



Regular Council Meeting
Town of Sundre Municipal Council Chambers
September 14, 2026
5:00 p.m.

- 1. Call to Order**
Moment of Reflection
- 2. Public Hearing:** None
- 3. Agenda – Amendments and Adoption**
 - 3.1 September 14, 2026
 - 3.2 Councillor Absence (if applicable)
- 4. Adoption of Previous Minutes**
 - 4.1 July 23, 2026 Special Meeting of Council Pg. 1
- 5. Delegation:**
 - 5.1 RFD Sundre & District Chamber of Commerce Pg. 3
 - 5.2 RFD Cochrane Tourism Association Pg. 4
- 6. Bylaws/Policies:**
 - 6.1 Bylaw 2026-12 Utility Bylaw Pg. 5
 - 6.2 Bylaw 2026-13 Backyard Chicken Bylaw Pg. 55
 - 6.3 Bylaw 2026-14 Truck Route and Dangerous Goods Transportation Bylaw Pg. 69
 - 6.4 Bylaw 2026-15 Council Committees Bylaw Amendment Pg. 77
- 7. Old Business:** None
- 8. New Business:**
 - 8.1 RFD Q2 Financial Report Pg. 88
 - 8.2 RFD ADOA Proclamation Pg. 122
 - 8.3 RFD Council Discussion 2026 Hospital Futures Gala Pg. 124
- 9. Administration:** None
- 10. Council Committee Reports:** June, July, August
 - 10.1 RFD Council Committee Reports (written or verbal) Pg. 128
 - 10.1a_Councillor Anderson
 - 10.1b_Councillor Buchan
 - 10.1c_Councillor Dalke
 - 10.1d_Councillor Isaac Pg. 129
 - 10.1e_Councillor Marr
 - 10.1f_Councillor Petersen
 - 10.1g_Mayor Warnock Pg. 130
 - 10.2 RFD Key Messages of Council, June, July, August 2026 Pg. 132
- 11. Council Invitations / Correspondence:** RFD to Accept Correspondence / Invitations Pg. 135
 - 11.1 Invitation to attend 2026 Hospital Futures Legacy Gala Pg. 136
- 12. Closed Meeting:**
 - 12.1 Advice From Officials, *Access To Information Act*, Section 29
 - 12.2 Advice From Officials, *Access To Information Act*, Section 29
 - 12.3 Advice From Officials, *Access To Information Act*, Section 29
 - 12.4 Advice From Officials, *Access To Information Act*, Section 29
- 13. Adjournment**

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Special Council Meeting Minutes
Town of Sundre
Municipal Council Chambers
July 23, 2026

A Special meeting of the Council of the Municipality of Sundre was held in the Municipal Council Chambers on Thursday, July 23, 2026, commencing at 5:00 p.m.

IN ATTENDANCE: Mayor Richard Warnock
Councillor Todd Dalke (*Arrived at 5:04 p.m.*)
Councillor Jaime Marr
Councillor Paul Isaac
Councillor Connie Anderson
Councillor Owen Petersen
Councillor Cheri Buchan

ABSENT:

STAFF: Chief Administrative Officer, Linda Nelson
Events and Festivals Coordinator, Moe Fahey
Legislative Executive Assistant, Betty Ann Formstone

PUBLIC: 1

PRESS: 1

CALL TO ORDER: Mayor Warnock called the meeting to order at 5:01 p.m.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 273-23-07-26 MOVED by Councillor Anderson that the Agenda be approved as presented.

CARRIED

Councillor Absence: *Councillor Issac advised the CAO in compliance of s.14.6 of Council's Procedural Bylaw.*

PUBLIC HEARING None

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 274-23-07-26 MOVED by Councillor Petersen that the Minutes of the Regular Council Meeting of Council held on June 22, 2026, be approved as presented.

CARRIED

Initials

BYLAWS/POLICIES: None

OLD BUSINESS: **Veteran's Park**

Res.275-23-07-26 MOVED by Councillor Dalke that the Town of Sundre Council supports administration proceeding with an application to the Province to amend the two (2) recreation lease agreements, one for the completion of the Veterans Park, and the second to move the trail head to the Highway 760 gated access point to the berm.

CARRIED

NEW BUSINESS: None

ADMINISTRATION: None

COUNCIL COMMITTEE REPORTS: None

COUNCIL INVITATIONS/ CORRESPONDENCE: None

CLOSED MEETING: None

ADJOURNMENT

Res. 276-23-07-26 MOVED by Councillor Buchan being that the agenda matters have been concluded, the meeting was adjourned at 5:37 p.m.

CARRIED

These Minutes approved this 14th Day of September 2026.

Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Delegation: Sundre & District Chamber of Commerce
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Representatives of the Sundre & District Chamber of Commerce (SDCC) have been invited to address Council to update Council on future collaboration efforts going forward.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal presentation by the President and Vice-President of the Sundre and District Chamber of Commerce.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representatives of the Sundre & District Chamber of Commerce as information.

MOTION:

That the Town of Sundre Council accept the presentation from the representatives of the Sundre & District Chamber of Commerce as information and thank the Sundre & District Chamber of Commerce for the services and programs they provide to our community, and their support of area businesses.

Date Reviewed: September 3, 2026 CAO: <u>Amida Nelson</u>



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Delegation: Cochrane Tourism Association
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.2

BACKGROUND/PROPOSAL:

Representatives of the Cochrane Tourism Association (CTA) have requested to address Council on a proposal to form a joint venture with the Sundre Tourism Association, the Town of Sundre and the Town of Cochrane to the benefit of the region.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Both the Cochrane and Sundre Tourism Associations' mission is to champion the development of community-focused tourism through innovation, collaboration, and creative marketing while acting as stewards of our residents, the land and local economy.

Collaborating together, an initiative endorsed by Travel Alberta, the associations will bring more opportunity to each community, promoting a regional effort to increase tourism, providing value-aligned tourism experiences for residents and visitors.

ALIGNMENT WITH STRATEGIC PLAN

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

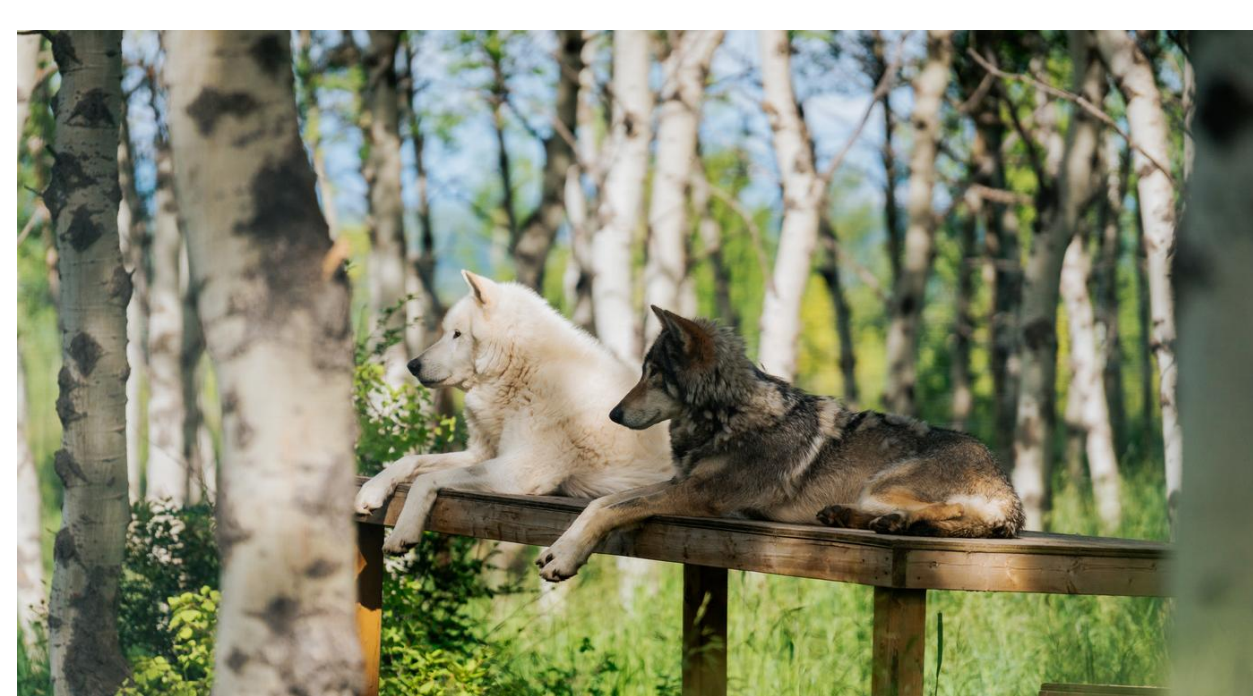
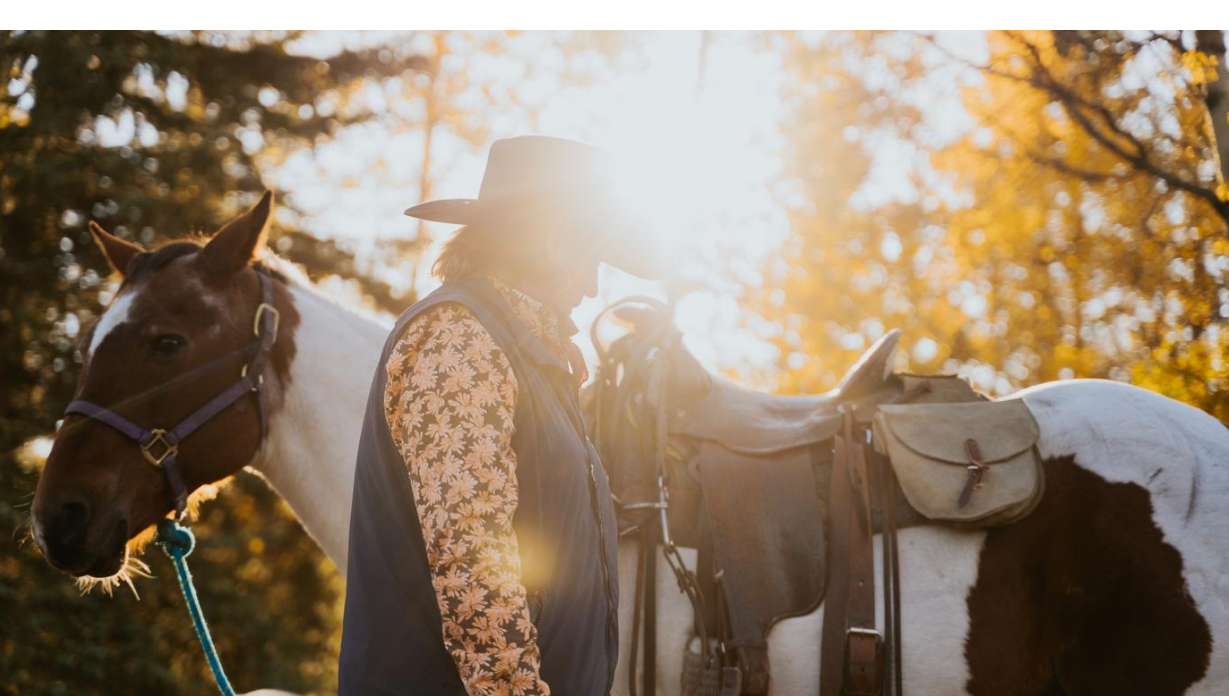
ADMINISTRATION RECOMMENDATIONS:

That Council accept the presentation from the representatives of the Cochrane Tourism Association as information.

MOTION:

That the Town of Sundre Council support the request from the representatives of the Cochrane Tourism Association to form a regional Destination Marketing Organization (DMO).

Date Reviewed: September 3, 2026 CAO: <u>Amide Nelson</u>



EXPLORE
COCHRANE

REGIONAL TOURISM PARTNERSHIP OPPORTUNITY

September 14th, 2026





Who is Explore Cochrane?

- 19 years in operation
- 8 years of strategic tourism development
- Past 2 years have been focused on foundation building for growth
- Volunteer Board of 10
- 2 full time staff, 2 summer staff + multiple project contractors
- 100 Members

How Do We Support the Tourism Industry?

- Data driven strategic tourism development
- Full integrated marketing program with digital, print, social media, & content development
- Destination event development & production
- Tourism education, mentorship, experience development support
- Frontline training and Visitor Information programs
- Connecting operators with tourism funding sources
- Tourism data collection & analysis
- Hosting media and familiarization tours

- The Traveller Protection & Destination Development act legislates how DMF (Destination Marketing Fees) are collected, and requires DMO (Destination Management Organization) designation.
- Designation requires (in part):
 - An identified geographic region
 - One full time staff member
 - \$500,000 minimum annual operating capacity
- Designation application including a full business plan and proposed geographic region due October 1; act is in effect January 1, 2027.

Meeting Requirements: An Opportunity

- Regional collaboration was already on our radar.
- Town of Cochrane, Town of Sundre, Cochrane Tourism Association, and Sundre Tourism Association are reviewing an MOU.
- Conversations have been initiated with Rockyview County and the MD of Bighorn.
- Conversations have been completed or are in progress with the Foothills Tourism Association, Tourism Calgary, and Tourism Canmore Kananaskis to ensure boundary alignment.
- Geographic scope is not prescribed - and not yet finalized.

PROPOSED DESTINATION REGION

a phased approach

PHASE ONE

Bragg Creek · Cochrane · Cremona ·
Water Valley · Sundre · Caroline

PHASE TWO

South Cowboy Trail — Millarville ·
Diamond Valley · Longview

MAP KEY

-  Communities in the region
-  Anchor attractions & sites
-  Nearby centres — shown for context

Reserve lands are documented for reference
and are not included in the proposed region.



- Shared identity:
 - Western and Indigenous history & living culture;
 - shared landscapes and outdoor recreation opportunities;
 - ranching and agricultural heritage;
 - similar tourism development maturity.
- Shared values:
 - Tourism that centers and benefits residents and local businesses.
 - Stewardship of land, waterways and local culture.
 - Tourism that increases visitor spending and economic impact.

- A stronger regional tourism story.
- Stronger industry relationships and regional influence.
- Stronger case for investment and grant resources.
- More coordinated visitor opportunities.
- With appropriate investment:
 - More capacity for tourism marketing and sustainable development.
 - A tourism destination that is competitive in an International marketplace.

How Will We Grow Revenues?

- Current Operating Revenues about \$350k - \$380k annually from:
 - DMF revenue, Grant funding, Municipal/Regional funding, and other revenues (membership and sponsorship).
- A Regional partnership creates growth opportunity in all revenue streams:
 - DMF - increased value proposition and collection area
 - Grants - Regional partnerships and projects create stronger applications
 - Municipal/regional - potential new sources from partner communities
 - Other - increased membership & new revenues identified through Revenue Diversification Strategy

- Phased approach
 - Foundations: Strategy, planning, identity
 - Phase 1 expansion
 - Possible phase 2 expansion (south of Bragg Creek)
- NRED Grant for Planning and Regional Project Development
- Increased capacity and networks from partner organizations

- July 2026 - Bill Regulations Released
- July/August 2026 - Board & Partner Evaluation and Conversations
- September 2026 - Core Partner MOU Proposal
 - Demonstrates that the parties are prepared to formally *explore* a regional tourism partnership
 - Does not commit to funding, geography, governance, or operational structures.
- **October 1, 2026 - Designation Application Due**
- Future work - partnership agreements, funding acquisition, organizational structure, operational plan, destination strategy, implementation

We are asking Council to support the proposed MOU before our October 1st submission deadline.

- The MOU strengthens our designation application, and a pathway to regional tourism growth and collaboration
- Designation allows our region us to continue collecting non-taxpayer revenue that enables our current level of operations.



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Bylaw 2026-12 Utility Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Pursuant to section 3 of the *Municipal Government Act* the purposes of a municipality include providing services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the town. Section 7(a) of the *Municipal Government Act* states that a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and further; Section 7(g) of the *Municipal Government Act* states that a council of a municipality may pass bylaws for municipal purposes respecting public utilities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration is presenting a Utility Bylaw that reflects the current state and requirements of the delivery of utility services to the community. The bylaw has been vetted by legal counsel for adherence to any provincial or federal requirements. The bylaw was also vetted by operational, administrative and enforcement staff prior to a review by the Bylaw and Policy Review Committee. The bylaw ensures that Council retains governance authority and oversight of water, sewer and gas services. Beyond the fundamentals, this bylaw is drafted to provide flexibility for Administration (via the Chief Administrative Officer) to operate the utility services and respond to circumstances as operational needs arise.

The Bylaw and Policy Review Committee met on July 9, 2026 to review Bylaw 2026-12.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 4 Reliable and Supportive Infrastructure and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2026-12, being the "Utility Bylaw" for the Town of Sundre.

COSTS/FUNDING:

Staff time.

MOTION:

That Council repeal Bylaws: 755 (2001 Water Utility Bylaw), Bylaw No. 756 (2001 Sewer Rate Bylaw), Bylaw No. 757 (2001 Gas Utility Operations & Rate Bylaw), and Bylaw No. 2019-05 (Water Conservation Amended 2024 Bylaw) and all or any amendments thereto.

That the Town of Sundre Council give first reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre.

That the Town of Sundre Council give second reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre.

That the Town of Sundre Council give third and final reading to Bylaw 2026-12, being the "Utility Bylaw" to regulate and control water, sewer and gas systems in the Town of Sundre.

ATTACHMENTS:

Bylaw 2026-12 "Utility Bylaw"

Date Reviewed: September 2, 2026

CAO: David Nelson



TOWN OF SUNDRE

BYLAW No. 2026-12

A BYLAW REGULATING AND PROVIDING FOR THE TERMS, CONDITIONS, RATES AND CHARGES FOR THE SUPPLY AND USE OF WATER SERVICES, SEWAGE SERVICES, AND GAS SERVICES PROVIDED BY THE TOWN OF SUNDRE

WHEREAS, pursuant to section 3 of the *Municipal Government Act* the purposes of a municipality include providing services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the town;

AND WHEREAS, pursuant to section 7(a) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, pursuant to section 7(g) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting public utilities;

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

PART I - TITLE, PURPOSE AND DEFINITIONS

Bylaw Title

1. This Bylaw shall be known as “**Utility Bylaw**”.

Purpose of Bylaw:

2. The purpose of Bylaw 2026-12 is to regulate and control water, sewer and gas systems.

Definitions

3. In this Bylaw, unless the context otherwise requires:
 - (a) “**Account**” means an agreement between a Customer and the Town for the supply of Utility Services of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the Town;
 - (b) “**Alberta Private Sewage Systems Standard of Practice**” means the Alberta Private Sewage Systems Standard of Practice 2015, adopted by the *Private Sewage Disposal Systems Regulation*, A/R 229/97, as amended or replaced from time to time;

- (c) **“Chief Administrative Officer”** means the Chief Administrative Officer of the Town or their delegate;
- (d) **“Council”** means the municipal council of the Town;
- (e) **“Cross Connection”** means any temporary, permanent, or potential connection of any piping, fixture, fitting, container or appliance to the Water System that may allow backflow to occur, including but not limited to: swivel or changeover devices, removable sections, jumper connections, and bypass arrangements;
- (f) **“Cross Connection Control Device”** means a testable CSA certified device that prevents the backflow of water;
- (g) **“Curb Stop”** means a valve connected to a Service Connection enabling the turning-on and shutting-off of the water supply to a Customer’s Property;
- (h) **“Customer”** means any Person receiving Utility Services and, where the context or circumstances so require, includes any Person who is named on an Account, or who makes or has made an application for Utility Services or otherwise seeks to receive Utility Services, and also includes any Person acting as an agent or representative of a Customer;
- (i) **“Dwelling”** means a private residence with sleeping and cooking facilities used or intended to be use as a residence;
- (j) **“Engineering Design Standards”** means engineering design standards adopted by the Town from time to time or, in the absence of such standards, generally accepted municipal engineering standards;
- (k) **“Emergency”** means a condition that creates an imminent danger or a real possibility of Property damage, or personal injury, or when a condition or situation is declared to be an emergency by Council, or the Federal or Provincial Crown, or other authority having jurisdiction;
- (l) **“Facilities”** means any infrastructure forming part of:
 - i. the Water System, including without limitation: water treatment plants, reservoirs, pumping stations, Water Mains, Water Service Lines, bulk water stations, Curb Stops, valves, fittings, fire hydrants, chambers, Water Meters, Cross Connection Control Devices and all other equipment and machinery of whatever kind owned by the Town that is used to produce and supply potable water to Customers; or
 - ii. the Sewage System, including without limitation: Sewage treatment plants, Sewage lagoons, pumping stations, Sewer Mains, Sewer Service Lines, valves, fittings, chambers, and all other equipment and machinery of whatever kind owned by the Town that is used for the collection, transmission, treatment and disposal of Sewage;

- iii. the Gas System, including without limitation: pipes, conduits, Gas Mains, Gas Service Lines, Gas Meters, valves, equipment, appliances, devices, and machinery of whatever kind owned by the Town that is used to supply natural gas to Customers;

as the context requires.

