
The Go



Community Events Publication

2,400

Copies distributed
each month



2,034

Sign-ins to events and
drop-in nights

100+ members

587

Volunteers
Contributed



4,477

Volunteer Hours

SAVING US

\$89,540

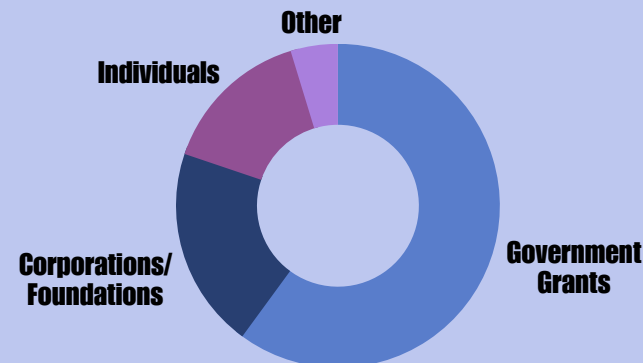
**SUNDRE
SANTAS**

Hampers Delivered **119**

287

Individuals Served

REVENUE SOURCES



NEWSLETTER

FALL, 2023



Thank you!

AS A VALUED DONOR - YOU HAVE MADE A DIFFERENCE

Keeping you informed of what we are doing holds us accountable for the funds you so generously give us. Many people come through our doors everyday and because of you, we are here to help.

People facing homelessness, dealing with addictions, mental health concerns or experiencing financial struggles visit us hoping to get help navigating obstacles that seem insurmountable. These individuals often arrive quite distressed. They are immediately greeted by our warm and caring staff and taken to a private area where their story can safely unfold. Although this scenario is not new, we are seeing a distinct increase in these circumstances.

With the help of other organizations, we are able to connect them with assistance from emergency services, provide food, temporary accommodations and any other referrals that might be relevant to their situation. People leave feeling heard and valued and may return for ongoing support, knowing that we are a safe and confidential place to come.

Sadly, these life struggles are not specific to age or gender. We see this on a regular basis. In the month of August alone, we have seen four individuals who didn't have a place to call home. It can happen to anyone and because of the financial support you provide, we are able to be here when the needs are so great that people feel they have no place to turn. Being able to bring hope in seemingly hopeless situations is the most vital service we provide.

"Every obstacle we come across in life gives us an opportunity to improve our circumstances, and whilst the lazy complain, the others are creating opportunities through their kind hearts, generosity, and willingness to get things done."

Author unknown
www.agiftofinspiration.com.au

(403) 638-1011
info@mygnp.org

#5, 96 2nd Ave NW
P.O. Box 1846
Sundre, AB T0M 1X0

CRA 86636 9374 RR0001

WHAT WE'VE BEEN DOING

	Jan. to June 2023	2022
Requests for Services	2,802	2,058
Most significant requests are for housing, Seniors benefits and mental health and addiction issues.		
Sr. Advocacy Appointments	247	351
Events Participants (Seniors, Adults, Families, Youth)	1,574	1,502



Ways to give

Online:

Scan the QR code or go to **mygnp.org** to become a monthly donor or give a one-time gift.



By Mail:

Send your cheque using the enclosed self-addressed return envelope. Thank you for providing postage.

In Person:

Visit us at our office with your donation and take a tour.

DID YOU KNOW

A charitable donation tax receipt can generate a **valuable tax credit?**

Both the federal and provincial governments offer a tax credit of over 20% for donations over \$200. Consult a tax professional for specific details of how this might assist you.

OUR HISTORY

In 2000, Greenwood Neighbourhood Place was established, thanks to a government grant, as a hub for community resources. Initially simply providing information and referrals to local support services, we were dedicated to helping individuals and families face the challenges life presents.

In 2006, the Town of Sundre approached us to take on the Family & Community Support Services (FCSS) funding from the Alberta Government, providing programming according to their mandate. As this aligned very closely with our vision and purpose, we accepted.

Since that time we have continued to expand our work beyond the FCSS funding. Aside from providing practical assistance like faxing, photocopying, computer access, and meeting spaces, we provide senior and adult advocacy; preparation of income tax for low income individuals; programs and events for adults, families, children and youth that build connection and resiliency; and we work to develop important relationships with local agencies and organizations. While being able to provide referrals to social services remains our most vital role, the programming and other resources we provide, work to prevent crises from happening. Working to strengthen the community by inspiring connections and opportunities to thrive is our desire.

Greenwood Neighbourhood Place is uniquely positioned to act quickly to emerging needs in the community. In 2021 we undertook a Needs Assessment and because of this, The Den, S.Y.C. (Sundre Youth Centre) was established. This is just one of the many ways that we are actively working to build and support this community.

We are honoured to be able to serve Sundre in this way and look forward to many more years of bringing help and hope to those in need.

HOW WE ARE FUNDED

As government funding and grants are subject to political and economic shifts, we rely on the generosity of donors to continue to have our doors open to serve Sundre and area.

While we administer the funds designated to Sundre for FCSS, currently these funds only account for approximately 40% of our overall operating budget. The rest of our funding comes from other grants, foundations, corporations and individual donors who believe in what we do.

Because of a reduction in government funding, in 2020 we made the difficult decision to reduce our hours of operation to 3 days a week. This does not adequately meet the needs of the residents of Sundre and area.

By helping the most vulnerable in the community, we make the whole community stronger. Will you help us?

PARTNER WITH US!

625 individuals donating \$20 a month = \$150,000

This would allow us to increase our hours of operation!



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Policy A-012-00 POL Grants to Organizations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Policy A-012-00 POL Grants to Organizations was adopted by resolution of Council on May 19, 2019. It is recommended that Council periodically review policies to ensure they are current.

The Policy was reviewed by the Bylaw and Policy Review Committee on November 15, 2023.

DISCUSSION:

See attached Report to Council

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council approve the policy as presented.

MOTION:

That the Town of Sundre Council approve Policy A-012-00 POL, Grants to Organizations Policy as presented.

Attachment: Report to Council

Date Reviewed: November 30, 2023

CAO: Amida Nebu



REPORT TO COUNCIL

COUNCIL DATE: December 4, 2023
SUBJECT: A-012-00 POL, Grants to Organizations Policy
REPORT WRITER: Legislative Services
AGENDA ITEM: 6.1a

BACKGROUND/PROPOSAL:

Policy A -012-00 POL Grants to Organizations was adopted by resolution of Council on May 19, 2019. It is recommended that Council periodically review policies to ensure they are current.

The Policy was reviewed by the Bylaw and Policy Review Committee on November 15, 2023. The following provides an overview of the recommendations of the Committee.

DISCUSSION:

Section 1. Application

REMOVE the words Parks, Grants from numbers 2 and 3.

Section 3. Basic Policy

REVISE paragraph 5, by changing three (3) intakes to two (2) intakes and removing May 31.

ADD under paragraph 6, "The maximum amount of funding to any organization in a calendar year is \$5000.00." (in bold red print)

Section 5. Program Components

REMOVE all references to Parks, Grants from B, and C.

Criteria of Grants

Under Bullet #3. **ADD** after the word funding "from the Town of Sundre";

One-time Grant

Under 2nd Bullet **ADD** "regular" before the words salaries or wages

Section 8. General Conditions

Under 8.6 **ADD** "regular" before the word salary/wages of staff positions or board honoraria;

Application

After the heading section (name & contact information) the Check box ☐ and the words "Please ensure your application includes the following information" to be bold red print.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the policy as presented.

Attachment: Policy A-012-00 POL Grants to Organizations Policy

Date Reviewed: November 30, 2023

CAO: Linda Nelson



TOWN OF SUNDRE POLICY A-012-00-POL
POLICY NAME: Grants to Organizations

Policy Number	A-012-00 POL
Policy Title	Grants to Organizations
Approval Date	
Resolution Number	
Revision Date	November 15, 2023
Revised Resolution No.	
Date to Be Reviewed	January 2026
Responsible Department	Legislative Services
Related Bylaws/Acts/Regulations	Schedule A – Evaluation Criteria

1. APPLICATION

This program governs grants to community non-profit organizations and charities.

The Town of Sundre Grants Program has three main categories:

1. Community-Based Organizations
2. Community Recreation, and Culture
3. Community Festival and Event

This program does not govern the following, which are separately administered by agreement:

- a) Grants and contributions pursuant to inter-municipal or other agreements;
- b) Tourism & Museums Grants
- c) Family and Community Support Services (FCSS)
- d) Aquatic Society
- e) Historical Society
- f) Chamber of Commerce
- g) Sundre Community Van
- h) Sundre Municipal Library
- i) Sundre Rodeo and Race Association Enhanced Policing (motion)
- j) Sundre Hospital Futures (motion)
- k) SPOG Neighbours' Day

2. AUTHORITY

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

The Terms of reference for the Grant Review committee, under the Town of Sundre Boards and Committees Bylaw mandates that the committee to consider and review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

3. BASIC POLICY

Funding for these grants is contingent on the approval of the Operating Budget by the Town of Sundre Council.

All grant applications under the *Town of Sundre Grants Program* shall be assessed using the evaluation criteria contained in *Schedule A*. All grant applications shall normally be submitted on the form provided by the Town.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance. Funding will not normally be provided to social service, health or similar agencies.

Usually, organizations receiving funding assistance should be Incorporated as non-profit under *The Societies Act*, RSA 2000 Chapter S-14; however, groups that are not Incorporated but have a demonstrated need, and a positive history are eligible to make application for funding assistance.

In some cases, a facility contains multiple spaces for the same building (examples: kitchen, club room, bar, etc.) that are used for social recreation purposes and are therefore eligible for funding.

There will be two (2) in-takes of grant applications per year. The **deadline for grant applications are January 31 and September 30** or the last working day of the month of January, and September. Late applications shall only be reviewed after applications received by the deadline have been processed.

The total funding available will be allocated through the annual budgeting process and will be based on available funds in each individual year. **The maximum amount of funding to any organization in a calendar year is \$5000.00.**

4. PROGRAM INTENT

Each year the Town receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The intention of the *Town of Sundre Grants Program* is to share available resources throughout the Town. Supporting volunteer, community-based organizations is fundamental to maintaining our quality of life.

Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization. The program attempts to balance on-going needs and a rotation of new applicants.

5. PROGRAM COMPONENTS

A. Community-Based Organizations/Other

Community/Local/Business Storefront Improvements or Landscaping

B. Community Recreation and Culture

Community-Based Recreation Programming
Community-Based Arts (e.g., visual, performing and literary arts)

C. Community Festival and Event

Festivals and Events hosted by local community organizations

CRITERIA OF GRANTS

The criteria questions are scored by the Grant Review Committee; the question is provided are for the applicant's information only.

Criteria Questions	✓	Score
1. Does the project benefit the community as a whole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. Does the project fall within the Town's Strategic Plan Priorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3. Did the group receive funding from the Town of Sundre in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4. Is there a demonstrated need for the project	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5. Was the project identified in the <i>Level of Service Workshop</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6. Will the project occur within the Town of Sundre? If no, how does the project benefit the community as a whole?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
7. Does the application sustain the organization (i.e., pay for operational costs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
8. Is there funding available from other government organizations If yes, have you applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
TOTAL		<input type="text"/>

Scoring Legend

Score	Project Impact on Criterion
0	None
1	Low
2	Medium
3	High

The different types of grants awarded under the Town of Sundre Grants Program are listed below.

One-time grant:

Normally awarded to support an *on-going community-based program* recognized as a priority within a community.

- This type of grant is not intended to support staff, regular salaries or wages.
- Although an organization may be awarded this type of grant several times, the award does not carry the guarantee of renewal over several years.
- Enhancement of a Capital Project.

In Kind grant:

- Request to borrow Town equipment has a monetary value.
- Request for Town staff time has a monetary value.
- Request for Town services has a monetary value.
- Fee Waivers have a monetary value.

6. GRANTS REVIEW PROCESS

- 6.1 Application form received, date-stamped and acknowledgement sent to applicant. Additional information may be requested.
- 6.2 Applications are sorted by category, sent to appropriate staff member or team members to evaluate (score and comments) and then submitted to the Grants Review Committee.
- 6.3 The Grants Review Committee develops a preliminary list of recommended grants based on each application's score, relative to merit of applications in the category, and the budget.
- 6.4 The CAO submits the final list of recommended grants to Council for final approval. Letters are sent to grant recipients, noting program reporting requirements and any restrictions. Letters are also sent to unsuccessful applicants. **There is no appeal process.** The list of awards is public information and is published annually.

7. GENERAL CONDITIONS

- 7.1 All applicants must comply with this policy and procedures.
- 7.2 Only **one application** per organization can be submitted in each funding year for same or similar program, project or service.
- 7.3 Applicants may be requested to make a verbal presentation to Grant Review Committee or Council to explain further and outline the specifics of their projects.
- 7.4 Grants are awarded by the type of project, not the type of organization.
- 7.5 The Town requires promotion of equality of access and opportunity for all persons.
- 7.6 Grants are not awarded for the regular salary/wages of staff positions or board honoraria.
- 7.7 Grant applicants should be able to demonstrate active fundraising efforts and/or additional funding sources to support the continuation of a program, project or service.
- 7.8 Awards may be issued in full (the usual practice) or can be paid in installments.
- 7.9 In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation, or the project, program, or service did not take place.
- 7.10 At the end of a project or by the end of the Town's fiscal year, whichever comes first, grant recipients must submit a brief report and/or financial statement specific to the project to the Town.
- 7.11 Each application determined to be ineligible for funding will be documented and included in the staff report to Council. The applicant will be notified, in writing, if the application is not eligible.

8. End of Policy

Schedule A

The criteria questions are scored (✓) by the Grant Review Committee; the question are provided are for the applicant's information only.

Evaluation Criteria – Grant Application		Check ✓
1. Municipal Mission		
<u>Vital</u> – Fundamental to the Town's Strategic Plan & Level of Service Priorities		
<u>Notable</u> – Identified in the Town's Level of Service Priority		
<u>Non-Critical</u> – Some relevance to Level of Service, but not Strategic Plan Priorities		
3. Public Need		
<u>Community at Large</u> – General need, benefit the community as a whole		
<u>Multiple Interests</u> – Some need, a limited number of areas		
<u>Vested Interests</u> – Special interest group(s) localized		
4. Public Benefit		
<u>Public Interest</u> – All residents may derive benefit		
<u>Mixed Interest</u> – Some residents derive benefit		
5. Human Development & Inclusion – Volunteer Participation		
<u>High</u> – Equality of access and opportunities (demographic, geographic)		
<u>Moderate</u> – Range of demographic groups and/or development potential		
<u>Low</u> limited opportunity, access or development potential		
6. Quality of Life		
<u>Livable Community</u> – Important to livable/sustainable community		
<u>Community Pride</u> – Instills pride, sense of community		
<u>Community Image</u> – Enhances image or public perception		
7. Alternate Providers		
<u>Limited</u> – No other potential providers		
<u>Some</u> – Some potential alternate providers		
<u>Many</u> – Many potential or existing providers		



Town of Sundre
717 Main Avenue West – PO Box 420
Sundre AB T0M 1X0

APPLICATION – TOWN OF SUNDRE GRANTS PROGRAM

Name of Applicant Organization:	
Contact Person:	
Telephone Numbers:	
Mailing Address & Civic Address	
Email Address	
Website (if applicable)	
Charitable Society Registration #	

☒ Please ensure your application includes the following information:

- ☐ A list of grants to your organization from federal, provincial or other local government agencies or departments applicable to this project, program, or service (Section 3).
- ☐ If this is a new project, a list grants that your organization intends to apply or has made application to other levels of government for the same project (Section 3).
- ☐ A cover letter if you want to provide additional information about your organization and its goals/objectives. Two letters of support or testimonials are recommended. (Section 4). **Please do not include bound materials, promotional materials or reports. If we require more information, you will be contacted during the review process.**
- ☐ The location of your project/activities (Section 5) and benefits to the Town (Section 6).
- ☐ A list of other grants or support your organization already receives from the Town of Sundre (Section 8).

*The policy governing the Town of Sundre Grants Program is available on our web site
www.sundre.com
or may be obtained by calling (403) 638-3551.*

1. Please check (✓) a grant category and sub-category that applies to your application:

Category (Check All that Apply)	Sub-Category (Check All that Apply)
<input type="checkbox"/> Community Based Organizations	<input type="checkbox"/> Community/Local
<input type="checkbox"/> Recreation, & Culture	<input type="checkbox"/> Community-based Recreation Programming
	<input type="checkbox"/> Property Development/Community Facilities
	<input type="checkbox"/> Leadership Development
	<input type="checkbox"/> Community Based Arts (e.g., visual, performing)
<input type="checkbox"/> Community Festival and Events	<input type="checkbox"/> Festival and Events hosted by local Community Organizations

2. Please check (✓) the type of grant you are applying for and indicate the amount:

Type of Grant (Check One)	Amount of Grant Requested
<input type="checkbox"/> One-Time Grant	\$
<input type="checkbox"/> In Kind Grants	Equipment:
	Staff Time:
	Services:

3. Have you applied for other funding for this project/program/service/event? (Please List)

Funding Body	Amount Requested	Amount Needed
Local Government (List Department/Agencies)		
Mountain View County		
Funding Bodies		

4. *Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization.*

Please describe your organization's specific project, program or service that the grant monies are being used for (use a separate page if you need more room).

