



Regular Council Meeting  
Town of Sundre Municipal Council Chambers  
March 27, 2023  
6:00 p.m.

1. **Call to Order**  
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
  - 3.1 March 27, 2023, Regular Council Meeting
  - 3.2 Councilor Chris Vardas Absence
4. **Adoption of Previous Minutes**
  - 4.1 March 13, 2023, Regular Council Meeting Pg. 1
5. **Delegation:**
  - 5.1 Delegation - Medal Presentation Pg 5
6. **Bylaws/Policies:**
  - 6.1 RFD Bylaw 2023-01 – Mountain Springs Area Structure Plan (ASP) Pg. 6
7. **Old Business: None**
8. **New Business:**
  - 8.1 RFD Mountain View Film Office Website Pg. 46
  - 8.2 RFD Underground Infrastructure Capital Replacement Plan Pg. 57
  - 8.3 RFD National Public Works Week Pg. 58
  - 8.4 RFD Open House Report, March 23, 2023 Pg. 64
9. **Administration:**
  - 9.1 RFD Departmental Reports for February 2023 Pg. 65
  - 9.2 RFD Change Council Date Pg. 103
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports:** Pg. 104
  - 11.1 RFD Mayor Richard Warnock
  - 11.2 RFD Councillor Jaimie Marr
  - 11.3 RFD Councillor Connie Anderson
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting:**
  - 13.1 Advice From Officials, *FOIPP Action Section 24*
14. **Adjournment**

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



Regular Council Meeting  
Minutes  
Town of Sundre Municipal Council Chambers  
March 13, 2023

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, Monday March 13, 2023, commencing at 6:00 p.m.

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

**ABSENT:** Councillor Todd Dalke  
Councillor Connie Anderson

Staff: Chief Administrative Officer, Linda Nelson  
Director of Corporate Services, Chris Albert, on phone  
Sr. Development Officer, Betty Ann Fountain  
Legislative Executive Clerk, Shantele Smith

**PUBLIC:** 3  
**PRESS:** 0

**CALL TO ORDER** The meeting was called to order at 6:04 p.m., by Mayor Warnock followed by a moment of reflection on the business of the evening.

**AGENDA – AMENDMENTS AND ADOPTION**

*Res. 066-13-03-2023* MOVED by Councillor Isaac, that the Agenda be approved as presented.

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

*Res. 067-13-03-2023* MOVED by Councillor Petersen, that the Minutes of the Regular Meeting Minutes of Council held on February 21, 2023, be approved as presented.

**CARRIED**

*Councillor Varda entered meeting at 6:08 p.m.*

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Initials

**DELEGATION:**        **Sundre Rodeo & Race Association**

*Res. 068-13-03-2023*    MOVED by Councillor Isaac, that the Town of Sundre Council thank Sundre Rodeo & Race Association for the presentation and accept the presentation as information.

**CARRIED****BYLAWS/POLICIES:**        **Policy E-004-00 POL, Arena Facility & Ice Allocation**

*Res. 069-13-03-2023*    MOVED by Councillor Marr, that the Town of Sundre Council approve the amended Arena Facility & Ice Allocation Policy E-004-00-POL as presented.

**CARRIED****OLD BUSINESS:**        **None****NEW BUSINESS:**        **2023 Events Preparedness Requests – Adam's Army Charitable Foundation, Music Festival**

*Res. 070-13-03-2023*    MOVED by Councillor Vardas, that the Town of Sundre Council could approve the relaxation of Noise Bylaw 818 s.16(b), as requested.

**CARRIED****2022 Q4 Financial Reports**

*Res. 071-13-03-2023*    MOVED by Councillor Petersen, that the Town of Sundre Council accept the Q4 2022 Quarterly Financial Reports, as information.

**CARRIED****ADMINISTRATION:**        **2023 Alberta Tourism Advocacy Summit**

*Res. 072-13-03-2023*    MOVED by Councillor Isaac, that the Town of Sundre Council accept the CAO's verbal report on the 2023 Alberta Tourism Advocacy Summit as information.

**CARRIED**

\_\_\_\_\_

\_\_\_\_\_

Initials

**MUNICIPAL AREA PARTNERSHIP: None**

**COUNCIL REPORTS: None**

**COUNCIL INVITATIONS/CORRESPONDENCE: Council Invitations / Correspondence**

*Res. 073-13-03-2023* MOVED by Councillor Vardas, that the Town of Sundre Council accept the Minister of Health letter as information, and that the Mayor request a meeting with MLA Nixon to discuss the letter.

*Res. 074-13-03-2023* MOVED by Councillor Marr, that the Town of Sundre Council accept the Sundre Daycare Centre letter as information.

**CARRIED**

**CLOSED MEETING:**

*Res. 075-13-03-2023* MOVED by Councillor Peterson, that Council go into closed meeting at 8:10 p.m.

**CARRIED**

*Mayor Warnock called a 5 minute recess at 8:10 p.m.*

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer  
Director of Corporate Services, Chris Albert

*Director of Corporate Services, Chris Albert left the meeting at 8:40 p.m.*

**Topic of Closed Meeting**

- 13.1 Advice from Officials, FOIPP Act Section 24(1)(g)
- 13.2 Advice from Officials, FOIPP Act Section 24(1)(g)

*Res. 076-13-03-2023* MOVED by Councillor Marr, that Council return to an open meeting at 9:06 p.m.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_



Initials

**ADJOURNMENT**

*Res. 077-13-03-2023* MOVED by Councillor Isaac, being that the agenda matters have been concluded the meeting adjourned at 9:07 p.m.

**CARRIED**

These Minutes approved this 27<sup>th</sup> Day March 2023

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Mayor, Richard Warnock

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Chief Administrative Officer, Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>March 27, 2023</b>
<b>SUBJECT</b>	<b>Medal Presentation</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

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### **BACKGROUND/PROPOSAL:**

A staff member will be in attendance for a medal presentation, to occur at the Town of Sundre Council Meeting.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

### **ALIGNMENT WITH STRATEGIC PLAN**

### **ADMINISTRATION RECOMMENDATIONS:**

### **MOTION:**

At the Town of Sundre Council's discretion.

Date Reviewed: March 24\_, 2023

CAO: *Linda Nelson*



**REQUEST FOR DECISION**

**COUNCIL DATE:** March 27, 2023

**SUBJECT:** Bylaw 2023-01 Mountain Springs Area Structure Plan

**ORIGINATING DEPARTMENT:** Planning and Economic Development

**AGENDA ITEM:** 6.1

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**BACKGROUND/PROPOSAL:**

Bylaw 2023-01 is to implement the Mountain Springs Area Structure Plan (MSASP) for 155 acres of land located north of the Town, directly east of Highway 22.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The proposed MSASP aligns with the Town's Municipal Development Plan (MDP) and Parks and Open Space Plan. The MDP identifies these lands for future residential, commercial, and 'future development area' for potential public/institutional development.

**ALIGNMENT WITH STRATEGIC PLAN:**

The MSASP aligns with Council's Strategic Plan by promoting the diversification of residential housing options, improved communication, and transparency with stakeholders and recreational opportunities.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give First Reading to Bylaw 2023-01.

**COSTS/SOURCE OF FUNDING:**

N/A

**MOTION:**

THAT the Town of Sundre Council give First Reading to Bylaw 2021-05, being a Bylaw to adopt the Mountain Springs Area Structure Plan.

**ATTACHMENTS:**

Bylaw 2023-01 (Mountain Springs Area Structure Plan)

Date Reviewed: March 22, 2023

CAO: Amelia Nebe



**TOWN OF SUNDRE**

**BYLAW 2023-01**

BEING A BYLAW OF THE TOWN OF SUNDRE TO ADOPT THE MOUNTAIN SPRINGS STRUCTURE PLAN No. 2022-ASP001

**WHEREAS** pursuant to the *Municipal Government Act* R.S.A. 2000, Chapter M-26 as amended or replaced from time to time, provides that a Council may by Bylaw adopt an area structure plan;

**WHEREAS** the Council of the Town of Sundre considers it expedient to adopt an area structure plan for the lands described and illustrated herein to facilitate the long-term strategic and sustainable growth of the Town; and

**WHEREAS** an area structure plan has been prepared in accordance with the *Municipal Government Act*;

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

**1. NAME OF BYLAW**

This Bylaw may be cited as "Mountain Springs Area Structure Plan."

**2. PURPOSE OF BYLAW**

This Bylaw shall manage the long-term strategic and sustainable growth of lands herein described and illustrated in Schedule "A" of this Bylaw.

**3. EFFECTIVE DATE**

All Schedules attached are part of and form part of this Bylaw.

This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

READ A FIRST TIME this 27<sup>th</sup> day of March 2023 Motion No. \_\_\_\_\_

PUBLIC HEARING HELD this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ Motion No. \_\_\_\_\_

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ Motion No. \_\_\_\_\_

\_\_\_\_\_  
Mayor Richard Warnock

\_\_\_\_\_  
Chief Administrative Officer, Linda Nelson

# MOUNTAIN SPRINGS

sundre alberta

## AREA STRUCTURE PLAN

March 2023



**The land for the proposed Plan Area was owned in 1906 by the founding Hagen family of Sundre. It changed hands several times over the years until it was sold to Otto Huhn, a physician. He was struck by the natural beauty of the land and the remarkable view from the heights overlooking Sundre. He said "This land will be a beautiful place for many people someday, with fresh air from the west, the sun highlighting the view across the river valley, and the central treed ravine with springs as a natural park for the community."**

**His was a deep understanding of how special this land is, and how some day it would be a desirable community for generations to come.**





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## 1.0 Introduction

The Town of Sundre is an inviting community nestled in the foothills of the Rocky Mountains, approximately 100 kilometers northwest of the City of Calgary. As the jumping-off point to the Rocky Mountains and a variety of recreational opportunities just 40 kilometers further west, Town residents and visitors alike enjoy the best of small town living and easy access to nearby world class mountain recreation. Summer attractions such as camping, hiking, golf, white water rafting, kayaking, horseback riding, performing arts and other cultural amenities are all nearby. During the winter, snowmobiling, cross country skiing, ice fishing and fat tire biking are local popular pastimes. With its natural open access to the West and location in the heart of rural Alberta, Sundre is a thriving community with immense potential.

Sundre's population of nearly 3,000 people is at the center of a rural trade area nearly three times that number. The Town also serves as an economic hub for forestry, oil and gas, health, retail, and agricultural industries. These activities all provide an expanding and varied economy, with a diverse Town workforce. With this access to quality infrastructure and resources, Sundre offers a high quality of living, a relatively reasonable cost of living, and a lifestyle second to none.

Mountain Springs will be developed on approximately 155 acres of land on the western boundary of Sundre. Highway 22 or as it is better known, The Cowboy Trail, runs parallel and along the western edge of the proposed Mountain Spring Area Structure Plan area. Other proposed residential developments adjoin to the North, East and South, and to the West lies the largely rural Mountain View County. As such, Mountain Springs is well positioned to become a desirable, attractive, outdoor oriented community. At full build-out, it will have a projected Population of 1,751 people, all enjoying life in a well-planned community, with abundant amenities and resources nearby.

The following Area Structure Plan (*The Plan*) is the first step in a development process that will bring this vision to life. Mountain Springs will be an inviting place to live, overlooking a unique Town nestled in the Foothills of the Rockies.



VIEW LOOKING SOUTHEAST

### 1.1 Mountain Springs History

The name Mountain Springs has roots in our rich Western Canadian history. David Thompson, the famous explorer, mapped what became Sundre in the late 1700's during his explorations of the Canadian West. He is said to have described this area as "Prairie on the Mountain". In the late 1800's, as ranching families drove their cattle North along the eastern slopes of the Rocky Mountains, they crossed the Red Deer River and continued northward up the hill that rises above Sundre on "The Cowboy Trail", the legendary 560 km long route to Mayerthorpe and Central Alberta grazing. As the cattle moved slowly up the trail, they grazed and drank from the natural springs and tributaries that flowed down into the Red Deer River.



VIEW LOOKING NORTHWEST

## 1.2 Purpose of the Plan

In 2013 the Town adopted a Municipal Development Plan which established the requirement for an Area Structure Plan for any development exceeding 30 hectares (74 acres).

The Mountain Springs Area Structure Plan (*The Plan*) is intended to fulfill the objectives and mandate of the Municipal Development Plan while ensuring that it is compatible with the Municipal Transportation Plan, the Infrastructure Study, Master Recreation Plan, Master Utility Plan, Corridor Enhancement Project, and other related plans established or adopted by the Town of Sundre.

## 1.3 Plan Timeframe

The Mountain Springs Area Structure Plan (*The Plan*) is consistent with the long-term view and approach to the anticipated population growth of the Town of Sundre. It will reflect the needs of the Town and the Mountain Springs Community as they evolve over time. It represents the start of an evolutionary process where fiscal viability and specific land uses may change with market trends, environmental conditions and consumer preferences. Over time, an update or amendment to the Plan may be required.



VIEW LOOKING NORTHEAST

## 1.4 Interpretation of the Plan

The text and descriptions that accompany the policies within this Plan are provided for information purposes only. This *Plan* is intended to enhance the understanding of the stated policies. If an inconsistency arises between the two, the policy or policies will take precedence.

Policy statements utilizing 'shall' describe mandatory compliance. 'Should' are statements that describe policies where compliance is encouraged and recommended. However, in some circumstances 'should' statements may not be practical and so these policies can be flexible enough to respond to changing or unforeseen circumstances using specific means deemed to be acceptable by the approving authority.



## 2.0 Plan Area

### 2.1 Plan Location

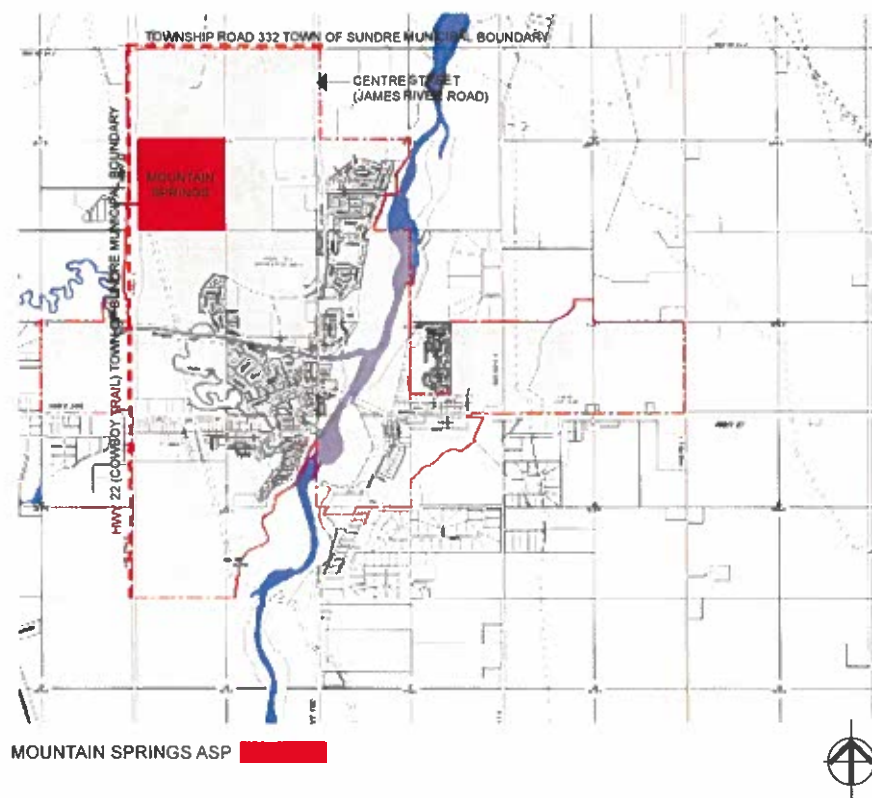
The Mountain Springs Area Structure Plan (*The Plan*) applies to those lands in **Figure 1**, an area which consists of approximately 63 Hectares (155 acres) within the Town of Sundre.

More specifically:

*Meridian 5, Range 5, Township 33, Section 9  
Quarter South West  
Containing 64.7 Hectares (155 Acres) More or Less  
Excepting Thereout  
Road Plan No: 8610295, Hectares 2.024, Acres 5.0  
Excepting Thereout All Mines and Minerals And The Right To Work The Same*

The Plan lands have historically been used for forage and livestock grazing.

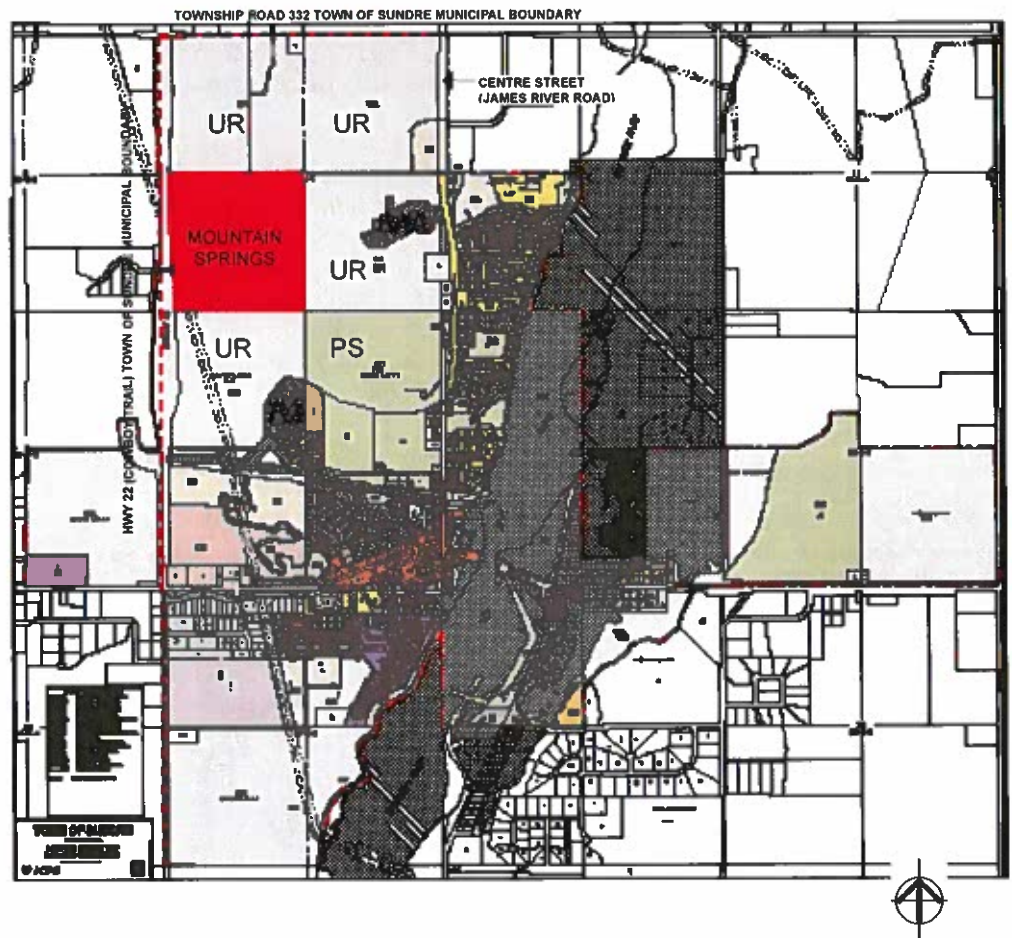
Figure 1 - Location Plan



### 2.2 Adjacent Land Uses

The undeveloped parcel to the North is also currently pastureland whose owners are also preparing an Area Structure Plan known as Sundre Hills. **Figure 2**. To the East is the subdivision known as Eagle Ridge with an approved Area Structure Plan. The lands to the South are currently utilized as residential, park and open space.

Figure 2 - Adjacent Land Uses



## 2.3 Map Interpretation

Although diligent efforts have been made to define boundaries, locations of improvements, symbols of amenities or areas shown on any map contained herein; these definitions are approximate and shall not be identified as absolute except where they coincide with recognizable physical features or boundaries, such as utility right of ways and roads.

As adjacent ASP areas are defined or amended, the Plan may be updated to reflect changing circumstances, joint interests, land uses and any other proposed infrastructure elements that affect Mountain Springs.



VIEW LOOKING EAST



## 3.0 Background Information

The preparation of *The Plan* has included a review of various Municipal, Intermunicipal and Provincial policy documents and studies that provide the planning context. In addition, the recommended background studies have been completed. These include a Geotechnical Investigation, Environmental Site Assessments, Historical Resources Impact Assessment, Biophysical Impact Assessment, and a Traffic Circulation Review. The following section outlines how the Mountain Springs Area Structure Plan responds to the information gathered as part of this planning process.

### 3.1 Policy Context

#### 3.1.1 Municipal Government Act

The Area Structure Plan is prepared in accordance with the Municipal Government Act and in particular Section 633 which states:

*For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

*Sec(2) An area structure plan*

*(a) must describe*

- (i) the sequence of development proposed for the area,*
- (ii) the land uses proposed for the area, either generally of with respect to specific parts of the area,*
- (iii) the density of population proposed for the area either generally of with respect to specific parts of the area, and*
- (iv) The general location of major transportation routes and public utilities,*

*And*

*Sec(3) may contain any other matters, including matters relating to reserves, as the council considers necessary.*

#### 3.1.2 Intermunicipal Development Plan (IDP)

The Mountain Springs Area Structure Plan conforms to the general intent and directive as established in the Town of Sundre Bylaw 2021-02 and the Mountain View County Bylaw 18/21. The Plan area was once located within this jurisdiction but is now within the Town of Sundre.