- (m) **"Fees and Rates Bylaw"** means Bylaw 2023-07, as amended or repealed and replaced from time to time;
- (n) **"Gas Services"** includes the transmission, delivery, distribution, use or metering of natural gas, as applicable, and any associated services offered to the Customer under this Bylaw;
- (o) **"Gas System"** means the Facilities used by the Town to supply natural gas to Customers, which is deemed to be a municipal public utility within the meaning of the *Municipal Government Act*.
- (p) **"Gas Main"** means those pipes installed for the conveyance of natural gas within the Town to which Service Connections may be connected;
- (q) **"Gas Meter"** means the individual or compound natural gas meter and all other equipment and instruments, including but not limited to, radio frequency units and remote meter reading devices supplied and used by the Town to calculate and register the amount of natural gas consumed relative to the land and buildings that the meter is designed to monitor;
- (r) **"Gas Service Line"** means that portion of a Service Connection owned by the Town that extends from the Gas Main to the Service Connection Point;
- (s) **"Hazardous Waste"** has the same meaning as in the *Environmental Protection and Enhancement Act* and its regulations;
- (t) **"Multiple Dwelling"** means a wholly or partially residential development containing more than one Dwelling, whether or not the development is within a single building;
- (u) **"Municipal Tag"** means a tag or similar document issued by the Town pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;
- (v) **"Occupant"** means a Person occupying a Property, including a lessee or licensee, who has actual use, possession or control of the Property;
- (w) **"Officer"** means any Peace Officer defined under the Peace Officer Act (SA 2006), or Bylaw Officer appointed under the *Municipal Government Act*, R.S.A. 2000, c. M-26;

- (x) **“Owner”** means:
- i. in the case of land, the Person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the parcel of land; or
 - ii. in the case of any property other than land, the Person in lawful possession of it;
- (y) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative to whom the context applies according to law;
- (z) **“Private Drainage Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer-owned assembly of pipes, fittings, fixtures, traps and appurtenances for the collection and transmission of Sewage into the Sewage System;
- (aa) **“Private Gas Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer-owned assembly of pipes, fittings, fixtures, and appurtenances for providing natural gas to a Customer’s Property, excluding the Gas Meter owned by the Town;
- (bb) **“Private Sewage Disposal System”** means a system for the treatment and disposal of Sewage that is not connected to the Sewage System, including on-site Sewage treatment systems as defined in the Alberta Private Sewage Systems Standard of Practice;
- (cc) **“Private Water Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer-owned assembly of pipes, fittings, fixtures, traps and appurtenances for providing water to a Customer’s Property, excluding the Water Meter owned by the Town;
- (dd) **“Property”** means:
- i. in the case of land, a parcel of land including any buildings; or
 - ii. in other cases, personal property;
- (ee) **“Recreational Vehicle”** means a vehicular or trailer type unit designed to provide temporary living quarters for recreational, camping, travel or seasonal use;
- (ff) **“Service Connection”** means all of the Facilities required to achieve a physical connection between:
- i. the Town’s Water Main and the structure, improvement or location that receives Water Services, to allow a Customer to receive potable

water, which includes a Water Service Line, a Service Connection Point and a Private Water Line; or

- ii. the Town's Sewer Main and the structure, improvement or location that receives Sewage Services, to allow a Customer to discharge Sewage, which includes a Sewer Service Line, a Service Connection Point and a Private Sewage Line;
- iii. the Town's Gas Main and the structure, improvement or location that receives Gas Services, to allow a Customer to receive natural gas, which includes a Gas Service Line, a Service Connection Point and a Private Gas Line.

as the context requires;

- (gg) **"Service Connection Point"** means the point on the Service Connection where:
 - i. a Water Service Line physically connects to a Private Water Line;
 - ii. a Sewer Service Line physically connects to a Private Drainage System;
or
 - iii. a Gas Service Line physically connects to a Private Gas Line;
- (hh) **"Sewage"** means the composite of water and water-carried wastes discharged from residential, commercial, industrial or institutional Properties;
- (ii) **"Sewage Services"** includes the collection, transmission, treatment and disposal of Sewage, as applicable, and associated services offered to the Customer under this Bylaw;
- (jj) **"Sewage System"** means the Facilities used by the Town for the collection, transmission, treatment and disposal of Sewage, which is deemed to be a public utility within the meaning of the *Municipal Government Act*;
- (kk) **"Sewer Main"** means those pipes installed for the collection and transmission of Sewage within the Town to which a Service Connection may be connected;
- (ll) **"Sewer Service Line"** means that portion of a Service Connection owned by the Town that extends from the Sewer Main to the Service Connection Point;
- (mm) **"Subsidiary Water Meter"** means a privately-owned Water Meter installed on Property at the Customer's expense and utilized strictly for the Customer's purposes;
- (nn) **"Terms and Conditions"** means the terms and conditions in respect of Water Services, Sewage Services, and Gas Services described in Schedules "A", "B" "C", and "D";

- (oo) **"Town"** means the municipal corporation of the Town of Sundre and its duly authorized employees, agents, contractors and other representatives or the geographic area contained within the boundaries thereof, as the context requires;
- (pp) **"Utility Services"** means Water Services, Sewage Services, Gas Services, or any of them;
- (qq) **"Utility Services Guidelines"** means those guidelines, procedures, protocols, requirements, specifications or standards adopted by the Chief Administrative Officer from time to time under Section 6 of this Bylaw;
- (rr) **"Violation Ticket"** has the same meaning as in the *Provincial Offences Procedure Act*;
- (ss) **"Water Conservation and Demand Management Measures"** means restrictions upon the use of water for non-essential purposes, including but not limited to: irrigation, watering livestock, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a building and on any certain day or for a certain time period;
- (tt) **"Water Main"** means those pipes installed for the conveyance of potable water within the Town to which Service Connections may be connected;
- (uu) **"Water Meter"** means the individual or compound water meter and all other equipment and instruments, including but not limited to, radio frequency units and remote meter reading devices supplied and used by the Town to calculate and register the amount of water consumed relative to the land and buildings that the meter is designed to monitor;
- (vv) **"Water Service Line"** means that portion of a Service Connection owned by the Town that extends from the Water Main to the Service Connection Point;
- (ww) **"Water Services"** means the provision of potable water by the Town to a Customer's Property and associated services offered to the Customer under this Bylaw; and
- (xx) **"Water System"** means the Facilities used by the Town to supply potable water to Customers, which is deemed to be a municipal public utility within the meaning of the *Municipal Government Act*.

PROVISION OF UTILITY SERVICES

4. Other Public Utilities Prohibited

- 4.1 No Person shall provide a service within the Town that is similar in type to the Utility Services provided pursuant to this Bylaw, unless specifically authorized by Council.

5. Terms and Conditions

- 5.1 All Utility Services shall be provided in accordance with Schedules "A", "B", "C", and "D" as applicable.

6. Rates, Fees and Charges

- 6.1 The Town will provide Utility Services to Customers within the Town at the rates, fees or other charges specified in the Fees and Rates Bylaw, as may be amended by Council by bylaw from time to time.

- 6.2 Where rates, fees or charges have not been established in the Fees and Charges Bylaw for a particular service the Chief Administrative Officer may establish charges for services provided. Without limiting the generality of the foregoing, the Chief Administrative Officer may establish charges for the following:

- (a) Meter accuracy tests;
- (b) Meter resizing;
- (c) Repair or replacement of damaged Town Facilities where the Facilities are under the Customer's care or have been operated or interfered with by the Customer;
- (d) Missed appointment;
- (e) Fire hydrant permits;
- (f) Construction water;
- (g) After hour service callout;
- (h) Frozen/damaged Meter.

- 6.3 Subject to subsection (6.1), additional services provided by the Town to a Customer will be billed to the Customer in accordance with an agreement between the Customer and the Town.

- 6.4 Additional costs arising from:

- (a) requirements or requests for specific non-routine services not more particularly described in this section or the acts or omissions of any particular Customer or defined group of Customers, or

- (b) repairs or remedies of any loss or damage to Facilities or other property that is caused by a Customer or any other party for whom a Customer is responsible in law, including, without limitation, any costs or damages described in any judgment of a court in the Town 's favour
- (c) may, at the Chief Administrative Officer's sole option (and in addition to any other legally available remedies), be added to a Customer's Account as an additional amount due and payable by the Customer to the Town.

7. Utility Services Guidelines

- 7.1 Subject to (7.2), the Chief Administrative Officer may adopt, amend, repeal and replace Utility Services Guidelines from time to time as the Chief Administrative Officer deems advisable.
- 7.2 Utility Services Guidelines must not be inconsistent with this Bylaw and, in the event of an inconsistency, this Bylaw shall prevail.
- 7.3 Without limiting the generality of subsection (7.1), Utility Service Guidelines may deal with any or all of the following subject matters:
 - (a) procedures or requirements that a Customer must comply with before a Service Connection is installed or activated, or before Utility Services are provided, or as a condition of ongoing provision of Utility Services;
 - (b) Customer Accounts, including, without limitation, provisions or requirements concerning: opening an Account, making payments on an Account, consequences for failure to pay Accounts in full, lost bills, dishonoured cheques, collection of delinquent Accounts, adjusting improperly billed Accounts, Utility Services application fees, handling of confidential Customer Account information, suspending and/or closing Accounts, and any other matter relating to Customer Accounts;
 - (c) measurement of water consumption, including without limitation provision or requirements concerning: meter inspection and testing, meter settings, chambers and installations, meter reading, disputes concerning meter data, estimates of consumption or Subsidiary Water Meters, remote meter reading devices, relocation of meters, access for meter readers, and adjustments to bills when meters have malfunctioned;
 - (d) measurement of natural gas consumption, including without limitation provision or requirements concerning: meter inspection and testing, meter settings, meter reading, disputes concerning meter data, estimates of consumption or Subsidiary Gas Meters, remote meter reading devices, relocation of meters, access for meter readers, and adjustments to bills when meters have malfunctioned;

- (e) procedures or requirements concerning investigating Customer complaints and concerns;
- (f) procedures or requirements for provision of temporary Water Services, including without limitation Water Services provided during the construction phase of a development;
- (g) procedures or requirements that a Customer must comply with in order to access a bulk water station;
- (h) procedures or requirements for upgrading, re-sizing, relocating or otherwise changing a Service Connection, whether at the instigation of the Town or at the request of a Customer;
- (i) the turn-on and turn-off of Water Services or Gas Services, whether at the instigation of the Town or at the request of a Customer; and
- (j) supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public and private fire hydrants and permissible use of water from fire hydrants.

8. Notices

8.1 In any case in which written notice is required to be provided to a Customer pursuant to this Bylaw, the Chief Administrative Officer may serve notice:

- (a) personally;
- (b) by mailing or delivering a copy of the notice to the last known address of the Customer as disclosed in the Town's assessment roll for the Property; or
- (c) if the Customer does not answer the door, by placing the written notice on the door of the Property.

9. Authority of the Chief Administrative Officer

9.1 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer is authorized to, in accordance with this Bylaw and all other applicable laws:

- (a) take any steps and carry out any actions required to give effect to, and enforce, the provisions of this Bylaw;
- (b) establish forms for the purpose of this Bylaw; and
- (c) delegate any powers, duties or functions under this Bylaw to an employee of the Town.

PART III - ENFORCEMENT

10. Offence

- 10.1 A Person who contravenes any provision of this Bylaw is guilty of an offence.

11. Continuing Offence

- 11.1 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

12. Vicarious Liability

- 12.1 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

13. Corporations and Partnerships

- 13.1 When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- 13.2 If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

14. Fines and Penalties

- 14.1 A Person who is guilty of an offence is liable to a fine in an amount not exceeding \$10,000.00.
- 14.2 Without restricting the generality of subsection (14.1) the fine amounts established for use on Municipal Tags and Violation Tickets, if a voluntary payment option is offered, are as set out in Schedule "E".

15. Municipal Tag

- 15.1 An Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 15.2 A Municipal Tag may be issued to such Person:
- (a) either personally; or
 - (b) by mailing a copy to such Person at his last known post office address.
- 15.3 The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
- (a) the name of the Person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag; and
 - (e) any other information as may be required by the Chief Administrative Officer.

16. Payment in Lieu of Prosecution

- 16.1 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the Municipal Tag.

17. Violation Ticket

- 17.1 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- 17.2 Notwithstanding subsection (17.1), an Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 17.3 Subject to the *Provincial Offences Procedure Act* and the regulations thereunder, if a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

18. Voluntary Payment

18.1 A Person who commits an offence may:

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

19. Obstruction

19.1 No Person shall obstruct, hinder or impede any authorized representative of the Town in the exercise of any of their powers or duties pursuant to this Bylaw.

PART IV - GENERAL

20. Schedules

20.1 The following schedules are included in, and form part of, this Bylaw:

- (a) Schedule "A" – General Terms and Conditions of Utility Services;
- (b) Schedule "B" – Terms and Conditions of Water Services;
- (c) Schedule "C" – Terms and Conditions of Sewage Services;
- (d) Schedule "D" – Terms and Conditions of Gas Services; and
- (e) Schedule "E" – Specified Penalties.

21. Severability

21.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

22. Repeal

22.1 This Bylaw repeals Bylaw No. 755 (*2001 Water Utility Bylaw*), Bylaw No. 756 (*2001 Sewer Rate Bylaw*), Bylaw No. 757 (*2001 Gas Utility Operations & Rate Bylaw*), and Bylaw No. 2019-05 (*Water Conservation_Amended 2024 Bylaw*).

23. Enactment

This Bylaw takes effect upon being passed.

Read for a first time on this _____ day of _____ 2026; Motion No. _____;

Read for a second time on this _____ day of _____ 2026; Motion No. _____;

Given Unanimous Consent to Proceed to a third reading this _____ day of
_____ 2026; Motion No. _____

Read for a third and final time on this _____ day of _____ 2026; Motion
No. _____.

Mayor

Chief Administrative Officer

SCHEDULE "A"

GENERAL TERMS AND CONDITIONS OF UTILITY SERVICES

PART I - GENERAL WATER, SEWAGE, AND GAS PROVISIONS

1. Duty to Supply

- 1.1 The Town, having constructed, operated and maintained a Water System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Water Services, upon such terms as Council considers advisable, to any Customer within the Town situated along a Water Main.
- 1.2 The Town, having constructed, operated and maintained a Sewage System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Sewage Services, upon such terms as Council considers advisable, to any Customer within the Town situated along a Sewer Main.
- 1.3 The Town, having constructed, operated and maintained a Gas System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Gas Services, upon such terms as Council considers advisable, to any Customer within the Town situated along a Gas Main.
- 1.4 All Utility Services provided by the Town shall be provided in accordance with these Terms and Conditions, and these Terms and Conditions shall apply to and be binding upon all Customers receiving Utility Services from the Town.

2. No Guarantee of Continuous Supply

- 2.1 The Town does not guarantee or warrant the continuous supply of potable water, and the Town reserves the right to change the operating pressure, restrict the availability of Water Services or to disconnect or shut-off Water Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- 2.2 Customers depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities, as they are considered necessary, to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use. The Town assumes no responsibility for same.
- 2.3 The Town does not guarantee or warrant the continuous supply of natural gas, and the Town reserves the right to restrict the availability of Gas Services or to disconnect or shut-off Gas Services, in whole or in part, with or without notice, in accordance with this Bylaw.

- 2.4 The Town does not guarantee or warrant the continuous capacity to collect, store and transmit Sewage and the Town reserves the right to restrict the availability of Sewage Services or to disconnect or shut-off Sewage Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- 2.5 The Town shall not be liable for damages, including losses caused by a break within the Town's Water System, Sewage System, or Gas System or caused by the interference or cessation of water supply or natural gas supply, including those necessary or advisable regarding the repair or proper maintenance of the Town's Water System, Sewage System, Gas System, or generally for any accident due to the operation of the Town's Water System, Sewage System, or Gas System or for the disconnection of a Service Connection or shut-off of a Utility Service, nor by reason of the water containing sediments, deposits, or other foreign matter.

PART II - SERVICE CONNECTIONS

3. Application for Service Connection

- 3.1 A Customer requesting Utility Services involving a new Service Connection shall apply to the Chief Administrative Officer by submitting an application in a form acceptable to, or adopted by, the Chief Administrative Officer, paying all associated fees and supplying information regarding the location of the Property to be served, the manner in which the Service Connection will be utilized, and any other information that may be reasonably required by the Chief Administrative Officer.
- 3.2 Without limiting the generality of subsection (3.1), the Chief Administrative Officer may require a Customer, in conjunction with an application under subsection (3.1), to submit a water modelling application, in a form acceptable to or adopted by the Chief Administrative Officer, along with any associated fee, which application may be utilized to determine if the requested Service Connection is feasible.
- 3.3 Upon receipt of all required application documents, information and fees, verification of the Customer's identity and the accuracy of the information, the Chief Administrative Officer will advise the Customer whether and on what terms the Town is prepared to supply Utility Services to the Customer, the type and character of the Service Connection(s) it is prepared to approve for the Customer, and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of installation of a Service Connection(s) and supply of Utility Services.

4. Easements and Rights-of-Way

- 4.1 At the request of the Chief Administrative Officer, the Customer shall grant or cause to be granted to the Town, without cost to the Town, such easements or rights-of-way over, upon or under Property owned or controlled by the Customer as the Town may reasonably require for the construction, installation, maintenance, repair, and operation of the Water System, Sewage System, or Gas System.

5. Design and Engineering Requirements for Service Connections

- 5.1 Detailed requirements for engineering and construction of Service Connections are set out in the Engineering Design Standards, or as may be otherwise directed by the Chief Administrative Officer. It is the Customer's responsibility to supply, at the Customer's cost, any plans and engineering reports pertaining to the Service Connection that the Town may reasonably require, signed and sealed by a professional engineer.

6. Construction of Service Connections

- 6.1 The Town shall provide and install all Facilities up to the Service Connection Point, subject to the terms of this Bylaw, including, without limitation, payments by the Customer.
- 6.2 The Customer shall be responsible for, and shall bear all costs associated with, the installation and condition of the Private Water Line, Private Drainage Line, or Private Gas Line and all other piping and equipment or other facilities of any kind whatsoever on the Customer's side of the Service Connection Point and:
- (a) shall ensure that the Customer's proposed Private Water Line, Private Drainage Line, and Private Gas Line receives approval from the Town prior to construction;
 - (b) shall ensure that all work undertaken on behalf of the Customer is performed by qualified workers holding appropriate certifications, in accordance with this Bylaw and applicable requirements set out in the Engineering Design Standards and the Utility Services Guidelines; and
 - (c) shall not backfill the excavation until such time as the Town has inspected and approved of the work.
- 6.3 If an excavation is backfilled in contravention of subsection (6.2)(c), the Chief Administrative Officer may, in addition to any other rights and remedies that may be available to the Town, require the Customer in question to dig out and expose the said work at the Customer's cost.

7. Repair and Maintenance

- 7.1 A Customer is responsible for the repair, maintenance and replacement of Private Drainage Lines, Private Water Lines, and Private Gas Lines located on the Customer's Property, and for all costs associated therewith.
- 7.2 The Chief Administrative Officer may require a Customer to perform work described in subsection (7.1) if the Chief Administrative Officer, in their discretion, considers such work to be necessary or desirable for the protection or proper operation of the Water System, Sewage System, or Gas System, as applicable.

- 7.3 Where the Chief Administrative Officer requires a Customer to perform work pursuant to subsection (7.2), the Chief Administrative Officer shall establish a deadline by which the work in question must be completed by the Customer.
- 7.4 If a Customer fails to complete, by the deadline established under subsection (7.3), all work required by the Chief Administrative Officer, to the satisfaction of the Chief Administrative Officer, the Town may, at its option, and in addition to any other remedy available, enter onto the Customer's Property and perform the said work.
- 7.5 The Customer shall pay all costs incurred by the Town in performing work pursuant to subsection (7.4).

8. Customer Responsibility for Service Connection

- 8.1 The Customer assumes full responsibility for the proper use of any Service Connection and any Utility Services provided by the Town and for the condition, suitability and safety of any and all devices or equipment necessary for receiving Utility Services that are located on the Customer's Property.
- 8.2 The Customer shall be responsible for determining whether the Customer requires any devices to protect the Customer's Property from damage that may result from the use of a Service Connection or Utility Services, or to protect the safety or reliability of the Water System, Sewage System, or Gas System. The Customer shall provide and install any such devices at the Customer's sole expense.

9. Compliance with Requirements and Use of Service Connection

- 9.1 A Customer shall ensure that the Customer's facilities comply with the requirements of this Bylaw, all applicable statutes, codes, standards and regulations and with the Town's specifications.
- 9.2 A Customer shall not use a Service Connection or any Utility Service received in a manner so as to interfere with any other Customer's use of a Service Connection, or Utility Services.
- 9.3 A Customer who has breached subsection (9.2) shall, at the Chief Administrative Officer's request, take whatever action is required to correct such interference or disturbance at the Customer's expense.

10. Abandonment of Service Connection

- 10.1 Whenever a Customer wishes to abandon a Service Connection, the Customer shall first obtain approval from the Chief Administrative Officer for the method and location of abandonment, and the Customer shall assume responsibility for all costs associated with the same.

11. Ownership of Facilities

- 11.1 The Town retains ownership of all Facilities necessary to provide Utility Services to a Customer, up to and including the Service Connection Point, unless a written agreement between the Town and a Customer specifically provides otherwise.
- 11.2 Payment made by a Customer for costs incurred by the Town for supplying and installing Facilities does not entitle the Customer to ownership of any such Facilities, unless a written agreement between the Town and the Customer specifically provides otherwise.

12. Access to Facilities

- 12.1 No Person shall obstruct or impede the Town's free and direct access to any Facilities.
- 12.2 A Customer shall be responsible for managing vegetation on the Property owned or controlled by the Customer to maintain adequate clearances and reduce the risk of contact with the Town's Facilities.
- 12.3 A Customer shall not install or allow to be installed on Property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the Town's Facilities or result in non-compliance with applicable statutes, regulations, standards or codes.
- 12.4 Where a Customer contravenes any provision of this section and fails to remedy such contravention within ten (10) days after receiving from the Chief Administrative Officer a notice in writing to do so, then in addition to any other legal remedy available the Chief Administrative Officer may take any steps necessary to remedy the contravention and may charge any costs of doing so to the Customer's Account.

13. Interference with or Damage to Facilities

- 13.1 No Person shall interfere with or alter any Facilities or permit the same to be done by any Person other than an authorized agent of the Town. At the sole discretion of the Chief Administrative Officer, any interference that causes the loss of water, the responsible Person may be charged with repairs and an estimated water consumption.

14. Protection of Facilities on Customer's Property

- 14.1 The Customer shall furnish and maintain, at no cost to the Town, the necessary space and protective barriers to safeguard Facilities installed or to be installed upon the Customer's Property. If the Customer refuses, the Chief Administrative Officer may, at their option, furnish and maintain, and charge the Customer for furnishing and maintaining, the necessary protection. Such space and protective barriers shall be in conformity with applicable laws and regulations and subject to the Chief Administrative Officer's specifications and approval.

15. Customer to Pay Relocation Costs

- 15.1 The Customer shall pay all costs of relocating the Town's Facilities at the Customer's request, if such relocation is for the Customer's convenience, or if necessary to remedy any violation of law or regulation caused by the Customer. If requested by the Town, the Customer shall pay the estimated cost of the relocation in advance.

16. Prohibited Extension of Customer Owned Facilities

- 16.1 A Customer shall not extend or permit the extension of a Private Water Line, Private Sewer Line, Private Gas Line or any other Customer-owned piping, equipment or other assets that are connected directly or indirectly to the Water System, Sewage System, or Gas System, beyond the Property in respect of which they are used to supply Utility Services through a Service Connection.

PART III - UTILITY ACCOUNTS

17. Requirement for Account

- 17.1 The Owner of a Property shall apply for an Account with the Town, in a form acceptable to the Town, and pay all applicable fees as a condition of obtaining Utility Services, regardless of whether the provision of services requires installation of a new Service Connection(s) or construction of any new Facilities.
- 17.2 In the case of a Multiple Dwelling, the Chief Administrative Officer may require that a separate Account be opened in respect of each Dwelling, as applicable, within the Multiple Dwelling, regardless of the number of Service Connections associated with the Multiple Dwelling.
- 17.3 Except as provided under this Bylaw, the Town shall not grant Utility Services to, or open an Account in the name of, an Occupant that is not the Owner of the Property.
- 17.4 Notwithstanding subsection (17.3) above, an Owner may request to have bills mailed to an Occupant that is not the owner of the Property under the Owner's name; however, the Owner of a Property where Utility Services are received shall be responsible for all services delivered or consumed and all fees, rates and charges levied for services delivered or consumed.
- 17.5 If, notwithstanding subsection (17.3), Utility Services are currently being provided to an Occupant that is not the Owner of the Property, the Owner of the Property shall forthwith inform the Town of this and apply for an Account with the Town, failing which the Town may deem an application to have been received from the Owner of the Property and open an Account in the Owner's name.
- 17.6 Upon the change of ownership of a Property supplied with Utility Services, the new Owner shall apply for an Account with the Town, failing which the Town may deem an application

to have been received from the new Owner of the Property and open an Account in the new Owner's name.