5. Please describe the community, area and/or group(s) your organization serves:

6. What benefits will your project, program or service provide to the community/municipality?

**7. What role(s) do/will volunteers play in this project/program/service or the operations of your organization?
How many volunteers participate?**

8. Does your organization receive other forms of assistance from the Town?

9. List the in-kind contributions that your organization will provide to this project/program/service.

10. Please summarize the major elements of the budget of your project or organization's operating budget specific to the project:

BUDGET			
Revenue		Expenditure	
Revenue Source Details	\$ Amount	Expenditure Details	\$ Amount
Organization \$ Contribution			
Fundraising			
Donations			
In Kind (if applicable)			
Other Municipalities (if applicable)			
Borrow (if applicable)			
Grant Request			
Other Specify -			
Other Specify -			
Total Estimated Revenue		Total Estimated Expenditures	

11. Authorization

This application must be signed by an authorized signing officer of the Board of Directors:

Application Prepared By: (Contact)	_____ Signature	_____ Print Name	_____ Date
---------------------------------------	--------------------	---------------------	---------------

Board Authorization:	_____ Signature	_____ Print Name	_____ Date
----------------------	--------------------	---------------------	---------------

Remember as you review the policy, you will note that provision has been made for applicants to submit an application for a multi-year grant. You may wish to submit an application on that basis to eliminate the necessity of submitting a separate request in each subsequent year. All that would be required is submission of your most recent financial statements and updated budget each year.

Please mail, drop off, or email your application form and any supporting materials to:

The Town of Sundre
717 Main Avenue West
PO Box 420
Sundre
AB
T0M
1X0
townmail@sundre.com



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Bylaw 2023-09 Community Standards Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; states that a Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property.

The purpose of Bylaw 2023-09 is to incorporate existing bylaws which will be repealed, into one bylaw to regulate community standards that may affect a neighbourhood livability.

The Bylaw was reviewed by the Bylaw and Policy Review Committee on November 15, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council.

ALIGNMENT WITH STRATEGIC PLAN

Pillar #5 – Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood livability.

MOTION:

That the Town of Sundre Council repeal Bylaw 818 “Regulate and Control Noise”; Bylaw 06-11 “Curfew Bylaw”; and Bylaw 2019-16 “Snow Removal”.

That the Town of Sundre Council give first reading to Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood livability.

That the Town of Sundre Council give second reading to Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood livability.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood livability.

That the Town of Sundre Council give third and final reading to Bylaw 2023-09 being a “Community Standards Bylaw” a bylaw to regulate community standards that may affect a neighbourhood livability.

Attachments: Bylaw 2023-09

Date Reviewed: November 30, 2023

CAO: Amide Nube



Bylaw 2023-09
Community Standards Bylaw

BEING a Bylaw of the Town of Sundre, in the Province of Alberta, to provide for the prohibitions of certain activities in order to prevent and compel the abatement of noise, nuisances, bullying, unsightly premises, and public disturbances within the Town limits.

WHEREAS, Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; a Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property.

AND WHEREAS, the *Municipal Government Act* authorizes a municipality to pass bylaws respecting nuisances, including unsightly property.

AND WHEREAS, it is desirable for regulations which affect neighbourhood livability to be located, as much as possible, in one bylaw.

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

1. This Bylaw shall be called the “Community Standards Bylaw”.
2. The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this Bylaw.
3. Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial Law or Regulation, other bylaw or any requirements of any lawful permit order or license.
4. Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes references to any Act, bylaw, regulation or agency that may be substituted, therefore.
5. Every provision of this Bylaw is independent of all other provision and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

DEFINITIONS

In this Bylaw, unless context otherwise requires, the following definitions shall apply:

“Agricultural Operation” means those uses defined in the Agricultural Practices Act, RSA 2000, c.A-7 and amendments thereto and applies to those lands designated as Urban Reserve (UR) in the Town of Sundre’s Land Use Bylaw 2018-10 and all amendments thereto;

“Alley” means a narrow Highway / Road intended to give secondary access to property mainly in the rear or side of buildings and parcels of land and shall have the same meaning as “lane”;

“Animal Material” means any animal excrement, offal, carcasses or parts thereof, and includes all material accumulated on a premises from the operation of pet pens, pet yards, kennels, stables, veterinary clinics or animal hospitals;

“Boulevard” means a strip of grass, gravel or pavement between a sidewalk or property line and a road, and located adjacent to a curb placed in order to both beautify the street and to provide a buffer between vehicles and pedestrians;

“Building Material” means any material or debris which may result from the construction, renovation or demolition of any building or other structure and includes, but is not limited to, wood, gypsum board, roofing, pipe, wiring, vinyl siding, metal, packaging material and containers of Building Material, gravel, concrete and asphalt and any earth, rocks, and vegetation displaced during such construction, renovation or demolition of any building or other structure;

“Bylaw Enforcement Officer” means a person authorized by Council to carry out the provisions of this Bylaw, or the Chief Administrative Officer of the Town of Sundre, or a member of the Royal Canadian Mounted Police;

“Carry On” means to Carry On, continue to operate, perform, hold, occupy, or use a thing, object or practice;

“Chief Administrative Officer” or **“CAO”** means the person appointed to the position of CAO by Council within the meaning of the *Municipal Government Act*;

“Child” means any person who is under the age of 14;

“Complaint” refers to the initial reported contravention of this Bylaw, whether such complaint is made by a member of the public, an employee of the Town, or self-generated by an enforcement officer in order to prevent continued or further contravention of the provisions of the Bylaw;

“Community Service” means work for a specified amount of time, which is performed in the community for the community in lieu of a fine or imprisonment: Community Service will be served on the next date, which is a scheduled day off from school, work or a suitable date determined by the Town of Sundre; Community Service will be monitored by the Town of Sundre and/or delegate;

“Control” in reference to weeds means:

- a) cut, mow or carry out measures designed to inhibit propagation of nuisance or noxious weeds, or
- b) destroy the restricted weed if specified by a Peace Officer or Weed Inspector as employed by the Town of Sundre, or
- c) carry out other measures as prescribed by a Peace Officer or Weed Inspector employed by the Town of Sundre.

“Contractor” means a person or persons, or corporation hired for or by a person or corporation for the purposes of but not limited to constructing or renovating buildings and other structures, including electrical, gas and plumbing, and telecommunication services, lawn cutting, maintenance and other landscaping services;

“Council” means the elected officials of the Town of Sundre, elected pursuant to the Local Authorities Election Act, Revised Statutes of Alberta;

“Court” means the Provincial Court of Alberta;

“Curfew” means specifying a time which certain regulations apply;

“Debris” means waste material such as building or construction material, or refuse arising from building construction, renovation or demolition;

“Garage Sale” means the sale of personal or household goods from a residential property;

“Garage Sale Sign” means a sign advertising the sale of personal or household goods from the residential property;

“Garbage” means any household or commercial rubbish including but not limited to boxes, cartons, bottles, cans, containers, packaging, wrapping material, waste paper, cardboard, food, includes compostable materials such as food, grass clippings, tree branches, leaves or animal excrement, discarded clothing or fabric, and discarded household items;

“Graffiti” means words, figures, letters, drawings, scribbles, scratched, painted, sprayed, written down, or otherwise applied to property such as structures, fences, benches, vehicles or other property without the consent of the owner of the property;

“Guardian” means a parent, legal guardian or foster parent;

“Hedge” means a line of closely spaced shrubs and tree species, planted and trained in such a way as to form a barrier or to mark the boundary of an area;

“Highway” as defined by the Traffic Safety Act of Alberta;

“Holiday” means any statutory holiday as defined in The Interpretation Act;

“Hospital Zone” means an area which:

- a) is designated as such by signs or other devices, or
- b) any portion of the Town within one hundred (100) meters in any direction from the boundaries of the site on which is situated a hospital as defined in the Alberta Hospitals Act.

“Industrial District” is defined as in the Land Use Bylaw under Light Industrial (I-1), Flood Plain Industrial (I-2), Light Industrial Business Park (I-3) and General Industrial (I-4);

“Land Use Bylaw” means the Land Use Bylaw as amended from time to time, of the Town of Sundre, or any Bylaw passed in substitution for or in addition to;

“Lane” means an alley intended primarily to access the rear of a premises;

“Legitimate Excuse” means an excuse under Part IV of this Bylaw which includes only the following:

- a) traveling directly to and from a place of employment whether paid or
- b) volunteer work; or working at a job (whether paid or volunteer) that requires the Child to be in a Public Place.

“Litter” means any solid or liquid or product or combination of solid or liquid materials or product including, but not limited to:

- a) any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, human or animal excrement, or the whole or part of an animal carcass or offal, coal, wood, gravel, earth, sawdust, glass or like material, plastic, nails, staples, tacks, scraps of metal, expended tobacco products; or
- b) the whole or part of any article, raw or processed material, vehicle or machinery of any type that is disposed of.

“Median” means a physical barrier or area that separates traffic travelling in one direction from travelling in the opposite direction on a Highway;

“Motor Vehicle” as defined by the Traffic Safety Act R.S.A. 2000 c.I-6 of Alberta, commonly a self-propelled motorized road vehicle or motorized off-road vehicle, that does not operate on rails, such as trains or trams, and used for personal conveyance of persons or goods from one point to another, or for commercial purposes such as the transporting of goods, including courier or taxi service;

“Municipal Property” means structures, equipment, land or things owned by the Town of Sundre, which may include but is not limited to benches, trails, pathways, roads, lanes, light fixtures, gazebo/pergolas, picnic tables, and campgrounds;

“Nighttime” means the period beginning at 10:00 p.m. and ending the following day at:

- a) 7:00 a.m. if the following day is a weekday (Monday – Saturday);
- b) 9:00 a.m. if the following day is a Sunday or any other holiday.

“Noise” means any sound which disturbs Persons, or which injures, endangers or detracts from the comfort, repose, health, peace or safety of Persons within the boundary of the Town;

“Notice” means any notification issued, verbal, written or electronically communicated to remedy a condition that is not in compliance with any provision of this Bylaw;

“Noxious Weeds” means any restricted, noxious, or nuisance weed listed in the Alberta “Weed Control Act Weed Designation Regulation”;

“Nuisance” means anything that causes annoyance, offence, trouble or injury;

“Occupant” means the lessee, manager, or tenant of any property or premises within the Town, whether actually occupying or legally responsible for any property or premises;

“Offender” means a person charged with an offense under this Bylaw;

“Officer” means a Bylaw Enforcement Officer, Peace Officer, or a member of the Royal Canadian Mounted Police;

“Off-Highway Vehicle” means a motorized, wheeled or track propelled vehicle commonly used for off-road use where regular motorized vehicles cannot go, such as rough country recreation areas, and as defined in the Traffic Safety Act R.S.A. 2000, c.I-6, as amended;

“Owner” means:

- a) a Person who is shown as the owner of the property on the subject Land Title;
- b) a Person who is recorded as the Owner of the property on the tax assessment roll of the Town of Sundre;
- c) a Person who is an occupant of the property or premises pursuant to a rental or lease agreement, license or permit, or who otherwise occupies the property or premises with the permission or consent of the legal owner;
- d) a Person who has purchased or otherwise acquired the land directly from the owner or from another purchaser, and who has not yet become the registered owner thereof;
- e) a Person holding himself out as a person having the powers and authority of ownership or control of the property or premises, or
- f) any Person who for the time being, exercises the powers and authority of ownership or control of the property or premises;
- g) a Person controlling or managing the property or premises under construction.

“Park” means public space controlled by the town and set aside as an indoor or outdoor space to be used for rest, recreation, exercise, camping, pleasure, amusement and enjoyment, and includes the Town’s Trail and Pathway system;

“Parking Area/Lot” means an area providing vehicular parking for use by residents, consumers, employees, or clients of a particular development;

“Peace Officer” means any Police Officer, Protective Services Officer, Bylaw Enforcement Officer, Peace Officer, member of the Royal Canadian Mounted Police, or any designate of the Town of Sundre;

“Person” includes an individual, partnership, corporation, trustee, executor or administrator;

“Pole” means a circular or octagonal pole that is either metal or wood including but not limited to street lights, street signage, and utility poles;

“Poster” means a sign which is not self-supporting and is attached with its back surface in contact with a pole or wall or other structure and is secured by tape, glue, tacks, staples or other means;

“Premises” means any property contained within the property lines as registered with Alberta Land Titles within the Town of Sundre and includes but is not limited to fences, sheds, garages, workshops, storage bins, buildings and other structures, landscaped areas, gardens and trees;

“Provincial Offences Procedure Act” means the Provincial Offences Procedure Act, R.S.A. 2000, C. P-34, and the regulations thereof, as amended or replaced from time to time;

“Remedial Order” means an Order written pursuant to Section 545 and Section 546 of the *Municipal Government Act*;

“Residential Building/Development” means a permanent or semi-permanent structure used as a residence containing one or more dwelling units, including a house, multi-family dwelling, apartment building, condominium complex, lodging house, hotel, motel, manufactured home, modular home, tent, or recreation vehicle (RV) of any type, constructed on land that is the site of one or more residential buildings, including farms, ranches, or other land that is used for purely agricultural purposes;

“Residential District” as defined in the Town’s Land Use Bylaw;

“Roadway” has the same meaning as Road, Street, Highway, Lane, Alley as defined in the Traffic Safety Act;

“Rubbish” means but is not limited to tin cans, broken dishes, glasses, rags, waste paper, food containers, grass cuttings, shrubbery, manure, weeds, garden refuse, and any other such waste non-composing matter not included in any other definition of this Bylaw;

“Sidewalk” means part of a roadway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a roadway between the curb or edge of the roadway and adjacent property line whether or not paved or improved;

“Sign” means an inscribed board, poster, banner, flag or other similar instructional, advertising or promotional device;

“Sign-Owner” means any person who owns, rents or resides at the property described on a Sign, whose name, address or telephone number, email address or website address is on the sign, who created a

Sign, who installed a Sign, who is in lawful control of a sign, or who is the subject or otherwise benefits from the message of a Sign, and for the purposes of this Bylaw there may be more than one Sign-Owner for each Sign;

“Signaling Device” means a horn, gong, bell, claxon, or other device producing an audible sound for the purpose of drawing people’s attention to an approaching vehicle, including a bicycle;

“Street Light Standard” means a circular or octagonal street light pole that is either metal or wood with the luminary facing down;

“Structure” means a building, garage, shed, green house, fence, deck or other improvement erected or placed in, on over or under, whether or not it is affixed to the land;

“Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of the Traffic Safety Act R.S.A. 2000, c.T-6 and amendments thereto for the purpose of regulating, warning or guiding traffic;

“Traffic Island” means a physical barrier or strip of land which channels traffic into a specific route or controls turns at an intersection or provides refuge to protect and aid pedestrians crossing a Highway or aids in the loading or unloading of transit riders. This includes traffic circles or round-a-bout whether permanent or temporary in nature;

“Trailer” means a vehicle so designated that it:

- a) may be attached to or drawn by a motor vehicle or tractor, and
- b) is intended to transport property or Persons, and includes any vehicle defined by regulation as a Trailer but does not include maintenance of highways.

“Truck” shall mean and include any vehicle designed primarily for the transportation of property or equipment including a chassis-cab, crawler mounted vehicle, Tractor unit, Trailer, truck that may be coupled to a semi-trailer by means of a fifth wheel but does not include a bed truck, picker truck or winch truck, which vehicle with or without load, exceeds any of the following:

- a) two axles; twelve and a half (12.5m.) meters in length; or
- b) a maximum allowable weight of five thousand five hundred (5,500 kg) kilograms.

“Town” means the corporation of the Town of Sundre, or the area contained within the boundaries of the Town as the context requires;

“Unightly” means a premise(s) that has not been maintained in order to prevent it’s deterioration due to weather, rot or insects and not free from loose and broken materials;

“Unightly Premise(s)” means any Premise(s) or part thereof that clearly shows sign of neglect, or which otherwise exhibits a significant lack of general maintenance, clean-up or upkeep, and includes:

- a) any land upon which there is an excessive, unusual, or unreasonable accumulation of animal material, yard material, building material, garbage, human or animal excrement, sewage, hazardous materials, piles of soil, clay, or rubble, petroleum products, metal, plastics, fabrics, used containers, paper products or any other form of scrap, litter, trash, junk or waste of any kind;
- b) surplus, disused, damaged or stored household or commercial chattels; or
- c) surplus, disused, damaged or stored vehicles, trailers, motorcycles, bicycles and recreational vehicles, including any such items that are inoperative by reason of disrepair, removed or missing parts, age, damage, or which are otherwise not in a legally roadworthy or functioning condition; and

- d) any building, structure, or other improvement that exhibits significant physical deterioration, including buildings and structures that suffer from: broken (or missing) windows, siding, shingles, shutters, eaves, roofing or finishing materials;
- e) or clearly visible exterior or structural deterioration, damage or decay, including significant fading, chipping or peeling of painted surfaces.