VIEW LOOKING EAST FROM COWBOY TRAIL

### 3.1.3 Town of Sundre Municipal Development Plan

The Town of Sundre Municipal Development Plan adopted September 2013, outlines the requirements for Area Structure Plans to be adopted in Sundre. Each Area Structure Plan shall address the requirements of the Municipal Government Act and be in accordance with the related plans prepared by the Town, relative to:

1. Suitability of the site for the intended use
2. Identification of proposed land uses
3. Density of development
4. Impact on adjacent land uses
5. Location of utilities
6. Water and wastewater servicing
7. Road Networks
8. Proposed phasing

### 3.1.4 Town of Sundre Land Use Bylaw

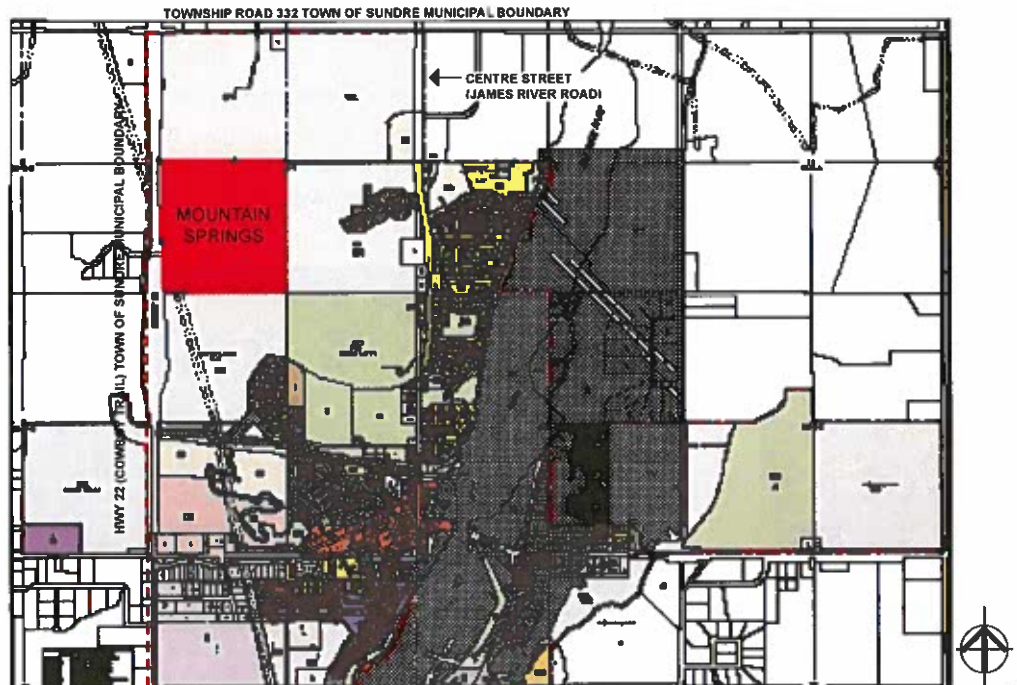
Pursuant to the Sundre Land Use Bylaw 2018-10 (consolidated January 2021), the Mountain Springs ASP area is defined as Urban Reserve with a view to it's development as an integrated residential community. **Figure 3.** The intent of the Plan is to reflect in general terms the Municipal Development vision and sustainability targets as outlined in the Sundre Municipal Development Plan. Site specific parameters will be detailed at the Subdivision Plan stage.

### 3.1.5 Future Plans

As directed by the Municipal Government Act, this Area Structure Plan is the first of the required plans to be submitted to the Town of Sundre.

- *Policy: When market conditions dictate an outline plan will be prepared for Mountain Springs.*

Figure 3 - Context Plan



06





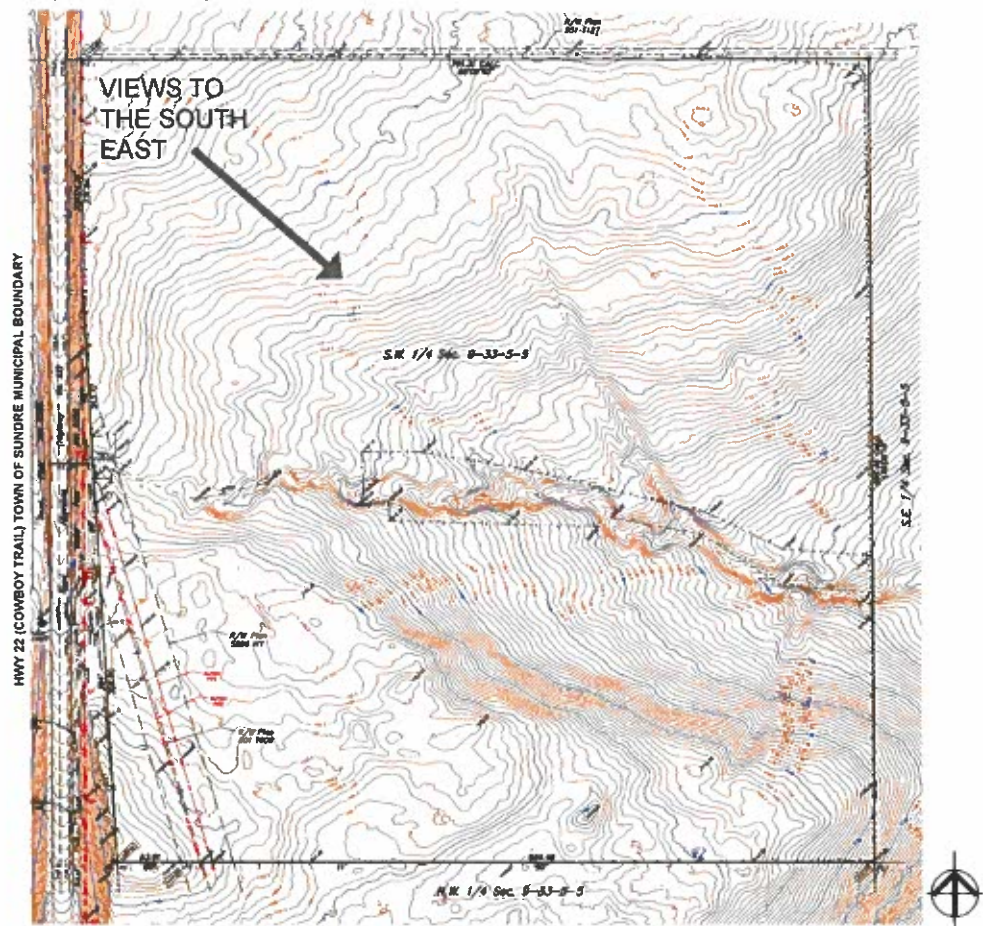
## 3.2 Physical Context

### 3.2.1 Topography

The ASP area shown in Figure 3 lies at the top of a gentle rolling glacial ridge above the Town of Sundre. The elevation varies and the grade slopes as shown in Figure 4, downhill from west to east. There is a modest natural creek and ravine that runs generally through the centre of the Plan area that divides it into two distinct areas, north and south. The base of the ravine surrounding the creek and the natural springs that feed it, contain the only significant tree cover on the site. The only other tree cover is in the north quadrant, adjacent to Highway 22.

Elevations vary on the site. The west side of the site is 1,158 metres (3,800 feet) and the land gently slopes down to 1,118 metres (3,668 feet) to the east property line. The land area provides excellent eastern view into the Township valley and the Red Deer River Valley.

Figure 4 - Topographic Plan



VIEW LOOKING EAST



### 3.2.2 Environmental Site Assessment

A level one Environmental Site Assessment (2021) of the soil has been completed covering The Plan Area. The property was cleared of trees starting in the 1950's and has since been used for forage and hay crop cultivation. No current or historical surface infrastructure exists so the potential for shallow or surface contamination is low. The pipelines within the registered easement of the lands are rated as being low risk for potential contamination by TC Energy, the pipeline operator.

A provincial Environmental Site Assessment Repository search revealed that there are no records associated with the Plan area or within a 300m radius from it. As such, the need for a more extensive Level Two Environmental Site Assessment does not appear to be warranted or recommended. An accompanying detailed Phase 1 report has been provided to the Town for reference.

### 3.2.3 Biophysical Impact Assessment

A Desktop Environmental Assessment of the Mountain Springs ASP has been completed. The results did not reveal any environmental or biophysical issues that would conflict with the future development of this site. An accompanying detailed Biophysical Impact Assessment report has been provided to the Town.

- *Policy: Upon creation of the future Subdivision Plan, on-site assessments should be carried out to meet the requirements of the federal Species at Risk Act, Migratory Birds Convention Act, Fisheries Act, Public Lands Act, Wildlife Act, Weed Control Act and Water Act.*

### 3.2.4 Geotechnical Assessment

A preliminary Geotechnical Assessment has been completed and provided to the Town. It provides an initial review of the Mountain Springs ASP land subsurface conditions. It is supported by four(4) borehole field samples. The soils in the boreholes were generally consistent with published surficial geology of the area, which indicates that the entire quarter section consists of "till of uneven thickness, with minor amounts of water sourced material and local bedrock exposure up to 10m thick". There were no deleterious soils encountered in the samples, and there did not appear to be excessively thick topsoil. Relatively shallow bedrock is expected to be present in certain areas of the site, particularly in the high area on the southwest side of the quarter section. The ASP area is generally expected to be well suited to support standard concrete house footings and standard paved roads.

An accompanying detailed Geotechnical Assessment report has been provided to the Town. This report is to be reviewed by the Town's engineering consultant to confirm the adequacy of structural soil conditions, groundwater elevations, bedrock, slope stability etc.

### 3.2.5 Historical Resources Impact Assessment

A Historical Resources Impact Assessment Application has been submitted to Alberta Ministry of Culture and the Status of Women departments. Approval has been granted by the Regulatory Approvals Coordinator to proceed with the intended improvements for the Mountain Springs ASP area. A Desktop Assessment of the Plan area did not reveal any issues or areas of concern that may prevent or impede future development of the ASP area. An accompanying detailed report has been provided to the Town.

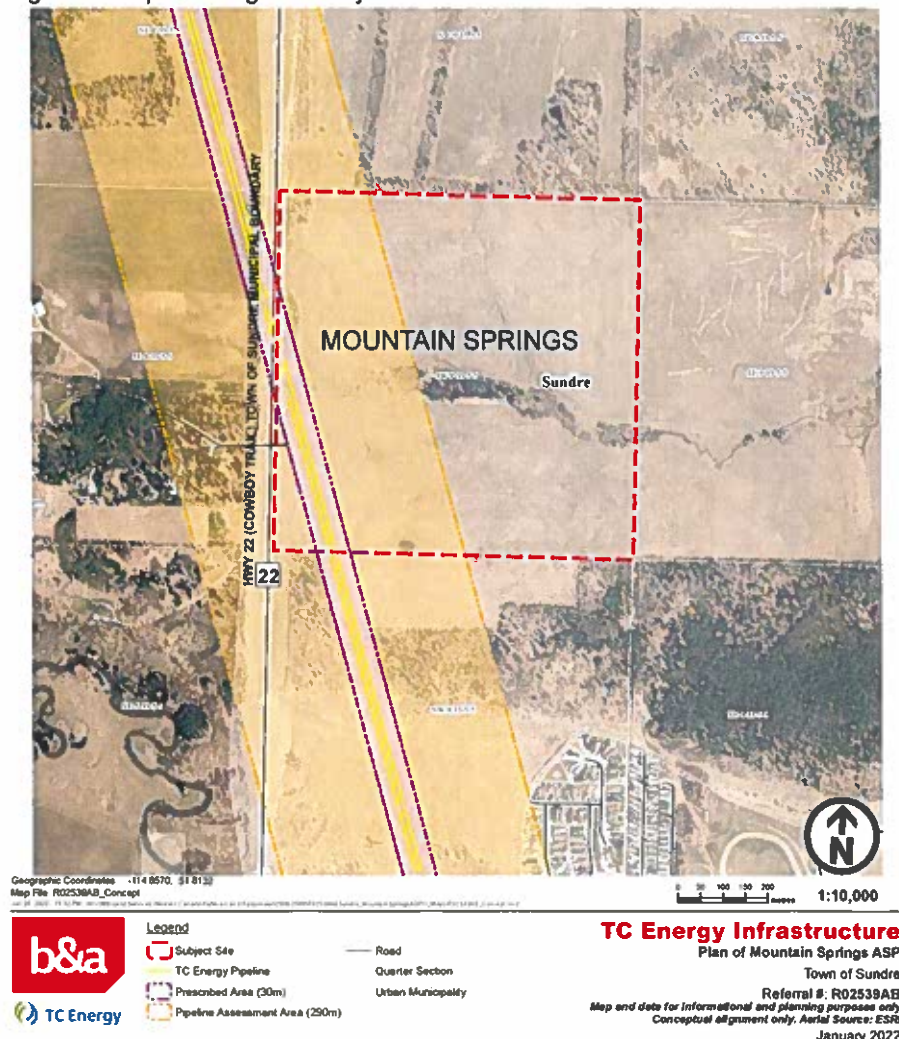


### 3.2.6 Utility Right of Ways

There are two Utility Rights of Way registered on the Titled Plan area. The registered easement holders are the Alberta Gas Trunk Line Co. Ltd and Foothills Natural Gas CO-OP, currently owned by TC Energy. They have two parallel pipelines that cut diagonally across the Southwest corner of the Plan area. Together, these parallel Right of Ways are approximately 500 metres long and vary in width. **Figure 5.** The Mountain Springs ASP incorporates these easement areas and required setbacks as defined by the Canadian Energy Regulator.

Refer to the Landscape Guidelines section for detail on the proposed future soft landscape on the surface of these easements. Future planting will be in keeping with the regulator's right of way policies and guidelines.

Figure 5 - Pipeline Right of Way Plan



As per the requirements of the Canada Energy Regulator (CER), TC Energy is required to monitor all new development in the vicinity of their pipelines that results in an increase in population or employment. As a result, the following *Policy* is included in the ASP:

- *Policy: All subdivision and development applications that are located within 290 m of a pipeline should be referred to the pipeline operator for review and input.*

As per the requirements of the Canada Energy Regulator (CER), any ground disturbance within 30m of the pipeline, known as the "prescribed area", requires written consent from the pipeline operator (TC Energy) to ensure that developers and landowners are aware of this and other requirements.

- *Policy: All development within 30m of or crossings a pipeline shall require written consent from the pipeline operator and is the responsibility of the applicant to obtain prior to development permit approval."*
- *Policy: The above policy would apply if this land isn't already identified as MR or open space*
- *Policy: A Locate Request shall be made prior to any ground disturbance taking place within 30m of a pipeline."*
- *Policy: Permanent structures shall not be installed anywhere on the pipeline ROW and should be placed at least seven (7) metres from the edge of the ROW and twelve (12) metres from the edge of the pipeline."*
- *Policy: Temporary structures shall not be installed anywhere on the pipeline ROW and should be placed at least three (3) metres from the edge of the ROW and eight (8) metres from the edge of the pipeline."*

### 3.3 Servicing

#### 3.3.1 Water

Current water licenses held by the Town will be reviewed and as necessary, altered to encompass the population increase anticipated in the Mountain Springs Plan area. The Mountain Springs ASP anticipates a low-density residential community of 5.2 units/acre and a medium density residential precinct of 11.1 units/acre. Refer to Section 4.3 for further detail.

- *Policy: The Town of Sundre draws its water supply from two deep wells. Mountain Springs will tie into this supply.*
- *Policy: Any water treatment facility upgrades required to service the Plan Area shall be facilitated by the Town of Sundre. Costs associated with these upgrades are to be shared by the Town and the Developer.*



### 3.3.2 Sanitary Services

The planned sewage shall ultimately flow to the Town's wastewater treatment plant and be managed accordingly. Refer to Section 6.3 for further detail.

- *Policy: The Mountain Springs ASP area will be serviced by extensions to the Town's existing sanitary collection system.*
- *Policy: Any wastewater treatment facility upgrades required to service the Plan Area shall be facilitated by the Town of Sundre. Costs associated with these upgrades are to be shared by the Town and the Developer.*

### 3.3.3 Stormwater Management

The number and capacity of the ponds will be more formally presented at the Outline Plan stage. Preliminary calculations suggest the two ponds shown in this ASP will suffice to support the ASP area. The storm water management facilities will be designed to accommodate up to a 1 in 100-year storm event. Controlled run-off will be gathered in the respective detention ponds, and then discharged into the existing ravine. Refer to Section 6.4 for further detail.

Specific *Policies* to be used in planning the development of these facilities include:

- *Policy: Mountain Springs will be serviced by storm water drainage management facilities designed for the ASP area and installed on-site.*
- *To provide the infrastructure necessary to permit the development as proposed.*
- *To phase infrastructure requirements to be commensurate with the rate of development.*
- *To incorporate Low Impact Development techniques and principles into the design of the area's facilities, where possible.*
- *To develop servicing schemes that will provide for sustainable infrastructure design, that will minimize life cycle costs, any negative environmental impacts, and will meet the Town's servicing standards*
- *Detailed Stormwater Management Plans should be prepared at the Outline Plan stage.*

Plans will be reviewed by Alberta Environment, as well as the Town of Sundre. Subsequent plans will assess catchment boundaries, stormwater quality and flows, proposed release rates and retention pond capacities. A preliminary analysis of the stormwater management requirements has been carried out as part of this ASP submission, however it is noteworthy that the specific requirements for these facilities may evolve as details of the Subdivision Plans emerge. All subsequent development planning will adhere to relevant policies and regulations.

### 3.3.4 Shallow Utilities

Shallow utilities are to be buried or otherwise hidden wherever possible.

- *Policy: Shallow utility services including electric power, natural gas and communications, will be provided by local utility companies.*
- *Policy: All services shall be provided underground with overhead power being limited to circumstances where underground service is not achievable.*

### 3.3.5 Existing Well Sites

There are no apparent existing water wells in the Mountain Springs ASP area, and therefore no decommissioning or containment is contemplated. There are no other well types on the site.

### 3.3.6 Other

Police and fire services are to be extended to the Plan Area.

- *Policy: Policing services for the Plan Area shall be an extension of existing Sundre Municipal Enforcement, Bylaw and/or Community Peace Officers.*
- *Policy: Fire Protection shall be provided via the Town of Sundre Fire Services and mutual aid partners.*
- *Policy: New subdivisions shall meet the criteria and requirements for on-site fire fighting measures as determined by the Town of Sundre.*

### 3.3.7 Other Servicing Policies

- *Urban services such as paved roads, curbs, sidewalks, inground pipes and utilities shall conform to the Town of Sundre Urban Development Standards. On-site costs shall be borne by the developer of Mountain Springs.*
- *Urban development within the Plan area shall be with Town water, sanitary sewer, and stormwater systems as well as local gas, communications, and electricity services. Appropriate rights of way shall be detailed at the Subdivision Application Stage.*
- *Subdivision Plans shall provide servicing schemes that provide for cost effective lifecycle costs for servicing, and minimize negative impacts on the environment, while meeting the Town of Sundre Urban Development Standards.*
- *Easements and rights of way shall be provided to accommodate Town utilities as necessary.*
- *Easements, rights of way, public utility lots and road rights of way should be required. At the discretion of the development authority, they will be dedicated and registered on title across undeveloped land, to ensure orderly and sequential development.*
- *The Water, Sanitary Sewer and Stormwater systems shall be designed to serve the ultimate development of the Plan area. A Utility Services Study and Plan shall be prepared in conjunction with the Subdivision Plan to meet all Municipal and Provincial standards.*
- *Stormwater facilities, such as ponds should be integrated into the park and open spaces provided.*
- *Site Servicing should be consistent with the Servicing Strategy outlined in Section 6 of the Mountain Springs Area Structure Plan.*
- *All sectors of the Plan area shall meet the requirements for on-site firefighting measures determined by the Town of Sundre.*
- *Low impact development (LID) measures should be incorporated at the Subdivision Stage to minimize impact on existing natural water courses.*





- *Detailed designs for the Stormwater Management Facilities shall be undertaken after discussions with the Alberta Department of the Environment and the Federal Department of Oceans and Fisheries.*
- *At the Subdivision Plan stage, a Development Agreement will be signed between the Mountain Springs developer and the Town. This agreement shall define the costs and responsibilities of the Town of Sundre and the developer.*

## 3.4 Transportation

### 3.4.1 Existing Transportation Network

The Mountain Springs ASP area is bordered by Provincial Highway 22 to the West. The North, East and South borders of The Plan Area abut other ASP areas that are currently either under review by the Town of Sundre or in the development stage. There is a long standing access off HWY 22 into The Plan Area to the East, also to the West into the Mountain View acreage development. Based on a review of the current Highway 22 traffic volumes and discussions with Alberta Transportation, existing road infrastructure will accommodate the projected traffic volumes that will be generated by Mountain Springs.