18. Security Deposits

- 18.1 The Chief Administrative Officer may, in their sole discretion, at the time of a Customer's application for Utility Services or at any time thereafter require the Customer to post a security deposit or increase an existing security deposit.
- 18.2 The Chief Administrative Officer may, in their sole discretion, determine that a Customer is not required to post a security deposit or is no longer required to maintain an existing security deposit.
- 18.3 A deposit made by a Customer shall be returned to the Customer when a Customer's Utility Services are terminated and the Customer's Account is closed. Where a Customer's Utility Services are terminated and the Customer's Account is closed for non-payment, prior to any refund, the security deposit will be applied to the balance owing by the Customer to the Town.
- 18.4 The Town is not obliged to pay interest on any security deposit held by the Town to a Customer.

19. Obligation to Pay

- 19.4 The Chief Administrative Officer may add to a Customer's Account the charges for all Utility Services provided by the Town to the Customer, and the Customer is obligated to pay in full all such charges without reduction or set-off for any reason whatsoever, on or before the due date for the charges.
- 19.5 For greater certainty, non-receipt of a bill or invoice does not relieve a Customer from the obligation to pay for Utility Services provided.
- 19.6 No reduction in charges for Utility Services will be made for water or natural gas supplied to or made available for use by any Customer because of any interruption due to any cause whatsoever of the water or natural gas supply.
- 19.7 Billing shall be in accordance with the following:
 - (a) The amount of the bill shall be based upon the rates, fees and charges set out in the Fees and Rates Bylaw;
 - (b) Customers shall be billed monthly, or at such frequency as may be determined by the Chief Administrative Officer, in their discretion;
 - (c) For rates, fees and charges that are based on water or natural gas consumption, the consumption through Service Connections shall be determined by the applicable meter reading, obtained at such frequency as may be determined by

the Chief Administrative Officer in their discretion, with a consumption estimate to be utilized in months for which no meter reading is scheduled to occur;

- (d) Where a meter reading is not obtainable a consumption estimate may, at the Chief Administrative Officer's discretion, be used.

19.8 Where, pursuant to any provision of this Bylaw, a Service Connection that provides a Utility Service to a Customer has been disconnected, or a Utility Service has otherwise been shut-off or discontinued, the Customer shall continue, for the duration of the disconnection, shut-off or discontinuance of service, to be obligated to pay all applicable non-consumption related rates, fees and charges set out in this Bylaw and the Fees and Rates Bylaw, including, without restriction, all applicable flat rate or fixed rate charges for Water Services, Sewer Services, and Gas Services.

19.9 Payment on Accounts may be made to the Town at such locations designated, and under any payment methods approved, by the Chief Administrative Officer from time to time.

20. Past Due Accounts

20.1 A late payment charge shall be applied to all charges on a Customer's Account if the Customer's payment has not been received by the Town by the due date. The Customer may also be charged a dishonoured cheque charge for each cheque returned for insufficient funds.

20.2 Any charge on a Customer's Account remaining unpaid after the due date will be in arrears and constitute a debt owing to the Town and is recoverable by any or all of the following methods, namely:

- (a) by action, in any Court of competent jurisdiction;
- (b) by disconnecting the Service Connection to the Customer or shutting-off a Utility Service, and imposing a re-connection fee prior to re-establishing Utility Services;
- (c) by the Chief Administrative Officer adding the outstanding Account balance to the tax roll of an Owner of a Property in accordance with the *Municipal Government Act*.

21. Shut-off without Notice

21.1 If the Chief Administrative Officer believes there is any actual or threatened danger to life or Property, or in any other circumstances the nature of which, in the Chief Administrative Officer's sole judgment, requires such action, the Chief Administrative Officer has the right to withhold connection, disconnect a Service Connection or shut-off a Utility Service without prior notice to the Customer.

22. Shut-off with Notice

22.1 Subject to any other applicable legislation or requirements of the Town, the Chief Administrative Officer may withhold connection, disconnect a Customer's Service Connection or shut-off a Utility Service (without prejudice to any of the Town's other remedies) after providing forty-eight (48) hours advance notice to the Customer, as applicable, in the following circumstances:

- (a) if the Customer neglects or refuses to pay when due any amounts required to be paid under this Bylaw, which amount is not the subject of a good faith dispute;
- (b) as required by law;
- (c) if the Customer is in violation of any provision of this Bylaw or any agreement between the Customer and the Town for the provision of Utility Services; or
- (d) any other similar circumstances to those described above that the Chief Administrative Officer determines, in their sole discretion, acting reasonably, require the withholding, disconnecting or shut-off of service upon forty-eight (48) hours' notice.

23. Customer Requested Shut-off

23.1 A Customer who is the Owner of a Property that receives Utility Services through a Service Connection may request, in writing including the reason for a shut-off and estimated date of reconnection, that the Town temporarily shut-off a Utility Service provided to the Property.

23.2 A Customer who requests shut-off of a Utility Service under subsection (23.1) must pay all applicable fees or charges provided for in this Bylaw.

23.3 Upon receipt of a valid request under subsection (23.1), and all applicable fees and charges under subsection (23.2), the Chief Administrative Officer may shut-off the Utility Service in question.

24. Reconnection of Service

24.1 Before the Town reconnects or restores Utility Services, the Customer shall pay:

- (a) any amount owing to the Town for the provision of Utility Services;
- (b) the applicable reconnection charges; and
- (c) any applicable security deposits.

25. The Town's Right of Entry

25.1 As a condition of receipt of Utility Services and as operational needs dictate, authorized representatives of the Town shall have the right to enter a Customer's Property at all reasonable times, or at any time during an Emergency, for the purpose of:

- (a) installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing any facilities associated with the Water System, Sewage System, or Gas System;
- (b) investigating or responding to a Customer complaint or inquiry;
- (c) conducting an unannounced inspection where the Chief Administrative Officer has reasonable grounds to believe that unauthorized use of water or natural gas or interference with Facilities, including but not limited to a Water Meter or Gas Meter, has occurred or is occurring; and
- (d) for any other purpose incidental to the provision of Utility Services.

25.2 The Chief Administrative Officer will make reasonable efforts to notify the Customer in advance of entering a Customer's property or to notify any other Person who is at the Customer's property and appears to have authority to permit entry, except:

- (a) in cases of an Emergency;
- (b) where entry is permitted by order of a court or other authority having jurisdiction;
- (c) where otherwise legally empowered to enter;
- (d) where the purpose of the entry is in accordance with subsection (1)(c) above.

25.3 The Customer shall pay a no access fee sufficient to cover the Town's reasonable out-of-pocket and administrative costs, if the Town's lawful entry to a Customer's Property is prevented or hindered, whether by a Customer not keeping a scheduled appointment or for any other cause.

26. Removal of Town Facilities

26.1 Where any Customer discontinues Utility Services furnished by the Town, or the Town lawfully refuses to continue any longer to supply it, any authorized representative of the Town may, at all reasonable times, enter the Customer's Property to remove any Facilities in or upon such Property.

27. False Information

27.1 No Person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the Town pursuant to this Bylaw.

SCHEDULE "B"

TERMS AND CONDITIONS OF WATER SERVICES

PART I - GENERAL WATER SERVICES PROVISIONS

1. Water Conservation and Demand Management Measures

- 1.1 The Chief Administrative Officer may, at such times and for such lengths of time as is considered necessary or advisable, implement Water Conservation and Demand Management Measures to restrict water usage in any or all parts of the Town.
- 1.2 Any Water Conservation and Demand Management Measures implemented pursuant to subsection (1.1) shall be duly advertised by posting on the Town's website or by use of local media, printed or otherwise, prior to taking effect.
- 1.3 No Person shall contravene the terms or conditions of any Water Conservation and Demand Management Measures, without first obtaining the Chief Administrative Officer's authorization.

2. Requirement to Connect to Water System

- 2.1 Subject to subsection (2.3), all developed Properties adjacent to a Water Main must connect to the Water System.
- 2.2 Subject to subsection (2.3), all new development, including redevelopment, on Property adjacent to a Water Main must connect to the Water System prior to occupancy.
- 2.3 The Chief Administrative Officer may, in their discretion, exempt a given developed Property, new development or redevelopment from the connection requirement established by subsection (2.1) or (2.2), as applicable.
- 2.4 Where an exemption has been granted under subsection (2.3), the Chief Administrative Officer may, at any time after the granting of the exemption, require that the developed Property, new development or redevelopment in question be connected to the Water System within an alternate timeframe prescribed by the Chief Administrative Officer.
- 2.5 If an Owner fails to take all required steps to connect the Owner's Property to the Water System when required, by this section, to do so, the Town may enter onto the Property in question and, at the Owner's sole expense, take any and all steps that the Town considers necessary to connect that Property to the Water System, including, without restriction, constructing a Private Water Line and related facilities on the Property.

3. Alternate Water Supply

- 3.1 Subject to subsection (3.2), once a Property is connected to the Water System,

- (a) no Person shall allow water to be supplied to that Property by way of a well, spring or other source of water supply that is not connected to the Water System; and
 - (b) any existing well, spring or other source of water supply not connected to the Water System, that is located on that Property, shall be decommissioned by the Owner, at the Owner's expense, in accordance with all applicable laws and regulations.
- 3.2 The Chief Administrative Officer may allow a Person to maintain an alternate source of water supply subject to such terms and conditions as the Chief Administrative Officer deems necessary, which may include, without limiting the generality of the foregoing, restrictions on the period of time for which an alternate source of water supply may be used and the purposes for which it may be used.
- 3.3 No Person who has been granted permission by the Chief Administrative Officer to maintain an alternate water supply under this section shall allow the alternate source of water to be connected, directly or indirectly, to the Water System.
- 4. Resale and Supply of Water**
- 4.1 No Person shall, unless authorized by the Chief Administrative Officer in writing:
 - (a) resell water obtained from the Water System to any other Person;
 - (b) supply water obtained from the Water System to any Person who intends to sell the water; or
 - (c) supply water from the Water System to any Property that could be supplied with water through its own Service Connection.
- 5. Unauthorized Use of Water**
- 5.1 No Person shall use water from the Water System, or allow water obtained from the Water System to be used:
 - (a) in a manner that will impede water use by other Customers;
 - (b) in a manner that is wasteful;
 - (c) unless an Account has been opened by the Customer;
 - (d) unless the water has first passed through a Water Meter, except in a case where, pursuant to this Bylaw, unmetered supply of water is specifically authorized; or
 - (e) in any other unauthorized manner.
- 5.2 If the Chief Administrative Officer finds an unauthorized use of water including, without restriction, as a result of any tampering with a Water Meter or other Facilities, the Chief Administrative Officer may make such changes in the Town's Water Meters, appliances,

or other Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.

- 5.3 Upon finding an unauthorized use of water, the Chief Administrative Officer may immediately disconnect the Service Connection or shut-off the water supply, without notice, and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the Town.
- 5.4 A Person that uses water in contravention of this section shall pay the following charges:
- (a) the applicable rate for the water used and, where necessary, based on an estimate by the Chief Administrative Officer of the amount of water used in contravention of this section;
 - (b) all costs incurred by the Town in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in this Bylaw.

6. Authorizations and Approvals for Private Water Line

- 6.1 The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Water Line.
- 6.2 The Town shall not be required to commence Water Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the Town's requirements applicable to the installation and operation of the Private Water Line. The Town reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

7. Temporary Water Services

- 7.1 The Town may provide temporary Water Services wherever practicable to a Customer for purposes of facilitating construction of a new development. The Customer will pay a rate, charge or fee for such Water Services as specified in this Bylaw or the Fees and Rates Bylaw. A Customer who is receiving temporary Water Services for the construction phase of a development ceases to be entitled to take temporary Water Services at the construction rate and is required to apply for permanent metered Water Services when
- (a) a Town final inspection is issued for the development; ~~or~~
 - (b) the development is occupied; or
 - (c) the development is being used for its intended purpose;

whichever event occurs first.

8. Bulk Water

- 8.1 The Town may, at its discretion, make water available for sale at a Town bulk water station(s).
- 8.2 The Town is not obligated to supply water at a bulk water station(s) and the supply of water may be discontinued or interrupted for any reason.

PART II - WATER METERS

9 Provision and Ownership of Meters

- 9.1 All water supplied by the Town through each Service Connection shall be measured by one Water Meter unless the Chief Administrative Officer, in their sole discretion, has specified otherwise. A separate Curb Stop must be installed for each Water Meter.
- 9.2 The Town shall supply one or more Water Meters for the purpose of measuring the volume of water delivered to a Customer by way of a Service Connection and the Customer shall be responsible for the costs of the Water Meter as set out within the Fees and Rates Bylaw. Each Water Meter shall remain the sole property of the Town, notwithstanding the Customer has paid the Town's costs of supply, unless the Chief Administrative Officer and the Customer have expressly agreed in writing otherwise.
- 9.3 In the case of new construction on Property adjacent to a Water Main, a Customer's Property may only be occupied after the Water Meter is installed and an Account opened.

10. Responsibilities of Customer

- 10.1 Each Customer shall ensure that a location on the Customer's Property for Water Meter installation is provided, and that access to the Water Meter is provided for the purpose of reading or servicing the Water Meter, in accordance with all applicable Water Service Guidelines.
- 10.2 Each Customer shall provide adequate protection for the Water Meter supplied by the Town against freezing, heat or any internal or external damage.
- 10.3 When a Water Meter is damaged due to frost, heat or any other condition or means against which the Customer neglected to provide adequate protection, the cost of removal and repair or replacement of the Water Meter shall be borne by the Customer.

11. General Water Meter Restrictions

- 11.1 No Person, other than an authorized agent of the Town, shall install, test, remove, repair, replace, or disconnect a Water Meter.
- 11.2 No Person shall break, tamper, or interfere with any Water Meter including, without restriction, any seal attached thereto.

11.3 If a Water Meter is lost, damaged or destroyed, the Chief Administrative Officer may, in their discretion, and at the Customer's sole cost, require the Customer to pay for the entire cost of the Water Meter removal, repair and reinstallation or for the cost of replacing the Water Meter.

11.4 No Person shall obstruct or impede direct and convenient access to Water Meters for the purpose of inspection, removal, repair, replacement or reading.

15. Subsidiary Water Meters

15.1 A Customer may, for the Customer's own benefit, and at the Customer's own cost, install a Subsidiary Water Meter between the Water Meter supplied by the Town and the point of use of the water supplied, provided that the Town shall under no circumstances be required to maintain or read a Subsidiary Water Meter installed under this section.

15.2 All Subsidiary Water Meters shall remain the property of the Owner.

15.3 Where, in the opinion of the Chief Administrative Officer, a Subsidiary Water Meter has been installed in a manner so as to interfere with the operation of or access to the Town's Water Meter, the Chief Administrative Officer may direct, in writing, that the Customer relocate or remove the Subsidiary Water Meter within a time frame selected by the Chief Administrative Officer.

16. Access to Water Meters

16.1 The Chief Administrative Officer may, at any reasonable time, read, inspect, remove, repair, replace or test a Water Meter installed on Property owned or controlled by the Customer.

17. Remote Water Meter Reading

17.1 In this section,

(a) "Remote Reading" means a Water Meter reading obtained by the Town electronically, without physically travelling to the location of a Water Meter and viewing it in-person; and

(b) "In-Person Reading" means a Water Meter reading obtained by the Town by physically travelling to the location of a Water Meter and viewing it in-person.

17.2 Without limiting the generality of section 16 of this Schedule, the Chief Administrative Officer may, in their discretion, and at the Customer's sole cost, alter or replace a Water Meter so as to make the Water Meter capable of being read remotely.

17.3 Where a Water Meter is capable of being read remotely, the Town may, in its discretion, read the Water Meter by way of either a Remote Reading or In-Person Reading.

- 17.4 In the event of an inconsistency between a Remote Reading and In-Person Reading, obtained at a specific point in time, the In-Person Reading shall prevail.

18. Water Meter Readings

- 18.1 Where 3 consecutive estimated Water Meter readings have been used for billing purposes due to the Water Meter not being read by an authorized representative of the Town as a result of the Customer failing to provide or allow the Town access to the Water Meter during a billing period:

- (a) a notice may be left at the Customer's address requesting the Customer to contact the Chief Administrative Officer within two (2) working days, advising of the date and time that the Chief Administrative Officer will be able to have access to the Water Meter for the purpose of obtaining an actual Water Meter reading; or
- (b) in the case where the Customer does not contact the Chief Administrative Officer within two (2) working days, the Town may disconnect the Service Connection or shut-off Utility Services, without any further notice, until such time as an actual Water Meter reading can be obtained.

19. Water Meter Testing

- 19.1 At the request of a Customer, the Chief Administrative Officer shall arrange for on-site Water Meter verification and, if necessary, shall arrange for a Water Meter to be tested by a person qualified to perform such work. If, upon verification or testing or both, the Water Meter is found to be recording accurately, which for this purpose is defined as recording between 98.5% and 101.5% of actual consumption, then the Customer shall pay all applicable fees and charges for this service.

- 19.2 If the Water Meter is found to be recording inaccurately, as defined above:

- (a) the Chief Administrative Officer will repair or replace the Water Meter and the cost, along with the costs of verification and testing, shall be borne by the Town; and
- (b) subject to subsection (19.3), the Account based on the readings of that Water Meter during the period of 3 months immediately preceding or after the date of the test or calibration shall be corrected to reflect the error in the Water Meter and the Customer shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the Town and the Customer in full settlement of any claim that may arise out of the error in the Water Meter.

- 19.3 The Chief Administrative Officer may at any time inspect or test any Water Meter, on its own initiative, regardless of whether the Customer has requested inspection or testing. In such case no fees or charges are payable by the Customer.

20. Circumvention of Water Meter

- 20.1 If under any circumstances, a Person other than an authorized agent of the Town prevents a Water Meter from accurately recording the total volume of water supplied, the Town may disconnect the Service Connection, shut-off Utility Services or take other appropriate actions to ensure access to accurate Water Meter data or both.
- 20.2 The Chief Administrative Officer may then estimate the demand and amount of water supplied but not recorded by the Water Meter at the Service Connection. The Customer shall pay the cost of the estimated water consumption plus all costs related to the investigation and resolution of the matter.

PART III - FIRE PROTECTION

21. Use of Water from Fire Hydrants

- 21.1 Unless authorized by the Chief Administrative Officer, no Person shall operate or interfere with a fire hydrant, whether owned by the Town or privately owned, except as necessary for firefighting purposes.
- 21.2 A Customer requesting authorization to use water from a Town owned fire hydrant shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the fire hydrant to be accessed, the manner in which it will be used, and any other information that may be reasonably required by the Chief Administrative Officer.
- 21.3 The Chief Administrative Officer will advise the Customer whether and on what terms the Town is prepared to authorize use of a Town owned fire hydrant and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of using a Town owned fire hydrant.

22. Interference with Fire Hydrants

- 22.1 No Person shall do anything to obstruct access to, or interfere with the operation of, a fire hydrant.
- 22.2 Each Customer who owns Property on which a fire hydrant is located or Property that is adjacent to Property on which a fire hydrant is located shall maintain a clearance of at least three (3) feet (0.9 m.) around a fire hydrant and shall not permit anything to be constructed, erected, placed or planted within that minimum clearance.

23. Private Fire Protection Equipment

- 23.1 In this section "Private Fire Protection Equipment" means equipment, infrastructure or facilities, not owned by the Town, which is located on a Customer's Property and is intended to be used to provide fire protection, including, without limiting the generality of the foregoing, private fire hydrants, fire sprinklers and outlets for fire hoses.

- 23.2 No Customer shall connect Private Fire Protection Equipment to the Water System without first applying for, and obtaining, the written approval of the Chief Administrative Officer.
- 23.3 A Person applying for approval under subsection (23.2) shall pay any applicable fee and provide the Chief Administrative Officer with all information that the Chief Administrative Officer may require.
- 23.4 The Chief Administrative Officer may, in their discretion, acting reasonably, approve or reject an application under subsection (23.2) and may, in granting an approval, impose conditions or requirements on the Customer, which may include, without restriction, a requirement that a separate Service Connection be constructed and installed, at the Customer's sole cost, for the purpose of supplying the Private Fire Protection Equipment.
- 23.5 The Town does not guarantee or warrant that the Water System, or any portion thereof, will be capable of connecting to and/or adequately supplying Private Fire Protection Equipment on a Customer's Property and, without limiting the authority of the Chief Administrative Officer under subsection (23.4), an application under subsection (23.2) may be rejected if the Chief Administrative Officer determines that the Water System, or portion thereof, is not capable of connecting to or adequately supplying the proposed Private Fire Protection Equipment.
- 23.6 A separate Service Connection for fire protection that is installed pursuant to subsection (23.4) shall only be utilized to supply water for fire protection purposes.
- 23.7 Where a separate Service Connection for fire protection is required pursuant to subsection (23.4), the Chief Administrative Officer may require that a separate Meter be installed on that Service Connection at the sole expense of the Customer.
- 23.8 A Customer that installs Private Fire Protection Equipment is responsible for complying with any applicable laws and regulations that relate to the installation, operation and maintenance of that Fire Protection Equipment.
- 23.9 A Customer shall ensure that all Private Fire Protection Equipment located on the Customer's Property maintains an adequate volume, pressure and flow rate of water required for firefighting purposes.
- 23.10 The Chief Administrative Officer may, at any reasonable time, inspect and test Private Fire Protection Equipment.

PART IV - CROSS CONNECTIONS

24. Cross Connections

- 24.1 No Person shall install, or allow to exist, any Cross Connection that could cause or allow drinking water in any part of the Water System to become contaminated or polluted in any way.
- 24.2 Where the Chief Administrative Officer determines that there exists a Cross Connection prohibited by this section, the Chief Administrative Officer shall give notice to the Customer to correct the Cross Connection at the expense of the Customer within the time specified in the notice and may, in addition to any other legal remedy, immediately disconnect the Service Connection or shut-off the water supply for such time as the prohibited Cross Connection continues.

25. Cross Connection Control Devices

- 25.1 The Chief Administrative Officer may, in their discretion, require any Customer to install, at the Customer's expense, one or more Cross Connection Control Devices on Private Water Lines servicing the Customer's Property, in locations approved by the Chief Administrative Officer.
- 25.2 A Customer is responsible, at the Customer's expense, for ensuring that Cross Connection Control Devices located on the Customer's Property are installed, and regularly inspected, repaired and maintained, by a Person certified and qualified to install, inspect, repair and maintain Cross Connection Control Devices.

PART V - OTHER FACILITIES

26. Operation of Curb Stops

- 26.1 No Person, other than an authorized representative of the Town, shall operate a Curb Stop on any Property.
- 26.2 No Person shall interfere with, damage or obstruct access to any Curb Stop.

27. Boilers

- 27.1 Where a boiler is supplied with water from the Water System, the Customer shall ensure that a safety valve or other appropriate device is installed to prevent danger from collapse or explosion if water supply to the Customer is disconnected or otherwise discontinued.