“Vehicle” includes automobile, motorcycle, van, truck, trailer, bus, mobile home, traction engine, farm tractor, road building machinery, bicycle (traditional or motor assisted), motorized snow vehicle, streetcar and other vehicle drawn, propelled or driven by any kind of power, including muscular power;

“Violation Tag” means a tag or similar document issued by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000 cM-26 as amended, and Regulations thereunder;

“Violation Ticket” means a Ticket issue pursuant to Part II of the Provincial Offences Procedures Act, R.S.A. 2000 c.P-34, as amended, and Regulations thereunder;

“Weekday” means any other day than Saturday, Sunday or Holiday;

“Weekend” means Saturday, Sunday and any Holiday;

“Yard Material” means waste material of an organic nature formed as a result of gardening, landscaping, horticultural pursuits or agricultural activities and includes grass, tree and hedge cutting, waste sod and decomposing plants, and leaves and weeds;

PART 1: GRAFFITI

OFFENCES

- 1.1 No person shall apply Graffiti to any public or private property.
- 1.2 Notwithstanding Part 1 Section 1 Graffiti may be permitted in areas or at events designated by the Town.
- 1.3 Every owner or occupier of Premises shall ensure that Graffiti applied on the Premises is removed, painted over, or otherwise permanently blocked from public view within seven (7) days of receiving written notice from a Peace Officer.
- 1.4 A property owner who breaches the provisions of Part 1 Section 1.1.3 where, following the issuance of and failure to comply with an Order under this Bylaw is guilty of an offence.

PART 2: NOISE

GENERAL PROHIBITION

- 2.1 Except to the extent permitted by this Bylaw, no person shall any person(s) to:
 - a) operate or permit another person to operate within the Town, a motor vehicle which causes excessive noise; or
 - b) operate or permit any other person to operate within the Town, an Off-Highway Vehicle or All-Terrain Vehicle which causes noise, with the exception of an organized group undertaking the laying of cross-country ski tracks.
- 2.2 Where an activity which is not specifically prohibited or restricted by any legislation of Canada or the Province of Alberta or by this Bylaw involves making a sound, which:
 - a) is or may be become; or
 - b) creates or produces or may create or produce a disturbance or annoyance to other people or a danger to the comfort, repose, health, peace or safety of

others, a Person engaged in that activity shall do so in a manner creating as little noise as practicable under the circumstances.

- 2.3 No Person shall:
 - a) make or continue any Noise or sound within a Hospital Zone;
- 2.4 The CAO, may, upon written request pursuant to Part 3, Section 18 of this Bylaw, issue permission in writing to a Person or Organization for the purpose of suspending the provisions of this Section, and the written permission shall specify the dates and hours which Noise may occur.
- 2.5 A Town Peace Officer may direct any person who has caused or made a noise, or any person who owns or controls property from which noise has originated, to abate or eliminate the noise. Such direction may be either verbal or written.

MOTOR VEHICLE NOISE

- 2.6 The failure of a person to comply within the Town with the following provisions of the Traffic Safety Act, RSA 2000, c.T-6 as amended and regulations thereof constitutes a violation of this Bylaw in addition to and not in substitution for the offence under the Traffic Safety Act, RSA 2000, c. T-6 as amended.
 - a) the prohibition against the use of Signaling Devices on Motor Vehicles, motorcycles, or bicycles so as to make more noise than is reasonably necessary for the purpose of giving notice or warning to other persons on the highway, as set out in subsection 2 of Section 83 of the Use of Highway and Rules of the Road Regulation;
 - b) the restrictions on the type or use of mufflers and similar equipment on Motor Vehicles, as set out in Section 61(1) of the Vehicle Equipment Regulation;
 - c) the prohibition against equipping a vehicle other than those specified with a siren, as set out in Section 74 of the Vehicle Equipment Regulation.
- 2.7 A person who operates a Motor Vehicle in a residential district at any time in such a way as to cause a noise is guilty of an offence under this Bylaw in addition to and not in substitution for any offence of which the person may be guilty under section 13(1)(g)(iii) of the Traffic Safety Act, RSA 2000, c. T-6 as amended.
- 2.8 No person may activate or apply engine retarder brakes in Town.
- 2.9 Where a Motor Vehicle is equipped with a siren under Section 74 of the Vehicle Equipment Regulation 322/2002 of the Traffic Safety Act, RSA 2000, c. T-6 as amended, the driver thereof shall only use the siren when the vehicle is proceeding in response to an emergency call.
- 2.10 Section 404 does not apply to the use of a siren on a Motor Vehicle operated by a member of the Royal Canadian Mounted Police or a Town of Sundre Peace Officer, Fire Department equipment or ambulance service.
- 2.11 A person who owns, occupies or controls a Truck – Tractor or Tractor – Trailer, while loading or unloading, must not at any time allow it to remain running for longer than 20 minutes when it is stationary in a Residential District or within 150 meters of a Residential District.
- 2.12 A person must not use a signaling device to promote or advertise the sale of ice cream or any other foodstuffs in a residential district during the nighttime.

COMMERCIAL AND INDUSTRIAL NOISE

- 2.13 Nothing in this Bylaw shall prevent the continual operation or carrying on of a commercial or industrial activity where the activity is one which:
 - a) is a permitted use; or
 - b) is an approved discretionary use; or
 - c) is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*, RSA 2000, c M-26 as amended from time to time.

- 2.14 In the operation or carrying on of a commercial or industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 2.15 No person shall operate an outdoor speaker system on a parcel where a property line of the parcel is within 150 meters of a residential district during the nighttime.
- 2.16 Where an open area is provided for parking of patrons or employees in connection with a retail store, restaurant, office, or medical and health facility, the owner or person in charge of the parking area must:
- a) obtain a permit pursuant to Section 28 of this Bylaw prior to utilizing any machine for clearing snow or debris from the parking area; and
 - b) make no more noise than is reasonably necessary in connection with this removal of snow and debris.

DOMESTIC NOISE

- 2.17 A person must not operate in a residential district in the nighttime the following:
- a) a motorized garden or lawn tool;
 - b) a power tool outside any building or structure;
 - c) a model aircraft driven by an internal combustion engine of any kind; or
 - d) a snow clearing device powered by an engine of any kind;
 - e) in a Residential District during the Nighttime.

CONSTRUCTION NOISE

- 2.18 Unless a permit has been obtained pursuant to Section 27 of this Bylaw, no person shall cause construction noise during the nighttime unless the construction is conducted on land designated as Urban Reserve or Industrial District in the Town's Land Use Bylaw.

AGRICULTURAL NOISE

- 2.19 All agricultural noise shall be governed under the Agricultural Operation Practices Act, RSA 2000, c. A-7 and amendments thereto.

PERMITS AND NON-APPLICATION OF THE BYLAW

- 2.20 The CAO may, upon written request, issue permission in writing to a person for the purpose of suspending the provisions of this Bylaw, and the written permission shall specify the dates and hours during which noise may occur (the "Permit").
- 2.21 The CAO may refuse to issue a Permit or impose any term or condition upon a Permit.
- 2.22 In deciding whether to issue a permit, the CAO will consider the following:
- a) the economic benefit to the community;
 - b) the length of time the noise will persist;
 - c) the nature of the activity which will cause the noise; and
 - d) the amount of disturbance which will be caused to surrounding areas.
- 2.23 The CAO will refer to Council any written request to suspend the provisions of this Bylaw for a festival or event that:
- a) Extends beyond midnight of any day of the week.
- 2.24 The applicants for a Permit may appeal either:
- a) the refusal of an issuance of a Permit; or
 - b) a condition(s) of the Permit;
 - c) to Council within thirty (30) days of the receipt of the refusal, or the receipt of the issuance of the Permit.
- 2.25 On appeal under either Part 3, Clause 22(a) or 22(b), Council may refuse a Permit, confirm a Permit, issue a Permit upon any terms or conditions, or vary term(s) or condition(s) of a Permit. The decision of Council is final.
- 2.26 Any such permit issued shall be produced to a Town Peace Officer upon demand.

- 2.27 Any provisions in regard to noise in this Bylaw does not apply to work carried on the Town or its agents, contractors, servants or employees, acting within the scope of their agency, contract, or employment, as the case may be.

SOUND-AMPLIFYING EQUIPMENT

- 2.28 No person shall operate any sound-amplifying equipment from any residence, business premises, vehicle or in any park or other public space so as to unduly disturb residents of the Town.
- 2.29 Except for a public assembly authorized by the CAO of the Town of Sundre.

SCHEDULE:

- 2.30 No person shall carry on construction of any kind that can be heard beyond the boundary of the construction site:
- a) after the hour of ten o'clock (10:00 p.m.) in the evening; and
 - b) before the hour of seven o'clock (7:00 a.m.) in the morning of any day.
- 2.31 No person shall operate any equipment, machinery, or mechanical devices or any other tool or device of a noisy nature that may disturb persons in a Residential District between the hours of ten o'clock (10:00 p.m.) in the evening and seven o'clock (7:00 a.m.) of the next morning of any day.

PART 3: CURFEW

SCHEDULE

- 3.1 No Child under the age of 14 shall be in a public place within the Corporate Limits of the Town of Sundre after the hour of 12:01 a.m. (1-minute after mid-night) and before five o'clock (5:00 a.m.) following without proper adult guardianship or legitimate excuse.

PART 4: SNOW REMOVAL

GENERAL REGULATIONS

- 4.1 The owner or occupant of a private parcel of land adjacent to a Sidewalk or Pathway that runs in front of the property or along the side of the property where:
- a) such Sidewalk or Pathway runs parallel to and directly adjacent to a Street, or
 - b) such Sidewalk or Pathway runs parallel to and adjacent to a Street, where the Pathway or Sidewalk and Street are separated only by a grassed or otherwise covered boulevard.
- 4.2 Shall remove ice and snow from that portion of the Sidewalk or Pathway adjacent to the parcel so that the Sidewalk or Pathway is cleared to the bare surface, within 48 hours after the ice or snow has been deposited. For the purpose of this section, snow and ice will be considered removed when the sidewalk or pathway is cleaned for the entire width of the sidewalk or pathway to the surface as completely as reasonably possible.
- 4.3 Where the owner or occupant of a parcel of land has not complied with s. 12.1, the Town may remove the ice and snow, and the owner of the parcel is liable for such removal costs, plus a ten percent (10%) administration fee.
- 4.4 For the purpose of this section, in the case of a sidewalk being below grade resulting in repeated coverage by ice or water through drainage of melted snow or rain, the sidewalk shall be cleaned as completely as reasonably possible and a non-slip, non-corrosive and salt-free material such as sand or similar material shall be scattered on the surface of the sidewalk as frequently as required to maximize traction for pedestrians.
- 4.5 Where the owner or occupant fails to pay the expenses and costs of removal referred to in s. 12.2, such costs may be added to the tax roll of the parcel.

- 4.6 Where a Sidewalk or Pathway is adjacent to property belonging to an owner not residing in the Town or is unoccupied or underdeveloped and an Officer deems the condition of snow or ice on the Sidewalk or Pathway adjacent to the property to pose a danger to the public, the Town may remove the ice and snow. The expenses and costs of such removal may be determined and recovered from the owner of the property in the same manner as in s.(12.2) and (12.3).
- 4.7 A person who has an awning, canopy, marquee or other encroachment extending from a portion of his or her premises over a sidewalk or other portion of a street shall endeavour to keep the said awning, canopy, marquee or other encroachment free from snow or ice so that it will not drip upon the sidewalk or street below.
- 4.8 The property owner shall cause to be cleaned up any water from melting snow or ice on any awning, canopy, marquee or other encroachment of the sidewalk and take the necessary precautions to ensure that an icy or dangerous situation is not allowed to exist on the street or sidewalk.
- 4.9 Every occupant, and in case there is no occupant, the Landowner of every house, shop, building, church or chapel, abutting on or erected within three (3) meters of any highway or public place shall, whenever snow or ice shall accumulate on the roof or eaves of such building, to an extent that a potential danger is created to persons passing, cause the hazard to be removed at once, and every person, while removing the same shall take due and proper care and precaution for the warning and safety of persons passing.
- 4.10 A person, may in such a way as not to injure or unduly interfere with any other person lawfully using the sidewalk, use a power driven device (commonly referred to as a "snow-blower") that is sufficiently light and of such construction that it will not injure the surface of the sidewalk to remove snow and ice from any portion of the sidewalk from which he is required to remove it by provision of this Bylaw.
- 4.11 Where a person uses an Off-Highway Vehicle (OHV) or All-terrain Vehicle (ATV) to clear snow from a sidewalk, as provided for under s.12.6 of this Bylaw, a permit for such use will be required to be obtained from the Town of Sundre. In order to obtain a permit, the following requirement must be met as the time of application:
- a) the operator of the OHV or ATV must be at least 16 years of age;
 - b) the operator must provide Proof of Insurance for the OHV or ATV;
 - c) the operator must provide a copy of the Registration of the OHV or ATV; and
 - d) the operator must provide a map of the area to be cleared by the OHV or ATV.
- 4.12 A person who removed snow or ice from public or private sidewalks and / or public or private driveways shall not deposit said snow or ice upon any street, highway, or boulevard and shall not impede storm sewer run off or block access to any storm sewer grate, fire hydrant, curb cut or wheelchair ramp.
- 4.13 Notwithstanding Section 12.12, a person may acquire permission, in writing from the Town of Sundre to pile snow on town land in an approved location.
- 4.14 In the event of a large accumulation of snow, the Town may cause a street or lane to be cleared of vehicles for the purposes of snow removal. If, after posting signage or social media notifications for said streets or lanes, vehicles blocking snow removal equipment may be towed and impounded at the registered owner's expense.

PART 5: GARAGE SALES AND GARAGE SALE SIGNAGE

GENERAL REGULATIONS

- 5.1 A resident may conduct a Garage Sale provided the following is met by the property owner/ occupant or group of owners / occupants:
- a) shall not conduct a Garage Sale for more than 3 consecutive days;

- b) goods for sale must not encroach onto adjacent properties or Town lands such as lanes, roads, sidewalks, boulevards or municipal reserve lands;
 - c) the property owner must ensure that visitors to the property not encroach, impede or block access to adjacent properties or limit the access to the site for emergency service vehicles;
 - d) follow the Garage Sale sign guidelines as follows:
 - i. shall not post signs on private property without the consent of the private property owner;
 - ii. shall not post signs on power poles or other utility structures, traffic signposts, and community mailboxes;
 - iii. signs shall be placed one day prior to the date of the sale and removed the day after the date of the sale.
- 5.2 Where the Development Authority or Peace Officer finds that a Garage Sale or sign(s) contravenes the provisions of this Bylaw, he or she may order the person responsible for the contravening sale or sign to:
- a) remove the goods for sale, remove any signage and charge the to the cost to the owner; or
 - b) remove the goods for sale, remove any signage, charge the costs to the owner, and pay a penalty or fine as set out in Part One of this Bylaw.

GARAGE SALE SIGNS

- 5.3 An owner or occupant of a residence who holds a Garage Sale must display the address of the sale on the sign.
- 5.4 Garage Sale Signs may be placed on the boulevard only on the day prior to and on the day(s) of the Garage Sale and must be removed no later than 24 hours after the end of the Garage Sale.
- 5.5 No Sign-Owner shall cause, permit, or allow a Garage Sale Sign or other poster to be placed on a Highway, median, road, sidewalk, mailbox, garbage/recycling receptacle, street light standard, telephone or power pole, traffic control device or sign or traffic island.
- 5.6 Any sign that impedes or interferes with the work of a Town operation, or which creates a hazard to public safety, may be removed and disposed of by a Town employee, Peace Officer or agent of the Town without notice to the Owner of the sign.
- 5.7 Any sign which a Peace Officer find placed in breach of this Bylaw may be removed and impounded without prior notice to the Owner.
- 5.8 Any sign impounded to the provision of this Bylaw which has not been claimed by the sign owner within twenty-one (21) days of impoundment may be destroyed without compensation by the Town to the sign owner.

PART 6: NUISANCES, WEEDS, AND UNSIGHTLY PREMISES

GENERAL REGULATIONS

- 6.1 No Owner or Owners of a premises shall cause, permit or allow the premises to become or to continue to be an Unsightly Premises as defined in this Bylaw.
- 6.2 No Owner or Owners of a premises shall cause, permit or allow the premises to become or continue to be a risk of danger to public safety, themselves, or to other persons, premises or property.
- 6.3 No Owner or Owners of a premises shall cause, permit or allow the actions of any person occupying or using the premises to become or continue to be a nuisance or a risk of

danger to the public, or to otherwise interfere with other person's repose, comfort or peaceful enjoyment of their property.

6.4 When making the determination as to whether a particular premises is an Unsightly Premises, or as to whether the Owner of a premises has allowed the premises or its occupiers to become or continue to be a nuisance or risk of danger to other persons or property, the Court may consider any admissible evidence as to:

- a) the general condition and state of upkeep and tidiness of other premises located in the same neighbourhood, community or vicinity;
- b) the nature, size, location and permitted use of the premises, and whether or not the premises is located in a residential district;
- c) the nature of the unsightly or nuisance condition complained of, and the period of time that such condition has persisted;
- d) whether the premises is undergoing construction, renovation, or demolition, and the period of time that such activity has been ongoing;
- e) whether the Owner of the premises had been previously notified or warned by a Peace Officer that the premises is not being kept in compliance with the provisions of this Bylaw; and
- f) any other circumstances or factors relating to the premises which the Court considers are relevant to the subject determination.