- *Policy: A Traffic Impact Assessment (TIA) is to be carried out at the Subdivision Stage. This will include design, operations, and safety review. It shall also determine the size and classification of all roads within the ASP area.*
- *Policy: The Town Consultant will review the TIA at the Subdivision Stage.*

Alberta Transportation have indicated that the location of the access gateway proposed in this ASP is appropriate.

The internal road network proposed in this ASP has been reviewed by Transportation Engineers and is deemed to be suitable for the proposed land uses. In addition to vehicular mobility within the ASP area, pedestrian mobility will be encouraged with an internal, integrated open space network.

- *Policy: The Mountain Springs internal road network will connect to the adjacent land parcels once a mutually defined alignment is established with adjacent land owners.*
- *Policy: The pedestrian movement network will connect to a regional pathway system where it exists.*



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### 3.4.2 Transportation

All internal roads shall be constructed to the applicable Town of Sundre construction standards.

- *Policy: The layout of the Mountain Springs road network should provide direct connections, access points and route choices that provide internal connections within the community and allow for efficient access to and from Highway 22 and adjacent communities.*
- *Policy: The size and classification of Plan Area internal roads will be determined by a TIA to be completed at the Subdivision Plan stage.*
- *Policy: Pedestrian mobility should also be encouraged throughout the Plan area with sidewalks on at least one side of all internal roads.*

Dedicated pedestrian and bicycle pathways will be part of an integrated park and natural greenspace system. Details of local pathways and the direct connections to green spaces, parks and applicable regional pathway systems shall be provided at the Subdivision Plan stage.

## 3.5 Municipal and School Facilities

This Plan area does not contain any provision for school sites. Consultation with both school board representatives suggests that a more viable option to expand student capacity is to accommodate the expected Mountain Springs student population within renovated or expanded existing facilities within the Town boundaries. It is estimated that this approach will accommodate a Town population of up to 10,000 persons.



VIEW LOOKING NORTHEAST

## 4.0 Development Approach

### 4.1 Sustainability

A vision for a sustainable future is incorporated into all aspects of The Plan Area. As the Subdivision Plan is prepared, the design intentions of the developers will be defined and include clear policies and guidelines in keeping with the Municipal Sustainability Plan.



## 4.2 Design Features

### 4.2.1 Open Spaces

Consistent with the Town of Sundre Parks, Open Space and Trails Policy, an extensive and cohesive network of pathways and open spaces should be included in the Mountain Springs development. The eventual open space network should be designed to allow convenient and safe non-vehicular movement between single family residential lots, multi-residential sites, open spaces and commercial activity within the community. Residents should be able to travel within much of Mountain Springs without a significant reliance on the road network. Much of the open space network will be integrated with the lot and building layouts, and with the existing natural areas that are to remain in their unaltered state. Existing natural features and the new green space areas will form a cohesive network of play spaces, paths and retained natural site amenities. These areas may be incorporated into the Municipal Reserve (MR) dedication to the Town of Sundre.

- *Policy: Pedestrian walkways, regional trails and internal pathways in the ASP area should be designed and located so that as much as possible, they do not disturb existing retained, environmentally significant areas.*



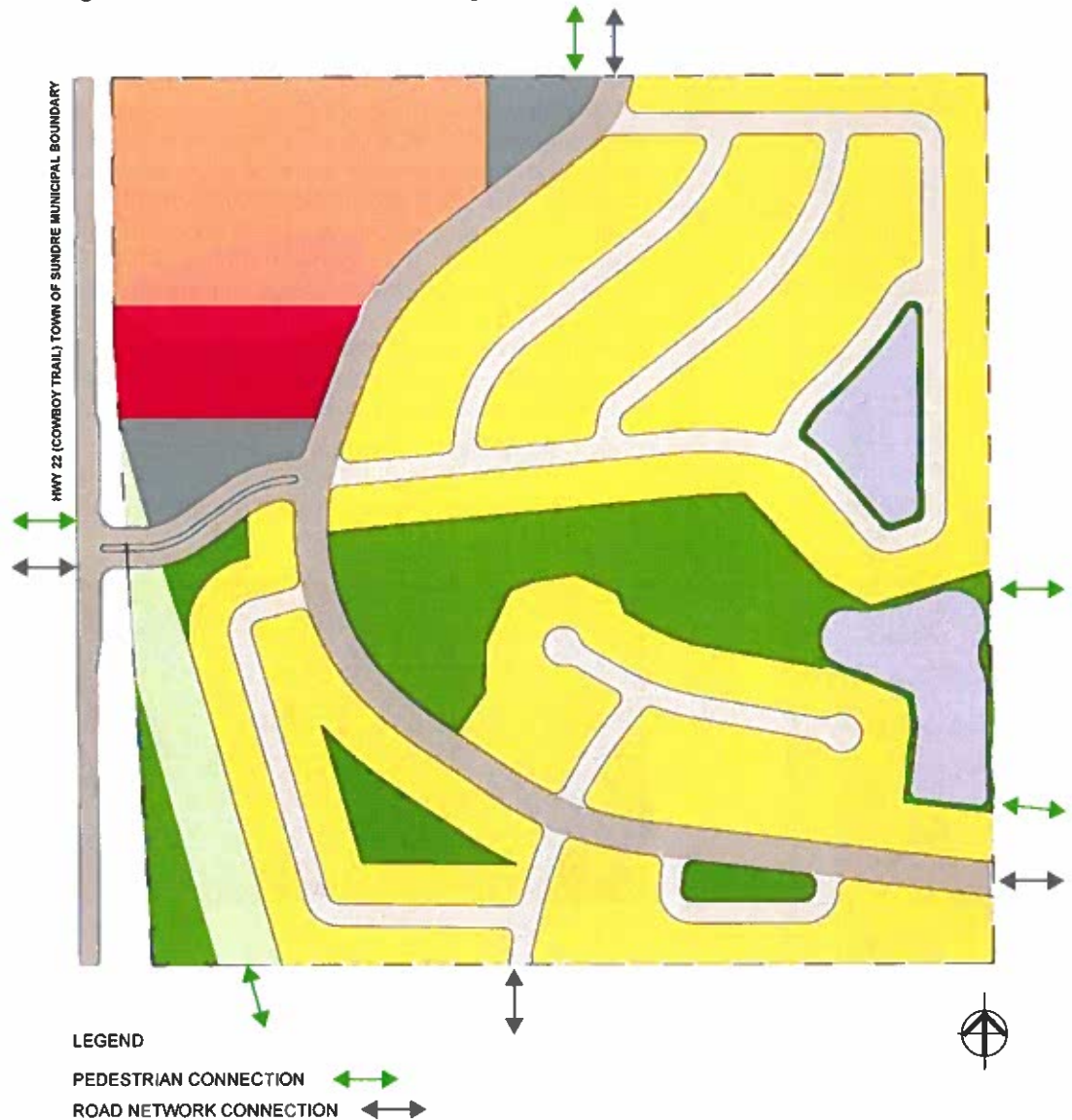
Where possible, natural features should be preserved to create a unique development where the natural terrain is respected and celebrated as an amenity and legacy for all present and future residents. These retained open spaces should be protected as a way to minimize the disruption to the existing environmentally significant zones, and to respect the existing rolling countryside. Areas in and surrounding the existing natural springs within the ravine and the dependent tree cover should be given attention and protection to ensure that they remain viable and thrive well into the future.

- *Policy: This ASP encourages strong road and non-vehicular connections with adjacent communities.*

The road and pedestrian walkway networks should allow for convenient and safe movement of vehicular and pedestrian movement throughout and to adjacent communities. Over time Mountain Springs should become an integral part of the open space and transportation networks that link it with other communities and regional transportation networks. Figure 6.



Figure 6 - Connections to Surrounding Areas



#### 4.2.2 Housing and Services

Mountain Springs will offer a full range of housing options within a medium density housing precinct. It will appeal to those with a variety of income levels. Multi-storey walk up buildings with a mix of one, two and three bedroom units, row houses and/or attached dwellings should all be encouraged within this precinct.

- *Policy: A variety of housing types and lot sizes will be a strong contributor to the character of Mountain Springs.*
- *Policy: At all development phases, lots and/or units should be included that are intended to meet Sundre's affordable housing needs.*
- *Policy: Semi-detached or multi-family residential units should make up at least 25% of the total housing stock.*



- *Policy: Development Permit plans should be encouraged to consider and incorporate principles of Crime Prevention Through Environmental Design (CPTED) as referenced in the CPTED section of the Parks, Open Space and Trails Plan contained within the Municipal Development Plan.*

The number of higher density lots and/or units will depend on market demand and housing needs at the time of development.

- *Policy: Multi-family or medium density housing should be developed in close proximity to major collector roads, open spaces and commercial services.*
- *Policy: To provide neighborhood shops and services that are accessible to all residents, there shall be a neighborhood commercial zone close to the primary entrance to Mountain Springs off Highway 22.*

The commercial zone should include services, retail, and commercial office space focused on the needs of the Mountain Springs Community residents.

### 4.3 Development Statistics

The table below (**Table 1: Land Use Statistics**) summarizes the general land use breakdown of the The Plan Area.

The Plan Area is approximately 62.8 ha. (155.1 acres). It consist of approximately 123.8 acres (79.5%) of developed area and 31.8 acres (20.5%) of greenspace and pipeline right of way. Refer to **Table 2**.

The total forecasted population within the ASP at full build-out is approximately 1,751 people. This is based on a projected single family or semi-detached population of 1,197 people with an average of 2.4 persons per unit with an expected density is 5.6 units per acre. The medium density population is estimated to be 464 people, based on an average of 2.2 persons per unit and an expected medium residential density of 11.1 units per acre.

LAND USE TYPE	AREA (Hectares)	AREA (Acres)	UNITS PER HECTARE	UNITS PER ACRE	TOTAL UNITS	PERSONS PER UNIT	POPULATION
LOW DENSITY RESIDENTIAL	38.8	95.8	12.85	5.2	499	2.4	1197
MEDIUM DENSITY RES. & FUTURE USE	7.7	19.0	27.40	11.1	211	2.2	464
COMMERCIAL & FUTURE USE	3.3	8.2					90
GREEN SPACE/MR	11.1	27.4					
PIPELINE EASEMENT	1.9	4.7					
<b>TOTALS</b>	<b>62.8</b>	<b>155.1</b>					<b>1751</b>

To estimate the overall population, the Gross Developable Area (**Table 2**) is derived by subtracting the non-developable areas from the overall developable area.

The total estimated population will be refined at the Subdivision Plan stage. The population density (**Table 1**) is consistent with the projections contained in the Sundre Municipal Development Plan and the Sundre Utilities Master Plan.

**Table 2**

**Developable Area**

		Analysis	Area (Hectares)	Area (Acres)	%
A	TOTAL ASP AREA		62.8	155.1	100.0
B	GREEN SPACE/MR		11.1	27.4	17.7
C	EASEMENTS (R.O.W.'s)		1.9	4.4	2.8
D	NON DEVELOPABLE AREA	B+C	13	31.8	20.5
E	GROSS DEVELOPABLE AREA	A-D	49.8	123.8	79.5

## 5.0 Concept Plan

### 5.1 The ASP Concept

Mountain Springs will be a predominantly residential community with a variety of housing types ranging from small starter homes and semi-detached dwellings to larger single family estate homes backing onto the central green space. There are plans for a medium density residential community in the northwest quadrant of the ASP area. Two Future Development sites are included in the ASP area; they will be further defined at the Land Use Redesignation Stage.

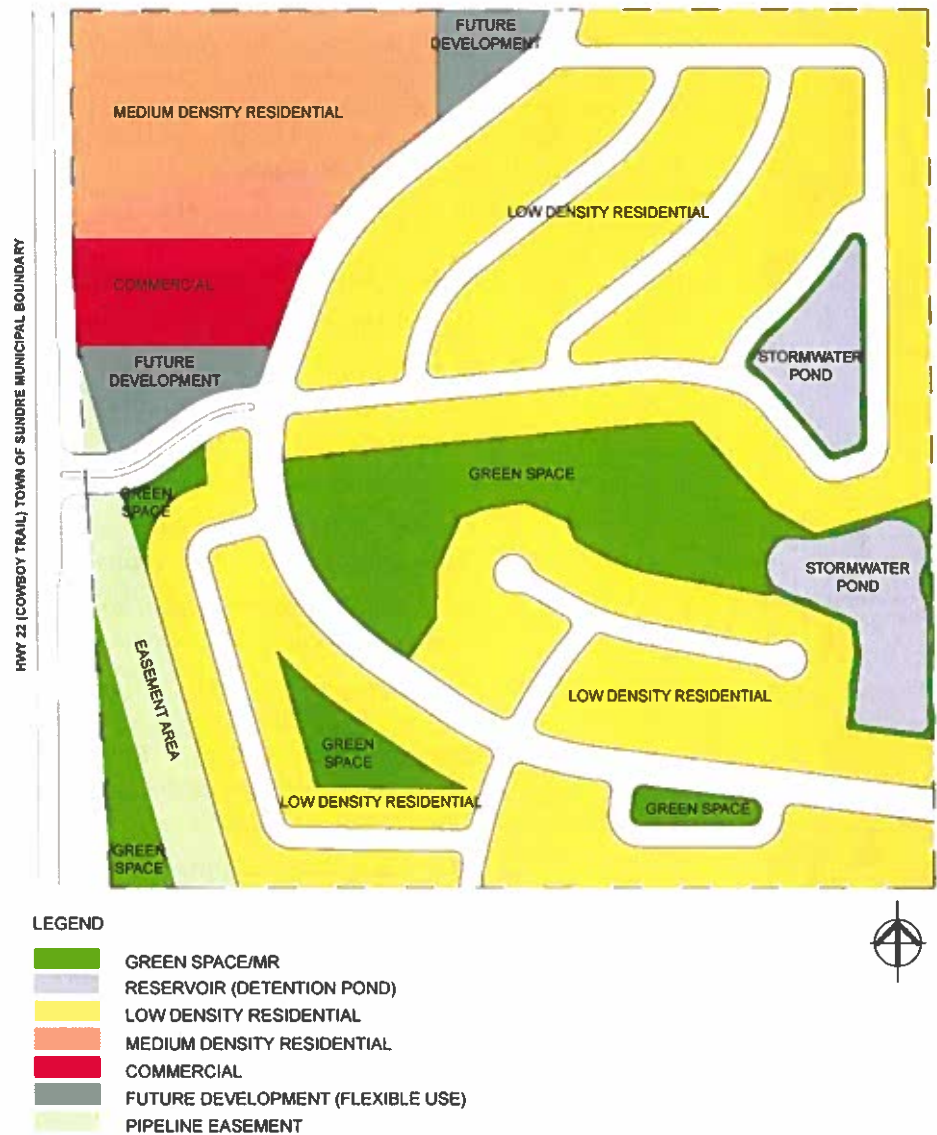
The Mountain Springs Development will be carried out in a responsible and sustainable manner that is consistent with the goals stated in Section 6.2 of the Town of Sundre Municipal Development Plan. The following development policies should be put in place:

- *Policy: Consistent and creative Architectural, Landscape and Site Design standards should be established for all development within Mountain Springs. These standards should incorporate conditions and requirements that mandate that all residential and commercial building design is an attractive complement to the small town heritage architecture of Sundre.*
- *Policy: Environmental standards that should require the use of high efficiency building envelopes, appliances and site development practices. They should also require that best practices for recycling and re-use of building materials be carried out.*
- *Policy: Environmental standards should be established that encourage water smart initiatives.*

Neighbourhood amenities will include extensive green space areas, a community focused pedestrian pathway network, a children's play area and recreation features that incorporate the two storm water retention ponds into the green space network. See Figure 7 (Concept Plan). In addition, there will be a neighborhood focused, commercial development near the primary entrance to the site off Highway 22.



Figure 7 - Concept Plan



## 5.2 Land Use Policies

The ASP area will support the natural demographics and population growth of the Town of Sundre. A range of housing options from smaller, attainable multi-family units to larger estate homes will be included. All of these housing types should be serviced by commercial retail, food and complementary office space.

The specific *Policy* directives for the ASP area are as follows:

- *Provide Policy direction that will guide all future lot, open space and commercial development within the ASP area.*
- *Establish a standard of development that incorporates best practices.*
- *Develop Mountain Springs in an environmentally responsible and sustainable manner, consistent with section 6.2 of the Town of Sundre Municipal Development Plan.*

### 5.2.1 Green Space & Architectural Control Policies

The ASP area shall include a comprehensive network of linked green space. These areas are expected to allow for active and passive recreation activities as well as to facilitate pedestrian and bicycle movement throughout Mountain Springs. The green space will also form a vital component of the MR land that shall be defined at the Outline Plan stage of development. See **Figure 8**.

Specific Green Space Policies are as follows:

- *Each single-family lot should have access to the green space network.*
- *Multi-family sites should have access to the green space network.*
- *Pedestrian and bicycle movement within Mountain Springs should be given priority. There will be an extensive, interconnected network of green space and pedestrian pathways.*
- *Provide pedestrian/bicycle pathways that connect to the regional pathways.*
- *Natural vegetation and significant environmentally sensitive areas within the Green Spaces should be retained.*
- *Where changes to the existing land contours are required, they will be with a gentle transition to the retained Green Space.*
- *Landscaping concepts for the open spaces and single family lots should incorporate nature-scaping concepts that provide for new planting adaptable to the native landscape without a heavy reliance on artificial watering. Architectural controls on the single family housing areas should define and regulate these requirements.*
- *Where practical, stormwater should be retained within the immediate community.*
- *In addition to the above policies, all conditions of Part 3, Section 9.1, a) through l) of the Town of Sundre, Land Use Bylaw (L.U.B.) are to be incorporated into the Outline Plan for Mountain Springs.*
- *All requirements detailed in the Landscaping Section, Part 3, Sections 9.4 through 9.6 of the Town of Sundre L.U.B. shall to be incorporated into the Outline Plan for Mountain Springs.*

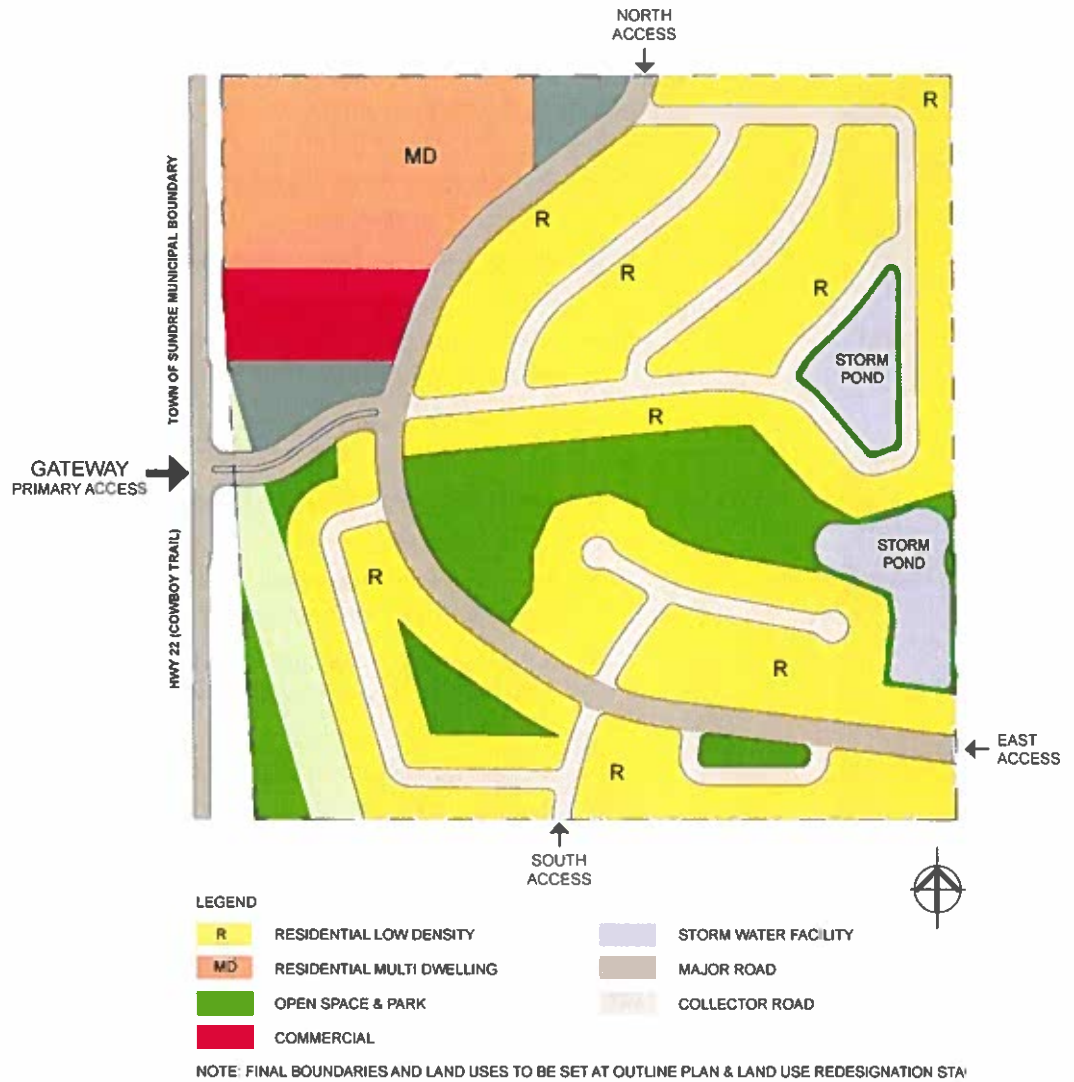


VIEW IN THE RAVINE





Figure 8 Land Use and Transportation



VIEW LOOKING NORTH ALONG THE EAST PROPERTY LINE

### 5.2.2 Residential Policies

Mountain Springs will evolve as a predominantly residential community with a commercial area and green space that is intended to support a sustainable, attractive community. Defined Residential *Policies* are as follows:

- *Provide a range of housing types and sizes that should cater to a wide variety of income levels.*
- *Provide housing types that are particularly attractive to families with children.*
- *A minimum of 10% of the developable land area to be allocated to multi-family housing types.*
- *Provide a population density that is consistent with the Town of Sundre Municipal Development Plan.*
- *Attainable housing should be provided within the dedicated Medium Density, multi-family area.*
- *Housing forms including semi-detached, live/work units and secondary suites are to be encouraged in the low density residential areas.*
- *All residential development shall be planned in conjunction with the detailed geotechnical evaluations prepared at the Subdivision Plan stage of development.*
- *Architectural Controls will be carefully established to include a minimum number of required trees and shrubs in the landscaped front yards to create an appealing community.*

### 5.2.3 Future Development Policies

The ASP area shall include two Future Development sites in highly central locations. Defined *Policies* for these sites are as follows:

- *Provide two (2) future development sites in central or accessible locations. These sites should become Medium Density Residential land-uses.*
- *These two parcels are highly visible and are prime development sites. Future market conditions will dictate the use of these sites. Leaving the uses undefined, allows for the highest and best use of the land.*
- *Provide connection between these sites and the green space network.*





#### 5.2.4 Commercial Policies

Mountain Springs includes a dedicated neighbourhood commercial area which will provide basic goods and services to its residents of The Plan Area in a location that is easily accessible to all residents. The specific mix of commercial uses shall be defined at the Outline Plan stage of development.