SCHEDULE "C"

TERMS AND CONDITIONS OF SEWAGE SERVICES

1. Unauthorized Use of Sewage System

- 1.1 No Person shall use the Sewage System, or allow the Sewage System to be used:
- (a) in a manner that will impede the Sewage System's use by other Customers;
 - (b) unless an Account has been opened by the Customer; or
 - (c) in any other unauthorized manner.
- 1.2 If the Chief Administrative Officer finds an unauthorized use of the Sewage System including without restriction any tampering with any of the Facilities, the Chief Administrative Officer may make such changes in its Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- 1.3 Upon finding an unauthorized use of the Sewage System, the Chief Administrative Officer may immediately disconnect the Service Connection or shut-off Sewage Services, without notice, and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the Town.
- 1.4 A Person that uses the Sewage System in contravention of this section shall pay the following charges:
- (a) the applicable rate for the Sewage Services used based on an estimate by the Chief Administrative Officer of the value the contravention of this section;
 - (b) all costs incurred by the Town in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in this Bylaw or the Fees and Rates Bylaw.

2. Requirement to Connect to Sewage System

- 2.1 Subject to subsection (2.3), all developed Properties adjacent to a Sewer Main must connect to the Sewage System.
- 2.2 Subject to subsection (2.3), all new development, including redevelopment, on Properties adjacent to a Sewer Main must connect to the Sewage System prior to occupancy.

- 2.3 The Chief Administrative Officer may, in their discretion, exempt a given developed Property, new development or redevelopment from the connection requirement established by subsection (2.1) or (2.2), as applicable.
- 2.4 Where an exemption has been granted under subsection (2.3), the Chief Administrative Officer may, at any time after the granting of the exemption, require that the developed Property, new development or redevelopment in question be connected to the Sewage System within an alternate timeframe prescribed by the Chief Administrative Officer.
- 2.5 If an Owner fails to take all required steps to connect the Owner's Property to the Sewage System when required, by this section, to do so, the Town may enter onto the Property in question and, at the Owner's sole expense, take any and all steps that the Town considers necessary to connect that Property to the Sewage System, including, without restriction, constructing a Private Drainage Line and related facilities on the Property.
- 2.6 The Owner of a Property in respect of which the Chief Administrative Officer has provided an exemption under subsection (3) shall install, at the Owner's expense, a Private Sewage Disposal System that meets the approval of the Chief Administrative Officer.
- 2.7 An Owner who installs a Private Sewage Disposal System pursuant to subsection (2.6) shall be responsible for obtaining and complying with, all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewage Disposal System, and for complying with all applicable laws and regulations.

3. Alternate Sewage System

- 3.1 Subject to subsection (3.2), once a Property is connected to the Sewage System,
- (a) no Person shall, unless authorized in writing by the Chief Administrative Officer, continue to use any Private Sewage Disposal System located on that Property for the collection or disposal of Sewage; and
 - (b) any existing Private Sewage Disposal System that is located on the Property shall be decommissioned, at the Owner's expense, in accordance with all applicable laws and regulations.
- 3.2 The Chief Administrative Officer may allow a Person to maintain a Private Sewage Disposal System subject to such terms and conditions as the Chief Administrative Officer deems necessary, which may include, without limiting the generality of the foregoing,

restrictions on the period of time for which the Private Sewage Disposal System may be used and the purposes for which it may be used.

- 3.3 No Person who has been granted permission by the Chief Administrative Officer to maintain a Private Sewage Disposal System shall allow that alternate facility to be connected, directly or indirectly, to the Sewage System.

4. Authorizations and Approvals for Private Sewer Line

- 4.1 The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewer Line.

- 4.2 The Town shall not be required to commence Sewage Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the Town's requirements applicable to the installation and operation of the Private Sewer Line. The Town reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

5.0 Discharge into Sewage System

- 5.1 Except as agreed to in writing by the Chief Administrative Officer, no Person shall discharge or permit to be discharged into the Sewage System any matter other than domestic Sewage resulting from normal human living processes.

- 5.2 For greater certainty, and without in any way restricting subsection (5.1), no Person shall discharge or permit to be discharged into the Sewage System:

- (a) any matter containing Hazardous Waste;
- (b) any substance that may cause the Town to be in violation of any regulatory or operating license, approval or permit for the Sewage System;
- (c) any flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion, including, without restriction, hydrocarbon substances such as gasoline and diesel fuel;
- (d) any matter which, by itself or in combination with any other substance, is capable of obstructing the flow of or interfering with the operation or performance of the Sewage System including, without restriction, grease and solid substances such as sand, grit, mud, plastics, rags, sanitary napkins and wet wipes;
- (e) any matter with corrosive properties which, by itself or in combination with any other substance, may cause damage to the Sewage System;
- (f) any substance having a pH of less than 5.5 or greater than 10;

- (g) pharmaceuticals;
- (h) corrosive or toxic substances, including, without restriction, pesticides and herbicides;
- (i) radioactive materials;
- (j) condensing water,
- (k) any heated water or other liquids of a temperature higher than eighty (80) degrees Celsius;
- (l) the contents of any privy vault, manure pit or cesspool;
- (m) the contents of a sump pump;
- (n) storm water or surface water;
- (o) Any liquid or vapour having a temperature of higher than 75 degrees of a volume sufficient to cause damage to the sewer service main;
- (p) Any gasoline solvents or similar spontaneous combustion material;
- (q) Any insensitive explosive substance that is capable of producing a mass explosion;
- (r) Any tar or other viscous material of mineral origin;
- (s) Any garbage that has not been shredded so as to pass through a 6mm screen;
- (t) Any ashes, cinders, wood, wood-shavings, sawdust, rags, sand, mud, straw, metal, glass, fiberglass, plastics, eggshells, feathers and improperly shredded paper or other solids;
- (u) Any water or waste which contain material that will solidify or become viscous at temperatures between 5 degrees Celsius and 80 degrees Celsius;
- (v) Animal parts or wastes including, but not limited to:
 - (i) Any manure or intestinal contents from horses, cattle, sheep, swine or poultry;
 - (ii) Hooves or toenails;
 - (iii) Intestines or stomach casings or animal body parts;
 - (iv) Bones;

- (v) Bristles of hair;
- (vi) Hides or parts thereof;
- (vii) Fat or flesh in particles larger than that which will pass through a 6mm screen; or
- (viii) Fleshing's and hair resulting from tanning operations;
- (w) Pollutants prohibited from being discharged under Federal or Provincial legislation; or
- (x) Any substance which, in the opinion of the CAO, is or may become harmful to any recipient water course or sewer system or part thereof, may interfere with the proper operation of the sewer system, may impede or interfere with any treatment process, or may become a hazard to persons, property or animals.

6. Commercial or Industrial Wastes

- 6.1 No Sewage or other matter resulting from any commercial, trade, industrial or manufacturing process shall be discharged or permitted to be discharged into the Sewage System unless prior approval has been granted by the Chief Administrative Officer and only then after any required pretreatment of the Sewage or other matter, as prescribed by the Chief Administrative Officer.
- 6.2 All necessary pretreatment equipment or works shall be installed by the Customer, at the Customer's sole expense, prior to the construction of the Service Connection and thereafter shall be continuously maintained and operated by the Customer.

7. No Dilution

- 7.1 No Person shall dilute or permit to be diluted any Sewage in order to enable its discharge in compliance with these Terms and Conditions.

8. Oil, Grease and Sand Interceptors

- 8.1 The Customer of any Property on which there is commercial, industrial, or institutional food preparation shall provide a grease and oil interceptor on all fixtures that may release oil and grease.
- 8.2 The Customer of any industrial, commercial or institutional Property where vehicles or equipment are serviced, repaired, disassembled or washed shall provide a grease, oil and sand interceptor on all fixtures that may release grease, oil or sand.
- 8.3 The Chief Administrative Officer may require a Customer of any Property to install an interceptor if the Chief Administrative Officer, in its sole discretion, determines that an interceptor is required.

8.4 All interceptors shall be:

- (a) of sufficient capacity and appropriate design to perform the service for which the interceptors are used;
- (b) located to be readily accessible for cleaning and inspection; and
- (c) maintained by the Owner.

9. Protection of Sewage System

- 9.1 No Person shall remove, damage, destroy, alter or tamper with any Facilities forming part of the Sewage System, except as authorized by the Chief Administrative Officer.
- 9.2 No Person shall interfere with the free discharge of any Sewer Main or part thereof or do any act or thing that may impede or obstruct the flow to, or clog up, the Sewage System.
- 9.3 No Person shall connect any storm drain, weeping tile or sump pump to any portion of the Sewage System.
- 9.4 In case of a blockage, either wholly in in part, of the Sewage System by reason of negligence or the failure or omission to strictly comply with the provisions of this Bylaw, the Customer concerned or Person responsible shall be liable for all clogs and the cleaning of such blockages and for any other amount for which the Town may be held liable for due to such blockages.

10. Hauled Sewage

- 10.1 No Person shall discharge or permit the discharge of hauled Sewage except at a hauled Sewage discharge location approved by the Chief Administrative Officer and only then in accordance with any terms and conditions imposed by the Chief Administrative Officer, including payment of applicable fees and charges.
- 10.2 If a hauled Sewage discharge location has been identified, by the Town, as a Recreational Vehicle discharge or dump location, that location shall be used solely for the purpose of discharging Sewage from Recreational Vehicles, and no Person shall discharge or permit the discharge, at that location, of Sewage from any vehicle, container, structure or thing other than a Recreational Vehicle.

11. Spills

- 11.1 Any Person who discharges or permits the discharge of any Sewage or other matter contrary to this Bylaw shall, immediately after becoming aware of the discharge, notify:
 - (a) the Chief Administrative Officer and provide the following information:
 - i. name of the Person causing or permitting the discharge;
 - ii. location of the release;

- iii. name and contact information of the Person reporting the discharge;
 - iv. date and time of the discharge;
 - v. type of material discharged and any known associated hazards;
 - vi. volume of the material discharged; and
 - vii. corrective action being taken, or anticipated to be taken, to control the discharge;
- (b) the Owner of the Property, where the Person reporting the discharge is not the Owner and knows, or is readily able to ascertain the identity of the Owner; and
 - (c) any other Person whom the Person reporting knows or ought to know may be directly affected by the discharge.
- 11.2 The Person who discharged or permitted the discharge pursuant to subsection (11.1) shall, as soon as the Person becomes aware or ought to have become aware of the discharge, take all reasonable measures to:
- (a) confine, remedy and repair the effects of the discharge; and
 - (b) remove or otherwise dispose of the matter in a lawful manner so as to minimize all adverse effects.

SCHEDULE "D"

TERMS AND CONDITIONS OF GAS SERVICES

1. Unauthorized Use of Gas System

1.1 No Person shall use the Gas System, or allow the Gas System to be used:

- (a) in a manner that will impede the Gas System's use by other Customers;
- (b) in a manner that is wasteful;
- (c) unless an Account has been opened by the Customer;
- (d) unless the natural gas has first passed through a Gas Meter; or
- (e) in any other unauthorized manner.

11.2 If the Chief Administrative Officer finds an unauthorized use of the Gas System including without restriction any tampering with any of the Facilities, the Chief Administrative Officer may make such changes in its Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.

11.3 Upon finding an unauthorized use of the Gas System, the Chief Administrative Officer may immediately disconnect the Service Connection or shut-off Gas Services, without notice, and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the Town.

11.4 A Person that uses the Gas System in contravention of this section shall pay the following charges:

- (a) the applicable rate for the Gas Services used based on an estimate by the Chief Administrative Officer of the value the contravention of this section;
- (b) all costs incurred by the Town in dealing with the contravention; and
- (c) any other applicable fees or charges provided for in this Bylaw.

12. Requirement to Connect to Gas System

12.1 Subject to subsection (12.3), all developed Properties adjacent to a Gas Main must connect to the Gas System.

12.2 Subject to subsection (12.3), all new development, including redevelopment, on Properties adjacent to a Gas Main must connect to the Gas System prior to occupancy.

- 12.3 The Chief Administrative Officer may, in their discretion, exempt a given developed Property, new development or redevelopment from the connection requirement established by subsection (12.1) or (12.2), as applicable.
- 12.4 Where an exemption has been granted under subsection (12.3), the Chief Administrative Officer may, at any time after the granting of the exemption, require that the developed Property, new development or redevelopment in question be connected to the Gas System within an alternate timeframe prescribed by the Chief Administrative Officer.
- 12.5 If an Owner fails to take all required steps to connect the Owner's Property to the Gas System when required, by this section, to do so, the Town may enter onto the Property in question and, at the Owner's sole expense, take any and all steps that the Town considers necessary to connect that Property to the Gas System, including, without restriction, constructing a Private Gas Line and related facilities on the Property.

13. Authorizations and Approvals for Private Gas Line

- 13.1 The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of a Private Gas Line.
- 13.2 The Town shall not be required to commence Gas Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the Town's requirements applicable to the installation and operation of the Private Gas Line. The Town reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

14. Provision and Ownership of Gas Meters

- 14.1 All natural gas supplied by the Town through each Service Connection shall be measured by one Gas Meter unless the Chief Administrative Officer, in their sole discretion, has specified otherwise.
- 14.2 The Town shall supply one or more Gas Meters for the purpose of measuring the volume of natural gas delivered to a Customer by way of a Service Connection and the Customer shall be responsible for the costs of the Gas Meter as set out within the Fees and Rates Bylaw. Each Gas Meter shall remain the sole property of the Town, notwithstanding the Customer has paid the Town's costs of supply, unless the Chief Administrative Officer and the Customer have expressly agreed in writing otherwise.
- 14.3 The Town shall be responsible for hiring a certified gasfitter to install the Gas Meter(s) supplied to the Customer and the Customer shall be responsible for all costs of installing the Gas Meter(s) and for ensuring installation(s) comply with the Engineering Design Standards.

- 14.4 In the case of new construction on Property adjacent to a Gas Main, a Customer's Property may only be occupied after the Gas Meter is installed and an Account opened.

15. Responsibilities of Customer

- 15.1 Each Customer shall ensure that a location on the Customer's Property for Gas Meter installation is provided, and that access to the Gas Meter is provided for the purpose of reading or servicing the Gas Meter, in accordance with all applicable Gas Service Guidelines.
- 15.2 Each Customer shall provide adequate protection for the Gas Meter supplied by the Town against freezing, heat or any internal or external damage.
- 15.3 When a Gas Meter is damaged due to frost, heat or any other condition or means against which the Customer neglected to provide adequate protection, the cost of removal and repair or replacement of the Gas Meter shall be borne by the Customer.

16. General Meter Restrictions

- 16.1 No Person, other than an authorized agent of the Town, shall install, test, remove, repair, replace, or disconnect a Gas Meter.
- 16.2 No Person shall break, tamper, or interfere with any Gas Meter including, without restriction, any seal attached thereto.
- 16.3 If a Gas Meter is lost, damaged or destroyed, the Chief Administrative Officer may, in their discretion, and at the Customer's sole cost, require the Customer to pay for the entire cost of the Gas Meter removal, repair and reinstallation or for the cost of replacing the Gas Meter.
- 16.4 No Person shall obstruct or impede direct and convenient access to Gas Meters for the purpose of inspection, removal, repair, replacement or reading.

17. Subsidiary Gas Meters

- 17.1 A Customer may, for the Customer's own benefit, and at the Customer's own cost, install a Subsidiary Gas Meter between the Gas Meter supplied by the Town and the point of use of the natural gas supplied, provided that the Town shall under no circumstances be required to maintain or read a Subsidiary Gas Meter installed under this section.
- 17.2 All Subsidiary Gas Meters shall remain the property of the Owner.
- 17.3 Where, in the opinion of the Chief Administrative Officer, a Subsidiary Gas Meter has been installed in a manner so as to interfere with the operation of or access to the Town's Gas Meter, the Chief Administrative Officer may direct, in writing, that the Customer relocate or remove the Subsidiary Gas Meter within a time frame selected by the Chief Administrative Officer.

18. Access to Gas Meters

- 18.1 The Chief Administrative Officer may, at any reasonable time, read, inspect, remove, repair, replace or test a Gas Meter installed on Property owned or controlled by the Customer.

19. Remote Meter Reading

- 19.1 In this section,
- (a) “Remote Reading” means a Gas Meter reading obtained by the Town electronically, without physically travelling to the location of a Gas Meter and viewing it in-person; and
 - (b) “In-Person Reading” means a Gas Meter reading obtained by the Town by physically travelling to the location of a Gas Meter and viewing it in-person.
- 19.2 Without limiting the generality of section 18.1 of this Schedule, the Chief Administrative Officer may, in their discretion, and at the Customer’s sole cost, alter or replace a Gas Meter so as to make the Meter capable of being read remotely.
- 19.3 Where a Gas Meter is capable of being read remotely, the Town may, in its discretion, read the Gas Meter by way of either a Remote Reading or In-Person Reading.
- 19.4 In the event of an inconsistency between a Remote Reading and In-Person Reading, obtained at a specific point in time, the In-Person Reading shall prevail.

20. Gas Meter Readings

- 20.1 Where three (3) consecutive estimated Gas Meter readings have been used for billing purposes due to the Gas Meter not being read by an authorized representative of the Town as a result of the Customer failing to provide or allow the Town access to the Gas Meter during a billing period:
- (a) a notice may be left at the Customer’s address requesting the Customer to contact the Chief Administrative Officer within two (2) working days, advising of the date and time that the Chief Administrative Officer will be able to have access to the Gas Meter for the purpose of obtaining an actual Gas Meter reading; or
 - (b) in the case where the Customer does not contact the Chief Administrative Officer within two (2) working days, the Town may disconnect the Service Connection or shut-off Utility Services, without any further notice, until such time as an actual Gas Meter reading can be obtained.

21. Meter Testing

- 21.1 At the request of a Customer, the Chief Administrative Officer shall arrange for on-site Gas Meter verification and, if necessary, shall arrange for a Gas Meter to be tested by a

person qualified to perform such work. If, upon verification or testing or both, the Gas Meter is found to be recording accurately, then the Customer shall pay all applicable fees and charges for this service.

21.2 If the Gas Meter is found to be recording inaccurately, as defined above:

- (a) the Chief Administrative Officer will repair or replace the Gas Meter and the cost, along with the costs of verification and testing, shall be borne by the Town; and
- (b) subject to subsection (21.3), the Account based on the readings of that Gas Meter during the period of 3 months immediately preceding the date of the test or calibration shall be corrected to reflect the error in the Gas Meter and the Customer shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the Town and the Customer in full settlement of any claim that may arise out of the error in the Gas Meter.

21.3 The Chief Administrative Officer may at any time inspect or test any Gas Meter, on its own initiative, regardless of whether the Customer has requested inspection or testing. In such case no fees or charges are payable by the Customer.

22. Circumvention of Gas Meter

22.1 If under any circumstances, a Person other than an authorized agent of the Town prevents a Gas Meter from accurately recording the total volume of natural gas supplied, the Town may disconnect the Service Connection, shut-off Utility Services or take other appropriate actions to ensure access to accurate Gas Meter data or both.

22.2 The Chief Administrative Officer may then estimate the demand and amount of natural gas supplied but not recorded by the Gas Meter at the Service Connection. The Customer shall pay the cost of the estimated natural gas consumption plus all costs related to the investigation and resolution of the matter.

SCHEDULE "E"
SPECIFIED PENALTIES

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Bylaw, s. 18	Obstruct an authorized representative	\$250	\$500	\$250	\$500
Schedule "A", s. 6(2)(c)	Backfill before Service Connection inspection	\$250	\$500	\$250	\$500
Schedule "A", s. 7	Contravention of Repair and Maintenance Requirements	\$250	\$500	\$250	\$500
Schedule "A", s. 9(2)	Interfere with another Customer's Service Connection/Utility Services	\$250	\$500	\$250	\$500
Schedule "A", s. 12(1)	Obstruct access to Facilities	\$250	\$500	\$250	\$500
Schedule "A", s. 12(2)	Failure to manage vegetation on Property	\$125	\$250	\$125	\$250
Schedule "A", s. 12(3)	Install structure that interferes with proper and safe operation of Facilities	\$250	\$500	\$250	\$500

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Schedule "A", s. 13	Interfere with or alter Facilities	\$500	\$1,000	\$500	\$1,000
Schedule "A", s. 16	Extend Customer-owned infrastructure beyond Property	\$250	\$500	\$250	\$500
Schedule "A", s. 27	Supply false or inaccurate information	\$250	\$500	\$250	\$500
Schedule "B", s. 1(3)	Fail to comply with Water Conservation and Demand Management Measures	\$125	\$250	\$125	\$250
Schedule "B", s. 3(1)(a)	Obtain water from source not connected to the Water System, after connection to Water System	\$250	\$500	\$250	\$500
Schedule "B", s. 3(1)(b)	Fail to decommission alternate water supply, after connection to Water System	\$250	\$500	\$250	\$500
Schedule "B", s. 3(3)	Connect an alternate water source to the Water System	\$250	\$500	\$250	\$500

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Schedule "B", s. 4	Unauthorized resale or supply of water	\$250	\$500	\$250	\$500
Schedule "B", s. 5(1)	Unauthorized use of water	\$125	\$250	\$125	\$250
Schedule "B", s. 9(3)	Contravention of Customer Meter installation rules and requirements	\$125	\$250	\$125	\$250
Schedule "B", s. 11	Contravention of General Meter Restrictions	\$250	\$500	\$250	\$500
Schedule "B", s. 18(1)	Unauthorized operation of a fire hydrant	\$250	\$500	\$250	\$500
Schedule "B", s. 19	Obstruct access to or operation of a fire hydrant	\$250	\$500	\$250	\$500
Schedule "B", s. 20	Contravention of requirement respecting Private Fire Protection Equipment	\$250	\$500	\$250	\$500
Schedule "B", s. 21	Unauthorized Cross Connection	\$2500	\$500	\$250	\$500
Schedule "B", s. 22(1)	Customer fails to install required Cross Connection Control Device	\$250	\$500	\$250	\$500

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Schedule "B", s. 22(2)	Contravene Cross Connection Control Device testing and repair requirements	\$250	\$500	\$250	\$500
Schedule "C", s. 1(1)(a)	Impede Sewage Use of other Customers	\$250	\$500	\$250	\$500
Schedule "C", s. 1(1)(b)	Use Sewage System without an Account	\$250	\$500	\$250	\$500
Schedule "C", s. 1(1)(c)	Use Sewage System in unauthorized manner	\$250	\$500	\$250	\$500
Schedule "C", s. 3(1)(a)	Unauthorized use of Private Sewage Disposal System, after connection to Sewage System	\$250	\$500	\$250	\$500
Schedule "C", s. 3(1)(b)	Fail to decommission Private Sewage Disposal System, after connection to Sewage System	\$250	\$500	\$250	\$500
Schedule "C", s. 5(1)	Discharge matter other than domestic Sewage	\$250	\$500	\$250	\$500
Schedule "C", s. 7	Diluting Sewage to allow for discharge into Sewage System	\$250	\$500	\$250	\$500

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Schedule "C", s. 9	Contravention of requirement respecting protection of Sewage System	\$250	\$500	\$250	\$500
Schedule "C", s. 10(1)	Discharge of hauled Sewage at location not approved by the Chief Administrative Officer	\$250	\$500	\$250	\$500
Schedule "C", s. 10(2)	Discharge Sewage at Recreational Vehicle discharge station from vehicle, container or thing other than a Recreational Vehicle	\$250	\$500	\$250	\$500
Schedule "D", s.1	Unauthorized use of Gas System	\$500	\$1,000	\$500	\$1,000
Schedule "D", s.4(3)	Contravention of Customer Gas Meter installation rules and requirements	\$250	\$500	\$250	\$500
Schedule "D". s.6	Contravention of General Meter Restrictions	\$250	\$500	\$250	\$500



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Bylaw 2026-13 Backyard Chicken Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

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

The Backyard Chicken Pilot Program was adopted by Council at the Regular Council meeting held on December 4, 2023. The pilot program for a term of one-year was adopted to regulate and control the keeping of chickens and related activities in residential districts. The pilot program was extended into 2026 with no new chicken keeping permits issued.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Bylaw 2026-13 was reviewed by the Bylaw and Policy Review Committee on July 9, 2026.