WEEDS, GRASS AND TREES

6.5 An Owner of a premises shall control all weeds and grass, including those species identified as "noxious weeds" by the Town's contracted Weed Inspector, on the premises, and on any boulevard which abuts or adjoins the premises, including up to the centre of lanes or alleys at the rear or side of the premises.

6.6 An Owner of a premises shall remove any trees, shrubs or parts thereof that:

- a) overhang or encroach upon public property, and which, due to a deterioration of condition or for any other reason become or create a traffic or public safety hazard; or
- b) which become unsightly or which create a risk causing damage.

CONSTRUCTION SITES

6.7 An Owner of a premises or property under construction, renovation or demolition shall ensure that building materials and waste building materials on the premises are contained and secured in such a manner that prevents such material from being blown off or scattered throughout or from the property.

6.8 An Owner of a premises or property under construction or renovation shall ensure that waste building materials and other refuse are removed from the property or collected and securely contained in appropriate waste bins or containers, on a daily basis.

6.9 An Owner of premises or property under construction or renovation shall ensure that appropriate weed control, including those species identified as "noxious weeds" by the Town's contracted Weed Inspector, and dust control measures are taken to alleviate concerns of adjacent properties.

GENERAL PROPERTY MAINTENANCE STANDARDS – OWNER'S DUTIES

6.10 The Owner or Owners of a premises shall take all reasonable steps to ensure that:

- a) sitting or stagnant water located on the premises is monitored and controlled so as to prevent the harbouring and propagation of mosquitoes, flies and similar pests;
- b) large accumulations of dead grass, brush or other vegetation is removed from the premises, or is otherwise controlled so as to prevent the harbouring and propagation of vermin and similar pests;

- c) the height of grass on the premises is reasonably controlled so as to prevent the grass from becoming unreasonably long and unsightly, having regard to the typical height of the grass on adjacent or neighbouring premises.
- 6.11 No Owner or Owners of a premises, whether presently occupied or not, shall permit or allow:
 - a) weeds to grow and propagate uncontrolled or excessively on the premises;
 - b) trees or other vegetation growing on the premises to interfere or endanger the lines, poles, conduits, pipes, sewers, or other public works of the Town;
 - c) any water from the premises to be re-directed or intentionally released onto public roadways, pathways, or other Town lands, without prior permission first being obtained from the Town;
 - d) any dense, dark, opaque, or ash-laden smoke, or dense dust to be emitted from the premises; or
 - e) garbage, litter, building material, yard material or any other household material to be blown off or otherwise scattered beyond the property boundaries of the subject premises.
- 6.12 Where branches, foliage, roots, or other parts of trees, shrubs or other vegetation growing on a premises extend beyond the property lines of the premises, and are interfering or obstructing any line, lighting, roads, sewers or other public works of the Town, a Peace Officer may authorize, with or without notice to the owner of the subject premises, the immediate removal of any such interference or obstruction.

ILLEGAL DUMPING

- 6.13 No person shall personally, nor by his employee, servant or agent discard, place, deposit or leave any garbage, refuse, debris or any other material upon any public property, other than in officially designated areas, within Town.
- 6.14 No person shall personally, nor by his employee, servant or agent discard, place, deposit or leave any garbage, refuse, debris or any other material upon any private property, with the permission of the owner of such property.
- 6.15 Any person who has contravened Part 7 s.13 or s. 14 of the Bylaw shall, within twenty-four (24) hours after being so directed by a Peace Officer, remove the subject garbage, refuse, debris or other material from the property and place it in the nearest officially designated area.
- 6.16 Where garbage, refuse, debris or any other material has been discarded or left on private property without permission, the owner of the private property is responsible for removal of such discarded material and the owner of the private property is responsible for ensuring that the subject property is maintained in compliance with the provisions of the Bylaw.

EXEMPTIONS & EXCEPTIONS

- 6.17 The provisions of this Bylaw shall not be interpreted to prevent bona fide and lawfully permitted commercial, industrial, agricultural, construction, demolition, renovate, landscaping, clean-up, storage, or other legally approved activities from being carried out on, on in relation to a premises.
- 6.18 The Owner or Owners of a premises that legally carries on or permits the carrying on of any of the activities referred to in s. 17.1 to 17.3 of this Bylaw shall ensure that all reasonable steps are taken to minimize the duration and visual impact of any resulting untidiness or unsightly condition of the premises.
- 6.19 When making the determination, as required by s. 18 of this Bylaw, as to whether the Owner of a premises has taken all reasonable steps to minimize the duration and visual impact of the unsightly condition resulting from the particular legally permitted activity, the Court's consideration may include any admissible evidence as to any of the factors noted in this Bylaw.

COMPLIANCE NOTICES AND ORDERS

- 6.20 Where the Owner of a premises is found to be non-compliance with any provision of this Bylaw, a Peace Officer and/or Development Authority may issue and serve upon the Owner of the premises a bylaw compliance Notice containing the following:
- a) the address and/or physical location where remedial action is required;
 - b) the condition or conditions that are not in compliance with this Bylaw;
 - c) the remedial action that is required;
 - d) the deadline for completion of the remedial action required. The deadline for completion of the remedial action must not be less than 14 days from the date of service of the Notice and must not be greater than 30 days from the date of service of the Notice.
- 6.21 An application for an extension of the deadline prescribed by a Notice or Order for the completion of the remedial action required must be applied for in writing to the Peace Officer and/or Development Authority within 7 days of receipt of the Notice or Order. This application must include the reasons why the deadline extension is required. Any deadline extension allowed may not extend more than 30 days past the deadline date on the Notice or Order, and any such extension is issued at the sole discretion of the Peace Officer and/or Development Authority.
- 6.22 Where a Notice or Order regarding the removal of weeds or the cutting of grass is issued and served pursuant to this Section, and the specified remedial action is not taken within forty-eight (48) hours, the Town may take all reasonable measures to remedy in a timely manner any or all conditions specified in the Notice or Order.
- 6.23 Where a Notice has been previously issued to an Owner pursuant to and of this Bylaw and another similar non-compliant conditions occurs within the same season, no further Notice or Order is required before action pursuant to this Section may be taken by the Town to remedy the condition.
- 6.24 Where measures are taken by the Town following a failure to comply with a Notice issued in relation to this Bylaw, all expenses and costs incurred, including an administration fee, are a debt owing to the Town by the Owner of the subject premises.
- 6.25 The Owner of a premises who has been issued a remedial Notice shall fully comply with the Notice within the initial or subsequently extended time allowed for the subject remedial measures to be completed.

APPEALS

- 6.26 Any remedial Notice issued pursuant to any or all parts of this Bylaw, excepting Notices issued in relation to weeds and grass may be appealed to Council by delivering a written appeal to the Town within 7 days of the Owner's receipt of the subject Notice.
- 6.27 Upon receipt of a written appeal submitted pursuant to any and all parts of this Bylaw, Council will review the subject remedial notice, the enforcement file, the Bylaw, the written appeal and any materials provided therewith. Council may decide to uphold, vary or revoke the subject remedial Notice, and will communicate such decision to the appellant in writing within 10 days of the receipt of the appeal, including, where applicable, the date by which the upheld or varied remedial Notice must be complied with.
- 6.28 Where remedial measures are taken pursuant to s. 16 of this Bylaw (weeds and grass) and cost recovery action is commenced by the Town, an appeal only as to the amount of the debt owing to the Town may be made to the CAO by delivering a written appeal to the Town within 7 days of the Owner being notified of such cost recovery action.
- 6.29 Upon receipt of a written appeal submitted pursuant to s.16, the CAO will review the subject remedial notice, the enforcement file, the Bylaw, the costs of the remedial action taken by the Town, the written appeal and any other circumstances that are considered relevant to the subject appeal. The CAO may decide to uphold, vary or cancel the subject

debt owing to the Town and will communicate such decision to the appellant in writing within 10 days of the receipt of the appeal.

PART 7: ENFORCEMENT

SCHEDULE

- 7.1 Where a Peace Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against such Person by:
- a) issuing the Person, a Violation Ticket pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*;
 - b) swearing out an information and complaint against the Person; or
 - c) in lieu of prosecution, issuing the Person a Bylaw Violation Tag in a form as approved by the Chief Administrative Officer.

AUTHORIZATION TO INSPECT

- 7.2 A Town Peace Officer, Bylaw Enforcement Officer or Development Authority may enter any land, building or premises to inspect for conditions that may constitute a contravention of this Bylaw in accordance with Section 542 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26.
- 7.3 The CAO and other duly appointed Town officials are charged with the responsibility and authority to enforce and carry out the provisions of this Bylaw. Any Person so authorized and/or contracted by the CAO to carry out any inspection and remedial work on a premises or property pursuant to the provisions of the Bylaw shall have the right to enter upon any such property, other than a dwelling house, to carry out such inspections or work.

VIOLATION TAGS

- 7.4 A Town Peace Officer or Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Town Peace Officer or Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 7.5 A Violation Tag may be issued to such Person:
- a) either personally; or
 - b) by mailing a copy of such Violation Tag to the Person at his or her last known post office address.
- 7.6 The Violation Tag shall be in a form approved by the CAO and shall state:
- a) the name of the Person;
 - b) the offence;
 - c) the appropriate penalty for the offence as set out herein;
 - d) that the penalty shall be paid within thirty (3) days of the issuance of the Violation Tag;
 - e) any other information as may be required by the CAO.
- 7.7 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Town Peace Officer or Bylaw Enforcement Officer in respect of each day or part of day on which it continues.
- 7.8 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Sundre the penalty specified in the Violation Tag.
- 7.9 Nothing in this Bylaw shall prevent a Town Peace Officer or Bylaw Enforcement Officer from immediately issuing a Violation Ticket.

VIOLATION TICKETS

- 7.10 A Town Peace Officer or Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket to any Person who the Town Peace Officer or Bylaw Enforcement Officer believes has contravened any provision of this Bylaw.
- 7.11 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by a Town Peace Officer or Bylaw Enforcement Officer in respect of each day or part of day on which it continues.

SEVERANCE

- 7.12 If any section of the Bylaw is found to be illegal or beyond the power of Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw.

EFFECTIVE DATE

This Bylaw shall come into full force and effect on the date of third and final reading.

REPEAL

Bylaws: 818 "Regulate and Control Noise"; 06.11 "Curfew Bylaw"; 2019-16 "Snow Removal"; and amendments thereto are hereby repealed.

Read for a first time on this 4th day of December 2023; Motion No. _____;

Read for the second time on this ____ day of _____ 202__; Motion No. _____;

Given Unanimous Consent to Proceed to a Third Reading this ____ day of _____ 202__; Motion No. _____;

Read for the third time on this ____ day of _____ 202__; Motion No. _____.

Mayor

Chief Administrative Officer

SCHEDULE "A"

PART 1. GRAFFITI

	Description	Penalty
Clause 1.1	Placing Graffiti On Property	
	(a) first offence	\$250
	(b) second offence within 1 year	\$500
	(c) third and subsequent offences within 1 year	\$1000
Clause(s) 1.3 – 1.4	Failure To Remove Graffiti	
	(a) first offence	\$250
	(b) second offence within 1 year	\$500
	(c) third and subsequent offices within 1 year	\$1000

PART 2. NOISE

	Description	Penalty
Clause(s) 2.1 – 2.31	Any Contravention	
	a) first offence	\$50
	b) subsequent offences	\$100

PART 4. SIDEWALK SNOW REMOVAL

	Description	Penalty
Clauses 4.1 – 4.14	Failure To Remove Ice And Snow From Sidewalk Or Pathway Within 48 Hrs. After The Ice Or Snow Has Been Deposited	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Failure To Remove Snow Or Ice From Sidewalks Fronting Or Abutting Unoccupied Premises Within 48 Hrs. After A Snowfall Event Has Ceased	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Fail To Remove Snow Or Ice From Sidewalks Fronting Or Abutting Occupied Premises Within 48 Hrs. After A Snowfall Event Has Ceased	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Failure To Ensure Snow Or Ice From An Awing, Canopy, Marquee Or Other Overhand Does Not Drip Upon The Sidewalk	
	a) first offence	\$50

	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Fail To Ensure That Melting Snow Or Ice From Awning, Canopy, Marquee Or Other Overhand Does Not Cause An Icy Or Dangerous Situation On The Sidewalks	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Allow Excessive Ice/Snow To Accumulate On Roof Or Eaves	
	a) first offence	\$50
	b) second offence	\$100
	c) third offence	\$250.00
	*within a 12 month period	
	Damage To Sidewalk Surface As A Result Of Snow Clearing From Any Power Device	\$250.00
	Deposit Snow Or Ice Upon Any Highway, Boulevard, Pathway, Walkway Or Other Town Owned Lands	\$100
	Deposit Snow Or Ice In A Manner That May Impede Storm Sewer Run Off Or Block Access To Any Storm Sewer Grate, Traffic Control Device Or Fire Hydrant	\$100
	Deposit Snow Or Ice In A Manner That May Cause Damage Or Hazardous Condition On Other Public/Private Property, Sidewalk, Driveway Or Parking Area	\$250.00
	Vehicle(S) Impounded For The Purpose Of Snow Clearing	At Owner's expense

PART 5. GARAGE SALES & SIGNS

	Description	Penalty
	Displaying More Than The Maximum Number Of Signs Allowed For A Garage Sale	
	a) first offence	\$50
	b) subsequent offence within two (2) years	\$100
	Placing A Garage Sale Sign On A Boulevard Beyond The Allowed Timeframe	
	a) first offence	\$100
	b) subsequent offence within two (2) years	\$150
	Placing A Sign On A Highway, Median, Road, Sidewalk, Mailbox, Garbage/Recycle Receptacle, Street Light Standard, Pole, Traffic Control Device Or Traffic Island	
	a) first offence	\$200.00
	b) subsequent offence within two (2) years	\$400.00

PART 6. CONTROL OF NUISANCES, WEEDS and UNSIGHTLY PREMISES

	Description / Penalty	
	Property owner allows a premises to become, as defined in this Bylaw:	
	1. Unsightly;	
	2. Fails to remediate an unsightly premises causing danger to the public, interferes with the amenities of an adjacent landowner or the neighbourhood;	
	3. Fails to control noxious weeds;	
	4. Fails to trim trees or shrubs that overhang onto a boulevard or sidewalk or causes damage to Town property or creates a pedestrian or vehicular hazard.	
	a) 1 st Offence	\$50
	b) 2 nd Offence	\$100
	c) 3 rd Offence	\$250
	If a person violated the same provision of this Bylaw twice within a three-year period, the minimum and specified penalties for the second such violation shall be double the amounts provided under Part 7 of this Schedule "A".	
	If a person violates the same provision of this Bylaw three or more times within a five-year period, the minimum and specified penalties for a third and subsequent violation shall be triple the amounts provided under Part 7 of this Schedule "A".	
	In addition to any penalty, an Owner of a premises will be charged for the actual costs incurred due to the non-compliance of a clean-up Order plus, an administration fee of \$75.00 for any remedial action taken by the Town	



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Bylaw 2023-10 Backyard Chicken Pilot Program Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

Section 7(a) of the *Municipal Government Act*, Chapter M-26RSA, 2010 as amended; states that a Council may pass bylaws for municipal purposes respecting the following matter of the safety, health and welfare of people and the protection of people and property.

The purpose of Bylaw 2023-10 is to regulate and control animals and activities in relation to the implementation of a Backyard Chicken Pilot Program in residential districts.

Bylaw 2023-10 was reviewed by the Bylaw and Policy Review Committee on November 15, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report to Council.

ALIGNMENT WITH STRATEGIC PLAN

Pillar #2 – Community Wellness and Pillar #5 – Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2023-10 being the “Backyard Chicken Pilot Program” for a 1-year term, commencing in January 2024 and ending in January 2025.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2023-10 being the “Backyard Chicken Pilot Program” for a 1-year term, commencing in January 2024 and ending in January 2025.

That the Town of Sundre Council give second reading to Bylaw 2023-10 being the “Backyard Chicken Pilot Program” for a 1-year term, commencing in January 2024 and ending in January 2025.

That the Town of Sundre Council give unanimous consent for third reading to Bylaw 2023-10 being the “Backyard Chicken Pilot Program” for a 1-year term, commencing in January 2024 and ending in January 2025.

That the Town of Sundre Council give third and final reading to Bylaw 2023-09 being the “Backyard Chicken Pilot Program” for a 1-year term, commencing in January 2024 and ending in January 2025.

Attachment: Bylaw 2023-10

Date Reviewed: November 30, 2023

CAO: Linda Nelson



**TOWN OF SUNDRE
BYLAW NO. 2023-10**

**A BYLAW TO PROVIDE FOR LICENSING, REGULATION AND CONTROL OF BACKYARD CHICKENS
IN THE TOWN OF SUNDRE, PROVINCE OF ALBERTA**

WHEREAS Section 7 (h) of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes municipalities to pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

WHEREAS Council considers it advisable to pass a bylaw to regulate and control Animals and activities in relation to them in the Town of Sundre;

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

This Bylaw may be cited as the “Backyard Chicken Pilot Program Bylaw”.