Specific Commercial Policies are as follows:

- *Provide for the immediate and local needs of Mountain Springs residents.*
- *Create a commercial precinct that gives the residents an opportunity to work within the community.*
- *Provide a commercial area that contributes to the Town's non-residential tax base.*
- *Develop a commercial district that contributes to the visual appeal and small town character of the community.*
- *Provide a commercial area that is integrated and compatible with the adjacent medium density residential area.*
- *Where commercial buildings back onto Highway 22 they should have a west facing facade treatment that is visually consistent with the community facing elevations.*
- *Retail tenancies should be limited to a maximum size to encourage businesses that are focused on the local catchment area.*
- *Office and service oriented businesses that serve the local community will be incorporated into the commercial space.*
- *The commercial district should be designed as a dual vehicle and pedestrian oriented precinct. Wide sidewalks and sitting areas should be included in the design brief.*
- *Landscape plantings and rolling berms should be used to buffer commercial zones from Highway 22 where applicable.*



### 5.2.5 Community Gateway Policies

Mountain Springs shall include a well-defined appealing West entrance that serves as the only access to the community off Hwy 22. Specific design elements that illustrate the distinct character at the entrance boulevard shall be detailed at the Outline Plan stage of development.

Gateway Policies are as follows:

- *Policy: Provide a well treed divided entry boulevard at the gateway to Mountain Springs from Highway 22.*

This will promote a unified image of the community with respect for the natural landscape.

- *Policy: Create a boundary treatment along the entire western community edge along Highway 22 that uses building design and landscape features to present a positive image of Mountain Springs.*

Buildings that back onto Highway 22 are to be designed reflecting well defined architectural policy guidelines in keeping with the community design intent.

- *Policy: The landscape in and around the front entry of the development is to reflect the natural theme of Mountain Springs.*

### 5.2.6 Environmentally Significant Area Policy

Mountain Springs does not contain any environmentally sensitive areas as defined by Alberta Tourism, Parks and Recreation. However, it does include two or three natural springs that are the primary source of the watercourse at the base of the ravine that bisects The Plan Area. These natural springs and the stream they feed will be preserved to become an integral part of the protected green space network. The springs, stream and the stormwater retention ponds will all be incorporated into future development plans and will become landmark elements contributing to the enjoyment and environmental stewardship of the community and open space network.



VIEW LOOKING SOUTH INTO THE RAVINE





### 5.2.7 Landscape Policies

Mountain Springs is an excellent example of the typical prairie landscape found in the foothills of the Southern Rockies. The Plan Area consists of gently rolling hills with prairie grasslands and varied coniferous and deciduous trees in two discrete clusters. The most striking landscape feature is the densely treed ravine. This ravine bisecting the site is a mixed woodland valley with a small water channel that flows to the East and is the largest remaining natural landscape in the ASP site.

The vision for the overall landscape development is to retain all healthy existing trees and natural vegetation within in the ravine zone and replant the balance of the green space areas in a theme that respects the prairie and foothills botanical history of the site. New and existing landscape features are to be consistent with sustainability landscape objectives outlined in the Town of Sundre Municipal Development Plan.

The specific landscape *Policies* are:

- *The existing rolling topography of The Plan Area should be reflected in the final grading profile of the non-green space areas.*
- *The existing state of the ravine and other environmentally sensitive areas within The Plan Area should be protected and preserved.*
- *The materials and design of green space pathways should contribute to the natural theme of the development and should facilitate pedestrian and bicycle movement.*
- *If any new plant species are introduced into the green spaces, they should not compete with existing ecosystems in these areas, and they should complement the existing species.*
- *The pipeline right of way should be utilized as a buffer between the residential areas and Highway 22.*



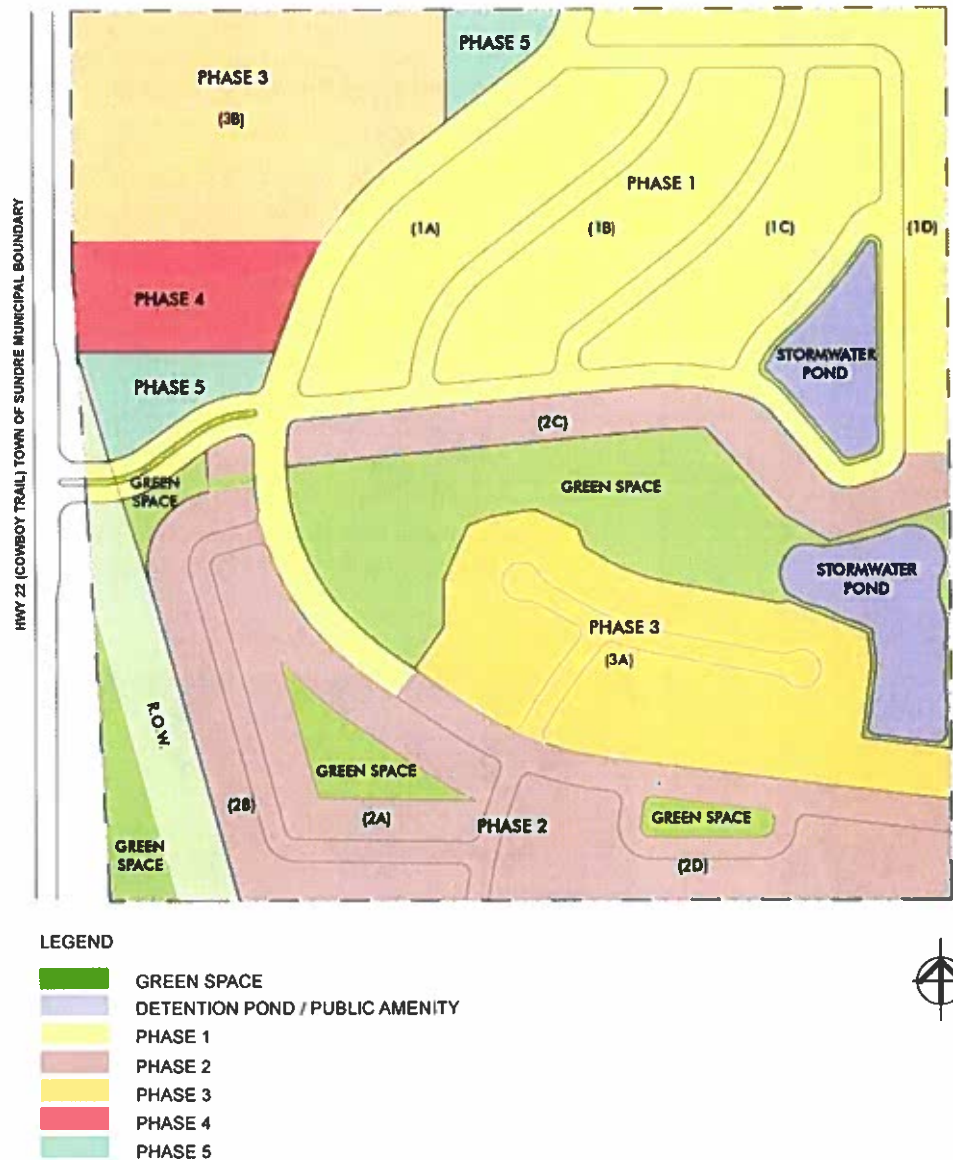
VIEW LOOKING NORTHWEST TO THE RAVINE



## 5.3 Phasing

The Mountain Springs Community will be developed in phases as market demands are identified. A more detailed phasing analysis will be carried out at the Subdivision Plan stage. See Figure 9.

Figure 9 - Phasing Plan





## 6.0 Servicing Infrastructure

### 6.1 Water Supply and Distribution

Water systems are not currently available in the Mountain Springs Plan Area. The available flow rates and servicing pipe sizes are therefore unknown. The Utilities Master Plan prepared by the Town's Consulting Engineers shows that the water system will be provided to Mountain Springs by the Town of Sundre sourced from the East and South boundaries.

According to the current Utilities Master Plan (UMP) prepared by the Town's previous consultant (but not approved), the westerly portion of The Plan Area is located within the Upper NW Pressure Zone (pg. 154). In order to service the Mountain Springs development, an additional reservoir to be located at the NE portion of the ASP area should be required along with servicing from this reservoir throughout the development.

The standard demand is as listed below (from Town of Sundre Development Servicing Standards):

- Average Day Minimum Demand ----- 400 l/person/day)
- Maximum Day Demand ----- 800 l/person/day
- Peak Hour Demand ----- 1600 l/person/day

Fire Flow Requirement is as listed below:

- 100 l/s fire flow for residential
- 166 l/s fire flow for multi-family
- 250 l/s for all other high density, industrial, commercial or institutional

The Mountain Springs development will require estimated average daily water flows as shown in Table 3:

Table 3 Water Supply					
	Area (Hectares)	Population	Average Daily Minimum Demand (L/S)	Maximum Daily Demand Plus Fire Flow (L/S)	Peak Hourly Demand (L/S)
Low Density Residential (North)	22.6	617	2.86	105.72	11.44
Low Density Residential (South)	29.2	580	2.69	105.38	10.76
Medium Density (Northwest)	7.7	464	2.15	170.3	8.60
Commercial (Northwest)	3.3	90	0.42	250.84	1.68
<b>Total</b>	<b>62.8</b>	<b>1751</b>		<b>632.24</b>	

Fire flow demand rates and a determination of existing capacities will be required as part of the detailed design of any facilities and off-site service upgrades. This analysis will be completed at the Subdivision Plan stage .

- *Policy: Water shall be provided to this ASP area in accordance with the Town of Sundre Municipal Standards and Specifications.*

### 6.2 Shallow Utilities

Shallow utility services including electric power, natural gas, and telephone, will be provided by local utility companies. All services shall be installed underground, with overhead power limited to locations where an underground service is not achievable.

- *Policy: Shallow utilities shall be provided at the expense of the developer within the appropriate rights of way to be defined at the Subdivision Plan stage.*

## 6.3 Wastewater Collection

Sanitary sewer drainage systems are not currently available in the immediate area. The Sundre Master Utilities Plan prepared by the Town's Consulting Engineers shows that the sanitary system for Mountain Springs will be provided by the Town of Sundre from the East of the ASP area. The future wastewater system is to be developed and connected to the East adjacent land (Eagle Ridge ASP).

The estimated development sanitary flows were calculated from the current projected population densities, and standard demand relating to use. The standard demand per capita of 350 lpcd is based on the Town of Sundre Development Servicing Standard. Peak factors and infiltration rates are also based on the Town of Sundre Development Servicing Standards.

Factors used in demand calculations:

- Demand per capita: 350 lpcd (litres per capita/day)
- Low Density Residential N: Population 617
- Low Density Residential S: Population 580
- Medium Density: Population 464
- Commercial Development Flow(Persons/ha.): Population 90
- Infiltration: 0.28 l/s/ha (litres /second/hectare)
- Peaking Factor Function:  $1+(14/(4+P/1000)^{0.5})$

The proposed development will generate sanitary waste per the following Table 4:

Table 4 Sanitary Flow Rate Calculation	
<b>Residential</b>	<b>Site Area (ha.)</b> 62.8
Low Density Residential (North) 617	<b>Infiltration (0.28 l/s/ha.)</b>
Low Density Residential (South) 580	<b>MH in Street Seg (0.4 l/s/MH)</b>
Medium Density 464	<b>QPDW (l/s)</b> 48.58
<b>Total Residential</b> 1661	<b>Formulas</b>
<b>Commercial</b> 90	QPDW = GxP x Pf/86.4 (for residential)
<b>Residential</b>	Q PDW = Pf x Qavg (for commercial)
G (l/d) 350	
Pf (min 4.0) 3.9	
Q PDW (l/s) 26.91	
<b>Commercial</b>	
G (l/d) 350	
Pf (min 2.5) 4.46	
Q.AVG (l/s) 0.02	
Q PDW (l/s) 0.08	
<b>Total QPDW (l/s)</b> 26.99	



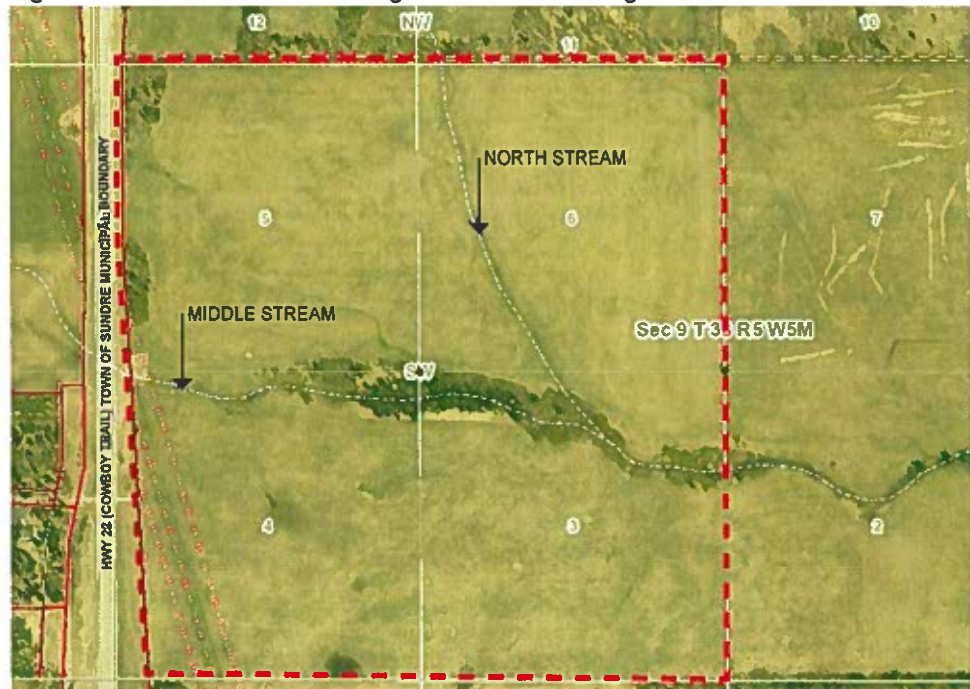
The peaked sanitary demand for the new development will be 48.58 l/s. To facilitate the planned sanitary connection to the East, infrastructure installed at, or above minimum slope will be required to service the entire site and maintain cover for frost protection. See Figure 10 for the proposed pipe layout.

- *Policy: A detailed sanitary system design shall be prepared at the Subdivision Plan stage.*

## 6.4 Stormwater Management

Stormwater drainage systems are not currently available in The Plan Area. Stormwater management is currently via overland drainage to the natural catchment areas for the Red Deer River system down hill to the East. Currently the Mountain Springs area has two natural drainage streams that connect to this system; specifically the Middle Stream and the North Stream. The North stream which gathers drainage from the land to the North drains into the Middle Stream. The Middle Stream also picks up drainage from the land West of Hwy 22. Refer to Figure 10.

Figure 10 - Aerial Photo of Existing Stormwater Drainage



- *Policy: To service The Plan Area to current stormwater management standards, collection, retention, and release quality will be addressed at the Subdivision Plan stage.*

Sizing of the proposed lines and ponds per standard practice will require stormwater retention ponds for the 62.8ha site. Based on a preliminary discussion with the Towns Consulting Engineers, a discharge rate of 6.85 l/s/ha is tentatively assigned. Prior to the Subdivision Plan application, the allowable discharge rate will be confirmed by the Town of Sundre.

Based on this preliminary analysis, the ASP area will require approximately 52,000 cu.m. (4m deep x 19000 sq.m. in area) of stormwater retention pond volume.

- *Policy: The stormwater pond requirement will be accommodated by two retention ponds to reduce the sediment load and improve water quality before discharge.*



The proposed Stormwater Retention ponds are to intercept the North and Middle Stream flows and ultimately become part of the stream. See Figure 11.

- *Policy: The North stream will ultimately be removed as the Mountain Springs residential development evolves.*
- *Policy: If an underground stormwater transfer system is required to convey rainwater from the land North or West of Mountain Springs to the Middle Stream, this stormwater system should be separated from the Mountain Springs on-site under ground stormwater management system so that it will not increase the on-site pipe size and retention pond volume requirement.*

The discharge rate from this off-site land is to be confirmed by the Town of Sundre at the Subdivision Plan stage.

- *Policy: Flood mitigation strategies shall be incorporated into all stormwater management systems to ensure that residents of Mountain Springs and downstream communities are protected from the effects of uncontrolled surface water flow.*

Currently the land across Highway 22 to the West and Northwest of Mountain Springs generates run-off of overland water flow that drains into an existing stream through The Plan Area, ultimately reaching the land to the East of the Mountain Springs area. This existing stream flow should remain as is so that the water flow from the West and North continue to drain towards the East. In order to accommodate this flow, a series of underground pipes will be required. The property owners to the West and Northwest will cost share the new underground system or they can construct evaporation ponds to retain this rainwater on the neighbouring lands. Compensation for this movement of off-site stormwater through Mountain Springs is to be negotiated with the surrounding landowners at the Subdivision Plan Stage.

- *Policy: The technical requirements to accommodate effective stormwater management shall be planned in conjunction with the town and expense shared with adjacent land owners.*

As off-site infrastructure improvements are required to service this development, technical issues will require coordination with the Town. Negotiations with the Town of Sundre to determine cost sharing arrangements and potential compensation will be necessary.