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2026-13, being the Backyard Chicken Bylaw for the Town of Sundre.

COSTS/FUNDING: n/a

MOTION:

That Council repeals Bylaw 2023-10 Backyard Chicken Pilot Program Bylaw.

That the Town of Sundre Council give first reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts.

That the Town of Sundre Council give second reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts.

That the Town of Sundre Council give third and final reading to Bylaw 2026-13, being the "Backyard Chicken Bylaw", to regulate and control the keeping of chickens and related activities in residential districts.

ATTACHMENTS:

Report to Council

Bylaw 2026-13 "Backyard Chicken Bylaw"

Date Reviewed: September 2 2026

CAO: Amida Nelson



REPORT TO COUNCIL

COUNCIL DATE September 14, 2026
SUBJECT Bylaw 2026-13 Backyard Chicken Bylaw
ORIGINATING DEPARTMENT Legislative Services

BACKGROUND:

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

The Backyard Chicken Pilot Program was adopted by Council at the Regular Council meeting held on December 4, 2023. The pilot program for a term of one-year was adopted to regulate and control the keeping of chickens and related activities in residential districts. The pilot program was extended into 2026 with no new chicken keeping permits issued.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Through the application process of Bylaw 2023-10 Backyard Chicken Pilot Program, three (3) licenses were issued to residential property owners.

The three properties are on 7 Avenue NE, 1 Street NE and 2 Street NE, which are within the Low Density Residential District (R-1). The property owners met the regulations of the Pilot Program, obtaining PID numbers from the province, and notifying adjacent landowners of their intent to keep backyard chickens.

Administration has not received any concerns or complaints from the public concerning the three properties and further, there have been no concerns or complaints registered with the Town's Community Peace or Bylaw Officer.

ADDITIONAL INFORMATION

Requirement for PID:

Do I have to register my coop with the Alberta Government and obtain and participate in the Premises Identification Program (PID)?

Yes. If you own livestock or poultry in an urban setting, you must apply for a PID account within 30 days of assuming ownership of an animal. The PID program is one of the main pillars of traceability that links livestock or poultry to land locations or premises. The PID system has a variety of uses including planning for, controlling and preventing the spread of an animal disease. It is also used to notify animal owners of an impending emergency, such as a flood or fire, that could affect their animals.

Selling Urban Chicken Eggs

Can I sell the eggs from my chickens privately? Yes. If your eggs have been:

1. Cleaned and have no visible cracks,
2. Maintained at a temperature of 7C or less
3. Have the word "UNINSPECTED" clearly visible on a carton that is "2cm in height"; and
4. Do not use cartons that are already labeled (this is a patented design)

You cannot sell them to any restaurant, business or other organization that will use the eggs for commercial purposes.

The owner of urban hens is required to know and understand the rules regarding the sale of their products if they choose to sell them.

Refer to the Province's publication entitled, "Raising chickens in Alberta: a guide for small flock owners"

Egg Production:

- A healthy laying hen within her peak (1st or 2nd year), can lay about 200-300 eggs per year or roughly 5-6 eggs per week;
- Town of Sundre Bylaw allows for a maximum of 4 laying hens.
- 4 hens / possible 6 eggs per hen = 24 eggs / week

Other Municipal Urban Hen or Backyard Chicken Bylaws:

Innisfail - no selling of eggs.

Olds Bylaw – cannot sell manure, meat or other products except eggs derived from an Urban Hen.

Didsbury – follows "your comprehensive guide to keeping Urban Chickens and Small Flocks", which states: Urban communities have regulations that prohibit selling of the eggs. As an urban chicken owner, eggs are for your personal use only.

City of Calgary – egg selling or distribution must adhere to municipal, provincial and federal legislation but cannot sell them commercially.

City of St. Albert – keep hens for personal use only, and not sell eggs, manure, meat or any other products derived from hens.

Town of Sundre Land Use Bylaw: selling a product from your home requires a business license, and if the customer attends the property, a Home Occupation Permit is required.

CONCLUSION

The pilot program was successful. There remains interest by other property owners in Sundre to be licensed to keep chickens on their residential properties.



**TOWN OF SUNDRE
BYLAW NO. 2026-13**

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

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

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

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

1.0 Title

- 1.1 This Bylaw may be cited as the “Backyard Chicken Bylaw”.

2.0 Purpose

- 2.1 The purpose of the Backyard Chicken Bylaw is to regulate and control the keeping of backyard chickens in the Town of Sundre.

3.0 Definitions – for the purpose of this bylaw:

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

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

4.0 Regulations

- 4.1 Applicants must acknowledge and follow all procedures recommended by Provincial and Federal laws and regulations pertaining to the keeping of backyard chickens or urban hens.

Resources:

Obtaining a Premises Identification Number (PID) under the *Alberta Animal Health Act*;

Canadian Food Inspection Agency (biosecurity procedures to reduce potential for disease outbreak).

5.0 Prohibitions

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

6.0 Licensing of Chickens

6.1 A person may apply to keep a minimum of two (2) and a maximum of (4) chickens by:

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

Resources:

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

- (d) providing proof of ownership of the property on which the Chickens will be kept, or providing written consent from the owner of the property;
- (e) paying a yearly license fee of \$30.00. License fees shall not be reduced or prorated no matter the month of purchase and proof of license shall upon request be produced as evidence of an approved license to the Town's Peace Officer.
- (f) license fees that have been paid shall not be refunded or rebated;
- (g) the Chief Administrative Officer may not issue or renew a backyard chicken license until satisfied that:
 - i. the applicant is the owner of the property on which the backyard chickens will be kept; or that the owner of the property has provided written consent to a tenant;
 - ii. all guidelines and regulations are being complied with, and
 - iii. the applicant has complied with all Provincial and Federal regulations for the keeping of domestics livestock (backyard chickens);
 - iv. Adjacent Landowners have been notified of their right to appeal.

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

7.0 Responsibilities of the Owner

7.1 A person who keeps backyard chickens must:

- (a) Take training or be mentored by an experienced backyard chicken owner which is designed to provide adequate information regarding the successful keeping of hens in an urban area through a winter cycle, and remain current with best management practices of Hen Keeping guidelines;
- (b) provide each backyard chicken with a minimum of 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure within the coop;
- (c) Ensure that each coop is:
 - a. Located within a fully fenced rear yard with a minimum fence height of 1.22 m (4 ft);
 - b. No larger than 10.0 m² indoor floor area;
 - c. A minimum of 3.0 m from a dwelling unit;
 - d. A minimum of 1.0 m from any side or rear lot line;
 - e. A minimum of 3.60 m. if a corner residential lot;
 - f. A minimum of 1.0 m from any detached accessory building;
 - g. No more than 3.0 m in height
 - h. Only one (1) coop per property shall be permitted
- (d) Provide and maintain, in the Coop, at least one nest box per Coop and one perch per hen that is at least 15cm long.
- (e) Provide each backyard chicken with food, water, shelter, light, ventilation, care and opportunities for essential behaviors such as scratching, dustbathing, and roosting, all sufficient to maintain the backyard chicken in good health.
- (f) Keep backyard chickens in the rear yard at all times;
- (g) Maintain the coop in good repair and sanitary conditions, and free from vermin and noxious or offensive smells and substances;
- (h) Construct and maintain the coop to prevent any rodent from harboring underneath or within it, and to prevent entrance by any other animal;
- (i) Keep feed and manure stored in fully enclosed containers within the coop.
- (j) Ensure that no more than 3 cubic feet of manure is stored at one time;
- (k) Keep water in the coop at all times;
- (l) Remove leftover feed, trash and manure in a timely manner;
- (m) Ensure all backyard chicken related waste be put into compostable bags in compost bins (residential green carts);

7.2 No person who keeps backyard chickens shall:

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

8.0 Offences and Penalties

- 8.1 Where an Officer believes that a person has contravened any provision of this Bylaw, he may serve upon such person a Violation Ticket in accordance with Part 2 of the *Provincial Offences Procedure Act*, R.S.A. 2000, c-P-34.
- 8.2 Notwithstanding Section 8.1, an Officer may , in lieu of prosecution, issue to any person by personal service or regular mail, a Bylaw Violation Tag in a form as approved by the Chief Administrative Officer.
- 8.3 A person who has been issued a Bylaw Violation Tag in respect of a contravention of this Bylaw and who has fully paid the penalty in lieu of prosecution prescribed thereon within the time allowed for payment shall not be liable to prosecution for the contravention.
- 8.4 This section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket.

9.0 General

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

10.0 Repeal

- 10.1 Bylaw 2023-10 Backyard Chicken Pilot Program shall be repealed.

11.0 Enactment

- 11.1 This Bylaw shall come into effect when it has received third reading and has been duly signed.

12.0 Schedule A and Appendices 1, 2 and 3

Read for a first time on this ____ day of _____ 2026; Motion No. _____;

Read for the second time on this ____ day of _____ 2026; Motion No. _____;

Given Unanimous Consent to Proceed to a Third Reading this ____ day of _____, 2026; Motion No. _____;

Read for the third and final time on this ____ day of _____ 2026; Motion No. _____;

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

Schedule "A" Bylaw No. 2026-13 Backyard Chickens		
Failure to Comply with Bylaw		
<u>Offense</u>	1 st Offense	2 nd Offense
Fail to License Backyard Chicken Coop	\$200	\$400
Rooster within Town boundaries	\$200	\$400
Hens running at large	\$200	\$400
Failure to renew backyard chicken license	\$200	\$400

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

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

APPENDIX:

1. Example of Chicken Coops
2. Adjacent Landowner Information Sheet
3. Application Form

Appendix 1

Figure 1: Example of a Chicken Coop

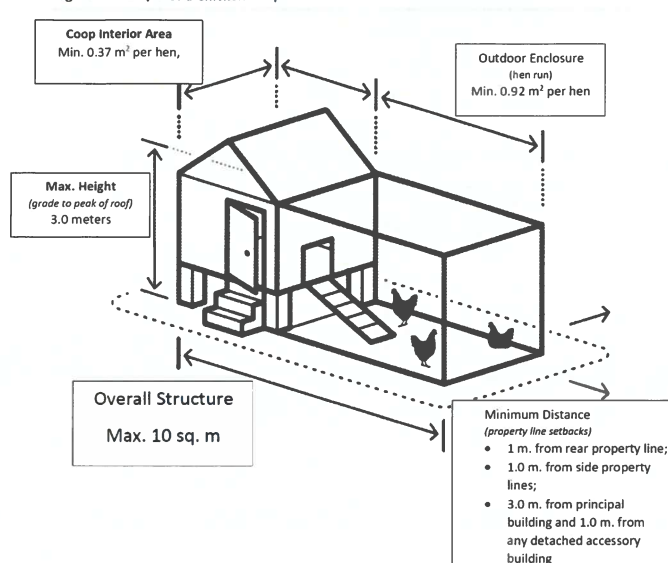


Figure 2: Example of a Chicken Tractor

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



- Overall Structure Size: Max. 10 sq. m.
- Coop Interior Area: Min. 0.37 m² per hen
- Coop Exterior Area: Min. 0.92 m² per hen
- Max. Height: 3.0 m.
- Minimum Distance (property line setbacks)
 - 1 m. from rear property line;
 - 1.0 m. from side property lines;
 - 3.0 m. from principal building and 1.0 m. from any detached accessory building



**ADJACENT LANDOWNER INFORMATION SHEET
BACKYARD CHICKEN BYLAW
BYLAW 2026-13**

Section 5 of Bylaw 2026-13 Backyard Chicken Bylaw requires a property owner who wishes to keep backyard chickens to apply for a license issued by the Town of Sundre. General regulations of the Bylaw are:

- A person may apply to keep a minimum of two (2) and a maximum of (4) chickens;
- Roosters are prohibited;
- Term of Licensing is January to December, with an annual license to be issued by the Town of Sundre.

A person affected by the issuance of the license to keep chickens under Bylaw 2026-13, may appeal the issuance of the license to Town of Sundre Council.

An appeal, in writing, must be accompanied by an appeal fee of \$50.00 and must be received no less than 10 days prior to a scheduled Council meeting. Appeals are to be addressed to:

Town of Sundre
PO Box 420
Sundre, AB T0M 1X0
Attn: Chief Administrative Officer

Please contact the Town of Sundre, (403) 638-3551 if you have any questions concerning Bylaw 2026-13 or have questions with respect to the appeal process.

The Town of Sundre collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Sundre is authorized to collect this personal information under Section 4 of the *Protection of Privacy Act of Information* and by Section 3 of the *Municipal Government Act*. Please contact the Town of Sundre, 717 Main Avenue West P.O. Box 420 Sundre, AB T0M1X0, phone 403-638-3551 or email: townmail@sundre.com if you have questions about this collection of information

Appendix 3



BACKYARD CHICKEN LICENSE APPLICATION

Residential property owners must comply with the conditions of Bylaw 2026-13. Failure to comply and maintain all the requirements of the Backyard Chicken Bylaw, and applicable Provincial regulations will lead to the license being revoked, and the chickens must be removed from the property at the applicant's expense within 30 days of notification. Keeping hens without a license will result in a charge under Schedule "A" of Bylaw 2026-13.

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

APPLICANT INFORMATION

NAME: *(please print)* _____

Email: _____ Cell Phone: _____ Work Ph: _____

Mailing Address: _____, Sundre AB T0M 1X0

Civic Address: _____

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

If not, have you included a letter of authorization from the property owner? ☐yes ☐no

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

of backyard hens: _____

Method of Heating Coop: _____

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

COMPLIANCE WITH BACKYARD CHICKEN PILOT PROGRAM CONDITIONS				
Will the chicken enclosure be located in a rear yard fully fenced at least 1.22 m. (4 ft) in height?	☐	YES	☐	NO
Will the chicken enclosure be located a minimum of 3.0 m. (10 ft) from a dwelling unit?	☐	YES	☐	NO
Will the chicken enclosure be located a minimum of 1.0 m. (3.2 ft) from the rear yard property line?	☐	YES	☐	NO
Will the chicken enclosure be located a minimum of 1.0 m. (3.2 ft) from the side yard property lines?	☐	YES	☐	NO
If your property is a corner residential lot will the chicken enclosure be located a minimum of 3.60 m (12 ft) from any street adjacent to the property?	☐	YES	☐	NO
Will the chicken enclosure be no larger than 10.0 sq. m. (108 sq. ft) of indoor floor area?	☐	YES	☐	NO

TERMS AND CONDITIONS

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

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

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

Clinic Name: _____ Veterinarian Name: _____

Phone#: _____ After Hours #: _____

Email: _____

- ☐ I have taken a backyard chicken (urban hen) training course or have registered for a session (online training applicable) or have a mentor knowledgeable in the keeping of backyard chickens/urban hens.

Training Session Date: _____ Session Instructor / Organization: _____

Name of Mentor: _____

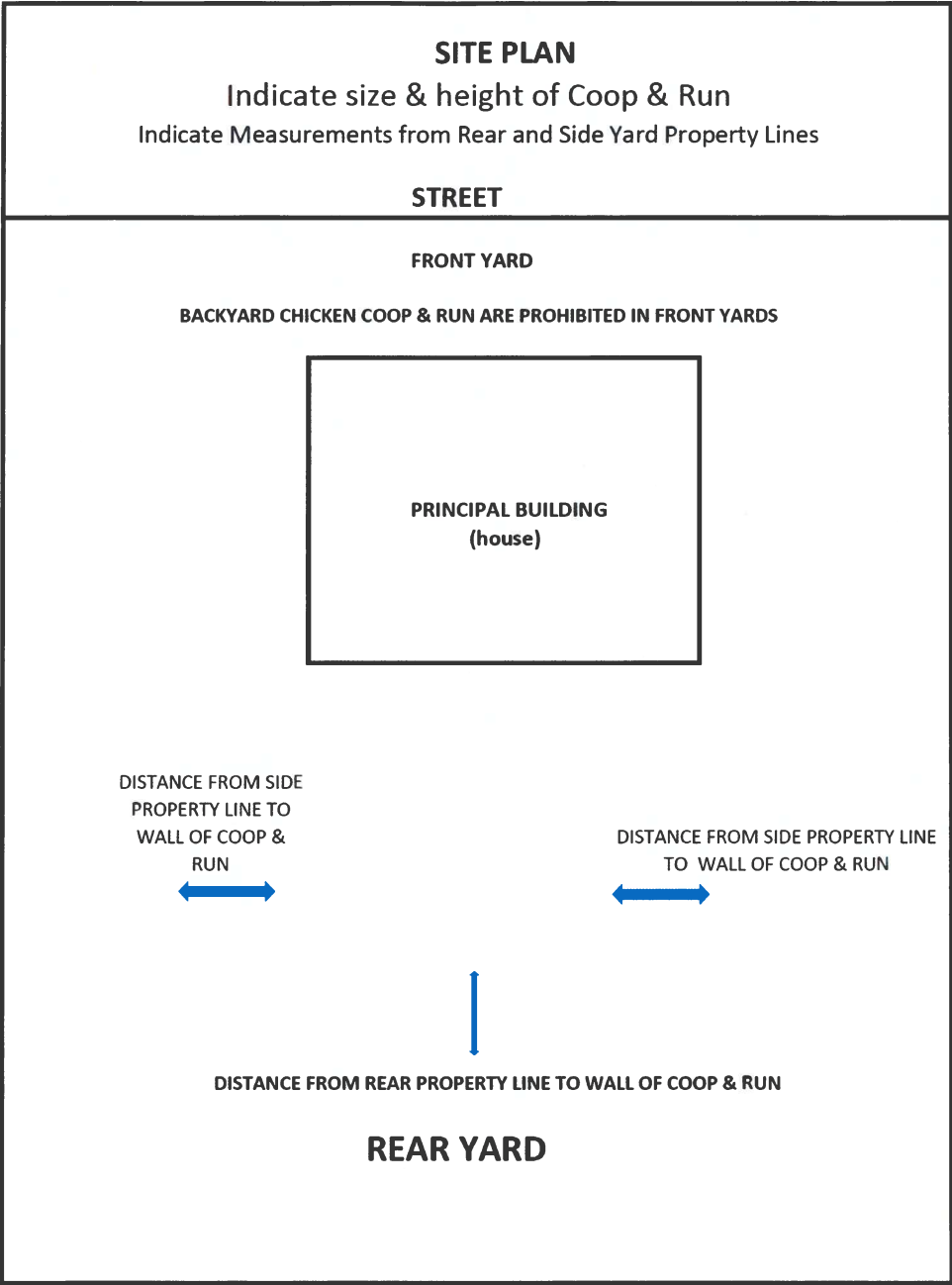
- ☐ I have read and understand the requirements of the Backyard Chicken Bylaw.
- ☐ I acknowledge that under the Backyard Chicken Bylaw there may be periodic inspection(s) by the Town of Sundre.
- ☐ I understand that after the issuance of a Backyard Chicken License that failure to maintain and abide by all requirements of Bylaw 2026-13, and any applicable Provincial requirements / regulations will result in the license to be revoked by the Town of Sundre, and that all chickens must be removed from the property within 30 days at the applicants own expense.
- ☐ I understand that the Town of Sundre has the authority to repeal the Backyard Chicken Bylaw with 90 days notification to all license holders, and that all chickens must be removed from the property at the applicants own expense.
- ☐ I understand that a Backyard Chicken License is non-transferable. Relocation of the Backyard Chickens and/or Coop & Run will require the submission of a new Backyard Chicken application, and applicable documentation and fee for approval by the Town of Sundre.
- ☐ I understand that the license when approved is for a period of one (1) year and is renewable before January 31st of each year.

Name of Applicant (please print) _____ Date: _____

Signature of Applicant: _____

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Site Sketch to be completed and submitted with application (sketch must show distances from rear and side yard property lines to wall of coop and run per the conditions of the Town’s Land Use Bylaw 2023-10.





REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Bylaw 2026-14 Truck Route and Dangerous Goods Transportation Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

A Council may pass bylaws respecting the use of highways under its direction, the regulation of traffic, and the protection of persons and property per the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. The purpose of this bylaw is to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan 2 Community Wellbeing, Pillar 4, Reliable and Supportive Infrastructure, and Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council adopt Bylaw 2026-14 being the "Truck Route and Dangerous Goods Transportation Bylaw" for the Town of Sundre.

COSTS/FUNDING:

Staff time.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

That the Town of Sundre Council give second reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

That the Town of Sundre Council give unanimous consent to proceed to third reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

That the Town of Sundre Council give third and final reading to Bylaw 2026-14, being the "Truck Route and Dangerous Goods Transportation Bylaw" to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

ATTACHMENTS:

Report to Council
Bylaw 2026-14

Date Reviewed: September 2 2026

CAO: Andre Nelson



REPORT TO COUNCIL

COUNCIL DATE September 14, 2026

SUBJECT Bylaw 2026-14 Truck Route and Dangerous Goods
Transportation Bylaw

ORIGINATING DEPARTMENT Legislative Services

BACKGROUND:

A Council may pass bylaws respecting the use of highways under its direction, the regulation of traffic, and the protection of persons and property per the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. The purpose of this bylaw is to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Alberta Traffic Safety Act, R.S.A. 2000, Sections 13 and 14 authorizes a Council to make bylaws to regulate and control Vehicle, Animal and Pedestrian traffic and authorizes a Council to restrict the limit and such gross weight on a secondary road, rural road or street and further authorizes a Council to make bylaws with respect to Highways under its direction, control and management, designating the route and time of travel of vehicles transporting dangerous goods, prohibiting the carriage of dangerous goods, and specifying restrictions or conditions to ensure the safe transportation in or by a means of transport, safe storage and controls necessary for public safety.

To preserve existing and newly upgraded infrastructure (Centre Street North), administration deemed it necessary to identify and regulate the use of municipal roads by heavy truck traffic and vehicles transporting dangerous goods, and further to regulate the use of heavy vehicles and vehicles transporting dangerous goods on a road adjacent to residential and institutional properties.

The bylaw was vetted by operational, administrative and enforcement staff prior to a review by the Bylaw and Policy Review Committee. The Bylaw and Policy Review Committee met on July 9, 2026 to review Bylaw 2026-12.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan 2 Community Wellbeing, Pillar 4, Reliable and Supportive Infrastructure, and Pillar 5, Sustainable and Responsible Governance.



TOWN OF SUNDRE

BYLAW 2026-14

Truck Route and Dangerous Goods Transportation Bylaw

A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH DESIGNATED TRUCK ROUTES AND REGULATIONS FOR THE TRANSPORT OF DANGEROUS GOODS AND OVERSIZE/OVERWEIGHT VEHICLES WITHIN THE MUNICIPALITY.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, a Council may pass bylaws respecting the use of highways under its direction, the regulation of traffic, and the protection of persons and property;

AND WHEREAS the Council of the Town of Sundre deems it necessary to regulate the movement of heavy vehicles, dangerous goods, and oversize/overweight loads to ensure the safety and preservation of municipal infrastructure;

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

PART I – INTERPRETATION

1. Title

- 1.1 This Bylaw may be cited as the "Truck Route and Dangerous Goods Transportation Bylaw."