1.0 Definitions – for the purpose of this bylaw:

- 1.1 **“Act”** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto;
- 1.2 **“Animal Health Act”** means Statutes of Alberta, 2007 Chapter A-40.2;
- 1.3 **“Backyard Chicken”** means a hen that is at least 16 weeks of age and kept for non-commercial purposes;
- 1.4 **“Chief Administrative Officer or CAO** means the Chief Administrative Officer (CAO) of the Town of Sundre, who as per the *Municipal Government Act*, is the only employee of Council;
- 1.5 **“Coop”** means a fully enclosed weatherproof structure and attached outdoor enclosure (run), to be located in a rear yard only. The chicken coop may be a permanent structure or a “chicken tractor” which is a “mobile” coop;
- 1.6 **“Council”** means the elected officials of the Town of Sundre;
- 1.7 **“Hen”** means a female chicken;

- 1.9 **“License”** means a Backyard Chicken License issued by the Town to the Owner of a Chicken(s);
- 1.10 **“Outdoor Enclosure”** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;
- 1.11 **“Owner”** means a person to whom a backyard chicken is licensed pursuant to this Bylaw.
- 1.12 **Peace Officer** means a person so appointed under the *Municipal Government Act* s. 209, and includes any inspector designated by the Chief Administrative Officer, to perform the duties of Community Peace Officer with respect to the enforcement of this Bylaw; and includes a Bylaw Officer or a Member of the Royal Canadian Mounted Police;
- 1.13 **Premises Identification Number (PID)** means a way of linking livestock and poultry to specific parcels of land for animal disease and emergency response situations, a Provincial requirement under the *Alberta Animal Health Act*;
- 1.13 **Property** means a parcel of land including any buildings;
- 1.14 **“Rooster”** means a domesticated male chicken. Roosters are prohibited;
- 1.15 **“Town”** means the municipal corporation of the Town of Sundre, in the Province of Alberta
- 1.16 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended, and any regulations thereunder
- 1.17 **“Violation Tag”** means a written notice, in a form approved by the Chief Administrative Office, issued by a Contractor, Community Peace Officer, or Bylaw Enforcement Officer, to advise a person that a violation of this Bylaw has occurred and that, by payment of a specified amount to the Town Office within a set time period, that person will avoid prosecution for the offence

2.0 Purpose

- 2.1 The purpose of the Backyard Chicken Pilot Program is to regulate and control the keeping of backyard chickens in the Town of Sundre during a defined pilot program period.

3.0 Pilot Program Regulations

- 3.1 The length of the Backyard Chickens Pilot Program shall be one (1) year effective January 4, 2024, ending January 4, 2025. *(one month after bylaw passes to allow for administrative work – development of license, advertising etc.)*
- 3.2 Participants must acknowledge the Pilot Program as a trial.
- 3.3 Applicants must acknowledge, and follow all procedures recommended by Provincial

and Federal laws and regulations pertaining to the keeping of backyard chickens or urban hens.

Resources:

Obtaining a Premises Identification Number (PID) under the Alberta Animal Health Act;
Canadian Food Inspection Agency (biosecurity procedures to reduce potential for disease outbreak);

- 3.4 Should the Pilot Program not result in the implementation of a formal Municipal Backyard Chicken program; participants will have 90 days from the end of the Pilot program to re-home backyard chickens.

4.0 Prohibitions

- 4.1 No person within the Town of Sundre limits shall keep:
- (a) A rooster;
 - (b) A hen, other than a backyard chicken for which a valid backyard chicken license has been issued.

5.0 Licensing of Chickens

- 5.1 A person may apply to keep a minimum of two (2) and a maximum of (4) chickens by:
- (a) submitting a completed license application form provided by the Town;
 - (b) submitting a property site plan indicating the dimensions of the coop and setbacks from property lines;
 - (c) submitting evidence that the applicant has sufficient hen-keeping experience **or** has completed an approved hen-keeping course proving that they are able to ensure the health and safety of backyard chickens year-round **or** will be mentored by an experienced backyard chicken owner.

Resources:

- Alberta.ca/keeping-your-flock-healthy
- Alberta Farm Animal Care (AFAC), Backyard Chicken and Small Flock Care Workshop or email: afac@afac.ab.ca (AFAC for further information);
- River City Chickens (or University of Alberta Botanic Garden), Chickens 101
- River City Chickens - Resources
- Backyard Chickens Learning Center
- Poultry World
- Keeping Chickens Newsletter
- About Small Flock Poultry (Government of Alberta)
- Raising Chickens in Alberta (Government of Alberta)
- Canadian Food Inspection Agency, [How to Prevent and Detect Disease in Backyard Flocks and Pet Birds](#)

- (d) providing proof of ownership of the property on which the Chickens will be kept, or providing written consent from the owner of the property;
- (e) submitting proof of support from neighbors located adjacent to the site;
- (f) paying a license fee of \$30.00 valid only for the term of the pilot project;
- (g) license fees that have been paid shall not be refunded or rebated;
- (h) there shall be a maximum of five (5) backyard chicken licenses available during the pilot program;
- (i) the Chief Administrative Officer may not issue or renew a backyard chicken license until satisfied that:
 - i. the applicant is the owner of the property on which the backyard chickens will be kept; or that the owner of the property has provided written consent to a tenant;
 - ii. all pilot program guidelines and regulations are being complied with and
 - iii. the applicant has complied with all Provincial and Federal regulations for the keeping of domestics livestock (backyard chickens).

5.2 License fees shall not be reduced or prorated no matter the month of purchase or total number of backyard chickens being obtained, shall only be valid during the duration of the pilot program, and proof of license shall upon request be produced as evidence of an approved license to the Town's Peace Officer.

5.3 An owner shall forthwith notify the Town of any changes with respect to any information provided in an application for a license under this Bylaw.

6.0 Responsibilities of the Owner

6.1 A person who keeps backyard chickens must:

- (a) Take training or be mentored by an experienced backyard chicken owner which is designed to provide adequate information regarding the successful keeping of hens in an urban area through a winter cycle, and remain current with best management practices of Hen Keeping guidelines;
- (b) provide each backyard chicken with a minimum of 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure within the coop;
- (c) Ensure that each coop is:
 - a. *Located within a fully fenced rear yard with a minimum fence height of 1.22 m (4 ft);*
 - b. No larger than 10.0 m² indoor floor area;
 - c. A minimum of 3.0 m from a dwelling unit;
 - d. A minimum of 1.0 m from any side or rear lot line;
 - e. A minimum of 3.60 m. if a corner residential lot;
 - f. A minimum of 1.0 m from any detached accessory building;
 - g. No more than 3.0 m in height
 - h. Only one (1) coop per property shall be permitted

- (d) Provide and maintain, in the Coop, at least one nest box per Coop and one perch per hen that is at least 15cm long.
- (e) Provide each backyard chicken with food, water, shelter, light, ventilation, care and opportunities for essential behaviors such as scratching, dustbathing, and roosting, all sufficient to maintain the backyard chicken in good health.
- (f) Keep backyard chickens in the coop at all times;
- (g) Maintain the coop in good repair and sanitary conditions, and free from vermin and noxious or offensive smells and substances;
- (h) Construct and maintain the coop to prevent any rodent from harboring underneath or within it, and to prevent entrance by any other animal;
- (i) Keep feed and manure stored in fully enclosed containers within the coop.
- (j) Ensure that no more than 3 cubic feet of manure is stored at one time;
- (k) Keep water in the coop at all times;
- (l) Remove leftover feed, trash and manure in a timely manner;
- (m) Ensure all backyard chicken related waste be put into compostable bags in compost bins (residential green carts);

6.2 No person who keeps backyard chickens shall:

- (a) Sell eggs, meat or other products derived from backyard chickens;
- (b) Slaughter any backyard chicken on the property or within Town boundaries;
- (c) Dispose of a backyard chicken except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and,
- (d) Keep a backyard chicken in a cage, kennel, or any other form of shelter other than a coop.

7.0 Offences and Penalties

- 7.1 Where an Officer believes that a person has contravened any provision of this Bylaw, he may serve upon such person a Violation Ticket in accordance with Part 2 of the *Provincial Offenses Procedure Act*, R.S.A. 2000, c-P-34.
- 7.2 Notwithstanding Section 7.1, an Officer may , in lieu of prosecution, issue to any person by personal service or regular mail, a Bylaw Violation Tag in a form as approved by the Chief Administrative Officer.
- 7.3 A person who has been issued a Bylaw Violation Tag in respect of a contravention of this Bylaw and who has fully paid the penalty in lieu of prosecution prescribed thereon within the time allowed for payment shall not be liable to prosecution for the contravention.

- 7.4 This section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket.

8.0 General

- 8.1 Nothing in the Backyard Chicken Pilot Program Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town Bylaw, or any requirement of any lawful permit, order or license.

9.0 Enactment

- 9.1 This Bylaw shall come into effect when it has received third reading and has been duly signed.
- 9.2 This Bylaw shall be rescinded at the end of the Pilot Program effective _____, 202__.

10.0 Schedule A and Appendix 1, 2 and 3

Read for a first time on this 4th day of December 2023; Motion No. _____

Read for the second time on this ____ day of _____ 20__; Motion No. _____

Given unanimous consent for third reading to Bylaw 2023-10 on this ____ day of _____ 20__;
Motion No _____

Read for the third and final time on this ____ day of _____ 20__; Motion No. _____

Mayor

Chief Administrative Officer

<p style="text-align: center;">Schedule "A" Bylaw No. _____ Backyard Chicken Pilot Program</p>		
Failure to Comply with Bylaw		
<u>Offense</u>	1 st Offense	2 nd Offense
Fail to License Backyard Chicken Coop	\$200	\$400
Rooster within Town boundaries	\$200	\$400
Hens running at large	\$200	\$400
Failure to renew backyard chicken license	\$200	\$400

Failure to provide safe, clean, and adequate shelter for a backyard chicken(s) or to take the appropriate steps to ensure veterinary care for unhealthy bird(s) shall result in the following:

- 1st Offense will be cause for the backyard chicken owner to receive a warning letter (copy to Inspection and Investigation Section, Animal Health and Assurance Branch Agriculture and Forestry);
- In the event of a second offence within a twelve (12) month period a Violation Ticket will be issued in the amount of \$200 and notification to Inspection and Investigation Section, Animal Health and Assurance Branch Agriculture and Forestry;
- In the event of a third offense within a twelve (12) month period, the minimum and specified penalty shall double and will be cause for a Violation Ticket to be issued in the amount of \$400. The property owner must take action to rehome / dispose of any backyard chicken(s) and remove coop from property. The Town will suspend the license for backyard chickens, and provide notification to Inspection and Investigation Section, Animal Health and Assurance Branch Agriculture and Forestry for consideration of further action.

APPENDIX:

1. Example of Chicken Coops
2. Adjacent Landowner Consent Form
3. Pilot Application Form

Figure 1: Example of a Chicken Coop

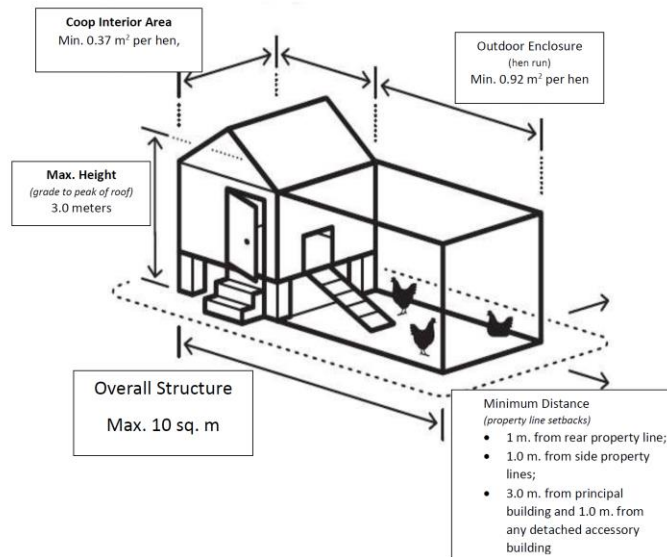


Figure 2: Example of a Chicken Tractor

- Chicken tractors are movable pens that you can use in your backyard. They give chickens access to fresh grass and soil and also help fertilize the soil;
- A chicken tractor also gives some shelter from predators and weather.



Overall Structure Size: Max. 10 sq. m.
 Coop Interior Area: Min. 0.37 m² per hen
 Coop Exterior Area: Min. 0.92 m² per hen
 Max. Height: 3.0 m.
 Minimum Distance (property line setbacks)

- 1 m. from rear property line;
- 1.0 m. from side property lines;
- 3.0 m. from principal building and 1.0 m. from any detached accessory building



**ADJACENT LANDOWNER CONSENT FORM
BACKYARD CHICKEN PILOT PROGRAM
BYLAW 202__-XX**

I, _____ (print name) of _____ (civic address)
plan to apply for a Town of Sundre Backyard Chicken Pilot Program License under Bylaw
_____. A condition of the Bylaw requires that I receive consent of all adjacent landowners
(neighbours) to my property.

The pilot program places significant requirements on applicants to ensure the wellbeing of their
chickens, as well to mitigate concerns around odours, and other nuisances that may affect the
neighbourhood.

Bylaw _____ is available for viewing as part of your consideration of your neighbour's
application on the Town of Sundre website: www.sundre.com

DO NOT SIGN THIS FORM IF YOU ARE NOT GIVING CONSENT to the issuance of a Backyard Chicken
Pilot Program License.

By signing this form, you are providing written consent for your neighbour to apply for a Backyard
Chicken Pilot Program License.

I verify that I am the adjacent property owner and that I hereby give my consent for Backyard
Chickens to be kept at the above noted property.

Name of Adjacent Landowner (please print) _____

Civic Address: _____

Mailing Address: _____

Home Phone #: _____ Cell #: _____

Email Address: _____

SIGNATURE: _____ **DATE:** _____

The Town of Sundre collects personal information, including name and contact information, for the
purpose of providing programs, services and contacting customers in this regard. The Town of Sundre is
authorized to collect this personal information under Section 33 of the *Freedom of Information and
Protection of Privacy Act* and by Section 3 of the *Municipal Government Act*. Please contact the Town of
Sundre, 717 Main Avenue West P.O. Box 420 Sundre, AB T0M1X0, phone 403-638-3551 or email:
townmail@sundre.com if you have questions about this collection of information



BACKYARD CHICKEN PILOT PROGRAM LICENSE APPLICATION

The Town of Sundre under Bylaw _____ has adopted a Backyard Chicken Pilot Program. The program shall run for two (2) years effective _____, 202__ to _____, 202___. Approval of this application will grant the applicant a license to keep backyard chickens for a two (2) year period under the Pilot Program. The license will expire at the end of the program. The continuation of the program will be reviewed based on the results of the pilot program. If the program is continued, successful applicants will be prioritized for license renewal.

Residential property owners must comply with the conditions of Bylaw _____. Failure to comply and maintain all the requirements of the Backyard Chicken Pilot Program Bylaw, and applicable Provincial regulations will lead to the license being revoked, and the chickens must be removed from the property at the applicant's expense within 30 days of notification. The Town has the authority to cancel the pilot program with 90 days written notice within which the hens must also be removed from the property at the applicant's expense. Keeping hens without a license will result in a charge under Schedule "A" of Bylaw _____.

The Town of Sundre shall issue a maximum of five (5) backyard chicken licenses during the term of the pilot program.

Please complete this form and attach all supporting documents. To submit the application package, applicants may email their application to: townmail@sundre.com or drop it off at the Town Administration Building, 717 Main Avenue West during regular office hours 8:00 a.m. to 4:00 p.m., Monday to Friday. All materials submitted must be clear, legible and precise.

APPLICANT INFORMATION

NAME: (please print) _____ Home Phone # _____

Email: _____ Cell Phone#: _____ Work Ph #: _____

Mailing Address: _____, Sundre AB T0M 1X0

Civic Address: _____

Are you the registered owner of this property? ☐yes ☐no

If no, have you included a letter of authorization from the property owner? ☐yes ☐no

How many backyard hens will be kept on the property and how will you provide heat in winter months?

of backyard hens: _____

Method of Heating Coop: _____

Size of backyard chicken coop (indoor floor area): _____ sq. m. / sq. ft. and Outdoor Enclosure _____ sq. m. / sq. ft.

COMPLIANCE WITH BACKYARD CHICKEN PILOT PROGRAM CONDITIONS				
Will the chicken enclosure be located in a rear yard fully fenced at least 1.22 m. (4 ft) in height?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will the chicken enclosure be located a minimum of 3.0 m. (10 ft) from a dwelling unit?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will the chicken enclosure be located a minimum of 1.0 m. (3.2 ft) from the rear yard property line?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will the chicken enclosure be located a minimum of 1.0 m. (3.2 ft) from the side yard property lines?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If your property a corner residential lot will the chicken enclosure be located a	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

minimum of 3.60 m (12 ft) from any street adjacent to the property?				
Will the chicken enclosure be no larger than 10.0 sq. m. (108 sq. ft) of indoor floor area?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

TERMS AND CONDITIONS

The applicant must ensure they have met all of the licensing requirements and submitted all required documentation. Check all that apply:

- ☐ I have registered for a Premises Identification Number and my number is: _____.
- ☐ I have a plan for how to manage organic waste from my chickens that will not result in odour issues or an unsightly property.
- ☐ I agree to immediately notify the Town of Sundre and the Province as required, of any disease or welfare issues that arise and to take all necessary steps to rectify the situation.