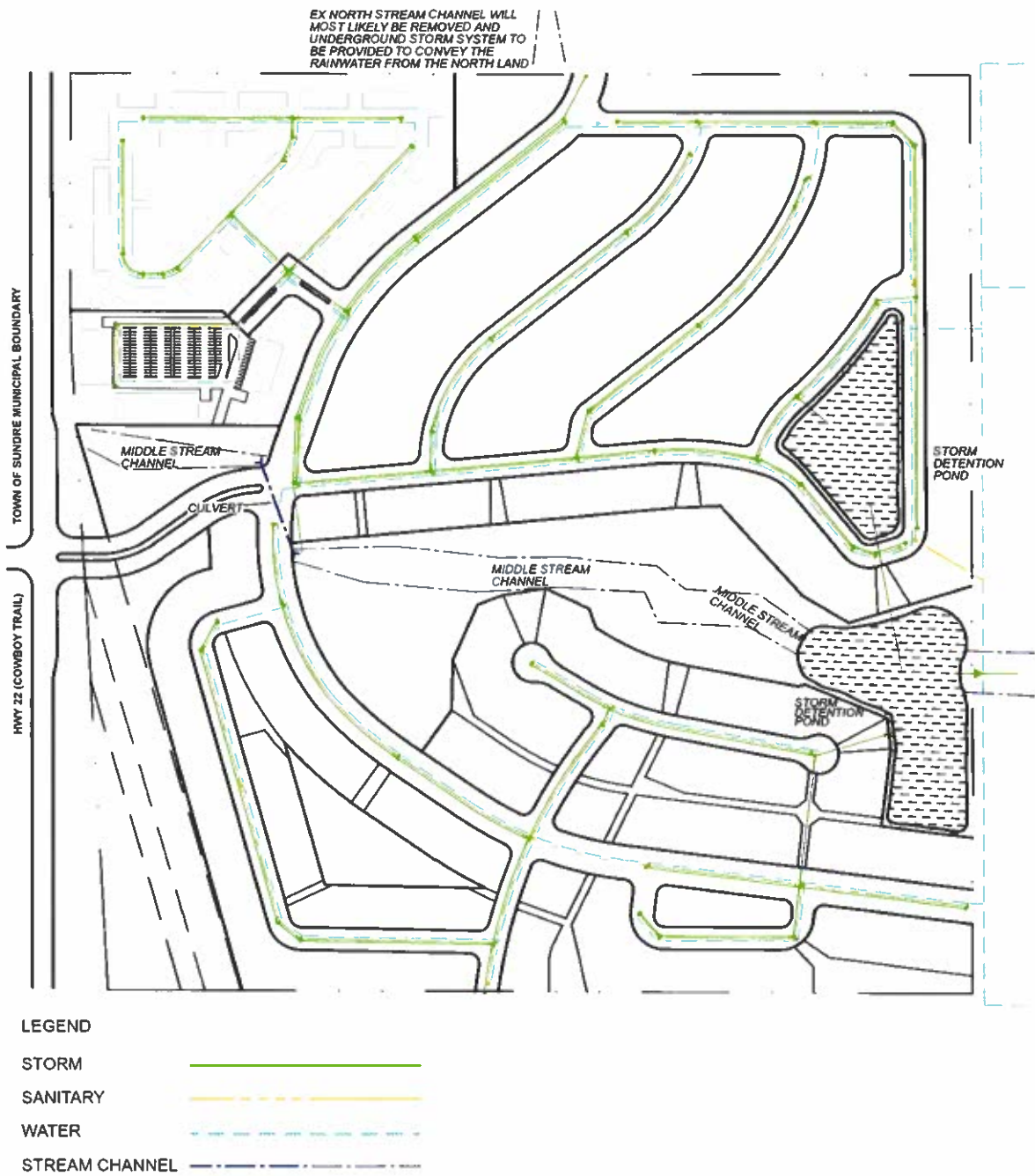


VIEW FROM THE RAVINE





Figure 11 - Site Services Concept Plan



## 7.0 Public Engagement

Public engagement plays a very important role in the development of an Area Structure Plan. Public Information Meeting on the proposed Mountain Springs ASP will take place during the circulation process to give any interested landowners or other members of the general Town population an opportunity to provide their input into the Mountain Springs ASP. Information derived from the Public Information Meeting may be used to modify or refine this ASP.

## 8.0 Interpretations and Definitions

**Amendment:** means a change that alters the purpose, intent, policies, or Figures of the plan.

**Authority Having Jurisdiction:** means any and all government bodies that participate in the approval process for this ASP.

**Council :** means the duly elected Council of the Town of Sundre.

**Crime Prevention Through Environmental Design (CPTED):** means a multi-disciplinary approach to deter criminal behavior through environmental design.

**Development Authority:** means the definition for this term provided by the Town of Sundre Land Use By-law, as may be amended from time to time.

**Gross Developable Area:** means the area of a site being subdivided, excluding Environmental Reserve, easements, right of ways and arterial roadways.

**Gross Residential Area:** means an area of the site designated by a plan or by-law to accommodate residential uses, excluding arterial roadways or environmental reserves.

**Hydrological Study:** means a study that addresses the distribution and circulation of water on the surface of the land and how any alterations of the land will affect the natural surface water flow and the potential impact on wetlands.

**Municipal Government Act:** means Chapter M-26 of the Revised Statutes of Alberta 2000, as amended from time to time.

**Naturescaping:** means the modification and enhancement of a lot or development area through the use of natural indigenous vegetation, such as trees, shrubs, hedges, grasses and other ground cover, in conjunction with permeable or pervious surfacing material, such as brick, stones, wood and similar indigenous landscaping materials.

**Outline Plan:** means a plan adopted by resolution pursuant to the provisions of the Municipal Development Plan for the Town of Sundre and this Area Structure Plan.

**Subdivision Plan:** means a plan adopted by resolution pursuant to the provisions of the Municipal Development Plan for the Town of Sundre and this area structure plan.

**The Plan:** means the Mountain Springs Area Structure Plan.

**The Plan Area or ASP Area:** means the geographic area contained within the Mountain Springs Area Structure Plan.

**The Province:** means the Province of Alberta

**The Town or Town of Sundre:** means the Town of Sundre, a municipal corporation in the Province of Alberta, and where the content so requires, the area contained within the corporate boundaries of said municipality.

**Note:** All text in this document in *italics* is a reference to a defined policy.

**Note:** The use of **shall** in this document indicates a direction or policy that must be undertaken as part of all future stages of The Plan Area development.

**Note:** The use of **should** in this document indicates a direction or policy that will be undertaken if possible, as part of all future stages of The Plan Area development.





VIEW LOOKING EAST  
INTO RAVINE

# MOUNTAIN SPRINGS

prepared by:

**collabor8 architecture + design inc.**  
Suite 203, 1010 1st Avenue NE  
Calgary, Alberta  
403 233 8448

sundre alberta

## AREA STRUCTURE PLAN

March 2023





## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2023  
**SUBJECT:** Mountain View Regional Film Office  
**ORIGINATING DEPARTMENT:** Economic Development  
**AGENDA ITEM:** 8.1

---

### **BACKGROUND/PROPOSAL:**

The Towns of Didsbury and Sundre, along with Mountain View County, have completed the development of a new rural film office and website serving the partner communities. The first rural film office of its kind in rural Alberta, the project has cost just over \$50,000, of which Sundre contributed \$8,000, plus countless hours of effort.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Mountain View Regional Film Office is a collaboration between the Towns of Didsbury and Sundre and Mountain View County, to promote the advancement of film, TV, media and tech development in the Mountain View region of Alberta, Canada. Eventually, the MVRFO aspires to increase capacity and grow its membership.

The MVRFO is the first known regional film office of its kind in rural Alberta. This fact alone is beginning to generate awareness. The Town of Sundre will continue to support promotional efforts related to the office.

A launch party for the MVRFO is scheduled for May 4, 2023 at the Ol'Berta Grill in Didsbury.

### **ALIGNMENT WITH STRATEGIC PLAN:**

Aligns with Pillar 1 Community Development and Pillar 5, Sustainable & Responsible Government of the Strategic Plan.

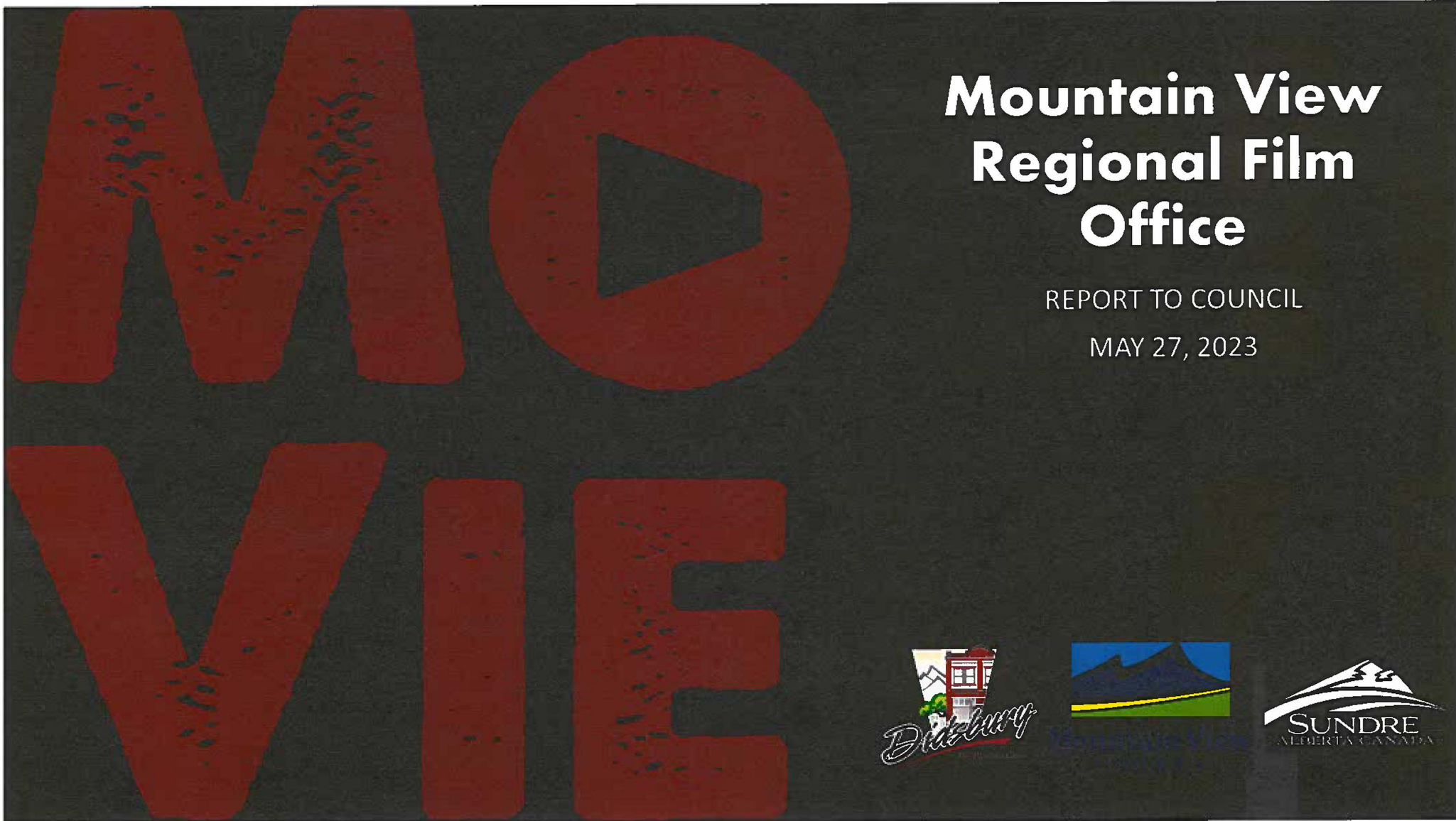
### **ADMINISTRATION RECOMMENDATIONS:**

That the Town Of Sundre Council accept the Mountain View Regional Film Office as information.

### **MOTION:**

That the Town of Sundre Council accept the Mountain View Regional Film Office presentation as information.

Date Reviewed: March 24, 2023 CAO: Amide Nelson





# MOUNTAIN VIEW REGIONAL FILM OFFICE

## ABSTRACT

The Mountain View Regional Film Office is a collaboration between the **Towns of Didsbury and Sundre and Mountain View County**, to promote the advancement of film, TV, media and tech development in the Mountain View region of Alberta, Canada. Eventually, the MVRFO aspires to increase capacity and grow its membership.

The MVRFO has been developed as a multi-purpose presence to **diversify the economy** through film and tech development in support of business investment, attraction, retention and expansion, **and tourism growth**.

The MVRFO's website is its prime tool. It features locations photo galleries and search functionality, a crew database, and other useful information on resources and grants. The MVRFO also acts as a **FDI mechanism** to attract tech firms that serve film, TV and media (i.e. for CGI, video games, etc.).

[mountainviewfilm.ca](http://mountainviewfilm.ca)



# MOUNTAIN VIEW REGIONAL FILM OFFICE

## TIMELINE

- Late 2021: the partner communities discuss the idea for a film office that would support the burgeoning film industry in Alberta; the film office would be able to take advantage of the communities' unique and **varied landscapes and architecture, and the abundant resources, talent, and support** that exists.
- Late-2021/Early 2022: Federal CanExport grant application submitted. The project takes on the additional component of being an **investment attraction mechanism** for tech talent and firms related to the screen industry.
- Spring 2022: Grant approved. The process moves forward.
- Early 2023: **Website completed**; promotional efforts and networking begins.





# MOUNTAIN VIEW REGIONAL FILM OFFICE

## CREATIVITY AND EFFECTIVENESS

The MVRFO is the **first known regional film office of its kind** in rural Alberta. This fact alone is beginning to generate awareness. The MVRFO is also being used to target specific business sectors and tech companies to increase and diversify our regional economy. The target markets were determined according to the **international priorities** and collaboration agreements Canada/Alberta has with other countries.

Having barely been launched, the partner communities have already received many **expressions of interest** for new filming projects – a combination of documentary, low-budget indie films, and larger budget Hollywood-style films.

We expect the MVRFO to become one of Alberta's **premier film offices**.



# MOUNTAIN VIEW REGIONAL FILM OFFICE

## TOOLS & COST

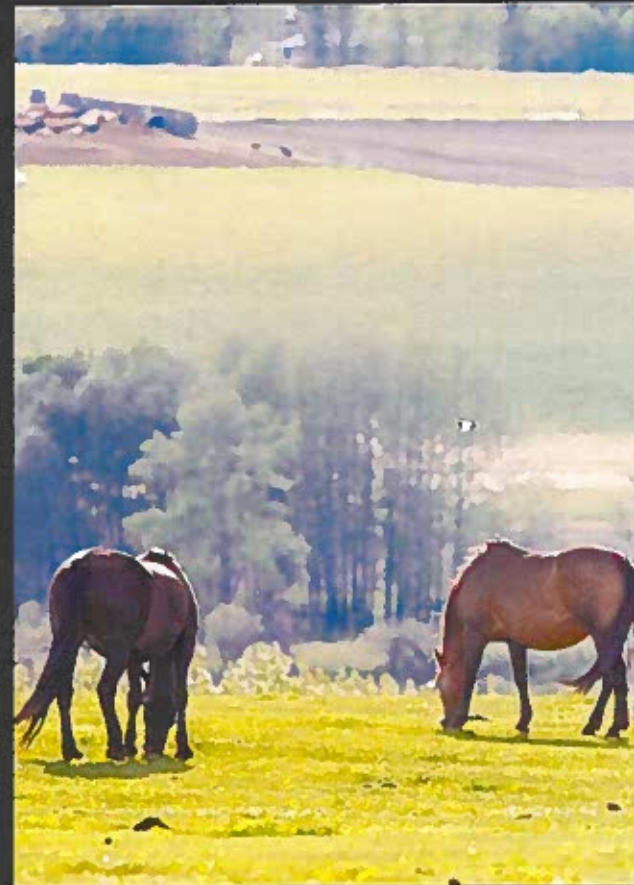
One of the primary functions of the MVRFO website is to host a **Reel Scout locations database**, for location scouts and managers to easily find spots for filming.

We have partnered with the **Alberta Film Commission** to access their subscription to Reel Scout, the premier service-as-a-software provider of locations-search services. Thanks to their subscription, our cost is nil.

The website also boasts a **translation tool**, to allow us to communicate in 5 separate languages in addition to English, including Punjabi, Korean, German, French and Spanish.

The website also serves as a **resource database** for crew, talent and production resources (studios, etc.) in the region offering services to production companies.

The total cost to create the website, design the brand, and collect all the imagery, has come in at **just over \$50,000**, split between all the partners with 50% funding support through CanExport grant funding. Sundre's contribution was \$8,000.





# MOUNTAIN VIEW REGIONAL FILM OFFICE

## PARTNERSHIP DEVELOPMENT & STAKEHOLDER ENGAGEMENT

- The development of the MVRFO includes not only the founding member communities, but Central Alberta stakeholders like **Red Deer Polytechnic, Olds College and SAIT**.
- Organizations like **Keep Alberta Rolling** were major assets in our preparation and planning.
- Multiple **film industry insiders**, including producers, production firms and unions, like ACTRA, have also been engaged.
- Local **property owners** have been engaged and are invited to add their properties to the locations search database.
- Local **service providers** have been connected with to promote their offerings to the industry.
- The **Alberta Film Commission** has been instrumental, as well.



# MOUNTAIN VIEW REGIONAL FILM OFFICE

## ESG BENEFITS

As a collaborative tool that will benefit small municipalities, industry, post-secondaries, and the province as a whole, there are multiple environmental, social, and governance (ESG) benefits.

- Environmental: The MVRFO is working to bring attention to the natural splendor that our wild mountainous countryside provides, along with the scenic beauty omnipresent through our rural farmland landscapes. **These require respect and protection.** Having resources available locally also helps reduce productions' carbon footprints.
- Social: By collaborating with post-secondaries, the workforce being trained in film production will increase in demand. The monies flowing into our communities will also support small business retention. **Workforce development is a primary benefit.**
- Governance: By being a collaborative effort in regional development, the participating member municipalities have the opportunity to **streamline film development permits**, which in the near future should be all aligned to allow for **simplified production planning**.





# MOUNTAIN VIEW REGIONAL FILM OFFICE

## EFFECTIVE USE OF MEDIA

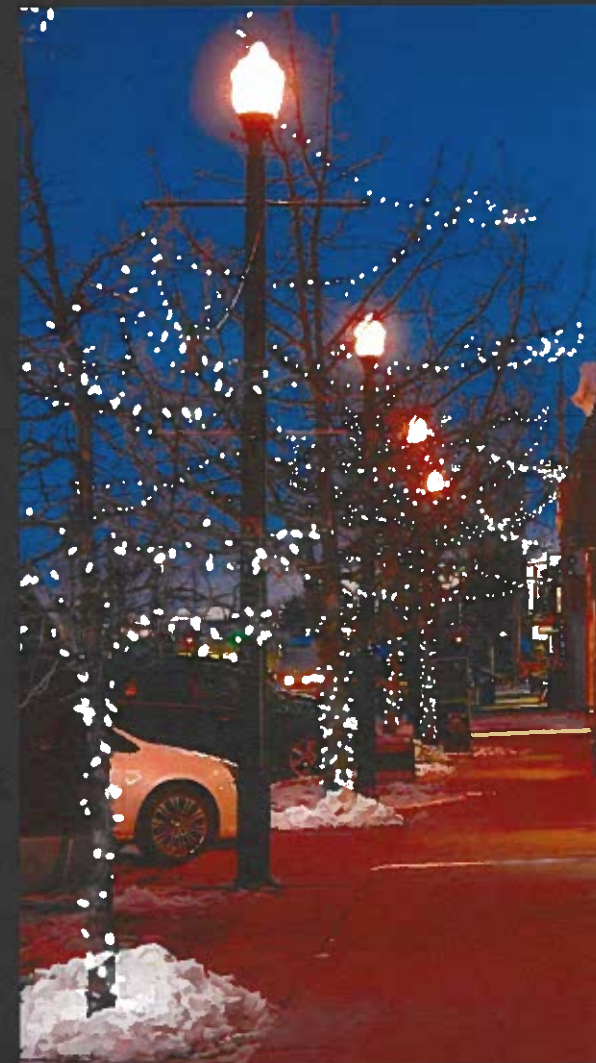
- The MVRFO has recently made **social media profiles** on Facebook, Twitter, Instagram and LinkedIn, which will help promote news and information on our region.
- The MVRFO has received attention through several **news articles and press releases** – which have already generated leads for multiple productions, and at least one inquiry by a tech firm based in India; we anticipate the majority of news attention will come once we host our launch party and press conference in early May.
- Several **promotional** videos have also been used to highlight the region (see website).



# MOUNTAIN VIEW REGIONAL FILM OFFICE

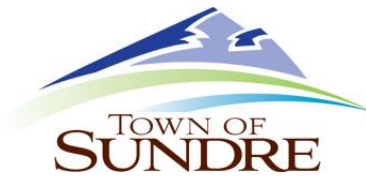
## EXPECTED OUTCOMES

- The MVRFO will have **spillover benefits** supporting the rest of **Central Alberta**, as the area becomes known.
- Increased awareness about the region within the film industry, leading to more productions, and ultimately further **economic diversification** based on budgets for production, set design, and post-production being spent locally.
- Increase in **talent attraction** for crew development, and **business investment attraction** in the area of media technology industries (e.g. software for CGI).
- Increased exposure of the area's existence and its beauty, leading to **increased tourism** and notoriety.





[Click to Visit Website](#)



## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2023  
**SUBJECT:** Underground Infrastructure Capital Replacement Plan Funding  
**ORIGINATING DEPARTMENT:** Infrastructure  
**AGENDA ITEM** 8.2

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### **BACKGROUND/PROPOSAL:**

The Town of Sundre has historically used a reactive approach to respond to and to repair underground infrastructure issues such as water line breaks. Since Fall of 2022 to current, the water department has responded to, located, and fixed four large water leaks. During the time of these water line breaks the Town of Sundre was at our maximum daily water license capacity of 2,050 m<sup>3</sup>. In simple terms 1 m<sup>3</sup> of water = 1,000 liters of water.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

McElhanney Engineering has submitted a proposal for development of an Underground Infrastructure Capital Replacement Plan (UICRP). This proposal was developed through correspondence with Town of Sundre staff and details the scope, estimated fees and schedule to complete the UICRP.