2. Purpose of Bylaw

- 2.1 The purpose of this bylaw is to identify the heavy vehicle (truck) routes and the dangerous goods routes in the Town of Sundre.

3. Definitions In this Bylaw:

- 3.1 **"Chief Administrative Officer (CAO)"** means the individual appointed as such by Council.
- 3.2 **"Council"** means the Council of the Town of Sundre.
- 3.3 **"Dangerous Goods"** has the same meaning as defined in the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c. D-4.
- 3.4 **"Designated Truck Route"** means any highway within the Town identified in Schedule "A" to this Bylaw.
- 3.5 **"Designated Dangerous Goods Route"** means any highway within the Town identified in Schedule "B" to this Bylaw.
- 3.6 **"Heavy Vehicle"** means any vehicle or combination of vehicles exceeding a gross vehicle weight of 4,500 kilograms.
- 3.7 **"Highway"** has the same meaning as defined in the *Traffic Safety Act*, R.S.A. 2000, c. T-6.

- 3.8 **"Officer"** means any Peace Officer defined under the *Peace Officer Act* (SA 2006), or Bylaw Officer appointed under the *Municipal Government Act*, R.S.A. 2000, c. M-26.
- 3.9 **"Oversize/Overweight Vehicle"** means any vehicle exceeding dimensional or weight standards established under the *Traffic Safety Act* and Commercial Vehicle Dimension and Weight Regulation, (AR 315/2002).
- 3.10 **"Vehicle"** has the same meaning as defined in the Traffic Safety Act, R.S.A. 2000, c. T-6.

PART II – TRUCK ROUTES

4. General Provisions

- 4.1 All heavy vehicles shall operate only on Designated Truck Routes as identified in Schedule "A".
- 4.2 Heavy vehicles may leave a Designated Truck Route only for the purpose of:
- (a) delivering or collecting goods or providing a service,
 - (b) accessing a place of business or residence, provided that the vehicle travels the shortest possible distance to and from the Designated Truck Route.
- 4.3 The operator of any heavy vehicle shall not travel on a highway not designated as a truck route except as provided under Section 3.2.

PART III – DANGEROUS GOODS ROUTE

5. Dangerous Goods Movement

- 5.1 The movement of vehicles transporting dangerous goods shall be restricted to those highways identified in Schedule "B" unless otherwise directed in writing by the CAO or designate.
- 5.2 No person shall transport dangerous goods through residential zones, parks, or school zones unless authorized by permit or emergency declaration.

PART IV – OVERSIZE / OVERWEIGHT VEHICLES

6. Permit Requirement

- 6.1 No person shall operate an oversize or overweight vehicle on a municipal highway without first obtaining all necessary permits from the Town of Sundre or Alberta Transportation TRAVIS system.
- 6.2 The CAO or designate may issue permits subject to such conditions as are deemed necessary to protect municipal infrastructure.

PART V – SIGNAGE AND ENFORCEMENT

7. Signage

- 7.1 The Town shall erect and maintain appropriate signage identifying all truck routes and dangerous goods routes on municipal highways and three-digit highways.

8. Enforcement and Penalties

- 8.1 This Bylaw may be enforced by an Officer.
- 8.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a violation ticket.
- 8.3 Fines shall be in accordance with Schedule "C" of this Bylaw.
- 8.4 In addition to any fine, any costs for the repair of municipal infrastructure damaged due to unauthorized heavy vehicles use may be recovered from the offender.

PART VI – GENERAL

9. Severability

- 9.1 If any section of this Bylaw is found to be invalid or illegal, that section shall be severed, and the remainder of the Bylaw shall remain in full force and effect.

10. Effective Date

- 10.1 All Schedules attached are part of and form part of this Bylaw.
- 10.2 This Bylaw shall come into force and effect on the date it is passed.

Read A First Time this ____ day of _____ 2026, Motion No. _____;

Read A Second Time this ____ day of _____ 2026, Motion No. _____;

Given Unanimous Consent For Third And Final Reading this ____ day of _____ 2026,
Motion No. _____;

Read A Third And Final Time this ____ day of _____ 2026, Motion No. _____.

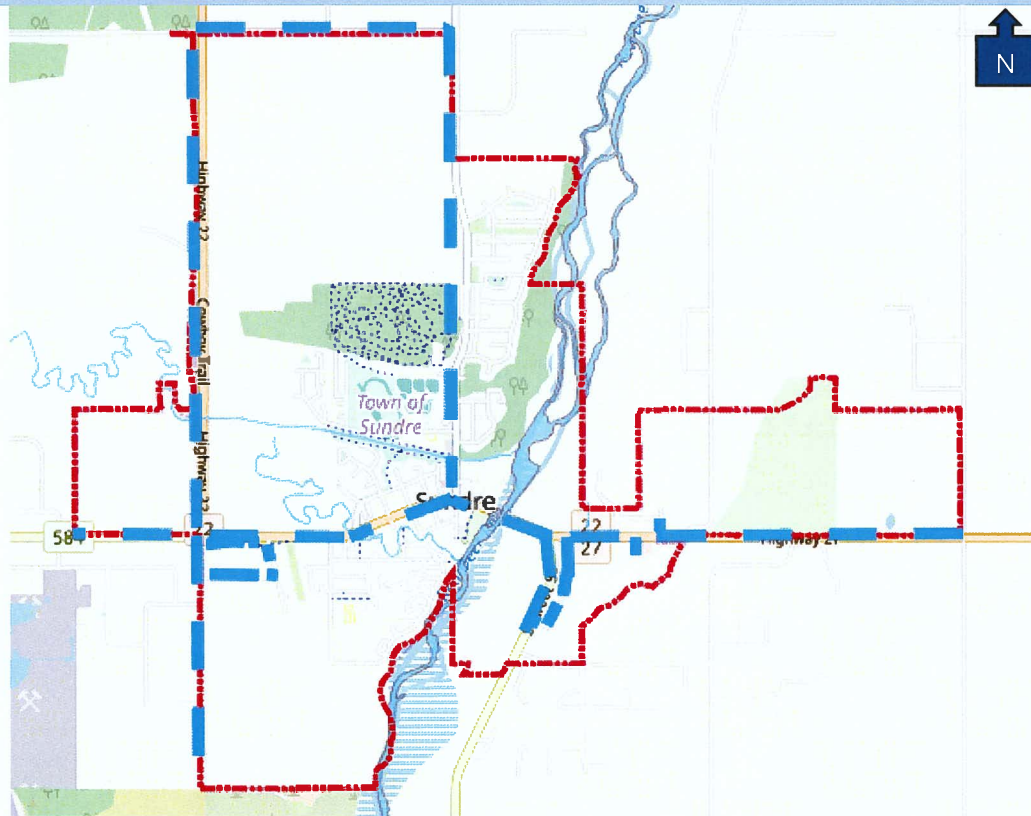
Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson

SCHEDULE A – DESIGNATED TRUCK ROUTE

1. All of Highway 27 within Town limits
2. All of Hwy 760 within Town limits
3. All of Hwy 584 within Town limits
4. All of Twp 332 within Town limits
5. Section of Main Ave W from 10 St SW to 7 St SW
6. Section of 7 St SW from 5 Ave W to Hwy 27
7. All of 5 Ave SW
8. All of 10 St SW
9. Section of RR 53 from Twp 332 to Twp 331A
10. All of 6 St SE
11. All of 10 St SE
12. Section of 11 St NE from Hwy 27 to 1 Ave NE
13. Section of Centre St N from 12 Ave NE to Hwy 27

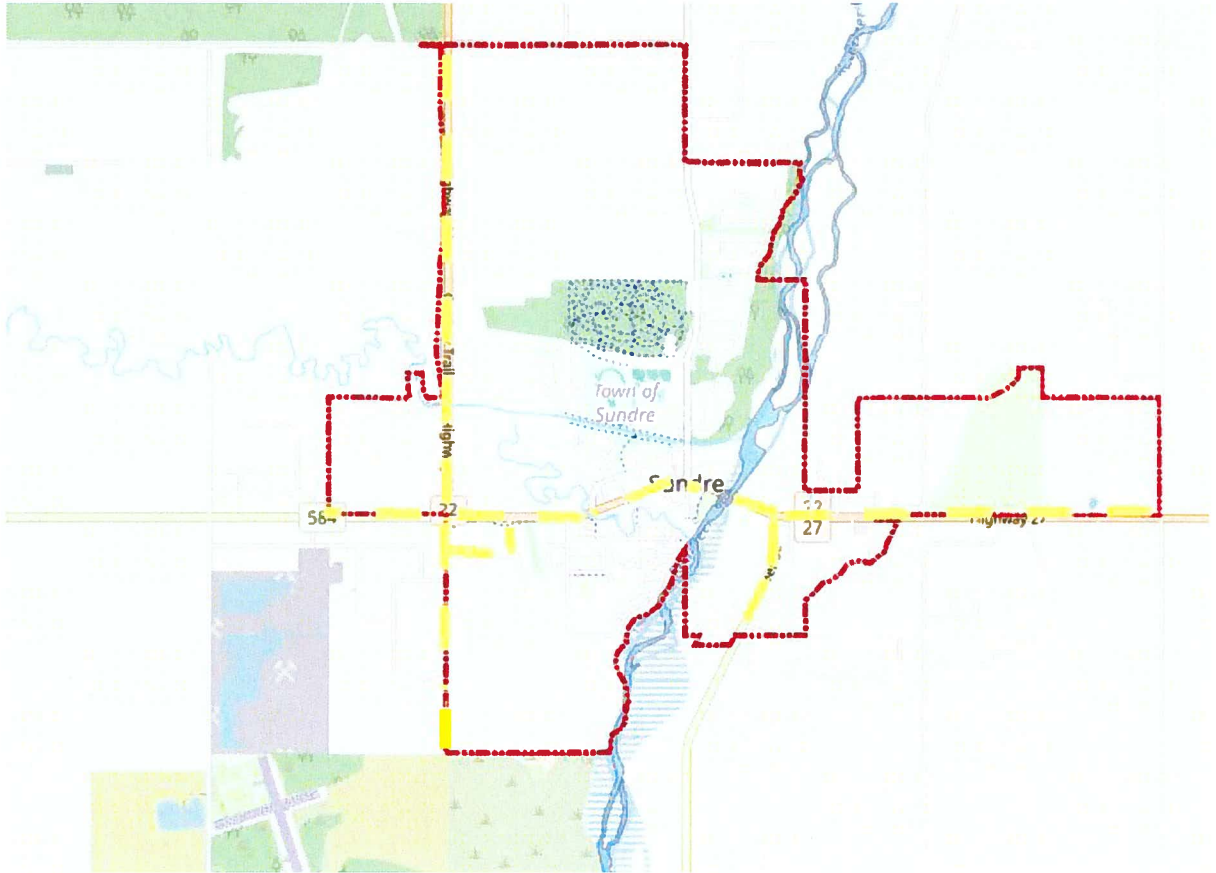
DESIGNATED TRUCK ROUTE: MAP 1



SCHEDULE B – DESIGNATED DANGEROUS GOODS ROUTE

1. All of Highway 27 within Town limits
2. All of Hwy 760 within Town limits
3. All of Hwy 584 within Town limits
4. Section of 10 St SW to RR 54
5. Section of Main Ave W from 10 St SW to 7 St SW
6. Section of 7 St SW from Main Ave W to Hwy 27

DESIGNATED DANGEROUS GOODS ROUTE: MAP 2



SCHEDULE C – PENALTIES

Offence	Penalty
3.3 Operating heavy vehicle off designated route	\$250
4.2 Transporting dangerous goods on non-designated route	\$500
5.1 Operating oversize/overweight vehicle without permit	\$500
Second/subsequent offence of any type within 12 months	Double fine



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Bylaw 2026-15 "Council Committees Bylaw" (amendments)
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

Council may pass Bylaws in relation to the establishment and functions of council committees and other bodies, pursuant to Section 145(a) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council gave Final Reading to Bylaw 2026-05 at the Regular Council Meeting held on April 27, 2026. Administration is returning the bylaw to Council with the following amendments:

REMOVE: Clause 8.11 The Committee Members shall adhere to the Council Code of Conduct Bylaw established by Council in accordance with the *Municipal Government Act*, s.146;

REMOVE: Clause 14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.

REVISE: Clause 14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the ~~Freedom of Information and Protection Act~~. **Access to Information Act (ATIA)**.

RENUMBER: Clauses accordingly due to revisions.

The revisions to the bylaw were reviewed by the Bylaws and Policy Review Committee at the Committee meeting held on July 9, 2026.

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Council's Strategic Plan Pillar 2 Community Well-being, and Pillar 5, Sustainable and Responsible Governance.

COSTS/FUNDING:

In-house staff time.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give three readings to Bylaw 2026-15 "Council Committees Bylaw" as presented.

MOTION:

That the Town of Sundre Council repeal Bylaw 2026-05 "Council Committee Bylaw".

That the Town of Sundre Council give first reading to Bylaw 2026-15 being the "Council Committee Bylaw".

That the Town of Sundre Council give second reading to Bylaw 2026-15 being the "Council Committee Bylaw".

That the Town of Sundre Council unanimous consent to proceed to third and final reading to Bylaw 2026-15, being the "Council Committee Bylaw".

That the Town of Sundre Council give **Third and Final Reading** to Bylaw 2026-15, being the "Council Committees Bylaw".

ATTACHMENTS: Revisions to Bylaw 2026-05 "Council Committees Bylaw"
Bylaw 2026-15

Date Reviewed: September 2, 2026

CAO: Linda Nelson



TOWN OF SUNDRE

BYLAW NO. 2026-05

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

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

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

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 "Council Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;
- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;

3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;

3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.

4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.

5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.

5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.

5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:

5.5.1 receipt of requests or suggestions from Council,

5.5.2 requests or enquiries from the public through the CAO, and

5.5.3 initiated by the Committee.

5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.

6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.

8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided

in the Terms of Reference for that Committee.

- 8.3 Councillors shall be appointed by Council at the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).
- ~~8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.~~

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 11.2. The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 13.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.

~~14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.~~

14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the ~~Freedom of Information and Protection of Privacy Act~~. **Access To Information Act (ATIA).**

15. EFFECTIVE DATE

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

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

16. REPEAL

16.2 Bylaw 2026-05 and amendments thereto are hereby repealed.

Read for a first time on this ____ day of _____ 2026; Motion No. _____;

Read for the second time on this ____ day of _____ 2026; Motion No. _____;

Given unanimous consent to proceed to a third reading this ____ day of _____ 2026,
Motion No. _____;

Read for the third time on this ____ day of _____ 2026; Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson



TOWN OF SUNDRE

BYLAW NO. 2026-15

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

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

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

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 "Council Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;
- 3.1.4 "Council" means the Council of the Town of Sundre;
- 3.1.5 "Councillor" means a Councillor of the Town of Sundre;
- 3.1.6 "Town" means the Town of Sundre
- 3.1.7 "Ex-officio" means membership by virtue of one's office.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;
- 3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;

- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;
- 3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee may invite third party organizations, groups or other stakeholders to participate in committee meetings.
- 5.4 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
- 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public through the CAO, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.
- 6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.
- 8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided

in the Terms of Reference for that Committee.

- 8.3 Councillors shall be appointed by Council at the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit their office, unless there is a resolution of the Committee accepting a valid reason for their absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
 - 9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.
- 9.2 Members at Large whose Terms are expiring may be re-appointed.
- 9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all the meetings for the Committee.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.

- 11.2. The chief administrative officer shall ensure that
 - 11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,
 - 11.2.2 include the names of the members present at the committee meeting,
 - 11.2.3 are given to the committee for adoption at a subsequent committee meeting,
 - 11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and
 - 11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.
- 11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 11.4 The Chief Administrative Officer, or their designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

- 12.1 A Committee shall give at least 24 hours' notice of a Committee Meeting or a change in the location or time of a Committee Meeting.
 - 12.1.1 to the members of the Committee, and
 - 12.1.2 to the public.
- 12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.
- 12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.
- 12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. TERMS OF REFERENCE

- 13.1 The Terms of Reference shall set out as a minimum:
 - 13.1.1 A statement of purpose
 - 13.1.2 Composition of Committee
 - 13.1.3 Duties and Power of the Committee
 - 3.1.4 Roles and Responsibilities
 - 13.1.5 Term
 - 13.1.6 Frequency of Meetings

14. GENERAL

- 14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.
- 14.2 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Access to Information Act* (ATIA).

15. EFFECTIVE DATE

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

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

16. REPEAL

16.2 Bylaw 2026-05 and amendments thereto are hereby repealed.

Read for a first time on this ____ day of _____ 2026; Motion No. _____;

Read for the second time on this ____ day of _____ 2026; Motion No. _____;

Given unanimous consent to proceed to a third reading this ____ day of _____ 2026,
Motion No. _____;

Read for the third time on this ____ day of _____ 2026; Motion No. _____.

Mayor Richard Warnock

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD 2026 Q2 Financial Reports
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Included are the four quarterly schedules outlining the revenues and expenses for each department, Restricted Surplus provisions, and capital expenditures as at June 30, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration has completed a high-level review of the Q2 pro-forma financial statements by Department, focusing on revenue and expenditure variances greater than \$100,000 or 50%, whether favorable or unfavorable. The review provides Council with additional context on the significant variances identified.

Overall, the variances are mainly due to timing differences, accounting adjustments, staffing changes, unbudgeted revenues, and lower-than-expected operating costs.

Significant items include property tax requisitions not previously included in the Town's budgeting practice, debt payments budgeted for projects where borrowing was not required, and higher revenues from insurance proceeds, MVC funding, donations, grants, and cost-sharing agreements. Several departments are also showing savings in salaries, contracted services, materials, and supplies. Some expenditures, such as grants to local organizations, are mainly timing-related and are expected later in the year.

Some variances are also due to accounting entries, including the recognition of previously unrecognized revenues and the reversal of prior-year vacation pay accruals.

Administration will continue to monitor the financial results throughout the remainder of the year. Overall, the Q2 variances are generally explainable by the factors noted above, with no significant financial concerns identified.

ALIGNMENT WITH STRATEGIC PLAN

Pillar 5: Sustainable & Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Q2 2026 Quarterly Financial Reports, as information.

MOTION:

That the Town of Sundre Council accept the Q2 2026 Quarterly Financial Reports, as information.

Attachments: Q2 2026, Proforma Report with Notes
Q2 2026, RSA Report
Q2 2026, Capital Project Listing

Date Reviewed: September 2, 2026

CAO



SUMMARY

variance (Budget V. Actual (Over) / Under Budget 50% or 100%													
				2026 YTD	2025 YTD	YTD Budget							
				Q1	Q2	Q3	Q4						
Taxes and Other Revenue													
Municipal Taxes				-	5,556,063	-	-	5,556,063	5,221,800	3,912,923	1,643,140	-	Note 1
Tax Penalties				71,236	-	-	-	71,236	51,575	60,000	11,236	19%	
Investment Income				53,662	53,070	-	-	106,732	123,057	75,000	31,732	42%	
FortisAlberta Franchise Fee				55,621	79,277	-	-	134,898	130,852	165,000	(30,102)	-18%	
MSI - Operating				-	-	-	-	-	-	-	-	-	
Total Taxes and Other Revenue				180,519	5,688,410	-	-	5,868,929	5,527,284	4,212,923			
Less Interest, Requisitions and Transfers													
ASFF & MVSH Requisitions				(377,963)	(377,962)	-	-	(755,925)	(690,810)	-	(755,925)		Note 2
Interest on Long-Term Debt				(21,536)	(25,271)	-	-	(46,807)	(51,228)	(167,000)	120,193	-72%	Note 3
Provincial Police Funding Model				(170,450)	-	-	-	(170,450)	(156,282)	(170,000)	(450)		
FortisAlberta Infrastructure Reserve Transfer				-	-	-	-	-	-	-	-	-	
Total Taxes and Other Revenue for Operation				(389,430)	5,285,177	-	-	4,895,747	4,628,964	3,875,923			
Net Operational Excess/(Shortfall)													
11 - Legislative				(75,227)	(161,886)	-	-	(237,113)	(221,972)	(269,592)	32,479	-12%	
12 - Corporate Services				(124,604)	(283,491)	-	-	(408,095)	(300,795)	(277,911)	(130,184)	47%	Note 4
17 - Census				-	-	-	-	-	-	-	-	-	
18 - Elections				-	-	-	-	-	-	-	-	-	
21 - Municipal Enforcement				(42,642)	(39,401)	-	-	(82,043)	(92,877)	(110,230)	28,187	-26%	
23 - Fire				(113,759)	1,442,572	-	-	1,328,813	68,418	(234,428)	1,563,241	-667%	Note 5
24 - Emergency Management				233	(3,452)	-	-	(3,219)	(1,937)	(11,124)	7,905	-71%	Note 6
26 - Animal Control				1,916	(5,454)	-	-	(3,538)	6,985	(5,569)	2,031	-36%	
32 - Roads				(4,517)	(146,946)	-	-	(151,463)	(372,405)	(288,259)	136,796	-47%	Note 7
35 - Shop				(81,409)	(62,182)	-	-	(143,591)	(166,297)	(136,564)	(7,027)	5%	
41 - Water				119,420	160,640	-	-	280,060	261,138	209,411	70,649	34%	
42 - Wastewater				71,735	229,203	-	-	300,938	149,719	141,036	159,902	113%	Note 8
43 - Solid Waste				50,935	29,162	-	-	80,097	70,923	32,371	47,726	147%	Note 9

51 - FCSS	-	62,478	-	-	62,478	-	-	62,478	-
61 - Planning & Development	13,874	(57,778)	-	-	(43,904)	(45,774)	(133,108)	89,204	-67% <u>Note 10</u>
63 - Economic Development	(23,796)	(17,548)	-	-	(41,344)	9,553	(144,063)	102,719	-71% <u>Note 11</u>
75 - Library	(35,087)	(35,086)	-	-	(70,173)	(69,371)	(71,250)	1,077	-2%
77 - Sundre Community Centre	(35,981)	8,978	-	-	(27,003)	(50,180)	(33,885)	6,882	-20%
80 - Arena	(58,757)	40,952	-	-	(17,805)	(150,808)	(52,962)	35,157	-66% <u>Note 12</u>
82 - Greenwood Campground	1,589	7,582	-	-	9,171	12,982	(28,823)	37,994	-132% <u>Note 13</u>
84 - Parks	(41,785)	2,495	-	-	(39,290)	(123,235)	(72,905)	33,615	-46%
85 - Recreation & Culture	(77,757)	181,048	-	-	103,291	532,949	90,000	13,291	15%
86 - Community Services	(42,047)	12,126	-	-	(29,921)	(111,057)	(82,460)	52,539	-64% <u>Note 14</u>
87 - Trails	(11,722)	9,179	-	-	(2,543)	(26,620)	(12,794)	10,251	-80% <u>Note 15</u>
89 - Outdoor Recreation	(12,938)	19,138	-	-	6,200	(31,664)	610	5,590	916% <u>Note 16</u>
91 - Gas	172,496	(42,034)	-	-	130,462	164,832	125,841	4,621	4%
Total Net Operational Excess/(Shortfall)	(349,830)	1,350,295	-	-	1,000,465	(487,493)	(1,366,658)		
Year End Surplus/(Deficit)	(739,260)	6,635,472	-	-	5,896,212	4,141,471	2,509,265		

- Note 1** In the past, the Town has budgeted only the municipal portion of property tax revenues, not the full revenue. This relates to Note 2 below.
- Note 2** Since only the municipal portion of the property tax revenue is budgeted, there is no budget allocation for the requisitions. We plan to change our budgeting practice starting in 2027.
- Note 3** We budgeted new debt payments for both the Main Avenue West and Centre Street projects. However, no borrowing was necessary.
- Note 4** Change in staffing. Difference will likely remain for the remainder of the year.
- Note 5** 341,328 to recognize 2024 Insurance Proceeds from Unrecognized Revenue for Asset #596 Wildland Apparatus.
- 43,855 to recognize MVC funds for Asset #510M Command Truck from Unearned Income.
- Fire Service Agreement and other revenues are higher than budget by approximately 284,000.
- Adjusting entry of 863,029 to recognize Donation Revenue for Water Tender unit donated from MVC.
- Note 6** Materials/Supplies were Budgeted (8,600) vs (982) Actual expense for Q1 & Q2
- Note 7** Revenue in Q1 was up 75k due to the Gain on a sale of the John Deer Backhoe.
- Note 8** Cost-sharing agreement revenues are higher than anticipated due to the Lagoon Upgrade Project.
- Note 9** Mountain View Regional Waste Management per capita rates have decreased, as previously discussed in Q1.
- Note 10** YTD Revenues 27k Higher than Budget amount of 26,650 vs Actual 53,681 in particular with License & Permit fees.
- Salaries & Wages YTD Budget was (129,734) vs Actual of (89,304) for 40k difference and likely to come under budget for the year.
- Contracted Services YTD Budget was (25,074) vs Actual of (4,997) for 20k difference.