Please note the name and contact information of the nearest veterinarian(s) to my property that accept and treat chickens (include name, phone number and email address):

Clinic Name: _____ Veterinarian Name: _____

Phone#: _____ After Hours #: _____

Email: _____

- ☐ I have taken a backyard chicken (urban hen) training course or have registered for a session (online training applicable).

Session Date: _____ Session Instructor / Organization: _____

- ☐ I have notified my neighbour(s) whose properties immediately are adjacent to my rear yard, including those across a rear lane (if applicable) that I intend to apply for a backyard chicken pilot program license and that this requires their approval in writing prior to building the coop & run for keeping of chickens on my property. *(The Town can assist you to identify your immediate neighbours)*
- ☐ I have attached neighbour approval letters for all adjacent neighbours.
- ☐ I have read and understand the requirements of the Backyard Chicken Pilot Program Bylaw _____.

- ☐ I acknowledge that the Backyard Chicken Pilot Program may require periodic inspection(s) by the Town of Sundre.
- ☐ I understand that after the issuance of a Backyard Chicken Pilot Program License that failure to maintain and abide by all requirements of the Pilot Program as outlined in Bylaw _____, and any applicable Provincial requirements / regulations will result in the license to be revoked by the Town of Sundre, and that all chickens must be removed from the property within 30 days at the applicants own expense.
- ☐ I understand that the Town of Sundre has the authority to discontinue the Backyard Chicken Pilot Program with 90 days notification to all license holders, and that all chickens must be removed from the property at the applicants own expense.
- ☐ I understand that a Backyard Chicken Pilot Program License is non-transferable. Relocation of the Backyard Chickens and/or Coop & Run will require the submission of a new Backyard Chicken Pilot Program application, and applicable documentation and fee for approval by the Town of Sundre.
- ☐ I understand that the license when approved is for a period of two (2) years. The license will expire at the end of the pilot program. License renewal and the continuation of the program will be reviewed based on the results of the pilot program.




Name of Applicant (please print) _____

Date: _____

Signature of Applicant: _____

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Site Sketch to be completed and submitted with application (sketch must show distances from rear and side yard property lines to wall of coop and run per the conditions of Bylaw _____).

SITE PLAN Indicate size & height of Coop & Run Indicate Measurements from Rear and Side Yard Property Lines
STREET
FRONT YARD BACKYARD CHICKEN COOP & RUN ARE PROHIBITED IN FRONT YARDS
<div style="border: 1px solid black; width: 250px; height: 150px; margin: 0 auto;"></div> <p style="text-align: center; margin-top: 10px;">PRINCIPAL BUILDING (house)</p>
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><p>DISTANCE FROM SIDE PROPERTY LINE TO WALL OF COOP & RUN</p></div><div style="text-align: center;"><p>DISTANCE FROM SIDE PROPERTY LINE TO WALL OF COOP & RUN</p></div></div> <div style="text-align: center; margin-top: 20px;"><p>DISTANCE FROM REAR PROPERTY LINE TO WALL OF COOP & RUN</p></div>
REAR YARD



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Corporate Credit Card Policy C-041-00 POL
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

Policy C-041-00 POL was adopted by resolution 54/15 on March 9, 2015. It is recommended that Council periodically review policies to ensure they are current. Recently the Town of Sundre changed its banking facilities from ATB to CIBC which necessitates the policy to be reviewed and updated.

Policy C-041-00 POL was reviewed by the Bylaw and Policy Review Committee on November 15, 2023.

DISCUSSION:

The Town of Sundre is a corporation that engages in business through many methods, including purchases that require the use of a credit card. The Town of Sundre Credit Card policy applies to all users who have access to the Town of Sundre credit card for company use and to ensure that corporate credit cards are used for appropriate purposes adequate controls are established for day-to-day use.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Policy C-041-00 POL.

MOTION:

That the Town of Sundre Council adopt Policy C-041-00 POL being a policy to ensure that corporate credit card are used for appropriate purposes and that adequate controls are established for day-to-day use.

Attachment: Policy C-041-00 POL

Date Reviewed: November 30, 2023

CAO: Linda Nelson

TOWN OF SUNDRE POLICY INDEX	
Policy Number	C-041
Policy Title	Corporate Credit Card Policy
Approval Date	March 19, 2015
Resolution Number	N/A
Revision Date	December 4, 2023
Date of Review	N/A
Responsible Department	Corporate Services
Related Bylaws/Acts/Regulations	N/A

1) Purpose of the Policy

The purpose of this policy is to ensure that corporate credit cards are used for appropriate purposes and adequate controls are established for day-to-day use.

2) Policy Statement

- a. Employees will be issued a corporate credit card where the nature of their job requires such use.
- b. Corporate credit cards will only be used for appropriate business expenditures. The charging of personal expenditures to the corporate credit card with a subsequent refund to the Town of Sundre is expressly prohibited, as set out in the attached Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card.
- c. Employees issued a corporate credit card will be required to sign an Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card.
- d. Disciplinary action will be taken for inappropriate use of corporate credit cards.

3) Definitions

Cardholder refers to the staff member whose name appears on the corporate credit card.

Authorizing card supervisor refers to the supervisor of the employee with budgetary control over the cost centre associated with a corporate credit card transaction.

Corporate credit card refers to a credit card used for the payment of appropriate Town of Sundre expenditures. Each credit card will have a predetermined credit limit, set by the Director of Corporate Services.

4) Guidelines

Examples of appropriate uses of corporate credit cards include:

- a) travel expenses

- b) accommodation
- c) hosting expenses
- d) conference registration fees
- e) small one-time purchases where it is not possible or feasible to establish an account

Examples of prohibited uses of corporate credit cards include (but are not limited to):

- a) personal expenses
- b) membership fees and subscriptions, all of which should be done through the Director of Corporate Services
- c) withdrawal of cash/cash advances
- d) stationery and office supplies (where there are existing alternative suppliers with an account)
- e) furniture, equipment, computer hardware/software (where there are existing alternative suppliers with an account)

5) Responsibilities

This policy applies to all users of Town of Sundre corporate credit cards.

- a) Cardholders are responsible for:
 - ensuring the cards are used only for appropriate business expenses (refer to Part 4 Guidelines)
 - ensuring that only the employee whose name appears on the card authorizes use of the card
 - retaining receipts and providing explanations for all card transactions. The occurrence of continual missing receipts may result in cancellation of the corporate credit card
 - submitting a completed and approved transaction log to Corporate Services when card expenditure has been incurred
 - returning the corporate credit card to their supervisors upon termination
 - ensuring the card remains in their possession at all times, responsibility for cards cannot be delegated to other individuals
- b) The Director of Corporate Services is responsible for:
 - determining which employees require a corporate credit card for Town business and the applicable credit limit for each corporate credit card
 - limiting the issue of corporate credit cards to those employees who require a card for Town business
 - collecting and cancelling the corporate credit cards from terminated employees
- c) The Authorizing Supervisor is responsible for:
 - reviewing and authorizing corporate credit card transactions on a timely basis
 - identifying and requesting any credit or transaction level limits required for individual cards
- d) The Corporate Services department is responsible for:

- ensuring that all corporate credit card transactions are properly authorized and monitoring the types of expenses applied to the credit cards
- processing payments for corporate credit card statements on a timely basis to ensure correct coding and appropriate payments are being made

6) **Authorized Cardholder Position and Credit Limits**

- a) Chief Administrative Officer - \$20,000
- b) Director of Corporate Services - \$30,000
- c) Director of Community Development - \$5,000
- d) Operations Manager - \$5,000
- e) Manager of Community Services - \$5000
- f) Finance & Grants Coordinator - \$5,000
- g) Executive Legislative Clerk - \$15,000
- h) Fire Chief - \$5,000

Linda Nelson
Chief Administrative Officer

Richard Warnock
Mayor



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	MID-SIZED TOWNS MAYORS CAUCUS
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.5

BACKGROUND/PROPOSAL:

The South Central Mayor's group have been in discussions on the benefits of the creation of a Mid-Sized Towns Mayors Caucus.

DISCUSSION:

To be discussed at Council Meeting.

ALIGNMENT WITH STRATEGIC PLAN

This initiative aligns with Pillar 5 Sustainable and Responsible Governance in the Strategic Plan.

ADMINISTRATION RECOMMENDATIONS:

That Council supports the Mayor's participation in the initiative to explore the creation of a Mid-Sized Towns Mayors Caucus.

MOTION:

That the Town of Sundre Council supports the Mayor's participation in the initiative to explore the creation of a Mid-Sized Towns Mayors Caucus.

Date Reviewed: November 30, 2023

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: December 4, 2023

SUBJECT: 2023 – 2026 Four-Year Operating Budget and Ten-Year Capital Plan (2024 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details

ALIGNMENT WITH STRATEGIC PRIORITIES:

See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council re-affirms its adoption of the 2023 – 2026 Four-Year Operating Budget and 2024 – 2033 Ten-Year Capital Plan in its entirety as presented, which results in cash requirement increases of 11.03% in 2024, 1.27% in 2025 and 2.89% in 2026.

MOTION:

The Town of Sundre Council re-affirms the adoption of the 2023 - 2026 Four-Year Operating Budget and 2024 – 2033 Ten-Year Capital Plan as amended, with total operating cash expenditures of \$9,735,903; \$9,797,065; \$9,940,470 and total operational revenues of \$5,345,350; \$5,350,850; \$5,365,850 in 2024, 2025 and 2026 respectively. With the remaining \$4,390,553; \$4,446,215; \$4,574,620 in 2024, 2025, 2026 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.

Attachments:

Report to Council: Four-Year Operating Budget and Ten-Year Capital Plan (2024 Version)
2024 Four-Year Operating Budget
2024 Ten-Year Capital Plan

Date Reviewed: November 30 2023

CAO:

Amanda Nelson



COUNCIL DATE: December 4, 2023

SUBJECT: 2023 - 2026 Four-Year Operating Budget and Ten-Year Capital Plan (2024 Version)

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.1a

BACKGROUND/PROPOSAL

On December 5, 2022 Council adopted the Four-Year Operating Budget for 2023 through 2026, as well as the Ten-Year Capital Plan. Annually, Council is requested to re-affirm the adoption for the remaining years of the operating budget which has been updated based on new information.

Town of Sundre Policy No. B-012 Multi-Year Business Planning and Budgeting sets out the following purpose and policy statement:

Purpose

The purpose of this policy is to establish a multi-year budget and business-planning process that incorporates all legal obligations required of municipalities in the Province of Alberta and that directs the effective management of the Town of Sundre financial resources.

Policy Statement

The Town of Sundre will establish a multi-year approach to planning and budgeting. Benefits expected include the following:

- *Provide a longer-term funding plan so that strategic goals can be identified and achieved.*
- *Provide residents and businesses with more certainty about the direction of Council, Town services, finances, and tax levels.*
- *Create the opportunity for Council and Administration to be more strategically focused during the budget process.*
- *Ensure spending plan changes are adequately identified and managed.*

Throughout the last number of months, Administration and Council have been working towards identifying any changes required to the remaining years of the operating budget and capital plans. During this time, there were two Council Workshops for Administration to provide updates on business plans and high priority change requests, as well as various further

discussions with Council. There were two public open houses held to gather ratepayer input on Levels of Service and possible initiatives, which unfortunately were only lightly attended. From public input, there were very few indications that increases to the current Levels of Services were required. With this in mind, Administration attempted to remain within the current funding requirements and minimized the increases to those costs identified as being significantly affected by inflationary factors.

Recent approved amendments to utility fees, have resulted in a \$50,000 decrease in total taxpayer supported functional area operating requirements from 2023 to 2024, compared to the previously anticipated \$100,000 increase.

Updates to the information include additional funding for Council professional development in the amount of \$20,000 and reflection of proposed amendments to the organizational structure which result in an approximately \$50,000 increase to the overall salaries of the organization.

The Capital Plan has been updated for changes in projected costs for previously approved 2024 projects and moving projects to alternate years, as well as incorporating infrastructure replacement projects identified in the engineer's underground assessment report and pathway connectivity.

An additional factor contributing to increased budget requirements is the significant escalation of the Provincial Police Funding Model in 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Items for Council's consideration when deliberating the Four-Year Operating Budget and Ten-Year Capital Plan include the following:

- The direction of Council has been to maintain a budget cost increase consistent with the CPI rates provided by Statistics Canada for the period of October to October as specified for Alberta. Administration agrees with this position as a guideline to ensure financial stability, with the further understanding that this may not always be possible in a progressive and competitive environment or to promote long-term planning.
- Cost increases versus tax rate increases – Administration is presenting the budget in a format which highlights the cost increases identified by departments in each year. A cost increase percentage is not completely indicative of a tax rate increase, pending unknown factors such as additional revenue sources, cost sharing alternatives, and increased new development. Therefore, Administration believes approving cost increases separate from tax rate determinations is a prudent approach to financial stability and transparency.
- Assumptions – Administration has incorporated some assumptions when determining future amounts in the operating budget. We have determined that a 2.50% inflationary increase is a reasonable factor to apply to certain budgeted amounts affected by inflation and a 3.00% inflation rate be applied to costs potentially affected by the carbon tax. In addition, as Council has approved the use of a multi-year COLA rate of 2.00%, that is the factor applied to estimate salaries for this budget cycle.

- Effect of changes on subsequent years – the percentage cost increases presented as part of the summary schedule are a result of the costs in the year immediately preceding. Therefore, a cost reduction in a specific year that is not also reflected in future years will increase the percentage change in those subsequent years.

ALIGNMENT WITH STRATEGIC PLAN

Pillar #5 – Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS

Administration recommends Council re-affirms its adoption of the 2023 – 2026 Four-Year Operating Budget and 2024 – 2033 Ten-Year Capital Plan in its entirety as presented, which results in cash requirement increases of 11.03% in 2024, 1.27% in 2025 and 2.89% in 2026.

Town of Sundre
2023 to 2026 Four-Year Operating Budget

SUMMARY

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
11 - Legislative	(392,561)	(455,470)	(513,399)	(518,789)	(523,999)
12 - Corporate Services	(569,284)	(606,531)	(618,461)	(628,328)	(633,383)
17 - Census	-	-	-	-	-
18 - Elections	-	-	-	(4,000)	-
21 - Municipal Enforcement	(148,984)	(126,172)	(125,456)	(131,573)	(138,031)
23 - Fire	(192,584)	(188,001)	(198,158)	(203,362)	(203,636)
24 - Emergency Management	(15,652)	(25,355)	(14,447)	(14,630)	(14,751)
26 - Animal Control	(24,556)	(23,500)	(22,500)	(22,500)	(22,500)
32 - Roads	(547,450)	(535,730)	(544,192)	(553,417)	(561,952)
35 - Shop	(98,720)	(54,208)	(57,301)	(60,310)	(63,361)
41 - Water	331,471	354,659	468,721	460,814	453,420
42 - WasteWater	230,742	227,734	256,913	249,240	242,085
43 - Solid Waste	58,938	56,891	63,608	61,955	60,591
61 - Planning & Development	(281,087)	(301,878)	(214,466)	(222,316)	(230,467)
63 - Economic Development	(232,627)	(263,974)	(264,430)	(268,681)	(272,983)
77 - Sundre Community Centre	(45,290)	(45,966)	(82,642)	(87,786)	(92,723)
80 - Arena	(154,562)	(163,338)	(243,931)	(257,783)	(271,505)
82 - Greenwood Campground	(20,555)	(33,119)	(29,818)	(31,123)	(32,511)
84 - Parks	(167,216)	(178,468)	(195,918)	(204,932)	(213,697)
85 - Recreation & Culture	(71,084)	(70,000)	(70,000)	(70,000)	(70,000)
86 - Community Services	(107,723)	(136,931)	(149,074)	(153,305)	(158,062)
87 - Trails	(24,523)	(38,638)	(45,793)	(48,011)	(50,617)
89 - Outdoor Recreation	(52,644)	(39,457)	(35,221)	(38,074)	(41,029)
91 - Gas	217,935	251,845	289,785	277,569	268,864
	(2,308,016)	(2,395,607)	(2,346,180)	(2,469,342)	(2,570,247)
Funding Required by Outside Organizations					
51 - FCSS	(32,770)	(32,770)	(33,373)	(33,373)	(33,373)
75 - Library	(134,904)	(136,500)	(139,000)	(141,500)	(144,000)
00 - Provincial Police Funding Model	(109,668)	(115,000)	(170,000)	(170,000)	(170,000)
Debt Service Payment Requirements					
Principal portion	(342,000)	(342,000)	(356,000)	(405,000)	(453,000)
Interest portion	(174,572)	(175,000)	(161,000)	(212,000)	(264,000)
Transfers to Restricted Surplus Accounts					
Municipal - New Projects	(67,500)	(67,500)	(300,000)	(100,000)	-
Utilities - New Projects	-	-	-	-	-
Municipal - Lifecycling	(100,000)	(100,000)	(190,000)	(210,000)	(225,000)
Utilities - Lifecycling	(475,000)	(475,000)	(580,000)	(590,000)	(600,000)
Fire Services	(115,000)	(115,000)	(115,000)	(115,000)	(115,000)
Cash Requirements	(3,859,430)	(3,954,377)	(4,390,553)	(4,446,215)	(4,574,620)
percentage increase (over previous budget year)			11.03%	1.27%	2.89%
Non-Operating Revenues					
Property Taxes	3,548,052	3,514,377	3,710,553	3,896,215	4,044,620
Tax Penalties	138,636	115,000	100,000	90,000	90,000
Investment Income	403,727	50,000	250,000	125,000	100,000
Fortis Francise Fee	222,300	245,000	300,000	305,000	310,000
MSI	50,000	30,000	30,000	30,000	30,000
	4,362,715	3,954,377	4,390,553	4,446,215	4,574,620
Budget Surplus (Deficit)	503,285	-	-	-	-
Other Budget information:					
Non-Cash Budget Items					
Amortization	(2,422,100)	(2,422,100)	(2,422,100)	(2,422,100)	(2,422,100)
Total Cash Expenditures		(9,067,227)	(9,735,903)	(9,797,065)	(9,940,470)
Total Cash Revenues		5,112,850	5,345,350	5,350,850	5,365,850
Total Cash Requirements		(3,954,377)	(4,390,553)	(4,446,215)	(4,574,620)