The intent of the UICRP is to provide a review and assessment of Sundre's existing underground infrastructure to determine infrastructure that requires repairs/replacement. Estimates of probable cost for the improvements identified will be provided and the recommended staging of the improvements provided. Prioritization will be based on criteria determined in coordination between McElhanney and Sundre, with annual projects being identified the work in conjunction with Sundre's annual budgets. The UICRP will prepare a ranking of priorities for replacement of each element of the infrastructure including water piping, sanitary piping, storm piping, road rehabilitation. Included will be updating base maps, using an evaluation matrix to identify specific projects that can be carried out as part of the UICRP. The scope of the annual UICRP projects is estimated in the range of \$1M to \$1.5M to achieve cost efficiencies and to catch-up on infrastructure replacements that are well past their life span. The UICRP will identify projects to submit on an annual basis at the fall budget presentations.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Pillar 4, Supportive Infrastructure of the Strategic Plan.

### **ADMINISTRATION RECOMMENDATIONS:**

The Administration is recommending that the Town of Sundre Council review the proposal from McElhanney Engineering at a cost of \$100,247 plus 10% contingency for a total of \$110,000.

### **MOTION:**

That the Town of Sundre Council approve the McElhanney Engineering proposal for Funding the Underground Infrastructure Replacement Plan with funding in the amount of \$110,000, to be drawn from General Corporate Stabilization RSA.

Date Reviewed: March \_\_, 2023

CAO: *Linda Nelson*





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	March 27, 2023
<b>SUBJECT</b>	National Public Works Week – May 21-27, 2023,
<b>ORIGINATING DEPARTMENT</b>	Legislative Services
<b>AGENDA ITEM</b>	8.3

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### **BACKGROUND/PROPOSAL:**

The Alberta Public Works Association (APWA), Alberta Chapter, is seeking support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21<sup>st</sup> – 27<sup>th</sup>, 2023 as National Public Works Week. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Town of Sundre recognizes all the public works professionals through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride for the Town.

### **ALIGNMENT WITH STRATEGIC PLAN**

Aligns with Pillar 2, Community Wellness and Pillar 5, Sustainable and Responsible Governance of the Strategic Plan.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council proclaim May 21<sup>st</sup> - 27<sup>th</sup>, 2023, as National Public Works Week in the Town of Sundre.

### **MOTION:**

That the Town of Sundre Council proclaim the week of May 21<sup>st</sup> - 27<sup>th</sup>, 2023, as "National Public Works Week".

### **ATTACHMENTS:**

Proclamation: National Public Works Week 2023  
Letter - Alberta Public Works Association

Date Reviewed: March 24, 2023

CAO: 



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## PROCLAMATION

### "NATIONAL PUBLIC WORKS WEEK" – Connecting the World Through Public Works May 21<sup>st</sup> to 27<sup>th</sup>, 2023

National Public Works Week (NPWW) has been celebrated since 1960. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities. National Public Works Week is a great opportunity to honour and recognize all those professionals who have contributed to making our families, communities, and our province stronger.

- WHEREAS:** Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Alberta and,
- WHEREAS:** these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,
- WHEREAS:** it is in the public interest for the citizens, civic leaders and children in Alberta to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and
- WHEREAS:** the year 2023 marks the 63<sup>d</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,
- RESOLVED,** I, Richard Warnock, on behalf of the Council and the Citizens of the Town of Sundre in the Province of Alberta do hereby designate the week of May 21<sup>st</sup> to 27<sup>th</sup>, 2023 as " NATIONAL PUBLIC WORKS WEEK – Connecting the World Through Public Works" encouraging all Sundre residents, organizations, and agencies to honour and recognize all that public works professionals have contributed to making our families, communities, and our province stronger.

Dated this 27<sup>th</sup> day of March 2023

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Richard Warnock, Mayor





March 16, 2023

**Attention: Honourable Mayor/Reeve,  
Members of Council and Chief Administrative Officers**

**Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63<sup>rd</sup> year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:

APWA Alberta Chapter  
PO BOX 44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



# CONNECTING THE WORLD THROUGH PUBLIC WORKS

NATIONAL PUBLIC WORKS WEEK

MAY 21-27, 2023

National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of [insert Province/Territory]; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in [Insert Province/Territory] to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, [Insert Full Name], [Insert Premier -or- other title] of [Insert Province/Territory], do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of [Insert Province/Territory] (to be affixed),

DONE at the [City/Town/Rural Municipality] of [Insert City/Town/Rural Municipality], [Insert Province/Territory] this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

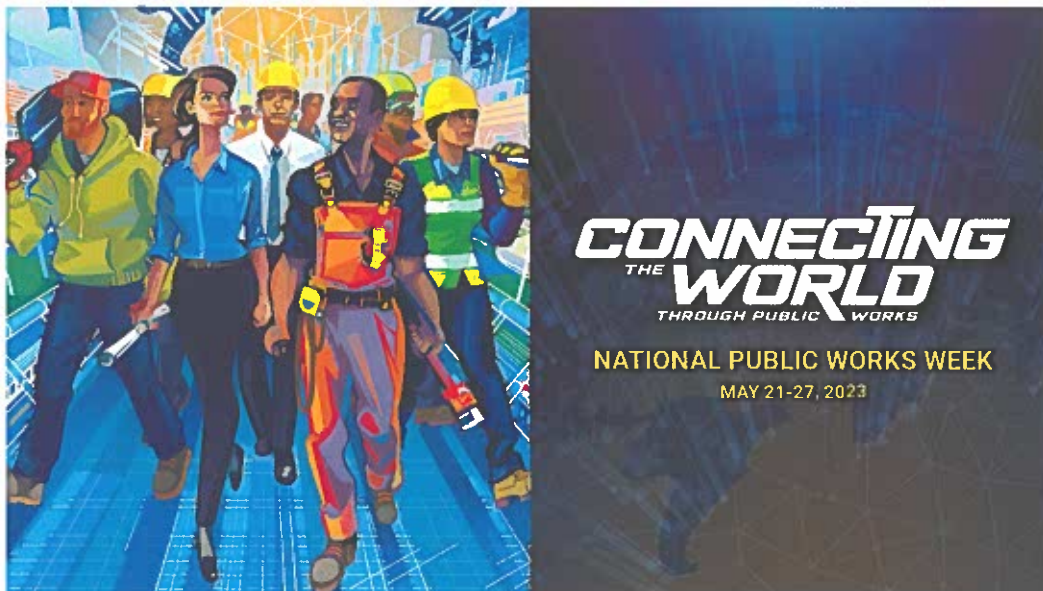
[Insert Full Name of Premier]

[SEAL]





## Celebrate Public Works Week



## What You Can Do

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation [office@publicworks.ca](mailto:office@publicworks.ca)

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Roadeo and participate in the "Boots to Boardroom" Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details [www.publicworks.ca](http://www.publicworks.ca)

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



### **Public Works Exhibit**

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### **Thought starters:**

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### **Rodeo/Equipment Shop**

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### **Thought starters:**

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

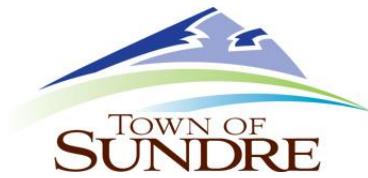
For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>March 27, 2023</b>
<b>SUBJECT</b>	<b>Results of Open House</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.4</b>

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### **BACKGROUND/PROPOSAL:**

The Town of Sundre held an Open House to provide electors with an opportunity to participate in the decision-making process for budget and levels of service that the Municipality provides to its citizens.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As Council is aware, we hold two open houses for our citizens each year. We have tried many different formats and times to facilitate the best possible attendance over the years, as recommended by past and current members of Council. Typical turnout has historically been between 5 and 10 people.

Because the Town practices a continuous improvement model, this year, Council suggested trying an open house during the day rather than in the evening as is typically done. The results were better than expected, with 16 people attending, and two people sending their comments in via email, as they were unable to attend. We received 11 elector feedback comment sheets and had some great conversations and suggestions from the people in attendance.

In addition, there was no overtime pay, or time in lieu required for staff, and no facility rental costs.

Overall, the time and venue for the March 22, 2023 Open House has been more effective than past Open House events that were held during the evening at a larger facility. Citizens who are unable to attend have the ability to provide comments via email, and we were happy to see that a few citizens did utilize that opportunity.

### **ALIGNMENT WITH STRATEGIC PLAN**

This initiative aligns with Pillar 5, Sustainable and Responsible Government

### **ADMINISTRATION RECOMMENDATIONS:**

The Town of Sundre Council accept the CAO report on the March 22 Open House as information.

### **MOTION:**

The Town of Sundre Council accept the CAO report on the March 22, 2023 Open House as information.

Date Reviewed: March 27, 2023

CAO: *Linda Nelson*



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>March 27, 2023</b>
<b>SUBJECT</b>	<b>Departmental Reports – February 2023</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

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### **BACKGROUND/PROPOSAL:**

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

- a) Linda Nelson, Chief Administrative Officer
- b) Neil Webb, Director of Infrastructure
- c) Ross Clews, Fire Chief
- d) Benazir Thaha Valencia, Planning & Economic Development Manager
- e) Sam Zhao, Community Peace/Bylaw Officer
- f) Joy Willinhnganz, Sundre Municipal Library

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached Departmental Reports as information.

### **MOTION:**

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

### **ATTACHMENTS:**

Department Reports

Date Reviewed: March 22, 2023

CAO

*Linda Nelson*



<b>January 09, 2023 Regular Council Meeting</b>				
<b>Res. #</b>	<b>Date</b>	<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
001	09-01-2023	MOVED by Councillor Marr that the Agenda be approved as presented		
002	09-01-2023	MOVED by Councillor Vardas that the Minutes of the Regular Meeting Minutes of Council held on December 19, 2022, be approved as presented.		
003	09-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the Director of Corporate Services, on behalf of the CAO presentation on the History and Status of the Bylaw Review Project initiated in 2018		
004	09-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council recommends that discussions take place regarding the Closing of Recycling Depots, as well as, the Funding and Staffing of Victims Services be considered for inclusion on the January 26, 2023 MAP Agenda.		
005	09-01-2023	MOVED by Councillor Vardas, that the Town of Sundre Council accepts the invitation from the Sundre Branch #223 Legion as information.		
006	09-01-2023	MOVED by Councillor Dalke, that Council go into closed meeting at 6:30 p.m.		
007	09-01-2023	MOVED by Councillor Anderson, that Council return to an open meeting at 7:38 p.m.		
008	09-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council requests Administration to send a letter to notify MVC that the Town of Sundre would like to begin the process to review the current ICF Master agreements.	Legislative Services	Appendix # 1
009	09-01-2023	MOVED by Councillor Petersen, that Council go into closed meeting at 7:40 p.m.		
010	09-01-2023	MOVED by Councillor Vardas, that Council return to an open meeting at 7:45 p.m.		
011	09-01-2023	MOVED by Councillor Petersen, being that the agenda matters have been concluded the meeting adjourned at 7:46 p.m.		
<b>January 23, 2023 Regular Council Meeting</b>				
<b>Res. #</b>		<b>Council Motion</b>	<b>Action</b>	<b>Status</b>
015	23-01-2023	MOVED by Councillor Dalke, that the Agenda be approved and amended as follows: Add: RFD 8.4 Mountain View County All-Council ICC Meeting 13.2 Local Body Confidences, FOIPP Act Section 23 Appendix #24 to Departmental Reports		
016	23-01-2023	MOVED by Councillor Anders Andersen, that the Minutes of the Regular Meeting Minutes of Council held on January 9, 2023, be approved as presented.		
017	23-01-2023	Mayor and CAO or Gas Utility Manager to sign the attached forms, noting that Council and the CAO and or Gas Utility Manager have reviewed the QMP in its entirety, and the urban gas utility hereby accepts the responsibility for compliance of their distribution system with this plan.		
018	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council accepts Administration's verbal presentation for information.		
019	23-01-2023	MOVED by Councillor Petersen, that the Town of Sundre Council accepts the CAO's report on Tourism as information.		
020	23-01-2023	MOVED by Councillor Isaac, that the Town of Sundre Council direct Administration to coordinate a date for the all-Council ICC Agreement with Mountain View County	Legislative Services	Appendix # 2
021	23-01-2023	MOVED by Councillor Dalke, that the Town of Sundre Council accepts the Departmental Reports for Year 2022 as information.		
022	23-01-2023	MOVED by Councillor Anderson, that the Town of Sundre Council accepts the Article titled Thank you to You, from the December 9, 2022, edition of the Municipal Information News Network, by author Gord Hume as information.		
023	23-01-2023	MOVED by Councillor Marr, that the Town of Sundre Council accept Mayor Warnock's report as information.		
024	23-01-2023	MOVED by Councillor Anderson, that Council go into closed meeting at 7:00 p.m.		
025	23-01-2023	MOVED by Councillor Petersen, that Council return to an open meeting at 7:38 p.m.		
026	23-01-2023	MOVED by Councillor Dalke, that Town of Sundre supports the following recycling service level: Close all recycling sites.		
027	23-01-2023	MOVED by Councillor Anderson, being that the agenda matters have been concluded the meeting adjourned at 7:39 p.m.		
<b>February 21, 2023 Regular Council Meeting</b>				

Res. #		Council Motion	Action	Status
028	06-02-2023	MOVED by Councillor Isaac, that the Agenda be approved and amended or presented as follows: Addition of RFD 9.1 – Amendment to Council Date		
029	06-02-2023	MOVED by Councillor Anderson, that the Minutes of the Regular Meeting Minutes of Council held on January 23, 2023, be approved as presented.		
030	06-02-2023	MOVED by Councillor Isaac, that the Town of Sundre Council thank Carolyn McTiغه for her presentation and accept the Crime Prevention Liaison for Southern Alberta District presentation as information.		
031	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approves the Terms of Reference with changes as presented.		
032	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for Mainavekidzclub in the amount of \$1,000.00.	Legislative Services	Appendix #3
033	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Olds & District Kiwanis Music Festival in the amount of \$600.	Legislative Services	Appendix #4
034	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Seniors Indoor Walking Club in the amount of \$1,604.	Legislative Services	Appendix #5
035	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$1,000. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. <b>DEFEATED</b>	Legislative Services	Appendix #6
036	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Foothills Condo Association in the amount of \$500. IN FAVOUR: Mayor Warnock, Councillor Petersen, Councillor Marr. OPPOSED: Councillor Anderson, Councillor Dalke, Councillor Isaac. <b>DEFEATED</b>	Legislative Services	Appendix #6a
037	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for The Slingshot Garage in the amount of \$1,100	Legislative Services	Appendix #7
038	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Grad Committee in the amount of \$1,700. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #8
039	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for West Country Cruisers-Sundre in the amount of \$1,500.00	Legislative Services	Appendix #9
040	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre & District Historical Society and Sundre and District Chamber of Commerce in the amount of \$2,400.00. OPPOSED: Councillor Dalke opposed	Legislative Services	Appendix #10
041	06-02-2023	MOVED by Councillor Dalke, that the Town of Sundre Council approve the Grants to Organizations funding for the Foothills Bluegrass Music Society in the amount of \$2,000.	Legislative Services	Appendix #11
042	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Volunteer Search and Rescue Society in the amount of \$2,000 to be utilized for the Electrical and Heating installation in the proposed expansion project. OPPOSED: Councillor Isaac	Legislative Services	Appendix #12
043	06-02-2023	MOVED by Councillor Andersen, that the Town of Sundre Council approve the Grants to Organizations funding for the Sundre Rodeo and Race Association in the amount of \$5,000. 00.	Legislative Services	Appendix #13
044	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council defer funding for Sundre Minor Hockey (nets) as this may be considered an Operational item under Community Services.	Legislative Services	Appendix #14
045	06-02-2023	MOVED by Councillor Marr, that the Town of Sundre Council approve the Grants to Organizations funding for Sundre Minor Hockey (Jerseys) in the amount of \$0.00.	Legislative Services	Appendix #15
046	06-02-2023	MOVED by Councillor Anderson, that the Town of Sundre Council approve the to Organizations funding for Suds & Sundries in the amount of \$5,000.	Legislative Services	Appendix #16
047	06-02-2023	MOVED by Councillor Petersen, that the Town of Sundre Council approve the Grants to Organizations funding for Greenwood Neighbourhood Place, Sundre Seniors Connection program in the amount of \$2,000.	Legislative Services	Appendix #17



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

9.1a  
Appendix 3

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

February 7, 2023

Mainavekidzclub  
c/o PO Box 2118  
Sundre, AB T0M 1X0  
Attn: Dorothy Reeder, Director

email: [nanider1@gmail.com](mailto:nanider1@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Reeder

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$1,000.00 to assist with the cost of the K-Gr. 5 afterschool program.

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

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

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

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



9.1a  
Appendix 4



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

February 7, 2023

Olds & District Kiwanis  
Music Festival Society  
PO Box 3934  
Olds, AB T4H 1P6  
Attn: Anjoli Rice

email: [anjoli19@hotmail.com](mailto:anjoli19@hotmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Rice

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023, Regular Council Meeting, Council approved an amount of \$600.00 in support of the annual music festival.

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



February 7, 2023

Sundre Seniors Walking Club  
c/o PO Box 2012  
Sundre, AB T0M 1X0  
Attn: Wendy Read & Irene McBee

email: [jwperead@gmail.com](mailto:jwperead@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Read and Ms. McBee

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$1,604.00 to be applied to the cost of the use of a Town facility (Sundre Community Centre) for an indoor walking program.

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

Please contact Community Services to obtain further information in regard to the use of the Community Centre for your program.

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

Sincerely,



Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council  
Community Services



9.1a  
Appendix 6



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

February 7, 2023

Foothills Condominium Association  
c/o PO Box 1840  
Sundre, AB T0M 1X0  
Attn: Carol Gorsline

[email: lylegorsline@gmail.com](mailto:lylegorsline@gmail.com)

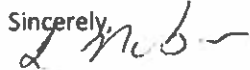
**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Gorsline

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023, Regular Council Meeting, Council denied the requested amount of \$4562.00 to assist with installation of a safety beacon.

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

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

Sincerely,  


Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc:



[www.sundre.com](http://www.sundre.com)

9.1a  
Appendix 7



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February 7, 2023

Mark Brackley / The Slingshot Garage  
Comp 8 Site 19 RR 1  
Sundre, AB T0M 1X0  
Attn: Shawna Brackley

email: [thebrackleys@gmail.com](mailto:thebrackleys@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Brackley

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$1,100.00 to assist with the annual event promoting Sundre tourism, businesses and venues.

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

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

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

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

Sincerely,  


Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

9.1a  
Appendix 8



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

February 7, 2023

Sundre Grad Committee  
112 2 St NE  
Sundre, AB T0M 1X0  
Attn: Nicky Vardas

email: [Nicky\\_lv@msn.com](mailto:Nicky_lv@msn.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Mrs. Vardas

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$1,700.00 to assist with costs for the Grad event.

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



9.1a  
Appendix 9



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

February 7, 2023

West Country Cruisers - Sundre  
c/o PO Box 1082  
Sundre, AB T0M 1X0  
Attn: Erin Erickson and Tomas Kracht

email: [westcountrycruisers.sundre@gmail.com](mailto:westcountrycruisers.sundre@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Couch and Ms. Hicks

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$1,500.00 to assist with marketing, materials and volunteer shirts for Canada Day show.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2023 budget of \$50,000.00, which is distributed in 3 separate in-takes of applications, into consideration. The Town received a total of fifteen (15) applications with a total of \$50,746.00 in funding requests on the 1<sup>st</sup> intake for 2023, which is more than was allocated for the entire year.

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council



[www.sundre.com](http://www.sundre.com)

9.1a  
Appendix 10



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

February 7, 2023

Sundre & District Historical Society/Sundre District Chamber of Commerce

c/o PO Box 314

Sundre, AB T0M 1X0

Attn: Carrie Couch and Heather Hicks

email: [sundremuseum@telus.net](mailto:sundremuseum@telus.net) & [scoc@telus.net](mailto:scoc@telus.net)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Couch and Ms. Hicks

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$2,400.00 to support Winterfest activities.

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

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

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

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

Sincerely,

Linda Nelson, CLGM, CTJ, EMR  
Chief Administrative Officer

/file

cc: Council

9.1a

Appendix 11



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

February 7, 2023

Foothills Bluegrass Music (1986) Society  
PO Box 84146 Market Mall PO  
Calgary, AB T3A 5C4  
Attn: Mr. Eric Holt

email: [info@foothillsbluegrass.com](mailto:info@foothillsbluegrass.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Mr. Holt,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023, Regular Council Meeting, Council approved an amount of \$2000.00 in support of the Shady Grove Bluegrass Festival.

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

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

Sincerely,

Linda Nelson, CLGM, CTJ, EMR  
Chief Administrative Officer

/file  
cc: Council



[www.sundre.com](http://www.sundre.com)



9.1a

Appendix 12



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

February 7, 2023

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

email: [svsar.treasurer@gmail.com](mailto:svsar.treasurer@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Mr. Tetreault

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

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council



[www.sundre.com](http://www.sundre.com)

9.1a  
Appendix 13



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

February 7, 2023

Sundre Rodeo & Race Association  
c/o PO Box 1218,  
410 2<sup>nd</sup> Avenue NW  
Sundre, AB T0M 1X0  
Attn: Jenn Anderson

email: [JAnderson@integratire.ca](mailto:JAnderson@integratire.ca)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Anderson,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved your application for funding to assist with the promotion of the 2023 Sundre Pro Rodeo in the amount of \$5,000.00.