Note 11 Revenue Actual were higher than Budget due to a 50k grant received from Travel Alberta in Q2.

YTD Materials/Supplies (25k) under Budget (59,700) vs Actual (34,665).

Note 12 Salaries & Wages Budget (172,287) vs Actual (140,799) with a YTD difference of (31k) savings and likely to come under budget for the year.

Note 13 Revenue 22k higher than Budget 16,800 vs Actual 39,617 YTD.

In addition, overall costs are down by approximately (15k) including Salaries, Contracted Services, Supplies, & Utilities.

Note 14 YTD cost to Local Organizations under budget vs actual expense is a timing difference. Most grants are paid in the third and fourth quarters.

Note 15 YTD overall costs are down (10k) including in Salaries, Contracted Services, and Supplies.

Note 16 YTD overall costs down (5.6k) Salaries Contracted Services, also including Supplies Budget (5k) vs (35) Actual for a (4,965) difference.

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues									
Municipal Taxes	-	5,556,063	-	-	5,556,063	5,221,800	3,912,923	1,643,140	
Tax Penalties	71,236	-	-	-	71,236	51,575	60,000	11,236	
Investment Income	53,662	53,070	-	-	106,732	123,057	75,000	31,732	
FortisAlberta Franchise Fee	55,621	79,277	-	-	134,898	130,852	165,000	(30,102)	
MSI - Operating	-	-	-	-	-	-	-	-	
Expenses									
Requisitions	(377,963)	(377,962)	-	-	(755,925)	(690,810)	-	(755,925)	
Interest on Long-Term Debt	(21,536)	(25,271)	-	-	(46,807)	(51,228)	(167,000)	120,193	
Provincial Police Funding Model	(170,450)	-	-	-	(170,450)	(156,282)	(170,000)	(450)	
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(389,430)	5,285,177	-	-	4,895,747	4,628,964	3,875,923		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(23,661)	(107,056)	-	-	(130,717)	(124,264)	(181,116)	50,399
Contracted Services	(14,005)	(14,918)	-	-	(28,923)	(33,696)	(17,050)	(11,873)
Materials & Supplies	(37,561)	(39,912)	-	-	(77,473)	(64,012)	(71,426)	(6,047)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(75,227)	(161,886)	-	-	(237,113)	(221,972)	(269,592)	-

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	7,801	(8,503)	-	-	(702)	7,547	7,000	(7,702)	
Expenses									
Salaries & Wages	(23,243)	(168,548)	-	-	(191,791)	(93,380)	(110,147)	(81,644)	
Contracted Services	(43,319)	(64,500)	-	-	(107,819)	(99,343)	(74,750)	(33,069)	
Materials & Supplies	(61,978)	(38,320)	-	-	(100,298)	(104,453)	(87,426)	(12,872)	
Utilities	(3,865)	(3,620)	-	-	(7,485)	(11,166)	(12,588)	5,103	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(124,604)	(283,491)	-	-	(408,095)	(300,795)	(277,911)		

Town of Sundre
2026 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	-

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Municipal Enforcement									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	3,838	11,646	-	-	15,484	8,413	7,500	7,984	
Expenses									
Salaries & Wages	(28,506)	(51,097)	-	-	(79,603)	(82,954)	(92,254)	12,651	
Contracted Services	(5,833)	3,159	-	-	(2,674)	(4,860)	(10,100)	7,426	
Materials & Supplies	(12,141)	(3,109)	-	-	(15,250)	(13,476)	(15,376)	126	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(42,642)	(39,401)	-	-	(82,043)	(92,877)	(110,230)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	16,028	1,592,078	-	-	1,608,106	354,535	69,750	1,538,356	
Expenses									
Salaries & Wages	(46,670)	(91,645)	-	-	(138,315)	(147,842)	(166,926)	28,611	
Contracted Services	(7,486)	(13,040)	-	-	(20,526)	(16,599)	(20,550)	24	
Materials & Supplies	(73,197)	(42,057)	-	-	(115,254)	(115,578)	(106,726)	(8,528)	
Utilities	(2,434)	(2,764)	-	-	(5,198)	(6,098)	(9,976)	4,778	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(113,759)	1,442,572	-	-	1,328,813	68,418	(234,428)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	841	(3,078)	-	-	(2,237)	(460)	(2,524)	287
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(608)	(374)	-	-	(982)	(1,477)	(8,600)	7,618
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	233	(3,452)	-	-	(3,219)	(1,937)	(11,124)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	6,060	300	-	-	6,360	7,492	7,000	(640)
Expenses								
Salaries & Wages	(3,955)	(5,647)	-	-	(9,602)	-	(10,169)	567
Contracted Services	-	-	-	-	-	-	(1,000)	1,000
Materials & Supplies	(189)	(107)	-	-	(296)	(507)	(1,400)	1,104
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	1,916	(5,454)	-	-	(3,538)	6,985	(5,569)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads								
	Q1	Q2	Q3	Q4	2026 YTD	2025 YTD	YTD Budget	Variance (Budget V. Actual) Over / Under Budget
Revenues	96,668	40,051	-	-	136,719	42,728	42,500	94,219
Expenses								
Salaries & Wages	(55,974)	(114,421)	-	-	(170,395)	(162,817)	(201,509)	31,114
Contracted Services	(3,466)	(16,357)	-	-	(19,823)	(159,639)	(27,000)	7,177
Materials & Supplies	(7,904)	(3,174)	-	-	(11,078)	(9,201)	(14,750)	3,672
Utilities	(33,841)	(53,045)	-	-	(86,886)	(83,476)	(87,500)	614
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(4,517)	(146,946)	-	-	(151,463)	(372,405)	(288,259)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	-	-	-	-	-	-	-	-	
Expenses									
Salaries & Wages	(6,471)	(9,826)	-	-	(16,297)	(19,243)	(27,178)	10,881	
Contracted Services	(11,087)	(13,000)	-	-	(24,087)	(21,314)	(15,750)	(8,337)	
Materials & Supplies	(62,130)	(37,783)	-	-	(99,913)	(121,519)	(89,636)	(10,277)	
Utilities	(1,721)	(1,573)	-	-	(3,294)	(4,221)	(4,000)	706	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(81,409)	(62,182)	-	-	(143,591)	(166,297)	(136,564)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)	
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / Under Budget	
Revenues	241,706	280,518	-	-	522,224	507,396	538,000	(15,776)	
Expenses									
Salaries & Wages	(55,300)	(86,805)	-	-	(142,105)	(114,378)	(156,663)	14,558	
Contracted Services	(15,541)	(9,402)	-	-	(24,943)	(34,312)	(61,250)	36,307	
Materials & Supplies	(39,999)	(6,452)	-	-	(46,451)	(62,599)	(49,426)	2,975	
Utilities	(11,446)	(17,219)	-	-	(28,665)	(34,969)	(61,250)	32,585	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	119,420	160,640	-	-	280,060	261,138	209,411		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - Wastewater									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)	
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / Under Budget	
Revenues	170,693	358,890	-	-	529,583	361,064	430,000	99,583	
Expenses									
Salaries & Wages	(52,225)	(81,865)	-	-	(134,090)	(107,422)	(150,038)	15,948	
Contracted Services	(14,266)	(26,945)	-	-	(41,211)	(40,034)	(61,500)	20,289	
Materials & Supplies	(21,929)	(4,432)	-	-	(26,361)	(38,708)	(23,550)	(2,811)	
Utilities	(10,538)	(16,445)	-	-	(26,983)	(25,181)	(53,876)	26,893	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	71,735	229,203	-	-	300,938	149,719	141,036		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	81,371	81,493	-	-	162,864	162,007	162,000	864	
Expenses									
Salaries & Wages	(4,227)	(16,510)	-	-	(20,737)	(16,103)	(27,529)	6,792	
Contracted Services	(21,570)	(30,959)	-	-	(52,529)	(60,320)	(66,100)	13,571	
Materials & Supplies	(143)	(367)	-	-	(510)	(526)	(1,000)	490	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	(4,496)	(4,495)	-	-	(8,991)	(14,135)	(35,000)	26,009	
Surplus (Deficit)	50,935	29,162	-	-	80,097	70,923	32,371		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS								
	Q1	Q2	Q3	Q4	2026 YTD	2025 YTD	YTD Budget	Variance (Budget V. Actual) Over / Under Budget
Revenues	21,938	81,152	-	-	103,090	103,089	-	103,090
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(3,264)	-	-	-	(3,264)	(3,264)	-	(3,264)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,674)	(18,674)	-	-	(37,348)	(99,825)	-	(37,348)
Surplus (Deficit)	-	62,478	-	-	62,478	-	-	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	42,516	11,165	-	-	53,681	54,485	26,650	27,031
Expenses								
Salaries & Wages	(26,319)	(62,985)	-	-	(89,304)	(93,944)	(129,734)	40,430
Contracted Services	(237)	(4,760)	-	-	(4,997)	(2,731)	(25,074)	20,077
Materials & Supplies	(2,086)	(1,198)	-	-	(3,284)	(3,584)	(4,950)	1,666
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	13,874	(57,778)	-	-	(43,904)	(45,774)	(133,108)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	36,818	52,620	-	-	89,438	142,961	30,500	58,938
Expenses								
Salaries & Wages	(17,653)	(57,051)	-	-	(74,704)	(72,581)	(103,113)	28,409
Contracted Services	(6,702)	-	-	-	(6,702)	(6,928)	(750)	(5,952)
Materials & Supplies	(17,343)	(17,322)	-	-	(34,665)	(39,530)	(59,700)	25,035
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(18,916)	4,205	-	-	(14,711)	(14,369)	(11,000)	(3,711)
Surplus (Deficit)	(23,796)	(17,548)	-	-	(41,344)	9,553	(144,063)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	32,809	-	-	32,809	64,381	-	32,809
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(35,087)	(67,895)	-	-	(102,982)	(133,752)	(71,250)	(31,732)
Surplus (Deficit)	(35,087)	(35,086)	-	-	(70,173)	(69,371)	(71,250)	

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	18,611	76,146	-	-	94,757	56,110	94,500	257	
Expenses									
Salaries & Wages	(25,893)	(35,060)	-	-	(60,953)	(59,083)	(69,209)	8,256	
Contracted Services	(87)	(2,122)	-	-	(2,209)	(456)	(2,250)	41	
Materials & Supplies	(22,273)	(24,042)	-	-	(46,315)	(26,671)	(30,426)	(15,889)	
Utilities	(6,339)	(5,944)	-	-	(12,283)	(20,080)	(26,500)	14,217	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(35,981)	8,978	-	-	(27,003)	(50,180)	(33,885)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)	
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / Under Budget	
Revenues	42,430	161,776	-	-	204,206	60,547	207,500	(3,294)	
Expenses									
Salaries & Wages	(51,876)	(88,923)	-	-	(140,799)	(137,716)	(172,287)	31,488	
Contracted Services	(8,342)	(6,094)	-	-	(14,436)	(10,714)	(14,325)	(111)	
Materials & Supplies	(25,039)	(14,070)	-	-	(39,109)	(34,412)	(42,350)	3,241	
Utilities	(15,930)	(11,737)	-	-	(27,667)	(28,513)	(31,500)	3,833	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(58,757)	40,952	-	-	(17,805)	(150,808)	(52,962)		

Town of Sundre 2026 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	11,700	27,917	-	-	39,617	40,794	16,800	22,817	
Expenses									
Salaries & Wages	(4,337)	(6,691)	-	-	(11,028)	(11,323)	(18,569)	7,541	
Contracted Services	(920)	(7,474)	-	-	(8,394)	(4,158)	(10,900)	2,506	
Materials & Supplies	(3,800)	(4,211)	-	-	(8,011)	(8,668)	(12,074)	4,063	
Utilities	(1,054)	(1,959)	-	-	(3,013)	(3,663)	(4,080)	1,067	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	1,589	7,582	-	-	9,171	12,982	(28,823)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)	
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / Under Budget	
Revenues	-	66,000	-	-	66,000	3,600	66,000	-	
Expenses									
Salaries & Wages	(31,612)	(53,919)	-	-	(85,531)	(83,929)	(101,005)	15,474	
Contracted Services	(2,371)	(5,274)	-	-	(7,645)	(11,688)	(13,400)	5,755	
Materials & Supplies	(7,802)	(4,312)	-	-	(12,114)	(31,218)	(24,500)	12,386	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(41,785)	2,495	-	-	(39,290)	(123,235)	(72,905)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	-	265,425	-	-	265,425	680,495	260,000	5,425	
Expenses									
Salaries & Wages	-	-	-	-	-	-	-	-	
Contracted Services	-	-	-	-	-	-	-	-	
Materials & Supplies	-	-	-	-	-	-	-	-	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	(77,757)	(84,377)	-	-	(162,134)	(147,546)	(170,000)	7,866	
Surplus (Deficit)	(77,757)	181,048	-	-	103,291	532,949	90,000		

Town of Sundre **2026 Quarterly Pro-Forma Statement of Revenue and Expenses**

86 - Community Services									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	820	97,175	-	-	97,995	500	98,500	(505)	
Expenses									
Salaries & Wages	(27,930)	(41,796)	-	-	(69,726)	(70,770)	(82,860)	13,134	
Contracted Services	(3,856)	(8,150)	-	-	(12,006)	(7,260)	(13,500)	1,494	
Materials & Supplies	(11,081)	(33,243)	-	-	(44,324)	(31,552)	(29,100)	(15,224)	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	-	(1,860)	-	-	(1,860)	(1,975)	(55,500)	53,640	
Surplus (Deficit)	(42,047)	12,126	-	-	(29,921)	(111,057)	(82,460)		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget
Revenues	-	26,000	-	-	26,000	-	26,000	-
Expenses								
Salaries & Wages	(5,714)	(10,860)	-	-	(16,574)	(17,459)	(23,894)	7,320
Contracted Services	(2,296)	(4,048)	-	-	(6,344)	(5,488)	(8,700)	2,356
Materials & Supplies	(3,712)	(1,913)	-	-	(5,625)	(3,673)	(6,200)	575
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(11,722)	9,179	-	-	(2,543)	(26,620)	(12,794)	-

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026 <u>YTD</u>	2025 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / Under Budget	
Revenues	-	41,231	-	-	41,231	1,231	40,650	581	
Expenses									
Salaries & Wages	(7,136)	(15,681)	-	-	(22,817)	(21,398)	(23,290)	473	
Contracted Services	(2,511)	(5,796)	-	-	(8,307)	(6,592)	(8,750)	443	
Materials & Supplies	(3,291)	(616)	-	-	(3,907)	(4,905)	(8,000)	4,093	
Utilities	-	-	-	-	-	-	-	-	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	(12,938)	19,138	-	-	6,200	(31,664)	610		

Town of Sundre

2026 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas									
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2026	2025	YTD	Variance (Budget V. Actual)	
					<u>YTD</u>	<u>YTD</u>	<u>Budget</u>		
Revenues	466,595	273,246	-	-	739,841	711,826	749,000	(9,159)	
Expenses									
Salaries & Wages	(60,609)	(97,904)	-	-	(158,513)	(156,415)	(190,659)	32,146	
Contracted Services	(19,300)	(48,397)	-	-	(67,697)	(27,955)	(50,000)	(17,697)	
Materials & Supplies	(212,817)	(140,801)	-	-	(353,618)	(333,082)	(354,250)	632	
Utilities	(1,373)	(28,178)	-	-	(29,551)	(29,542)	(28,250)	(1,301)	
Transfers to Local Organizations	-	-	-	-	-	-	-	-	
Surplus (Deficit)	172,496	(42,034)	-	-	130,462	164,832	125,841		

TOWN OF SUNDRE
2026 Restricted Surplus Continuity Schedule
As at June 30, 2026

RSA Designation	Restricted Surplus Account Name	Opening		Interest	Increase	Decrease	Intra-Fund Transfer	Ending Balance	Committed Funds (decrease)	Remaining Balance
		Balance								
A.1	General Corporate Stabilization	1,809,747.56	3,783.35				-	1,813,530.91		1,813,531
A.2	Corporate Services Stabilization	93,541.35	195.56				-	93,736.91		93,737
A.3	Protective Services Stabilization	29,316.38	61.28				-	29,377.66		29,378
A.4	Municipal Operations Stabilization	39,866.09	83.34				-	39,949.43		39,949
A.5	Utilities Stabilization	-	-				-	-		-
A.6	Development Stabilization	120,468.09	251.85				-	120,719.94		120,720
A.7	Community Services Stabilization	196,416.01	410.61				-	196,826.62		196,827
B.1	Municipal "New" Projects	158,229.93	330.78				-	158,560.71	135,000	23,561
B.2	Utility "New" Projects	-	-				-	-		-
C.1	Municipal Infrastructure Lifecycling	457,602.44	956.64				-	458,559.08	520,000	(61,441)
C.2	Utility Infrastructure Lifecycling	2,416,349.06	5,051.48				-	2,421,400.54	584,000	1,837,401
D.1	Municipal Cash-in-Lieu	73,988.59	945.53				-	74,934.12		74,934
D.2	Shared Fire - Capital	805,996.96	1,684.97				-	807,681.93		807,682
D.3	Shared Fire - Operating	133,554.98	279.20				-	133,834.18		133,834
D.4	Sundre Golf Society	-	-				-	-		-
D.5	Transportation Off-Site Levy	3,816.12	56.47				-	6,496.68		6,497
D.6	Water Off-Site Levy	395,099.64	4,348.92				-	399,754.84		399,755
D.7	Wastewater Off-Site Levy	20,746.73	237.45				-	22,646.81		22,647
D.8	Storm Drainage Off-Site Levy	-	-				-	-		-
Totals		6,754,739.93	18,677.43		4,593.00	-	-	6,778,010.36	1,239,000.00	5,539,010.36

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

Town of Sundre Capital Project Listing									
Q2 Capital Project List as at June 30, 2026									
Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent as of Dec 31, 2025	Total Spent in 2026	Budget \$ Remaining	Status Comments as of August 18, 2026
19-Mar-2019	124-18-03-19	OP19-01	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00	54,225.03	2,537.50	48,237.47	Site will be utilized in 2024 and 2025 by AB Transportation for a temporary roadway in conjunction with the Highway 27 paving project. Monitoring of the site will continue in 2024 and 2025 with final remediation after AB Transportation no longer needs the site. Testing to resume Spring of 2026. Remediation report update and site testing to begin the first water of 2026. Remedial Options report completed, reviewing options.
16-Dec-2019	422-16-12-19	OP19-08	Sewer Lagoon Upgrade/Expansion	Utilities Lifecycling RSA	2,100,000.00	346,216.20	3,594.73	1,750,189.07	Discussion with Alberta Environment and Alberta Transport ongoing. Budget Reduced from \$13M July 2021. Sept 30th, 2022 Groundbreaking Ceremony. Alberta Environment application for renewal of licensing utilizing new technology currently in 60 day advertising period.
28-Jun-21	198-28-06-21			MSI	325,000.00	-		325,000.00	Provincial & Municipal approvals have been issued.
				LGFF	475,000.00	-		475,000.00	Waiting for the Contractor to provide a construction schedule. Building permit to be obtained from the County. Construction drawings have been submitted and approved by Mountain View County. Foundation poured and backfilled.
28-Jun-21	201-28-06-21			CCBF	150,000.00	-		150,000.00	
28-Jun-21	202-28-06-21			Provisional Utilities Lifecycling	950,000.00	-		950,000.00	
28-Jun-21	200-28-06-21			Provisional Utilities Lifecycling	200,000.00	-		200,000.00	
				Provincial Funding AMWWP	7,500,000.00	-		7,500,000.00	
					11,700,000.00	346,216.20	3,594.73	11,350,189.07	
05-Dec-22	348-05-12-22	CS23-04	Boardwalk	CCBF	80,000.00	66,095.71	-	13,904.29	Phase 1 is complete and on budget. Additional work to continue potentially in Fall 2026.
					80,000.00	66,095.71	-	13,904.29	
05-Dec-22	348-05-12-22	CS23-05	Passive Use/Campground	CCBF	100,000.00	6,833.20		93,166.80	ON HOLD - per Council Public Engagement was held at the Library June 27, 2023, Envelope Study complete. McElhinney submitted a proposed servicing budget for the site on March 5, 2024, proposal is under review.
				Other Funding	200,000.00	-	-	200,000.00	
					300,000.00	6,833.20	-	293,166.80	
04-Dec-23	337-04-12-23	FD24-01	Unit 560 replace 2009 Freightliner	MVC	100,000.00	-	-	100,000.00	MVC to pay 100% costs to vendor directly. Factory Test complete waiting for RMP Red Deer to receive Unit and Complete for delivery March 2026
					100,000.00	-	-	100,000.00	Project Complete and unit in service 6/3/2026
04-Dec-23	337-04-12-23	FD24-02	Unit 591 - Replace Rhino side x side	MVC 80% Fire RSA	24,000.00 6,000.00	-	-	24,000.00 6,000.00	On Hold pending discussion with MVC Will Proceed with Purchase when MVC has funds allocated - no new updates to report 6/3/2026
					30,000.00	-	-	30,000.00	