Town of Sundre

2023 to 2026 Four-Year Operating Budget

11 - Legislative Services

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	25	-	-	-	-
Expenses					
Salaries	(279,111)	(327,470)	(345,399)	(350,789)	(355,999)
Contracted Services	(22,914)	(34,100)	(34,100)	(34,100)	(34,100)
Materials & Supplies	(90,561)	(93,900)	(133,900)	(133,900)	(133,900)
Utilities	-	-	-	-	-
Surplus (Deficit)	(392,561)	(455,470)	(513,399)	(518,789)	(523,999)
Expenditures		(455,470)	(513,399)	(518,789)	(523,999)
Revenues		-	-	-	-

Town of Sundre

2023 to 2026 Four-Year Operating Budget

12 - Corporate Services

	2023 Actual (Est.)	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	24,815	14,000	14,000	14,000	14,000
Expenses					
Salaries	(191,217)	(198,506)	(210,436)	(220,303)	(225,358)
Contracted Services	(186,371)	(209,500)	(209,500)	(209,500)	(209,500)
Materials & Supplies	(189,672)	(187,350)	(187,350)	(187,350)	(187,350)
Utilities	(26,839)	(25,175)	(25,175)	(25,175)	(25,175)
Surplus (Deficit)	(569,284)	(606,531)	(618,461)	(628,328)	(633,383)
Expenditures		(620,531)	(632,461)	(642,328)	(647,383)
Revenues		14,000	14,000	14,000	14,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

18 - Elections

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	-	-	-	-	-
Expenses					
Salaries	-	-	-	-	-
Contracted Services	-	-	-	(2,500)	-
Materials & Supplies	-	-	-	(1,500)	-
Utilities	-	-	-	-	-
Surplus (Deficit)	-	-	-	(4,000)	-
Expenditures		-	-	(4,000)	-
Revenues		-	-	-	-

Town of Sundre

2023 to 2026 Four-Year Operating Budget

21 - Municipal Enforcement

	2023 Actual (Est.)	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	2,000	4,000	10,000	10,000	14,500
Expenses					
Salaries	(99,186)	(106,372)	(106,506)	(112,473)	(123,281)
Contracted Services	(2,469)	(2,000)	(2,000)	(2,000)	(2,000)
Materials & Supplies	(49,329)	(21,800)	(26,950)	(27,100)	(27,250)
Utilities		-	-	-	-
Surplus (Deficit)	(148,984)	(126,172)	(125,456)	(131,573)	(138,031)
Expenditures		(130,172)	(135,456)	(141,573)	(152,531)
Revenues		4,000	10,000	10,000	14,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

23 - Fire Services

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	327,418	348,000	353,500	354,000	359,500
Expenses					
Salaries	(276,553)	(288,801)	(304,358)	(309,962)	(315,636)
Contracted Services	(33,186)	(40,100)	(40,100)	(40,100)	(40,100)
Materials & Supplies	(190,075)	(187,450)	(187,450)	(187,450)	(187,450)
Utilities	(20,188)	(19,650)	(19,750)	(19,850)	(19,950)
Transfers to Local Organizations	-	-	-	-	-
Surplus (Deficit)	(192,584)	(188,001)	(198,158)	(203,362)	(203,636)
Expenditures		(536,001)	(551,658)	(557,362)	(563,136)
Revenues		348,000	353,500	354,000	359,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

24 - Emergency Management

	2023 Actual (Est.)	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	-	-	-	-	-
Expenses					
Salaries	(8,485)	(15,555)	(4,647)	(4,830)	(4,951)
Contracted Services		-	-	-	-
Materials & Supplies	(7,167)	(9,800)	(9,800)	(9,800)	(9,800)
Utilities		-	-	-	-
Surplus (Deficit)	(15,652)	(25,355)	(14,447)	(14,630)	(14,751)
Expenditures		(25,355)	(14,447)	(14,630)	(14,751)
Revenues		-	-	-	-

Town of Sundre

2023 to 2026 Four-Year Operating Budget

26 - Animal Control

	2023 Actual (Est.)	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	4,839	6,000	7,000	7,000	7,000
Expenses					
Salaries	-	-	-	-	-
Contracted Services	(28,330)	(28,500)	(28,500)	(28,500)	(28,500)
Materials & Supplies	(1,065)	(1,000)	(1,000)	(1,000)	(1,000)
Utilities	-	-	-	-	-
Surplus (Deficit)	(24,556)	(23,500)	(22,500)	(22,500)	(22,500)
Expenditures		(29,500)	(29,500)	(29,500)	(29,500)
Revenues		6,000	7,000	7,000	7,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

32 - Roads

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	84,353	85,000	85,000	85,000	85,000
Expenses					
Salaries	(332,395)	(374,730)	(383,192)	(392,417)	(400,952)
Contracted Services	(76,863)	(47,000)	(47,000)	(47,000)	(47,000)
Materials & Supplies	(34,446)	(24,000)	(24,000)	(24,000)	(24,000)
Utilities	(188,099)	(175,000)	(175,000)	(175,000)	(175,000)
Surplus (Deficit)	(547,450)	(535,730)	(544,192)	(553,417)	(561,952)
Expenditures		(620,730)	(629,192)	(638,417)	(646,952)
Revenues		85,000	85,000	85,000	85,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

35 - Shop

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	165,000	165,000	165,000	165,000	165,000
Expenses					
Salaries	(24,030)	(32,938)	(34,031)	(35,040)	(36,091)
Contracted Services	(40,258)	(31,500)	(31,500)	(31,500)	(31,500)
Materials & Supplies	(190,160)	(146,770)	(148,770)	(150,770)	(152,770)
Utilities	(9,272)	(8,000)	(8,000)	(8,000)	(8,000)
Surplus (Deficit)	(98,720)	(54,208)	(57,301)	(60,310)	(63,361)
Expenditures		(219,208)	(222,301)	(225,310)	(228,361)
Revenues		165,000	165,000	165,000	165,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

41 - Water

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	943,739	950,500	1,075,500	1,075,500	1,075,500
Expenses					
Salaries	(227,046)	(275,491)	(286,429)	(294,336)	(301,730)
Contracted Services	(198,573)	(152,500)	(152,500)	(152,500)	(152,500)
Materials & Supplies	(63,996)	(77,350)	(77,350)	(77,350)	(77,350)
Utilities	(122,653)	(90,500)	(90,500)	(90,500)	(90,500)
Surplus (Deficit)	331,471	354,659	468,721	460,814	453,420
Expenditures		(595,841)	(606,779)	(614,686)	(622,080)
Revenues		950,500	1,075,500	1,075,500	1,075,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

42 - WasteWater

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	762,347	820,000	860,000	860,000	860,000
Expenses					
Salaries	(217,874)	(263,166)	(273,987)	(281,660)	(288,815)
Contracted Services	(151,255)	(153,000)	(153,000)	(153,000)	(153,000)
Materials & Supplies	(37,612)	(36,350)	(36,350)	(36,350)	(36,350)
Utilities	(124,864)	(139,750)	(139,750)	(139,750)	(139,750)
Surplus (Deficit)	230,742	227,734	256,913	249,240	242,085
Expenditures		(592,266)	(603,087)	(610,760)	(617,915)
Revenues		820,000	860,000	860,000	860,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

43 - Solid Waste

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	323,338	323,500	323,500	323,500	323,500
Expenses					
Salaries	(53,535)	(63,509)	(56,792)	(58,445)	(59,809)
Contracted Services	(133,008)	(132,100)	(132,100)	(132,100)	(132,100)
Materials & Supplies	(1,074)	(1,000)	(1,000)	(1,000)	(1,000)
Utilities	-	-	-	-	-
Transfers to Local Organizations	(76,783)	(70,000)	(70,000)	(70,000)	(70,000)
Surplus (Deficit)	58,938	56,891	63,608	61,955	60,591
Expenditures		(266,609)	(259,892)	(261,545)	(262,909)
Revenues		323,500	323,500	323,500	323,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

51 - FCSS

	2023 Actual (Est.)	Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	116,318	-	-	-	-
Expenses					
Salaries		-	-	-	-
Contracted Services		-	-	-	-
Materials & Supplies	(3,702)	-	-	-	-
Utilities		-	-	-	-
Transfer to Local Organizations	(145,386)	(32,770)	(33,373)	(33,373)	(33,373)
Surplus (Deficit)	(32,770)	(32,770)	(33,373)	(33,373)	(33,373)
Expenditures		(32,770)	(33,373)	(33,373)	(33,373)
Revenues		-	-	-	-

Town of Sundre

2023 to 2026 Four-Year Operating Budget

61 - Planning & Development

	2023 Actual (Est.)	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	75,153	53,300	53,300	53,300	53,300
Expenses					
Salaries	(282,578)	(306,628)	(219,216)	(227,066)	(235,217)
Contracted Services	(64,431)	(40,150)	(40,150)	(40,150)	(40,150)
Materials & Supplies	(9,231)	(8,400)	(8,400)	(8,400)	(8,400)
Utilities	-	-	-	-	-
Surplus (Deficit)	(281,087)	(301,878)	(214,466)	(222,316)	(230,467)
Expenditures		(355,178)	(267,766)	(275,616)	(283,767)
Revenues		53,300	53,300	53,300	53,300

Town of Sundre

2023 to 2026 Four-Year Operating Budget

63 - Economic Development

	2023 Actual (Est.)	Budget	2024 Budget	2025 Budget	2026 Budget
Revenues	111,300	33,500	33,500	33,500	33,500
Expenses					
Salaries	(152,341)	(190,274)	(190,730)	(194,981)	(199,283)
Contracted Services	(7,948)	(9,000)	(9,000)	(9,000)	(9,000)
Materials & Supplies	(167,347)	(87,200)	(87,200)	(87,200)	(87,200)
Utilities	-	-	-	-	-
Transfers to Local Organizations	(16,291)	(11,000)	(11,000)	(11,000)	(11,000)
Surplus (Deficit)	(232,627)	(263,974)	(264,430)	(268,681)	(272,983)
Expenditures		(297,474)	(297,930)	(302,181)	(306,483)
Revenues		33,500	33,500	33,500	33,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

75 - Library

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	60,973	-	-	-	-
Expenses					
Salaries	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Utilities	-	-	-	-	-
Transfers to Local Organizations	(195,877)	(136,500)	(139,000)	(141,500)	(144,000)
Surplus (Deficit)	(134,904)	(136,500)	(139,000)	(141,500)	(144,000)
Expenditures		(136,500)	(139,000)	(141,500)	(144,000)
Revenues		-	-	-	-

Town of Sundre

2023 to 2026 Four-Year Operating Budget

77 - Sundre Community Centre

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	127,845	127,000	127,000	127,000	127,000
Expenses					
Salaries	(60,474)	(68,116)	(104,792)	(109,936)	(114,873)
Contracted Services	(2,690)	(4,500)	(4,500)	(4,500)	(4,500)
Materials & Supplies	(52,616)	(47,350)	(47,350)	(47,350)	(47,350)
Utilities	(57,355)	(53,000)	(53,000)	(53,000)	(53,000)
Surplus (Deficit)	(45,290)	(45,966)	(82,642)	(87,786)	(92,723)
Expenditures		(172,966)	(209,642)	(214,786)	(219,723)
Revenues		127,000	127,000	127,000	127,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

80 - Arena

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	248,568	247,500	247,500	247,500	247,500
Expenses					
Salaries	(235,428)	(265,488)	(346,081)	(359,933)	(373,655)
Contracted Services	(12,713)	(13,650)	(13,650)	(13,650)	(13,650)
Materials & Supplies	(75,819)	(68,700)	(68,700)	(68,700)	(68,700)
Utilities	(79,170)	(63,000)	(63,000)	(63,000)	(63,000)
Surplus (Deficit)	(154,562)	(163,338)	(243,931)	(257,783)	(271,505)
Expenditures		(410,838)	(491,431)	(505,283)	(519,005)
Revenues		247,500	247,500	247,500	247,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

82 - Greenwood Campground

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	61,715	54,500	54,500	54,500	54,500
Expenses					
Salaries	(29,881)	(37,969)	(34,668)	(35,973)	(37,361)
Contracted Services	(28,443)	(23,500)	(23,500)	(23,500)	(23,500)
Materials & Supplies	(14,799)	(15,950)	(15,950)	(15,950)	(15,950)
Utilities	(9,147)	(10,200)	(10,200)	(10,200)	(10,200)
Surplus (Deficit)	(20,555)	(33,119)	(29,818)	(31,123)	(32,511)
Expenditures		(87,619)	(84,318)	(85,623)	(87,011)
Revenues		54,500	54,500	54,500	54,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

84 - Parks

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	71,067	67,250	67,250	67,250	67,250
Expenses					
Salaries	(178,090)	(187,518)	(204,968)	(213,982)	(222,747)
Contracted Services	(15,268)	(12,000)	(12,000)	(12,000)	(12,000)
Materials & Supplies	(44,925)	(46,200)	(46,200)	(46,200)	(46,200)
Utilities	-	-	-	-	-
Surplus (Deficit)	(167,216)	(178,468)	(195,918)	(204,932)	(213,697)
Expenditures		(245,718)	(263,168)	(272,182)	(280,947)
Revenues		67,250	67,250	67,250	67,250

Town of Sundre

2023 to 2026 Four-Year Operating Budget

85 - Recreation & Culture

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	260,546	230,000	235,000	240,000	245,000
Expenses					
Salaries	-	-	-	-	-
Contracted Services	-	-	-	-	-
Materials & Supplies	-	-	-	-	-
Utilities	-	-	-	-	-
Transfers to Local Organizations	(331,630)	(300,000)	(305,000)	(310,000)	(315,000)
Surplus (Deficit)	(71,084)	(70,000)	(70,000)	(70,000)	(70,000)
Expenditures		(300,000)	(305,000)	(310,000)	(315,000)
Revenues		230,000	235,000	240,000	245,000

Town of Sundre
2023 to 2026 Four-Year Operating Budget

86 - Community Services

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	76,850	76,500	76,500	76,500	76,500
Expenses					
Salaries	(82,466)	(111,331)	(120,974)	(125,205)	(129,962)
Contracted Services	(4,360)	(6,000)	(6,000)	(6,000)	(6,000)
Materials & Supplies	(41,047)	(44,100)	(44,100)	(44,100)	(44,100)
Utilities	-	-	-	-	-
Transfers to Local Organizations	(56,700)	(52,000)	(54,500)	(54,500)	(54,500)
Surplus (Deficit)	(107,723)	(136,931)	(149,074)	(153,305)	(158,062)
Expenditures		(213,431)	(225,574)	(229,805)	(234,562)
Revenues		76,500	76,500	76,500	76,500

Town of Sundre

2023 to 2026 Four-Year Operating Budget

87 - Trails

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	25,000	25,000	25,000	25,000	25,000
Expenses					
Salaries	(42,874)	(52,938)	(60,093)	(62,311)	(64,917)
Contracted Services	(1,000)	(3,000)	(3,000)	(3,000)	(3,000)
Materials & Supplies	(5,649)	(7,700)	(7,700)	(7,700)	(7,700)
Utilities	-	-	-	-	-
Surplus (Deficit)	(24,523)	(38,638)	(45,793)	(48,011)	(50,617)
Expenditures		(63,638)	(70,793)	(73,011)	(75,617)
Revenues		25,000	25,000	25,000	25,000

Town of Sundre

2023 to 2026 Four-Year Operating Budget

89 - Outdoor Recreation

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	41,454	41,300	41,300	41,300	41,300
Expenses					
Salaries	(83,604)	(65,257)	(61,021)	(63,874)	(66,829)
Contracted Services	(2,945)	(2,500)	(2,500)	(2,500)	(2,500)
Materials & Supplies	(7,549)	(13,000)	(13,000)	(13,000)	(13,000)
Utilities		-	-	-	-
Surplus (Deficit)	(52,644)	(39,457)	(35,221)	(38,074)	(41,029)
Expenditures		(80,757)	(76,521)	(79,374)	(82,329)
Revenues		41,300	41,300	41,300	41,300

Town of Sundre

2023 to 2026 Four-Year Operating Budget

91 - Gas

	2023		2024	2025	2026
	Actual (Est.)	Budget	Budget	Budget	Budget
Revenues	1,560,342	1,441,000	1,491,000	1,491,000	1,491,000
Expenses					
Salaries	(329,961)	(364,155)	(366,215)	(378,431)	(387,136)
Contracted Services	(118,133)	(124,000)	(124,000)	(124,000)	(124,000)
Materials & Supplies	(855,923)	(669,500)	(679,500)	(679,500)	(679,500)
Utilities	(38,390)	(31,500)	(31,500)	(31,500)	(31,500)
Surplus (Deficit)	217,935	251,845	289,785	277,569	268,864
Expenditures		(1,189,155)	(1,201,215)	(1,213,431)	(1,222,136)
Revenues		1,441,000	1,491,000	1,491,000	1,491,000

Town of Sundre
2024 - 2033 Capital Plan

2024

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		9,790,000	165,000	860,000	-	(100,000)	540,000	1,175,000	225,000	-	-
Additions per Operating Budget		350,000	300,000	190,000	-	580,000	115,000	300,000	150,000	-	-
Unit 145 - 2007 Chev Trailblazer for use by Water/WW Dept	67,000			(67,000)							
Replace Police Interceptor Unit No. 150	125,000			(125,000)							
spray patching unit	165,000		(165,000)								
Barrier Free Bridge at Prairie Creek	28,000								(28,000)		
2nd Ave NW (Centre St to High School - undergrounds & roadway)	2,000,000			(375,000)		(225,000)		(1,175,000)	(225,000)		
2009 Freightliner Unit 560 (100% MVC)	100,000										(100,000)
Rhino Side X Side - Unit #591 (80% MVC)	30,000						(6,000)				(24,000)
2024 Totals / Reamining Balances	2,515,000	10,140,000	300,000	483,000	-	255,000	649,000	300,000	122,000	-	(124,000)

Town of Sundre
2024 - 2033 Capital Plan

2025

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		10,140,000	300,000	483,000	-	255,000	649,000	300,000	122,000	-	-
Additions per Operating Budget		400,000	100,000	210,000	-	590,000	115,000	400,000	150,000	-	-
Community Services digital display sign	24,570		(24,570)								
arena compressor overhaul and valve replacement	25,000			(25,000)							
Replace Golf Cart used at campground	5,000			(5,000)							
Replace Lawn Mower Unit No. 1162	65,000			(65,000)							
Unit No. 146 - 2010 Chev for use by CS (moved from 2026)	67,000			(67,000)							
Centre Street (lights to bridge - undergrounds & roadway)	1,750,000	(1,000,000)		(320,000)		(310,000)		(120,000)			
Centre Street (bridge to Hospital Rd - undergrounds & roadway)	1,400,000	(1,000,000)		(50,000)		(250,000)			(100,000)		
Lift Station No. 5 Upgrades to pumps & piping	280,000					(100,000)		(180,000)			
MV Seniors trail connection to 6th Ave	20,000								(20,000)		
asphalt & concrete material crushing (move from 2024)	100,000		(100,000)								
2025 Totals / Reamining Balances	3,736,570	8,540,000	275,430	161,000	-	185,000	764,000	400,000	152,000	-	-

Town of Sundre
2024 - 2033 Capital Plan

2026

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		8,540,000	275,430	161,000	-	185,000	764,000	400,000	152,000	-	-
Additions per Operating Budget		450,000	-	225,000	-	600,000	115,000	400,000	150,000	-	-
Unit No. 148 - 2011 Chev for use by CS	67,000			(67,000)							
Unit No. 149 - 2012 Chev for use by Water Dept (moved from 2025)	67,000			(67,000)							
hard surface back alley (move from 2024)	100,000		(100,000)								
Eyebrow Park trail connection	21,000								(21,000)		
Underground Lift Station Upgrades (pumps, electrical, panels)	34,000					(34,000)					
2026 Totals / Reaminging Balances	289,000	8,990,000	175,430	252,000	-	751,000	879,000	800,000	281,000	-	-

Town of Sundre
2024 - 2033 Capital Plan

2027

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		8,990,000	175,430	252,000	-	751,000	879,000	800,000	281,000	-	-
Additions per Operating Budget		500,000	100,000	225,000	-	600,000	115,000	400,000	150,000	-	-
IT infrastructure replacement (servers, switches, backups, connectivity)	60,000			(60,000)							
Unit No. 151 - 2015 Ford Supercab for use by Roads Dept	80,000			(80,000)							
Blue, Green, Black Bin Replacements	40,000					(40,000)					
5th Ave NE - undergrounds & roadway (priority 4 on infrastructure rpt)	1,900,000	(1,000,000)				(400,000)		(400,000)	(100,000)		
Hwy 27 trail connection (bridge to Cenotaph Park)	47,000								(47,000)		
Hwy 27 trail connection (at Prairie Creek Boardwalk)	16,000								(16,000)		
2027 Totals / Reamining Balances	2,143,000	8,490,000	275,430	337,000	-	911,000	994,000	800,000	268,000	-	-

Town of Sundre
2024 - 2033 Capital Plan

2028

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
Opening Balance / Funds Available		8,490,000	275,430	337,000	-	911,000	994,000	800,000	268,000	-	-
Additions per Operating Budget		600,000	100,000	225,000	-	600,000	115,000	400,000	150,000	-	-
Unit No. 152 - 2015 Ford F150XL for use by Gas Dept	80,000			(80,000)							
2008 Chev C5500 Duramax 4x4 Unit 530 (moved from 2023)	1,000,000						(500,000)				(500,000)
2nd St NE - undergrounds & roadway (priority 5 on infrastructure rpt)	2,100,000			(300,000)		(900,000)		(800,000)	(100,000)		
Nobelfern trail connection to TC R.O.W.	19,000								(19,000)		
2028 Totals / Reamining Balances	3,199,000	9,090,000	375,430	182,000	-	611,000	609,000	400,000	299,000	-	(500,000)
		*** leave \$4M for 75% reason									

Town of Sundre
2024 - 2033 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2029 to 2033											
2029											
Unit No. 153 - 2015 Ford Supercab for use by CS											
Replace Unit No. 1125 (Kabota mower)											
Replace Unit No. 1139 (2009 Volvo grader)											
Infrastructure Report Priority 6 (4th St NW)											
install Noblefern playground equipment											
permanent Dog Park											
Trail Signage											
replace 3 Thermal Imaging Cameras											
replace Jaws of Life											
Rapid Response Unit #540 (100% MVC)											
replace benches, garbage receptacles											
re-surface tennis courts											
Community Centre full roof restoration											
2030											
replace unit 133 - 2003 GMC sander truck (moved from 2031)											
Infrastructure Report Priority 7 (3rd Street NW)											
Southside Trail connection (Riverside; Brookside; MVSH)											
RMO Gas Piping Change											
Planning for Bi-Services Bldg											
2012 Compressor & 12 SCBA (1504)											
2031											
Unit 154 - 2018 Ford F150 for use by Water Dept (moved from 2030)											
Infrastructure Report Priority 8 (6th Ave NE)											
mini-excavator for Operations											
replace way-finding signage											
2032											
Unit 155 - 2019 Ram for use as auxillary vehicle (moved from 2031)											
Infrastructure Report Priority 9 (2nd Street NW)											
Swale Trail connection											
arena compressor overhall and valve replacement											
replace CS tractor											

Town of Sundre
2024 - 2033 Capital Plan

	Projected Cost	Debenture Borrowings (maintain \$4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding TBD	MVC Fire
2033											
replace backhoe											
replace loader w/ snow blower attachments											
replace ice resurfacer											
Infrastructure Report Priority 10 (1st Ave NW)											
Infrastructure Report Priority 12 (1st Street NE South)											
Infrastructure Report Priority 13 (1st Street NE north)											
Infrastructure Report Priority 14 (3rd Ave NE)											
Infrastructure Report Priority 15 (2nd Street NE)											
Infrastructure Report Priority 16 (8th Ave NE)											
Infrastructure Report Priority 17 (Aspen Crescent)											
Infrastructure Report Priority 18 (Tamarack Crescent)											
Infrastructure Report Priority 19 (2nd Ave NE)											
Infrastructure Report Priority 20 (Centre Street South)											
Infrastructure Report Priority 21 (6A Ave NE)											
Infrastructure Report Priority 22 (2nd Street SW)											
Infrastructure Report Priority 23 (1st Ave NE south)											
New Sportsplex											



REQUEST FOR DECISION

COUNCIL DATE	December 4, 2023
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.

BACKGROUND/PROPOSAL:

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

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council accept the letter to the Sundre & District Historical Society as information.

That the Town of Sundre Council accept the letter from the Olds & District Kiwanis Music Festival Society as information.

ATTACHMENTS:

12.1 Letter to Sundre & District Historical Society

12.2 Letter from Olds & District Kiwanis Music Festival Society

Date Reviewed: November 29, 2023

CAO: Linda Nubun

Office of the Chief Administrative Officer

November 16, 2023

Sundre and District Historical Society
PO Box 314
211 - 1st Ave SW
Sundre, AB T0M 1X0

Email: sundremuseum@telus.net

Attn: Carrie Couch, Museum Executive Director

Dear Ms. Couch,

RE: LETTER OF SUPPORT FOR GRANT APPLICATION - CELEBRATE CANADA

The Sundre & District Historical Society and the Sundre & District Museum provides the community of Sundre with valuable opportunities for growth, participation, pride of community and inclusion of all citizens.

The Town of Sundre values inclusiveness and supports the Sundre & District Museum's efforts to engage all Canadians to appreciate cultural, ethnic, linguistic, and geographic diversity through celebrations that create a sense of pride and belonging for all Canadians.

Please consider this a letter of support for the Sundre & District Museum's application for the Celebrate Canada Grant. This grant will provide support for 2024 events such as, Multicultural Days, National Indigenous Day and Canada Day.

I am available to answer any question or provide further detail at your convenience.

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR

/file

cc: Council



Town of Sundre
Box 420
Sundre, AB T0M 1X0

November 10, 2023



Dear Sir/Madam:

On behalf of the **OLDS & DISTRICT KIWANIS MUSIC FESTIVAL SOCIETY**, I would like to thank you for your past contributions to our annual festival. In 2023, we received 301 entries and had approximately 1,290 performers. Classes included bands, choirs, musical theater, instrumentals, strings, classical and contemporary vocals, piano and composition. We received entries from 13 towns and cities including Bowden, Calgary, Carstairs, Cochrane, Cremona, Crossfield, Didsbury, Olds, Sundre, and Water Valley. We acknowledged 17 participants at our Grand Concert, and awarded \$1,775 in scholarship money. There were 23 recommendations/nominees to move on to the Provincial Music Festival held in Edmonton at the end of May.

The following participants placed at the Provincial Music Festival:

First Place Winner: Spencer Peck- Musical Theatre/uptempo 12 and under
Second Place Winner: Qinxin Jocelyn Zhou- 1 movement Piant Concerto
Second Place Winner: Elaine (Yuan) Meng & Qinxin Jocelyn Zhou- Piano Duet (12 and under)
Third Place Winner: Qinxin Jocelyn Zhou- Piano (12 and under)

Spencer Peck was recommended to the Canada West Festival, and was awarded a 2nd place in Musical Theatre.

Our next Festival of the Performing Arts is scheduled for **March 20 - March 28, 2024**. The Grand Concert is scheduled for Tuesday, April 4, 2024. The benefit concert is Thursday, April 4, 2024 This event will be held at the TransCanada Theatre in the Fine Arts and Multimedia Centre.

Your support in the past has been greatly appreciated, and we would not be able to hold a festival in this area without it. We are again asking for your support. We will be listing all our donors in the local syllabus, festival program and in the programs for each of our concerts. A charitable tax receipt will be provided.

Please mail your donation to: Olds & District Kiwanis Music Festival Society
Box 3934
Olds, Alberta T4H 1P6
OR E-transfer: odkmftreasurer@gmail.com

For e-transfers please complete the comments section on the transfer with your name and address in order to receive a receipt.

If you have any questions, please feel free to contact me.

Yours Truly,
Anjoli Rice – Festival Fundraiser
Olds & District Kiwanis Music Festival Society
anjoli19@hotmail.com

Your past donation was in the amount of \$500.00

NOTE-able Volunteers

2023/2024 Executive

President – Lindsay Ord
Past President – Arlene Wilde
Treasurer – Val Schmidt

Directors

Betty Baril
Trudy Ballard
Anjoli Rice
Teena Wilks

Festival Coordinator

Wendy Durieux

2023 Festival Volunteers

Brian Thompson	Carol Johnston
Cheri Woodruff	Deb Crawford
Diane Powney	Ed Potter
Elaine Graham	Elsie Machel
John MacPhail	Kathy Samhuri
Lily Hunt	Marlene Potter
Pat Bartholow	Penny Sterling
Phyllis Stromsmoe	Rita Thompson
Theresa Copal	Yvonne Kennedy



Volunteer Request

Please call us if you have some time to share!
403-559-6166

NOTE-able Alberta 2023 Provincial Festival

First Place

Spencer Peck - Musical Theatre/Uptempo (12 & under)

Second Place

Qinxin Jocelyn Zhou – 1 movement Piano Concerto
Elaine (Yuan) Meng & Qinxin Jocelyn Zhou – Piano
Duet (12 & under)

Third Place

Qinxin Jocelyn Zhou – Piano (12 & under)

2023 Nominees to Provincial Music Festival

Andrue Kincade-Proctor (2)
Amelia Hoffman (2)
Ashlyn Ord (2)
Ben Meyers
Elaine Meng & Jocelyn Zhou
Eloise Litchfield
Juan-Pierre Hoffman
Keira Fitzner
Kepler Fitzner & Sal Vermeulen
Lily Gee
Lilyann Saunders
Makayla Rand
Qinxin Jocelyn Zhou (3)
Sophia Vermeulen
Spencer Peck
Timothy Shonwise
Bowden Grandview Choir
Hugh Sutherland School Choir
Olds High School Choir

NOTE-able 2023 Canada West Festival

Spencer Peck – Musical Theatre (2nd place)

NOTE-able Start DATES 2023

- All dates tentative -

Band.....	March 20
Instrumentals.....	March 20
Piano.....	March 25
Musical Theatre.....	March 18
Vocals.....	March 18
Choirs.....	March 19



Olds & District Kiwanis Music Festival Society
Along with the
Olds Performing Arts Society

MUSICAL THEATRE DAY CAMP Summer of 2024

More information available at
<http://www.oldsmusicfestival.com>



?? Need More Information ??

www.oldsmusicfestival.com

403-559-6166

NOTE-able Information about Fees:

Why do we need donors if the performers pay an entrance fee?

The Festival Association tries to make it affordable for everyone to participate in the Festival. Entry fees have remained the same since 2016. Each entry costs the festival \$84. Entry fees alone do not cover the cost of the festival.

What other kinds of costs are there?

- Awards/scholarships
- Adjudicator expenses (fees, motels, food, travel, etc.)
- Printed materials
- Staging Fees
- Alberta Music Festival Assoc. Fees
- Computer Services
- Office
- entry fees to the Provincial Festival

Who donates money to supplement the entry fee?

Donations come from school divisions, local towns, service groups, businesses, and individuals from our community. Donations have been down over the past few years.

How can I help?

In order to keep our entry fees at a reasonable rate, we need your donation. Donations to The Olds & District Kiwanis Music Festival can be sent to:

Olds & District Kiwanis Music Festival
Box 3934
Olds AB, T4H 1P6

*Charitable Receipts can be provided to Individual Donors.

*Please help us continue to provide this
Learning Experience for our youth.*

NOTE-able Thanks 2023 Donors

Andante Donors

A&W Restaurant	RIP's Audio, Video & Spas
Bonavista Eye Associates	Ruth Hanson
Club 16	Sandy & Don McCleary
Linda Weber	Schmidt Transport
Maggie Robblee	Wild Rose Medical Clinic
Mel & Bonnie Giles	Uptown Eyecare
Olds Family Dental	
Mountain View Order of the Eastern Star #1	

Allegro Donors

Anonymous
Dr. Allan & Rowena Hoeve
Jacaranda Medical Clinic
James & Arlene Wilde
Olds & District Music Teachers Association
Dr. Jared Ord (Dental Health Clinic)
Denis & Yvonne Kennedy
Olds United Church/Schellenburg Fund

Vivace Donors

Baron Tweedsmuir Chapter IODE
Chinooks Edge Regional Division #73
CKLJ-FM / CAB-K Broadcasting
Town of Sundre
Mountain View County
Olds Lions Club
Town of Carstairs
Todd & Lisa Ormann (You Matter)
Dan & Laurie Nixon

Presto Donors



Town of Olds



Olds & District Kiwanis Music Festival 2024 Festival



NOTE-able Dates

2024 Festival Dates

March 18 – March 27, 2024

Closing Dates for Entries:

Thursday, February 1, 2024

Syllabi & Entry Forms:

www.oldsmusicfestival.com

NOTE-able Concerts

Grand Concert

Tuesday, April 2 – 7:00 pm

Benefit Concert

Thursday, April 4 – 7:00 pm

** Events will be held at the TransCanada Theatre.

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Qinxin Jocelyn Zhou (3)
Sophia Vermeulen
Spencer Peck
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Bowden Grandview Choir
Hugh Sutherland School Choir
Olds High School Choir

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Spencer Peck – Musical Theatre (2nd place)

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Olds & District Kiwanis Music Festival 2024 Festival



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