Council and the Grants to Organization Committee spend a considerable amount of time reviewing the applications, and based on the number of applications received for each intake, they must carefully consider where budgeted funds should be applied. During their deliberations, all criteria is considered as per the Town of Sundre Policy A-01-00-POL, Grants to Organizations Policy. Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations. The intent is to provide funds to enhance a project, program, or service. In addition, the Grants to Organization Committee and Town of Sundre Council took the 2023 budget of \$50,000.00, which is distributed in 3 separate in-takes of applications, into consideration. The Town received a total of fifteen (15) applications with a total of \$50,746.00 in funding requests on the 1<sup>st</sup> intake for 2023, which is more than was allocated for the entire year.

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

Sincerely,

  
Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file  
cc: Council

  
[www.sundre.com](http://www.sundre.com)

9.1a

Appendix 14



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

February 7, 2023

Sundre Minor Hockey Association  
Box 382  
Sundre AB T0M 1X0  
Attn: Wade Church

email: [p.pres.smh@gmail.com](mailto:p.pres.smh@gmail.com)

**Re: Town of Sundre Grants Program**

Dear Mr. Church

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council funding was deferred, as the Hockey Nets are considered an Operational item under Community Services.

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

Please contact Community Services obtain further information in regard to the purchasing of nets.

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council  
Community Services



9.1a  
Appendix 15



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

February 7, 2023

Sundre Minor Hockey Association  
Box 382  
Sundre AB T0M 1X0  
Attn: Amber Jenkins

email: [vice.p.smh@gmail.com](mailto:vice.p.smh@gmail.com)

**Re: Town of Sundre Grants Program**

Dear Ms. Jenkins,

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Sundre Minor Hockey's application for Hockey Jerseys in the amount of \$7,380.00 was not supported.

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

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

Sincerely,

Linda Nelson, CLGM, CTAJ, EMR  
Chief Administrative Officer

/file

cc: Council

9.1a  
Appendix 16



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

February 7, 2023

Suds & Sundries  
PO Box 1277  
107 Centre St. N  
Sundre, AB T0M 1X0  
Attn: Tom and Debra King

email: [sudsandsundries@gmail.com](mailto:sudsandsundries@gmail.com)

**Re: Town of Sundre Grants to Organizations Program**

Dear Mr. and Mrs. King

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$5,000.00 to be applied to the Store Front Awning.

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

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

Sincerely,

Linda Nelson, CLGM, CTJ, EMR  
Chief Administrative Officer

/file

cc: Council



[www.sundre.com](http://www.sundre.com)

9.1a

Appendix 17



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

February 7, 2023

Greenwood Neighbourhood Place Society  
PO Box 1846  
#5, 96 – 2<sup>nd</sup> Avenue NW  
Sundre, AB T0M 1X0  
Attn: Sari Werezak

email: [sari@mygnp.org](mailto:sari@mygnp.org)

**Re: Town of Sundre Grants to Organizations Program**

Dear Ms. Werezak

Thank you for your application for funding through the Town of Sundre Grants to Organizations Program. At the February 6, 2023 Regular Council Meeting, Council approved an amount of \$2,000.00 to support the Greenwood Neighbourhood Place, Sundre Seniors Connection Program.

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

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

Sincerely,

Linda Nelson, CLGM, CTMJ, EMR  
Chief Administrative Officer

/file

cc: Council





## DEPARTMENTAL REPORT

9.1b

DEPARTMENT	Operations and Community Services
SUBMITTED BY	Neil Webb
DATE	March 15, 2023
FOR MONTH OF	February 2023

TOPIC #1	Explornet Fibre Optic
Progress	The main contractor, Crosscut, has completed the majority of underground drilling and excavating of conduit for fibre optic. There are 2 final locations that require re-alignment one being Hwy 27 /Centre street intersection
Action	The gas and water dept. will have a 2-month reduction locates. Individual services will begin in April increasing locate daily numbers once at high frequency.
TOPIC #2	Snow removal
Progress	Equipment is continuing to be well-used this winter with regular snow and ice control activity.
Next Steps	Staff continue snow and ice control throughout the Town. Winter snowstorms can and likely will happen for the next while yet. Review back-up equipment needs to ensure continual operations.
TOPIC # 3:	Water Leak 5 Ave
Progress	A major leak was located on 5 Ave NE. Crews excavated and repaired the leak. This had put us over our daily licensed amount of 2,050 cum/d with an estimated daily leak volume of 600 cm/d (1 million litres/ day)
Next Steps	Add this area to the long-term Capital replacement program.
TOPIC # 4:	Spring Workshop
Progress	Staff updated forms and information for the upcoming spring workshop with council.

<b>Next Steps</b>	Finalize Back Casting forms.
<b>TOPIC # 5:</b>	<b>Gas meter changeouts</b>
<b>Progress</b>	2023 has 300+ meters scheduled for recertification. The first que for 2023 has been returned from the measurement accreditor for install. Operators will begin changeouts throughout the remainder of the year.
<b>Next Steps</b>	Staff are accredited to change AMR read devices on meters that have had batteries burn out in the field. This will assist the gas department for the future to replace dying AMR's while meeting the Measurement Canada annual requirement.
<b>TOPIC # 6:</b>	<b>Hwy 27 Underground Utility Replacement</b>
<b>Progress</b>	The Hwy 27 capital underground utility replacement project is moving forward on schedule. Tender packages are scheduled for release in April of this year.
<b>Next Steps</b>	Various meetings with Alberta Transportation, staff and consultants and contractors.
<b>TOPIC # 7:</b>	<b>Procurement of Pickup Truck</b>
<b>Progress</b>	The pickup truck that was approved in the 2023 Capital budget was out for tender on Alberta Purchasing Connection. Closed March 10, 2023
<b>Next Steps</b>	Review submissions from vendors and score. Decide on purchase.
<b>TOPIC # 8:</b>	<b>Community Services/ Community Centre</b>
<b>Progress</b>	<ul style="list-style-type: none"> <li>• February 3 – 5<sup>th</sup> Set up for the Trappers Banquet</li> <li>• February 10<sup>th</sup> -12<sup>th</sup> Gymnastics Clinic</li> <li>• February 18<sup>th</sup> NDP Candidate Meet and Greet</li> <li>• February 19<sup>th</sup> &amp; 26<sup>th</sup> Youth Birthday Party</li> <li>• All the regular Users in for February except for the week of the 20<sup>th</sup> to the 24<sup>th</sup> as school was on a break and the youth programs were cancelled for that week.</li> <li>• Private booking</li> <li>• Greenwood Campground started taking bookings for the 2023 season February 21<sup>st</sup> From the 21<sup>st</sup> to 28<sup>th</sup> we received 591 bookings for camp sites. See Attachment # 1</li> </ul>
<b>Next Steps</b>	Continue taking bookings.
<b>TOPIC # 10:</b>	<b>Community Services/Arena</b>

<b>Progress</b>	<ul style="list-style-type: none"> <li>Feb. 3<sup>rd</sup> -5<sup>th</sup> Rec hockey Tournament</li> <li>February 19<sup>th</sup> Free Public Skating for Family Day</li> <li>7 ice times were cancelled in February between, minor hockey, rec hockey and adult hockey.</li> <li>Reached out to Startec to let them know that the Dehumidifier project was a go for this spring, they have ordered it.</li> </ul>
<b>Next Steps</b>	Refrigeration Company to schedule a time to come out and do measurements where the Dehumidifier will be installed.
<b>TOPIC # 11:</b>	<b>Community Services/Parks</b>
<b>Progress</b>	<ul style="list-style-type: none"> <li>February 2<sup>nd</sup> Attended a meeting with Fortis and Clear Rush and the Prairie creek pathway site. Told that it would be 8-10 weeks to have a new pole put in and to upgrade the power for the new pathway lights.</li> <li>Met with a family member to find a location for a memorial bench placement. A Decision was made for Greenwood campground along the river.</li> <li>The hanging baskets were taken to the greenhouse for preparation for the spring.</li> </ul>
<b>Next Steps</b>	Prepare for spring cleanup, making sure equipment is serviced and ready to go.
<b>TOPIC # 12:</b>	<b>Gas Condition and Quality</b>
<b>Progress</b>	Operators noted a small amount of H <sub>2</sub> S in our supply stream from TCT. Investigation assistance from Gas Alberta gas confirmed the amount is acknowledged by TCT.
<b>Next Steps</b>	Operators will continue to monitor the supply in weekly testing going forward. Gas management has submitted the gas condition/quality report to Fed Gas as directed.
<b>TOPIC # 13:</b>	<b>HWY 27 Gas Distribution Main relocate</b>
<b>Progress</b>	Gas Dept. has begun measurement and scheduling of the main relocation at 4 <sup>th</sup> Street and Hwy 27.
<b>Next Steps</b>	Service alterations and supply pressure test have been scoped and scheduled. Third party pressure welding is developing a schedule and cost for the work.





TOPIC # 14:	Safe Operating Procedures (SOP)
Progress	The gas dept. has several utility/regulations SOP's created and completed.
Next Steps	Gas Utility staff are implementing these updates to the daily tasks and requirements per Fed Gas, Federal and Provincial update requirements.



## DEPARTMENTAL REPORT

9.1c

DEPARTMENT	Fire Department
SUBMITTED BY	Ross Clews Fire Chief
DATE	March 20, 2023
FOR MONTHS OF	February 2023

<b>TOPIC #1</b>	<b>911 DISPATCHES:</b>
	<b>Emergency Response Numbers, 62 Year to Date February 2023, Responses – 24 Total</b>
<b>Response Types:</b>	<ul style="list-style-type: none"> <li>➤ Medical Assist - 15</li> <li>➤ Alarms - 5</li> <li>➤ Structure Fire- 1</li> <li>➤ Motor Vehicle Collisions - 1</li> <li>➤ Outside/Vegetation fire – 2</li> </ul> <b>Location Breakdown as Chart Below</b>
<b>Results:</b>	<ul style="list-style-type: none"> <li>➤ All incidents Responded, Managed and Resolved by SFD Members</li> </ul>
<b>TOPIC #2</b>	<b>TRAINING &amp; ACTIVITIES</b>
<b>In-Hall/Weekly:</b>	<p><b><u>In House Training consisted of the following:</u></b></p> <ul style="list-style-type: none"> <li>➤ NFPA 1001 practical training in progress</li> <li>➤ Lucas CPR Machine Training Course</li> <li>➤ Radio communication review</li> <li>➤ Practical Ventilation and Ladder usage techniques</li> <li>➤ Gasoline powered equipment training and use.</li> <li>➤ Additional information on Lucas CPR Machine can be found at Lucas-CPR.com.</li> </ul> <p><b><u>Community/Public Relations Events</u></b></p> <ul style="list-style-type: none"> <li>➤ Family Day Call Coverage</li> </ul>
<b>Formal Courses in-Progress/Upcoming:</b>	<ul style="list-style-type: none"> <li>➤ ICS-300 course <b><u>April 4, 5, 6, 2023 Sundre Fire Department Host</u></b></li> <li>➤ ICS-200 1 member completed with Olds Fire February 15-16</li> <li>➤ Standard First Aid course completed in hall February 18<sup>th</sup> &amp; 19<sup>th</sup>.</li> <li>➤ 1 member taking <b><u>Advanced First Aid in Olds.</u></b></li> <li>➤ Two Electric Vehicle Extrication Courses Vendor supplied <b><u>Sundre Fire Hosting April 22<sup>nd</sup> &amp; 23<sup>rd</sup> 2023</u></b></li> <li>➤ ICS-100 &amp; Basic Emergency Management for recruits <b><u>Individual Study online.</u></b></li> <li>➤ <b><u>RCMP</u></b> Evidence Protection, Collection, and Agency Collaboration Training <b><u>Date TBD 2023</u></b></li> <li>➤ Plains-Midstream training/information session <b><u>Date TBD</u></b></li> <li>➤ Trans Canada Pipeline Information/training session <b><u>March 29<sup>th</sup></u></b></li> <li>➤ West Fraser Mill Tour/Hazard Identification <b><u>Date TBD</u></b></li> <li>➤ Advanced First Aid for 4 members in <b><u>Date 2023 TBD</u></b></li> </ul>

<b>TOPIC #3</b>	<b>Fire Hall:</b>
<b><u>Building/Maintenance:</u></b>	➤ Ambulance Bay furnace failure
<b>TOPIC #4</b>	<b>SFD Units - Equipment</b>
<b><u>Units:</u></b>	➤ New Replacement Fire Truck Design Review Completed Expected <b><u>Delivery July/August 2023</u></b>
	➤ Requested Quotes from vendors for Unit 510 Replacement <b>NTR</b>
<b><u>Equipment:</u></b>	➤ Lucas CPR machine received January 27 <sup>th</sup> <b><u>Training completed and put in service February 8<sup>th</sup></u></b>
<b>TOPIC #5</b>	<b>Safety Codes:</b>
<b><u>Inspections -Occupancies</u></b>	➤ Fire Inspections scheduled on Request – Complaint Basis Behind schedule currently
<b><u>Status:</u></b>	➤ Safety Codes Officer training 3 Members - 80% completed. ➤ 4 Additional SFD Members to take training in 2023
<b>TOPIC #6</b>	<b>Emergency Management</b>
<b><u>Inspections</u></b>	➤ Snowpack in the upper Red Deer River Basin are reduced particularly in the Ya Ha Tinda region. Snowpack in the Panther and Bear Berry Creek Region is unknown at this time
<b><u>Status:</u></b>	➤ Continuation of Test Points will be visited



<b>INCIDENTS</b>	<b>Town of Sundre</b>	<b>Mountain View County</b>	<b>Clearwater County</b>	<b>Bighorn MD</b>	<b>Feb Total</b>	<b>Year to Date Total</b>
Fires					0	
Outside Fires		1			1	
Control Burn - Arrived on scene					0	
Rubbish/Grass Fires		1	1		2	
Investigation of Smoke					0	
Electrical Public Hazard					0	
Alarm -No Fire - Steam or Smoke mistaken	2				2	
Alarm -No Fire - detector activated	1	1			2	
False Alarms-internal or local alarm system	1				1	
Gas Leak					0	
Miscellaneous Gas Leak Natural Gas					0	
Gas Leak					0	
Response to CO					0	
Medical Assists	9	6			15	
Medical Assists- stood down					0	
Miscellaneous Rescues					0	
Motor Vehicle Collisions	1				1	
Mutual Aid Requests					0	
Miscellaneous					0	
<b>Total</b>	<b>14</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>24</b>	<b>62</b>



## DEPARTMENTAL REPORT

9.1d

DEPARTMENT	Planning and Economic Development
SUBMITTED BY	Benazir Thaha Valencia, Manager of Planning & Economic Development
COUNCIL DATE	March 27, 2023
FOR MONTH OF	February 2023

TOPIC #1	<b>Development and Building Permits</b>
	<ul style="list-style-type: none"> <li>• Development Permits – 3</li> <li>• Building Permits – 0</li> <li>• Electrical Permits – 1</li> <li>• Gas Permits – 0</li> <li>• Plumbing Permits - 0</li> </ul>
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> <li>• Development Permits issued include 1 Change of Use permit (professional office &amp; personal services), 1 Home Occupation (mobile mechanical service) and 1 incomplete application for an Eating and Drinking Establishment (pending engineering)</li> <li>• Electrical &amp; Gas Permits issued for a variety of residential projects.</li> </ul>
TOPIC #2	<b>Real Property Reports (RPRs)</b>
	<ul style="list-style-type: none"> <li>• RPRs – 1</li> </ul>
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> <li>• RPRs are submitted with a request for a Stamp of Compliance to facilitate the sale of the property. The role of Administration is to assist property owners to solve non-compliant issues.</li> </ul>
TOPIC #3	<b>Area Structure Plans (ASP)</b>
	<ul style="list-style-type: none"> <li>• Completion of two internal reviews for the NW quarter sections Area Structure Plans (Mountain Spring and Sundre Hills).</li> </ul>
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> <li>• Mountain Springs: Planning and Engineering comments shared with Developer's Consultants providing opportunity to amend the ASP for Mountain Springs before formal external circulation and first reading of bylaw.</li> <li>• Sundre Hills: Planning and Engineering comments shared with Developer's Consultant prior to public hearing.</li> </ul>
TOPIC #4:	<b>Land Use Bylaw</b>
	<ul style="list-style-type: none"> <li>• Staff continues to review land use bylaw to ensure clarity in language and regulations for applicants.</li> </ul>
RESOLUTIONS/SUCSESSES:	<ul style="list-style-type: none"> <li>• Administration is reviewing the Land Use Bylaw and "housekeeping" amendments will be forthcoming.</li> </ul>
TOPIC #5:	<b>Municipal Development Plan (MDP)</b>
	<ul style="list-style-type: none"> <li>• The Town's Municipal Plan was drafted and approved by Council in 2013. A comprehensive review and rewrite of Municipal Development Plan is required to bring it to current standards.</li> </ul>

<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Administration has completed the project management plan for the MDP rewrite.</li> <li>Phase 1: Initialize Project completed.</li> <li>Commenced Phase 2: Background Research.</li> </ul>
<b>TOPIC #6:</b>	<b>Growth Analysis for MDP</b>
	<ul style="list-style-type: none"> <li>Analysis to provide rationale for growth, density objectives and future land use to inform the MDP.</li> <li>WSP Canada has completed the study.</li> <li>Administration has reviewed and provided comments for small revisions.</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>WSP Canada Inc. is retained to provide a desktop analysis to estimate population growth, land needs and conceptual mapping.</li> <li>Plan finalized in February 2023</li> </ul>
<b>Topic #7:</b>	<b>Bike Pump Track Assessment</b>
	<ul style="list-style-type: none"> <li>Town of Sundre Bike Club is interested in developing MR lands into a pump track.</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Site visit and assessment completed.</li> <li>Report presented to the Bike and Ski Club</li> </ul>
<b>Topic #8:</b>	<b>Joint Use Agreement with Chinook Edge School Division</b>
	<ul style="list-style-type: none"> <li>Review and update existing Joint Use Agreement with the Chinook Edge School Division as per the MGA requirements and to have an agreement with school boards by June 2023.</li> </ul>
	<ul style="list-style-type: none"> <li>Completed review and updated agreement in collaboration with Chinook Edge School Board Representative.</li> <li>Other matters to be considered.</li> </ul>
<b>TOPIC #9:</b>	<b>Administrative</b>
	<ul style="list-style-type: none"> <li>Filing Project – ongoing.</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Improved departmental efficiencies, knowledge, and team building.</li> <li>Improves overall departmental performance, transparency, and stakeholder engagement.</li> <li>Succession planning underway to build capacity within the department.</li> </ul>

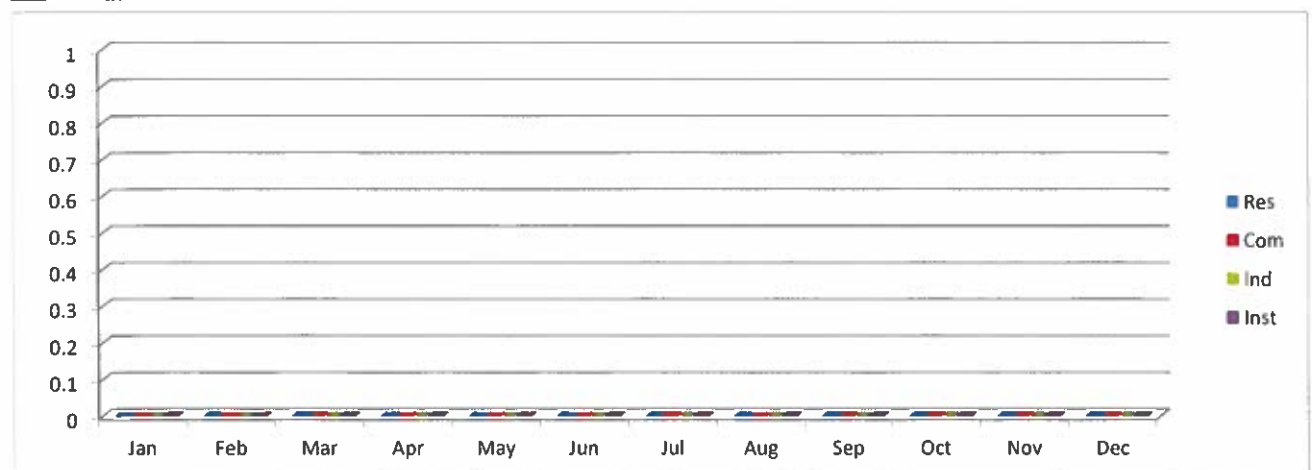
<b>Attachments</b>	<ol style="list-style-type: none"> <li>February 2023 Building Permit Statistics</li> <li>CAO Commercial / Industrial Report</li> <li>Home Occupation Report</li> </ol>
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**MONTHLY BUILDING REPORT  
FOR THE MONTH OF FEBRUARY 2023**

9.1d

	Feb. 2023			2023 Year To Date			2022 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Units	No. of Permits	Building Value
<b>RESIDENTIAL</b>									
Two-Storey	0	0	\$ -	0	0	\$ -			
Bungalows	0	0	\$ -	0	0	\$ -			
Bi-Level				0	0	\$ -			
				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -			
Multi-Family				0	0	\$ -			
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		0	\$ -	0	0	\$ -			
Renovation/Addition		0	\$ -	0	0	\$ -		1	\$ 12,000
<b>Sub-Total</b>	0	0	\$ -	0	0	\$ -	0	1	\$ 12,000
<b>COMMERCIAL</b>		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Building Starts		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
<b>INDUSTRIAL</b>		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Building Starts					0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	0		0	\$ -		0	\$ -
<b>INSTITUTIONAL</b>		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Building Starts					0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	0		0	\$ -		0	\$ -
<b>TOTAL</b>	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	0	\$ -	0	0	\$ -	0	1	\$ 12,000





## MEMO

9.1d

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

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### COMMERCIAL

<b><u>Development / Building Permit</u></b>	<b><u>District</u></b>	<b><u>Civic Address</u></b>	<b><u>Project</u></b>	<b><u>Value</u></b>
2023-D06	C-1	3, 103 - 2 ST SW	Change of Use: Prof. Office & Personal Services	n/a

**Legend:**

C-1 Central Commercial  
C-2 Highway Commercial  
C-3 Neighbourhood Commercial  
I-1 Light Industrial  
I-2 Flood Plain Industrial  
PS Public Service

Value: n/a = no building permit required



9.1d

## MEMO

TO: Linda Nelson, CAO  
FROM: Betty Ann Fountain, Development Officer  
RE: February 2023 Home Occupation Permits (Minor / Major)

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### HOME OCCUPATION:

<b>Minor /Major</b>	<b>Permitted or Discretionary</b>	<b>Civic Address</b>	<b>Business to be Conducted</b>
2023-D07	Permitted	204 -2 ST NW	Mobile Mechanical Service

Home Occupation Development Permits are issued for business conducted in residential districts, and each applicant requires a Town of Sundre Business License.