Approval Date	Motion #	PROJECT CODE #	Project Description	Source of Funding	Estimated Project Cost	Total Spent as of Dec 31, 2025	Total Spent In 2026	Budget \$ Remaining	Status Comments as of August 18, 2026
02-Dec-24	410-02-12-24	OP25-01	Lift Stn 5 Upgrades to pumps & piping	Utility Life Cycling	100,000.00	-	74,471.83	25,528.17	Pumps and Motors installed, doors delivered and installed. Motors and grinders have been delivered, waiting for confirmation of installation date.
				MSI	180,000.00	132,868.48	47,131.52	-	
					280,000.00	132,868.48	121,603.35	25,528.17	
22-Dec-25	437-22-12-25	COMP26-01	IT Infrastructure (servers, switches, connectivity)	Municipal New - RSA	70,000.00	-	-	70,000.00	Server costs increased substantially, looking to purchase used instead of new. Purchases to appear in third and fourth quarters.
					70,000.00	-	-	70,000.00	
22-Dec-25	437-22-12-25	CP026-01	2nd Municipal Enforcement vehicle	Municipal Lifecycle RSA	100,000.00	-	60,101.41	39,898.59	Vehicle received from dealership, currently awaiting buildout of equipment. Expected to be complete for end of Q3, anticipated on budget
					100,000.00	-	60,101.41	39,898.59	
22-Dec-25	437-22-12-25	CS26-01	Unit No. 148 - 2011 Chev for use by CS New unit is 2026 Ford F150	Municipal Lifecycle RSA	65,000.00	-	56,637.14	8,362.86	Vehicle ordered. New unit in service. Unit 148 at Rosehill Auction for August sale.
					65,000.00	-	56,637.14	8,362.86	
22-Dec-25	437-22-12-25	CS26-02	Hwy 27 trail connection (bridge to Cenotaph Park)	CCBF	40,000.00	-	41,198.80	(1,198.80)	Project Completed, over budget as trail width was adjusted from 4' to 6'.
					40,000.00	-	41,198.80	(1,198.80)	
22-Dec-25	437-22-12-25	CS26-03	Upgrade Greenwood washrooms to accommodate four-season use	Municipal New - RSA	15,000.00	-	-	15,000.00	Contract has been awarded, working with operations on water service. Set for end of September 2026.
					15,000.00	-	-	15,000.00	
22-Dec-25	437-22-12-25	OP26-01	Unit No. 146 - 2010 Chev for use by Water Dept	Municipal Lifecycle RSA	65,000.00	-	56,603.00	8,397.00	Vehicle ordered. New unit in service. Unit 146 at Rosehill Auction for August sale.
					65,000.00	-	56,603.00	8,397.00	
22-Dec-25	437-22-12-25	OP26-02	Exchange backhoe (Asset#1133) for mini-excavator		-	-	-	-	Backhoe traded for 90k value for excavator with additional 5k spent on warranty for excavator Project Complete - No Motion Required
					-	-	-	-	
22-Dec-25	437-22-12-25	OP26-03	Centre Street (lights to Hospital road)	Debentures	1,400,000.00	-	-	1,400,000.00	Bridge repairs completed.
				Municipal New - RSA	50,000.00	-	-	50,000.00	Tender awarded for water and sanitary repairs
				Municipal Lifecycle RSA	200,000.00	-	-	200,000.00	Tender for surface works awarded
				Utility Life Cycling	550,000.00	-	-	550,000.00	Water and Sanitary repairs complete. Concrete and paving on Blocks 1 and 2 complete. Curbs and sidewalks on Blocks 4-10, on the east side, removed and replaced. Curbs on Blocks 3-6, on west side, removed and replaced.
				LGFF	765,000.00	-	332,936.41	432,063.59	
				MSI	235,000.00	-	235,000.00	-	
				CCBF	200,000.00	-	200,000.00	-	
					3,400,000.00	-	767,936.41	2,632,063.59	
22-Dec-25	437-22-12-25	OP26-04	Laneway rehabilitation - south of Riverside Plaza	Municipal Lifecycle RSA	90,000.00	-	85,263.15	4,736.85	Project Completed
					90,000.00	-	85,263.15	4,736.85	
22-Dec-25	437-22-12-25	OP26-05	Underground Lift Station Upgrades (pumps, electrical, panels)	Utility Life Cycling	34,000.00	-	1,494.89	32,505.11	Project to be completed last week of July
					34,000.00	-	1,494.89	32,505.11	



REQUEST FOR DECISION

COUNCIL DATE: September 14, 2026
SUBJECT: RFD Proclamation – Development Officer’s Week
ORIGINATING DEPARTMENT: Legislative Services
AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems, and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the *Municipal Government Act*, RSA 2000, Chapter M-26.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Alberta Development Officers Association (ADOA) is requesting municipalities recognize the contribution that Development Officers provide and to publicly recognize the work of our municipal colleagues in planning and development for the improvement of their communities. The Alberta Development Officers Association (ADOA) holds a yearly conference where municipalities that endorse the proclamation are recognized. This year the Town of Olds and Mountain View County are collaborating to host the annual conference, celebrating the 42nd Anniversary of the ADOA, from September 15th to 17th.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre endorse and proclaim September 14th to 18th as Alberta Development Officers week in Sundre.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council Strategic Plan 1 Community and Economic Growth and Pillar 5 Sustainable and Responsible Governance.

MOTION:

That the Council of the Town of Sundre proclaim the week of September 14th to 18th, 2026 as Alberta Development Officers Week in the Town of Sundre, and further, that the Mayor sign the proclamation on behalf of Council and the citizens of Sundre.

ATTACHMENTS:

Alberta Development Officers Association Proclamation

Date Reviewed: September 2, 2026

CAO: Andre Nebe



**PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 14th to SEPTEMBER 18th, 2026**

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Town of Sundre; and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, I, Mayor Richard Warnock, do hereby proclaim the week of September 14th to September 18th, 2026, to be designated as Alberta Development Officers Week in the Town of Sundre.

Proclaimed this 14th day of September 2026

Mayor Richard Warnock



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Council Discussion 2026 Hospital Futures Gala
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.3

BACKGROUND/PROPOSAL:

The Sundre Hospital Futures Gala will take place on Saturday, November 14, 2026 in the Sundre Community Centre. The 4-day rental fee for the Community Centre is \$577.50 (GST included).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Historically, Council has waived the Community Centre rental fee for the Hospital Gala with funds to be drawn from the Council's Discretionary Fund to Local Organizations. Currently, the balance of the fund is \$622.00.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council support the Hospital Futures request for the fee waiver for rental of the Community Centre November 12-15, 2026 and that the funds be drawn from Council's Discretionary Fund to Local Organizations in an amount not to exceed \$577.50.

MOTION:

That the Town of Sundre Council support the Hospital Futures request for the fee waiver for rental of the Community Centre November 12-15, 2026 and that the funds be drawn from Council's Discretionary Fund to Local Organizations in an amount not to exceed \$577.50.

Attachments:

Copy of August 21, 2026 Letter of Request
Copy of Facility Booking Invoice

Date Reviewed: September 3, 2026

CAO: Donida Nebo



August 21, 2026

Dear Mayor Warnock and Sundre Town Council

RE: Sundre Hospital Futures GALA, November 14, 2026.

On behalf of the Sundre Futures Committee, we would like to express our thanks for your past support of our annual Gala event. Each year Town Council has contributed to this event through donating the use of the Community Centre, purchasing tickets, and donating their time and efforts to make this a successful event.

Funds raised at the Annual Hospital Futures GALA go directly toward the ongoing work to recruit and retain health professionals for our community, and to fund our community's efforts to ensure the full usage, and eventual replacement of the Sundre Hospital.

We are all aware of the value that a great health community brings to the economic development of our region, but our hospital is an aging structure, and needs replacement, and it is always a challenge for a rural community like ours to attract and retain health professionals.

Nevertheless, our group is committed to continue to bring health professionals to Sundre, and to someday open a new Health Campus and we are getting close to that vision.

This year, we would like to, once again, invite you to partner with us as we plan our annual GALA on November 14th.

Firstly, I ask that council resolve to grant the use of the Centre and waive the rental fee of \$577.50. We have provided a cheque of \$500.00 for Damage Deposit to be held by the Town until after the event.

Secondly, I would ask that Mayor and Council, once again plan to attend the event, and be available for greetings, comments, award presentations, or other various activities that dignitaries do.

Thank you for your consideration.

Sincerely

A handwritten signature in blue ink, appearing to read "Gerald Ingeveld", is located below the word "Sincerely".

Gerald Ingeveld,

Sundre Hospital Futures Chairman



SUNDRE COMMUNITY CENTRE #3, 96 - 2nd AV NW

Email: facilitybookings@sundre.com

Office Ph. 403.638.2042

Rental Booking Contract SCC #2026.069

Rental Date(s): November 12,13,14,15 2026

Renter(s) Name: Wetaskiwin Health Foundation

Type of Use: Hospital Future Gala

Contact Name(s): Gerald Ingeveld

Contact Phone/Email: gsingeveld@gmail.com

Address: Sundre Alberta

Date:	4 Days	Date:	N/A
Start Time:	All Day	Start Time:	N/A
End Time:	All Day	End Time:	N/A

Rental Fee:	\$250.00	x	1	=	\$250.00
Rental Fee:	\$150.00	x	2	=	\$300.00

*Deposit required depending on the
Rental Use, see Page 2.*

Subtotal:	\$550.00
GST:	\$27.50
Total Rental:	\$577.50

Payment received: MC VISA DEBIT CASH Receipt No.

Deposit received: MC VISA DEBIT CASH Receipt No.

Liquor Licence Required: Yes _____ No _____ Date Copy Received: _____

PAL Insurance Required: Yes _____ No _____ Date Copy Received: _____

ProServe Bartenders Certificates Required: Yes _____ No _____ Received: _____

Occupancy Load Reviewed: Yes _____ No _____

Notes: Please review booking dates and times to ensure they are correct. Signature and payment required before rental date. Payment can be made at the Town Office, 717 Main Ave W, 8:00 am to 4:00 pm, Monday to Friday or by phone 403.638.3551 Set up Friday, Event Saturday, clean up Sunday

If you have any concerns during your rental please call 403.586.3408

The Community Center is a designated Emergency Reception Centre. In the event of an emergency, you may be asked to leave the facility with limited notice.

Confirmation/Cancellation

The renter is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

Deposit**\$500.00**

Renter is required to submit a deposit as per the current 'Schedule of Fees and Charges' to be used as a retainer for the use and occupancy of the facility. The deposit fee shall be withheld until inspection of the facility / or equipment. Any damages will result in deposit funds being withheld.

Refund

Cancellations of bookings less than one week will result in a \$40.00 fee to be withheld from the rental payment.

Cleaning Fee

The renter agrees to be responsible for any cleaning fees as per the current 'Schedule of Fees and Charges' if the facility is not left in the state required. Cigarette / garbage mess outside of the facility included in this cleaning fee.

Vomit/Body Fluids: Clean up is the responsibility of the renter, inside and outside of the facility.

Facility Fire Code Capacity

Occupancy load varies depending on use of the space. Example: Standing Space, Space with non-Fixed Seat, Space with Non-Fixed seats and tables, and other. Renter must ensure maximum occupancy load is not exceeded.

Liability

This booking contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the facility by the renter or their guests. The renter or designate must be available at the location for the entire rental period.

Callie Klett August 12th 2026

Renter Signature / Date

Town of Sundre / Date

PRIVACY: The personal information on this form is collected under the authority of the Municipal Government Act (Section 3) and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of administering Town facility bookings. If you have any questions about the collection, use and protection of this information please contact: Town of Sundre, 717 Main Avenue NW, Sundre, AB T0M1X0, 403.638.3551

Keys Required:

Main Door Yes
Conference Room Door Yes
Garbage Bin Yes

Alarm Code Required:

Bar Room Yes
Sound System will be open
Kitchen yes

Yes Will provide

Stage Storage _____
Sports Equipment _____
Storage _____



REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Council Committee Reports, June – August 2026
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.1

BACKGROUND/PROPOSAL:

Council committed to providing monthly committee reports, either verbally or in writing at the first meeting of each month under Motion of Council 426-08-12-25 at the Regular Council Meeting held on December 8, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached reports.

ALIGNMENT WITH STRATEGIC PLAN

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the written or verbal reports as submitted as information.

MOTIONS:

That the Town of Sundre Council accept Deputy Mayor Anderson's verbal report for June - August 2026, as information.

That the Town of Sundre Council accept Councillor Buchan's verbal report for June – August 2026, as information.

That the Town of Sundre Council accept Councillor Dalke's verbal report for June - August 2026, as information.

That the Town of Sundre Council accept Councillor Isaac's written report for June 2026, as information.

That the Town of Sundre Council accept Councillor Marr's verbal report for June - August 2026, as information.

That the Town of Sundre Council accept Councillor Petersen's verbal report for June - August 2026, as information.

That the Town of Sundre Council accept Mayor Warnock's written report for June - August 2026, as information.

ATTACHMENTS:

10.1d_Councillor Isaac's report

10.1g_Mayor Warnock

Date Reviewed: September 9, 2026

CAO: Linda Nelson

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



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 June

Bylaw Policy Review Committee

Date of Meeting:

No meeting scheduled

Emergency Management Advisory Committee

Date of Meeting:

No meeting scheduled.

Naming Committee

Date of Meeting:

No meeting scheduled.

Sundre & District Aquatic Society

Date of Meeting:

Sundre & District Chamber of Commerce (Alternate)

Date of Meeting:

Visitor Information Research Review Committee (Ad Hoc)

Date of Meeting:

No meeting scheduled.

Sundre Forest Products/West Fraser

Date of Meeting: June 9

Alberta Forest Products Open House – Edmonton: The connections our Mayor has been making in Alberta over the past few years is amazing. People know about Sundre, and people want to talk with us. I had the pleasure of speaking a Alberta Forest Products representative, who along with a representative of West Fraser provided information on the state of West Fraser and the forestry industry to Council in February 2025. On the lighter side of our conversation, he wanted to know if the “gin guy” was still on Council. Another memorable conversation occurred with one of the Directors for Alberta Forestry Products, who remembers me as an Umpire in Chief at a provincial ball tournament; together we shared umpiring duties at the tournament. It is really hard to put into words; how very important it is for Town of Sundre Councillors to attend these types of events and to promote the Town of Sundre.

Other:

Date of Meeting:

Monday, June 8: Regular Council Meeting in Town Chambers;
Saturday, June 13: Town of Eckville Rodeo Parade;
Tuesday, June 23, Joint Council meeting with Mountain View County Council.

**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 Months of June, July & August 2026

Bylaw Policy Review Committee

Date of Meeting: July 9, 2026

Five (5) Bylaws were reviewed by the Committee. Bylaws to Council for adoption at the next Regular Council Meeting

Emergency Management Advisory Committee

Date of Meeting: No Meeting

Intermunicipal Collaboration Committee

Date of Meeting: No Meeting

Mountain View Senior's Housing

Date of Meeting: June

June 01 – Attended the Seniors Week opening breakfast at the Sundre Seniors Supportive Living and relayed Town comments at both Lodge and Type B breakfasts.

Sundre & District Chamber of Commerce

Date of Meeting: July 09 & August 13

July 09 – Agenda included the Ad-Hoc committee update, the Chamber insurance policy, the year-to-date report, and a future workshop.

August 13 – Agenda included the final discussion's on the Ad-Hoc committee presentation, and the Executive Director report on the website, upcoming events, grants, water testing and the Discover Sundre App.

Intermunicipal Planning Commission

Date of Meeting: No Meeting

Red Deer River Municipal Users Group

Date of Meeting: No Meeting

Red Deer River Watershed Alliance

Date of Meeting: No Meeting

Greenwood Neighborhood Place

Date of Meeting: July 21 & August 18

July 21 – GNP AGM held prior to the regular board meeting. New community members stood up for the vacant Board Director seats and the election of officers will be held at the August Board Meeting. The Board meeting agenda included the ED Update, Staff reports and the financials for The Den.

August 18 – Board Meeting agenda – Election's were held with Alyssa Campkin as chair and Bronwyn Petersen as vice-chair. – Board member roles, staff reports and financials for GNP to be presented at the September meeting.

2026 SUMMER EVENTS

Canada Day



July 26, 2026 Annual
Car Show Mayor's
Choice Award





REQUEST FOR DECISION

COUNCIL DATE	September 14, 2026
SUBJECT	RFD Council Key Messages June – August, 2026
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	10.2

BACKGROUND/PROPOSAL:

Each month the key messages from the Office of Council is included in the mailing of the Town of Sundre's Utility bills, posted on the Town's website, and an electronic version of the message is posted to the website and the Town's social media site.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Key Messages will be incorporated monthly into the Town of Sundre Regular Council Meeting Agenda at the first meeting of Council of each month to ensure we reach as many residents as possible.

ALIGNMENT WITH STRATEGIC PLAN

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

MOTION:

That the Town of Sundre Council accept the Key Messages of Council for the months of June – August, 2026 as information.

ATTACHMENTS:

Key Messages from the Office of Council for June – August, 2026.

Date Reviewed: September 3, 2026

CAO: Aminda Nibin

FROM THE OFFICE OF THE COUNCIL

Key Messages For The Month Of June 2026

Meeting Date: June 8, 2026

Administration presented the First Quarter Financial Reports. Council was pleased to hear that the Town is in good financial position, and was pleased with the new financial reporting format proposed by administration.

Members of the Fire Department attended the meeting with the two new Fire Fighting units for Council to view. The two new units are the newly purchased Tender and the Rapid Response Unit.

Administration presented 4 new Bylaws and the Privacy Management Program that was required by the Province as a result of the New Privacy Legislation passed in June 2025. Municipalities were given one year to comply; Council was pleased that the Town adopted the Bylaws and the Policy prior to the deadline date.

Meeting Date:: June 22, 2026

The Fire Department responded to 48 calls during the month of May; Peace Officer responded to 72 calls; Corporate Services answered 462 phone calls; had 263 walk-in customers and issued 72 tax certificates.

Planning and Development is working on Phase 2 of the Brookside Subdivision, Phase 3 of the Downtown Area Redevelopment Plan, and the Flood Risk Bylaw was passed. Community Services is conducting annual maintenance and cleaning of the arena, the community centre continues to be busy with regular users, and the parks are undergoing maintenance for the summer season use, with upkeep focused on cleanliness, landscaping and ensuring safe, accessible space for public enjoyment and recreation.

Operations is busy with the Centre Street North upgrade, roads have completed street sweeping and Harley raking of back alleys; gas, water and wastewater are conducting seasonal maintenance and repairs.

FROM THE DESK OF THE MAYOR

June was a month that truly reflected the spirit of our community – celebrating milestones, supporting one another, and looking ahead with optimism.

We began the month by recognizing our seniors during and outstanding Seniors' Week. Thanks to all who helped organize the many events and activities in celebration of the contributions our seniors make to Sundre. Their wisdom, volunteerism, and community spirit continue to enrich our town.

The excitement continued with another world-class professional rodeo. I want to acknowledge the many volunteers, organizers, and participants who invest countless hours into making this event possible each year. Although circumstances prevented the parade from taking place, I am confident that by working together as a community, we can learn from this experience and build an even stronger event for next year.

We ended the month on high note by celebrating the graduation of our local students. Congratulations to the Class of 2026! The graduation ceremony and community parade were wonderful celebrations of your hard work, determination, and accomplishments. On behalf of Council, I wish each graduate every success as you begin the next chapter of your journey.

June also provided the opportunity to attend the Federation of Canadian Municipalities (FCM) Annual Conference in Edmonton. This national conference brings together elected officials from communities across Canada to share ideas, learn from one another, and advocate for municipalities. I was proud to showcase the innovative work that Sundre Council has undertaken over the past year.

As we move into the summer months, I encourage everyone to enjoy all that Sundre has to offer, support your local businesses, attend community events, and continue looking out for one another.

Thank you for making Sundre such a welcoming and resilient community.

Mayor Warnock

FROM THE OFFICE OF THE COUNCIL

For the Month of August 2026

Mayor's Invitation to the Community – 1st Annual Town Hall

One of Council's priorities is to strengthen communication and engagement with our residents. To help achieve that goal, I am pleased to announce that the Town of Sundre will be launching an **Annual Town Hall Meeting**, providing an opportunity for residents to hear about Council's work, learn about current and upcoming initiatives, and ask questions in an open and respectful setting.

I would like to invite all residents to join us for our **first Annual Town Hall**:

Tuesday, September 29, 2026

7:00 p.m.

Town of Sundre Municipal Council Chambers

717 Main Avenue West

This Town Hall is an opportunity to discuss the Town's accomplishments, current projects, future priorities, and the challenges and opportunities facing our community. Most importantly, it is a chance for residents to share their thoughts and ask questions directly of Council. Please note the question period will follow the community update and will be monitored to ensure that a good variety of questions can be covered.

Building a strong community begins with open conversation, transparency, and working together. I encourage you to be part of this important community discussion.

I look forward to seeing you on September 29th at 7:00 p.m. at the Town of Sundre Municipal Council Chambers.

Richard Warnock

Mayor, Town of Sundre



REQUEST FOR DECISION

COUNCIL DATE September 14, 2026
SUBJECT RFD Correspondence / Invitations
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 11.

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

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence as information by separate motion.

11.1 2026 Hospital Futures Legacy Gala

Motion: That the Town of Sundre Council accept the invitation to attend the 2026 Hospital Futures Legacy Gala on November 14 at the Sundre Community Centre, and that Mayor Warnock provide a short video greeting (30 seconds) for inclusion in the opening video for the event;
and further, that Council direct administration to provide information regarding the cost of purchasing a table(s) at the next Council meeting September 28th.

ATTACHMENTS:

11.1 Invitation to the 2026 Sundre Hospital Futures Legacy Gala

Date Reviewed: September 9, 2026

CAO *Linda Nelson*

September 9, 2026

Dear Town of Sundre Council

Re: Invitation to the 2026 Sundre Hospital Futures Legacy Gala

On behalf of the Sundre Hospital Futures Committee, it is my pleasure to invite you to attend our annual Legacy Gala on Saturday, November 14, 2026, at the Sundre Community Centre.

The Legacy Gala is the cornerstone of our fundraising efforts. The theme of this year's gala "Let's Build It!" reflects where our community now stands; ready to move from vision to construction on a health care campus that will serve Sundre and the surrounding rural region for generations to come.

Your presence at the Gala would be greatly appreciated by the volunteers, donors, and health care professionals who have carried this work forward. Additionally, we would be honoured if the Mayor would provide a short video greeting (30 Seconds) for inclusion in our opening video for the event.

The evening includes a dinner along with live and silent auctions, with all proceeds directed to health care in our community. We would be pleased to reserve seating for you and a guest.

Please contact me at any time to confirm your attendance or to discuss the campus project in more detail.

Sincerely,



Heidi Overguard
Sundre Hospital Futures Vice-Chair
403-507-6590

Charity number: BN: 1 1929 6416 RR0001

Build the future of
rural medicine
with us.

OUR COMMITTEE

Gerald Ingeveid
Chairman

Heidi Overguard
Vice-Chair

Gerry Greschner

Peggy Johnson

Terry Leslie

Audrey McKenzie

Owen Peterson

Chris Vardas