Home Occupation – Minor business is a less intensive home-based business, usually a “desk, computer and telephone” business that requires no deliveries, no storage of products, generally does not generate any non—essential traffic, has no walk-in clientele and are essentially “invisible” within a residential neighbourhood. For example, web design, document transcription, contractor services (electrician, plumber).

Home Occupation – Major business is a more intensive home-based business which may generate additional traffic, may have clients attending the home, and offer services that require the storage of products. For example, hair dressing, seamstress, massage therapy, esthetics, and day homes.



## DEPARTMENTAL REPORT

9.1d

<b>DEPARTMENT</b>	<b>Economic Development</b>
<b>SUBMITTED BY</b>	<b>Jonathan Allan</b>
<b>DATE</b>	<b>March 20, 2023</b>
<b>FOR MONTH OF</b>	<b>February 2023</b>

<b>TOPIC #1</b>	<b>Community Development, Business Development and Vacancy Rates</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>VACANCY RATES                             <ul style="list-style-type: none"> <li>Feb. vacancy rate was estimated at 5.1% as a proportion of square footage available in the C1 district downtown.</li> </ul> </li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Continued work with Town of Didsbury and Mountain View County on founding new Mountain View Regional Film Office and building out its website.</li> <li>Spoke and corresponded with prospective film producers thanks to MVRFO.</li> <li>Met with several interested international investors and consultants as part of the Rural Entrepreneur Stream (RES).</li> <li>Corresponded with home builder about potential developments.</li> <li>Participated with Planning and Development with Growth Study analysis.</li> <li>Dozens of business licences issued.</li> </ul>
<b>TOPIC #2</b>	<b>Tourism Development</b>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Continued coordination of Explore Sundre tourism advertising campaign.</li> <li>Continued working on new videography and photography content.</li> <li>Continued work organizing Winterfest and Survivalist Competition; hosted it during Family Day weekend.</li> <li>Attended Travel Alberta meeting about the development of new Tourism Development Zone.</li> <li>Completed swag and promo product orders for trade shows.</li> <li>Completed revision to 2023 Sundre &amp; Area Visitors Guide.</li> </ul>
<b>TOPIC # 3:</b>	<b>Broadband Fibre Optic Development</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Xplornet Communications fibre optic deployment ongoing.</li> </ul>
<b>TOPIC # 5:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Met with Invest Alberta via CAEP to pitch Sundre.</li> </ul>
<b>TOPIC # 6:</b>	<b>Communications</b>
<b>RESOLUTIONS/SUCSESSES:</b>	<ul style="list-style-type: none"> <li>Updated website(s) as necessary.</li> <li>Met with regional stakeholders and LocalIntel about migrating economic development website into Sundre.com website.</li> </ul>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>



## DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	CPO Sam Zhao
DATE	2023/03/01
FOR MONTH OF	February 2023

TOPIC #1	Calls for Service – February 2023																																												
RESOLUTIONS	<p>Feb total – 60 Year to date total – 150</p> <p><b>Count of Incident Types</b></p> <table border="1"> <thead> <tr> <th>Incident Type</th> <th>Count</th> </tr> </thead> <tbody> <tr><td>ASSIST FIRE</td><td>3</td></tr> <tr><td>ASSIST RESIDENT</td><td>2</td></tr> <tr><td>ASSIST TOWN DEPT</td><td>3</td></tr> <tr><td>COMMUNITY ENGAGEMENT</td><td>2</td></tr> <tr><td>DIRECTED PATROL</td><td>2</td></tr> <tr><td>DOG BYLAW</td><td>1</td></tr> <tr><td>RUN AT LARGE</td><td>1</td></tr> <tr><td>FOOT PATROL</td><td>1</td></tr> <tr><td>GENERAL PATROL</td><td>9</td></tr> <tr><td>OFF HOURS</td><td>3</td></tr> <tr><td>INJURED ANIMAL</td><td>3</td></tr> <tr><td>JOINT FORCE OPERATION</td><td>1</td></tr> <tr><td>NEIGHBOUR DISPUTE</td><td>2</td></tr> <tr><td>SCHOOL ZONE PATROL</td><td>2</td></tr> <tr><td>SNOW REMOVAL BYLAW</td><td>1</td></tr> <tr><td>FAIL TO CLEAR SIDEW</td><td>2</td></tr> <tr><td>TOWED VEHICLE</td><td>1</td></tr> <tr><td>TRAFFIC CONTROL</td><td>9</td></tr> <tr><td>TRAFFIC ENFORCEMENT</td><td>3</td></tr> <tr><td>TRAFFIC ENFORCEMENT - OFF HOURS</td><td>9</td></tr> <tr><td>TRAFFIC SAFETY ACT</td><td>9</td></tr> </tbody> </table>	Incident Type	Count	ASSIST FIRE	3	ASSIST RESIDENT	2	ASSIST TOWN DEPT	3	COMMUNITY ENGAGEMENT	2	DIRECTED PATROL	2	DOG BYLAW	1	RUN AT LARGE	1	FOOT PATROL	1	GENERAL PATROL	9	OFF HOURS	3	INJURED ANIMAL	3	JOINT FORCE OPERATION	1	NEIGHBOUR DISPUTE	2	SCHOOL ZONE PATROL	2	SNOW REMOVAL BYLAW	1	FAIL TO CLEAR SIDEW	2	TOWED VEHICLE	1	TRAFFIC CONTROL	9	TRAFFIC ENFORCEMENT	3	TRAFFIC ENFORCEMENT - OFF HOURS	9	TRAFFIC SAFETY ACT	9
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## Small Hoops Program

Sundre Municipal Enforcement, RCMP, Alberta Fish and Wildlife and Alberta Conservation are assisting Greenwood Neighborhood Place with coaching the Small Hoops Program for youth grades 4-6. The program runs from Feb 6<sup>th</sup> – April 24<sup>th</sup>, and is held Mondays at the Community Centre from 3:15 – 4:30 pm.

**The Albertan**, Tuesday, February 21, 2023 - **A29**



**SMALL HOOPS** - Jaxx Fleetwood, who is among 21 kids registered for the Small Hoops basketball program in Sundre intended for youth in grades 4-6, practises on Feb. 13 a defensive dribbling drill with Sam Zhao, Sundre's community peace officer.

Simon O'Neil/ALBERTA STAR





## DEPARTMENTAL REPORT

9.1f

<b>DEPARTMENT</b>	<b>Sundre Municipal Library</b>
<b>SUBMITTED BY</b>	<b>Joy Willihnganz</b>
<b>DATE</b>	<b>9 March, 2023</b>
<b>FOR MONTH OF</b>	<b>February 2023</b>

<b>TOPIC #1</b>	Children's Programs
<b>ISSUES:</b>	Support STEM skill development in children.
<b>RESOLUTIONS/SUCCESES:</b>	Through a generous grant from Xplore Inc, the library was able to offer a new STEM program for children aged 10-14. With this grant the library offered a beginner robotics class for those with no or little previous coding experience. A local instructor taught the youth how to code using microbits and how to operate and troubleshoot difficulties with their robot over 3 sessions. Each participant also received a robotics kit that they are able to keep to continue their learning at home. These students will also be eligible to participate in an intermediate robotics class that will be taking place at a later date. This program was fully subscribed and has been enjoyed by all participants.
<b>TOPIC #2</b>	Adult Programs
<b>ISSUES:</b>	Providing opportunities for community adults to learn about wildlife in their community.
<b>RESOLUTIONS/SUCCESES:</b>	The library is pleased to be hosting a 5 part series on the Wonders of Wildlife presented by a local photographer. On the third Wednesday of the month our presenter shares her knowledge and photos of a particular type of wildlife visible in the Sundre area. The first presentation centered around Owls, the second around Bluebirds and Bluebird Trails. Each evening has offered something unique to the presentation. Attendees to the Owl session (January) were able to dissect Owl pellets to learn more about their digestive habits (and even take pellets home for their children and grandchildren to discover). Attendees to the Bluebird presentation were able to see up close images of Bluebirds (from eggs, to hatchlings, to birds ready to fledge), examples of different types of bird nests and pickup instructions for building their own birdhouses. These wildlife sessions are hosted in library with 20-25 participants each session and are also live streamed with approx. 8-12 participants.
<b>TOPIC # 3:</b>	Art & Culture
<b>ISSUES:</b>	Provide new and different opportunities to create art.
<b>RESOLUTIONS/SUCCESES:</b>	The Library held an evening crafting program for community members to celebrate love by creating a heart book display. Participants learned how to make a three-dimensional display using a simple measuring and folding technique. This event sparked a lot of interest and we were pleased to see quite a few mother-daughter duo's participating in the

	event together. Attendees were all pleased with their final product and enjoyed getting to connect and share a pleasurable experience with others.
<b>TOPIC # 4:</b>	
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	

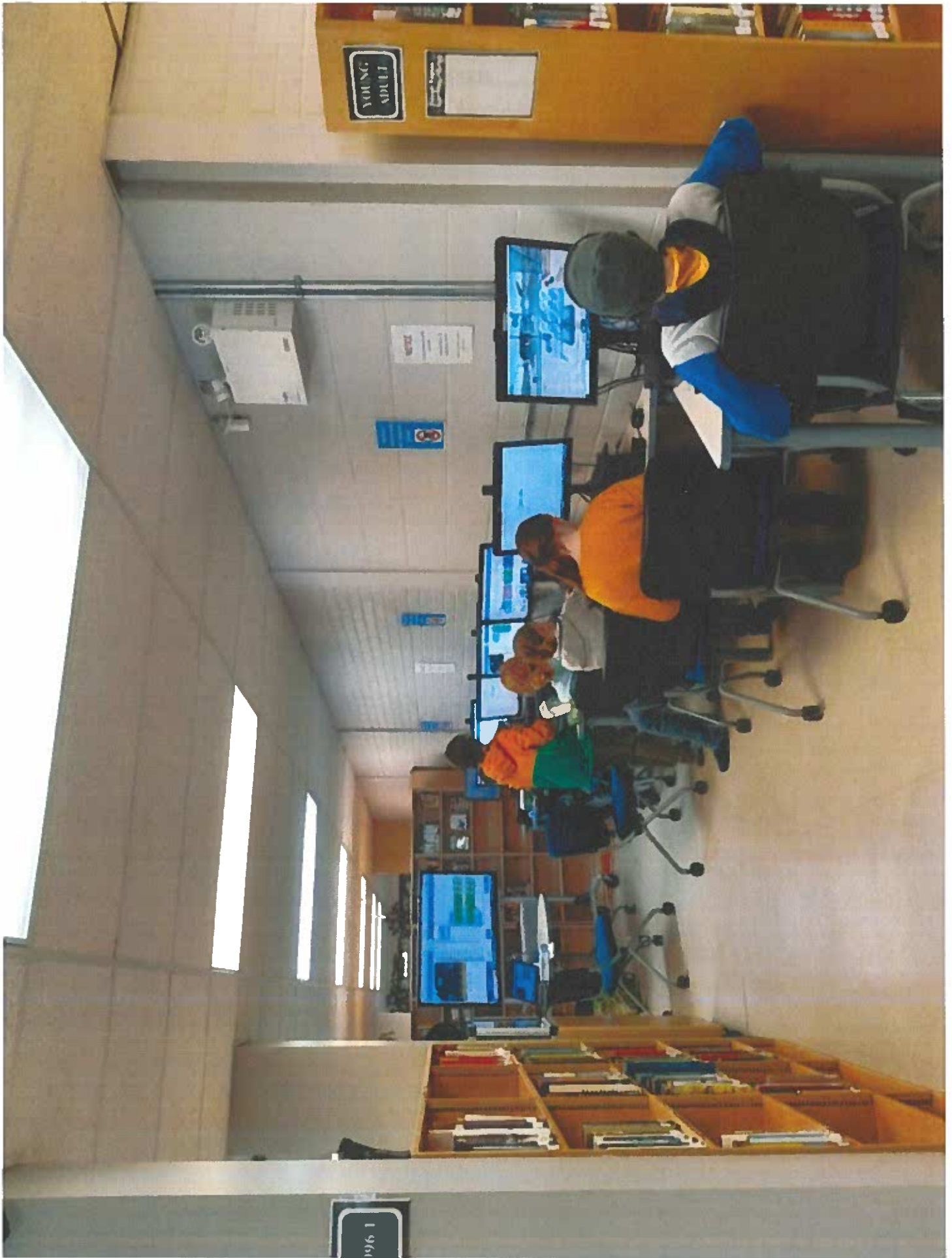
**LIST & PROVIDE ATTACHMENTS:**

**(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)**

<b>Attachment #1</b>	Xplore Tech Club
<b>Attachment #2</b>	Wonders of Wildlife: Owls
<b>Attachment #3</b>	
<b>Attachment #4</b>	
<b>Attachment #5</b>	









## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>March 27, 2023</b>
<b>SUBJECT</b>	<b>Amendment to Council Meeting Date</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.2</b>

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### **BACKGROUND/PROPOSAL:**

Administration is requesting that Council change the next Council meeting date from May 29<sup>th</sup>, 2023 to May 30<sup>th</sup>, 2023.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

A conflict has triggered the requirement to change Council Meeting date.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priorities:

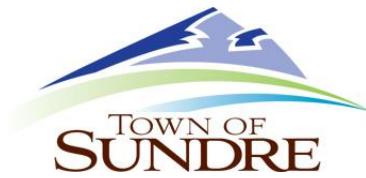
This initiative aligns with Pillar 5, Sustainable and Responsible Government

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the change to the Council Meeting scheduled for May 29<sup>th</sup> to May 30<sup>th</sup>, 2023.

### **MOTION:**

That Council approve the change to the Regular Council Meeting scheduled for May 29<sup>th</sup> to May 30<sup>th</sup>, 2023.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>March 27, 2023</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.1</b>

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### **BACKGROUND/PROPOSAL:**

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

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Please see attached reports.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

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

### **MOTION:**

That the Town of Sundre Council accept Mayor Warnock's and Councillor Marr's February 2023 reports, and Councillor Anderson's January 2023 report as information.

Attachment: Mayor Warnock's report February 2023 report  
Councillor Jaimie Marr's report February 2023 report  
Councillor Connie Anderson's January 2023 report

Date Reviewed: March \_\_\_\_, 2023

CAO: *Linda Nelson*



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



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

**Bylaw Policy Review Committee**

**Date of Meeting:**

No February Meeting

**Emergency Management Advisory Committee**

**Date of Meeting:**

No February Meeting

**Intermunicipal Collaboration Committee**

**Date of Meeting:**

No February Meeting

**Mountain View Senior's Housing**

**Date of Meeting:** February 02

I attended the MVSH Board Meeting with a full agenda. The key elements were 1. Presentation by the Director of Facilities on Insurance and continuing maintenance of all facilities. 2. Financial Sustainability on vacancies, continuing COVID funding, 2022 year end financials and an overview of the 20 year debt schedule.

**Mountain View Regional Waste Management Committee**

**Date of Meeting:**

No February Meeting

**Intermunicipal Planning Commission**

**Date of Meeting:**

No February Meeting

**Red Deer River Municipal Users Group**

**Date of Meeting:**

No February Meeting

**Red Deer River Watershed Alliance**

**Date of Meeting:**

No February Meeting

**Sundre Petroleum Operators Group**

**Date of Meeting:**

No February Meeting

**Sundre Wellness Advocacy Committee**

**Date of Meeting:**

No February Meeting

Other:

Date of Meeting: February 2023

February 02 – Grant Review Committee met to review the 1<sup>st</sup>. intake applications to prepare report to Council for review and approvals.

February 06 – Town of Sundre regular council meeting – agenda and minutes can be found at Town web page [www.sundre.com](http://www.sundre.com)

February 07 – Attending the “Coffee with the Mayor” that is now being held monthly at Sundre Seniors Supportive Living, What a great conversation was had on the operations of the Town of Sundre and how it relates to our Seniors.

February 07 – I attended the Sundre Hospital Futures Committee online meeting that centered on Health Care in Sundre, with MLA Yao and guests.

February 08 – Sundre Co-ordinated Community Response – SPRUCE – meeting was held at GNP and work is being done to continue now with the educational portion of “Taking Action Against Elder Abuse”

February 09 – Attended the Brownlee LLP (Lawyers) Emerging Trends forum held in Calgary. This highlights and advises Elected Officials and Administration on what is currently happening in the Municipalities in Alberta.

February 14 – Attended the Mountain View County – South McDougall Flats ASP meeting held at MVC Council Chambers that completed the survey questionnaire prepared for the Open House required on the Area Structure Plan.

February 16 – Attended the AB Munis Sustainability and Environment committee meeting A great presentation was given to the committee on the Municipal Climate Change Action Plan needs assessment for Alberta. Other agenda items included were: discussion on the support of the Circular Economy Toolkit on Climate, Source Water Protection committee representation, EPR working group, and Water for Life Action Plan Updates.

February 21 – Town of Sundre regular council meeting chaired by Deputy Mayor Chris Vardas (as I was away on vacation) – agenda and minutes at Town web page [www.sundre.com](http://www.sundre.com).

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



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

For the Month of FEBRUARY 2023

**Bylaw Policy Review Committee**

**Date of Meeting:** TBD

Nothing to report.

**Emergency Management Advisory Committee**

**Date of Meeting:** TBD

Nothing to report.

**Grant Review Committee**

**Date of Meeting:** FEBRUARY 2, 2023

Met at council chambers for 10am and made recommendations for council's upcoming February 6th meeting. Discussed making more changes to the grant policy to provide better guidelines for facility enhancements.

**Sundre Municipal Library Board**

**Date of Meeting:** FEBRUARY 15, 2023

Another zoom call for me this month. Library has completed its annual report and has settled on a day to conduct a policy review session which they expect will be a full day. This session is necessary in ensuring the library stays relevant and active. The manager continues to publish their monthly newsletter and programming proves to be well attended. The opera is coming to Sundre! Cinderella Opera will be performing March 2nd – everyone is encouraged to come and enjoy.

**Sundre Aquatic Society**

**Date of Meeting:** TBD

Nothing to report.

**SPOG**

**Date of Meeting:** TBD

Nothing to report.

**Other:**

**Date of Meeting:**

February 6, 2023 – 6pm Regular council meeting  
February 7, 2023 – Forestry Survey  
February 7, 2023 – Regional Female Elected Gathering Survey  
February 9, 2023 – Brownlee (Law) Emerging Trends Seminar in Calgary (8am – 4pm)  
February 16, 2023 – RVS Grade 6 Presentation “What it is like to be an elected Official”  
February 21, 2023 – 6pm Regular Council Meeting  
February 23, 2023 – David Thompson Health Region (Zoom) Dementia Care



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



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

Bylaw Policy Review Committee

Date of Meeting:

Emergency Management Advisory Committee

Date of Meeting:

Intermunicipal Planning Commission

Date of Meeting:

Sundre & District Chamber of Commerce

Date of Meeting:

In January the Chamber of Commerce met twice. On the 17th it was just a board meeting and then on the 26th was the AGM. It was a meeting that came close to not being as a quorum was nearly not achieved.

Other:

Date of Meeting: